

Graduate Program Committee--Minutes  
September 6, 2000

Members present: L. McCarty, J. Plucker, T. Frick, E. Zimmerman, F. Lester

***Future Meeting Dates***

Meeting times and dates were discussed. Meeting for the fall semester will be the first Wednesday of each month (October 4, November 1, and December 6) from 10:00 AM-12:00 PM in Room 4204..

***Course Additions and Changes***

**Q506/Q546**

Members discussed pre-requisite and graduate equivalent issues for Q546. Revisions were suggested. Due to suggested changes for Q546, the need for a course change for Q506 was eliminated.

**S500**

Luise McCarty reintroduced the revision of S500. Members discussed the credit hour changes in regard to all degree programs. Revisions were suggested in regard to a statement about prerequisites and stating that the course could only be applied towards a Master's degree. The satisfactory/fail grading scheme will be discussed at a future meeting of the GPC. The committee wants to investigate for which graduate courses the S/F grade can be applied.

**N525**

There were no objections to the proposed course, and the members voted to approve the change.

**Special Education: K522, K565, K525, K553, K541, K548, K510**

Luise McCarty introduced these requested course changes. Committee Members suggested revisions in the descriptions and titles to make the courses more clear so as not to overlap with existing courses. The course changes were sent back to the department and would be re-evaluated when they were re-submitted.

**R521, R511**

Ted Frick presented the reasons for the changes in both of these courses. The committee accepted the changes in course descriptions and credit hours.

***Program Changes***

**IST requests**

Ted Frick presented the reasons for the changes to reduce the credit hours from 40 to 36 hours and to reduce the electives from 12 to 9 hours. Committee members discussed and accepted reducing the number of credit hours from 40 to 36 hours so as to keep the various programs within IST consistent with one another. The issue of reducing elective credit hours was discussed. Committee members decided to hold off on a decision until the next meeting in order to look at policy issues surrounding this change.

***Bulletin Revisions (Qualifying Examination, Admission Criteria, Admission Process, 20-Year Rule, Ed.S.)***

Luise McCarty presented all of the revisions for the bulletin. Committee members suggested changes in wording for each of the individual revisions. Revision suggestions were all accepted with some minor changes. Members decided to eliminate the entire statement in regard to the 20-Year Rule.

***Election of GPC Chair***

Dan Mueller was elected to be the chair of the Graduate Programs Committee.

***Selection of GPC Representative***

Ted Frick was selected as the representative to the Committee on Diversity.

Enid Zimmerman and Frank Lester were selected as representatives to the Education Council.

Enid will serve as representative during the fall semester, and Frank will serve as representative during the spring semester.

Graduate Program Committee–Minutes  
October 4, 2000

Members Present: Luise McCarty, Ted Frick, Frank Lester, Becky McGraw, Enid Zimmerman, Amy Flint, Dan Mueller, Jonathan Plucker, John Bean

***Announcements***

Luise announced that Tom Gregory had accepted the changes that the committee made for S500. She also stated that Dennis Knapczyk will come to the next meeting to discuss the proposed Special Education course changes. Luise and Dan will meet with him before the next meeting to go over the proposed changes. Luise also brought up a concern that graduate students have voiced to her about the existing printing quota being inadequate. After discussion, the committee members concluded that GPC is not the body to address this issue.

***New Pilot Project for International Students***

Luise presented the proposal by the International Admissions Office to speed up the process by which international applications arrive in the School of Education. The proposal will result in incomplete applications arriving and being sent to the departments for review. Since the files will be incomplete and not contain an interpretation of the transcripts, faculty will be trained to read the transcripts. John voiced a concern that faculty would have to be trained yearly due to changes in faculty members on the departmental decision committees. Discussion turned to the advantages and disadvantages of sending incomplete files between offices and departments and to how faculty could be notified of new applications that had not yet been completed. In order to facilitate the completion of files for international applicants, members discussed personal contact from faculty and e-mail letters being sent in addition to the checklist letters currently mailed to the applicants.

***M454/L503***

The committee members did not make a decision on this course as there was not enough information provided on the request form. Randy or Mary Beth will be invited to come to the next meeting to answer questions about the new course.

***Bulletin Changes***

Dan reported that the Policy Council had approved the bulletin changes passed at the September meeting with minor suggestions. The bulletin change regarding the addition of a sentence specifying 2 years of teaching experience to the Educational Leadership admission requirement was passed.

***IST/MS in Counseling Program Change***

Dan presented the proposed changes from 12 to 9 hours outside of the major course-work for both the IST and the MS in Counseling programs. The policy of the School of Education is that 12 hours of outside of the major course-work are required. However, programs have varying amounts of required course-work outside of the major, which is often determined by issues of accreditation or possible vocational benefit to the student. Committee members voted on the IST and MS in Counseling changes. Both changes were passed. No vote was taken on changing the School of Education Policy.

***S/F Grade Policy for Graduate Students***

Luise presented the wording on S/F and P/F grading from the School of Education Bulletin, the Graduate School Bulletin, and the Faculty Handbook and explained the difference between the two. Dan stated that the S/F policy for 795 and 799 courses was set in previous years. He stated that we need to check the files to see how the courses were approved initially and also check with the Registrar as to why the policy is not implemented in that office. Luise has inquired into the issue at the Registrar and is waiting on a response. The committee will wait until it has more information to discuss the issue.

## **Graduate Program Committee Minutes December 6, 2000 Meeting**

**Members Present:** Dan Mueller, Amy Flint, Enid Zimmerman, Jonathan Plucker, Luise McCarty, Becky McGraw, Frank Lester, Dennis Knapczyk

### **Goals for the Long-Range Planning Committee**

Members discussed goals for improving graduate programs so that Dan and Luise could present the goals to the Long-Range planning committee. Frank stated that the focus should not be exclusively on doctoral research training but that it should also include Master's students who choose to continue on with a doctoral degree.

Dennis suggested that another goal would be to look at international students in regard to field experience since many of them come to Indiana University without any teaching experience. Some suggestions in regard to international students was to make the Language Education writing course a requirement and having a full-time staff member that international students can go to if they encounter problems (current staff are only half time). Frank suggested that data needs to be collected on what various countries want from graduates who return there and decide what we can incorporate into our current program structure and academic advising. The writing ability of international students was also discussed. The admission process and CELT test do not seem to be good indicators of the writing and critical thinking ability of international students.

### **Themes & sub-committees:**

- 1) Students moving from the MS -> Ph.D. and in the MS tracks
  - Dennis and Becky will work on this
  
- 2) Accommodating & Remediating and our stand on it (how decide when can afford to develop our programs for other countries/corporations)
  - Frank and Jonathan will work on this
  
- 3) Plan to assess the Inquiry component of doctoral requirements
  - Amy Flint, Dan Mueller, and Ted Frick will work on this
    - will collect Programs of Study and talk to both students and their advisors
    - members discussed how to select students and what information should be collected (how define "inquiry", courses taken, grades, etc.)
  - Luise and Diane Levenberg could develop the faculty questionnaire

### **Ed.S.-Counseling**

The suggested changes to the Ed.S. in Counseling were accepted with changes to the minor requirements. Suggestions were that it should be clearly stated in the document that the minor must be outside of the major and that the suggested minor courses should not be considered the exhaustive list.

### **Conditions for Conditional Admissions**

Luise briefly presented what had been discussed at the RAFA meeting. Members discussed possible student admission conditions. If a certain GPA is set as a condition, the number of hours in which that GPA is to be met needs to contain core courses within the major. Future discussion will consider whether there should be any conditional admits at all. If conditions are set, they need to be stringent, enforceable, and with a time-limit set on them.

## **Graduate Program Committee Minutes February 21, 2001**

**Members Present:** Luise McCarty, Ted Frick, Dan Mueller, Jonathan Plucker, Frank Lester, Becky McGraw, Dennis Knapczyk, Amy Flint, and John Bean

The minutes from the previous meeting were approved.

### **Graduate Credit offered by External Agencies**

Dan Mueller presented the document that Fred Risinger had written and would be talking to the committee about later in the meeting. The document had already been approved by the Dean's Policy Council. The policy issues involved would be: 1) to consider what constitutes a workshop, and 2) what constitutes a credit hour. Luise stated that the document came from IU-South and was intended to regulate standards for workshops. A paragraph within the document states that revisions are necessary after one year. The deadline for revisions is mid-March as the document will go to the Education Council in April. One of the issues brought up was that once a course is listed on the transcript, it is difficult to tell whether or not it was a workshop or a regular course simply by looking at the course number and title. The question was then raised as to whether there is a difference between a regular course and a workshop. The main differences between the two are the number of contact minutes, the amount of time between contact minutes, and the amount of outside-of-class study. Some members voiced that workshops are not as intensive and academic as regular courses. Other concerns were raised, and the committee decided to finish their discussion of the document when Fred arrived so that he could address the questions that they raised.

Fred Risinger arrived and addressed some of the questions raised by the committee members. He said that the majority of students do not take workshops for credit hours, rather most take workshops to renew licenses or to move up on the salary scale. Students who do take workshops are unable to transfer the workshop credit to another university without a grade. He also briefly described how the process involving external agencies works and he gave a few examples. He stated that the issue at stake is in regard to different campuses that offer credit for the same course or workshop because the cost is different between the various campuses. Campuses should be allowed to offer a workshop at whatever campus they want. Many external agencies prefer to work with our campus as our bursar and registrar are easier to work with than at some other campuses. Fred stated that his only real concern was the territorial issue on the bottom of page 2. Ted stated that if workshops are always designated as such, then our concerns about applying them to a student's program is covered by the clause in the bulletin about the 9-hour rule.

Changes that were suggested to Fred's document were as follows: (1) on page 1, the 4<sup>th</sup> bullet point, 2<sup>nd</sup> line: the statement "transfer for use in degree program" should be changed to "transfer applied to a degree program"; (2) eliminate the bullet point stating: "no transfer credit is given for any course/workshop graded lower than B."

Frank asked what GPC's role is in regard to this document. Dan responded stating that GPC's role is to give advice and suggestions. He also said that GPC will give written suggestions and

responses about this document to Fred and to the Policy Council.

### **Special Education Courses**

Dennis stated that new courses were suggested because they cannot use the same course numbers. The disused numbers for new courses are K510 and K522. He stated that as the field has changed, the courses needed to be upgraded to reflect the field as it is now. In addition, consistency across IU campuses was a factor, and the changes reflect consensus among the campuses. Since the titles did not specify that the courses were Special Education courses, Dan asked what makes the courses “K” courses? Dennis responded that language has changed over the years and the clientele has also changed. Classifying the courses as “Special Education” would not be appropriate as some of the students will not actually work in special education. Ted asked whether the titles overlap with other existing courses, and Dennis responded that even if the titles overlap, the “K” course number indicates that the course focuses on special education. Dennis stated that K535 will no longer be offered and that K522 will replace it on some campuses. Since other IU campuses may still offer K535, the course cannot be cancelled. Dan suggested that the statement about the course “replaces K535” should be taken out of the syllabus.

The courses were all passed.

### **Director of Special Education License**

Luise briefly stated the changes in the program: (1) K535 was eliminated, (2) A635 is preferred over A630, and (3) A695 was added. Dan stated that the state would need to approve the changes as we do not normally deal with licensing. Frank suggested that we would need to inform those involved that K522 replaces K535.

### **IST-Informational item**

Luise stated that for IST, only two IST faculty members can serve on committees, so students must find outside professors to complete their committees. Each program must determine whether adjunct faculty can serve as primary faculty. Dan stated that students and faculty have to do this in order to ensure quality.

**Graduate Programs Committee  
Minutes–March 21, 2001**

**Members Present:** Dan Mueller, Becky McGraw, Ted Frick, Dennis Knapczyk, Luise McCarty

**Course Change–M550**

Dennis explained that the change is to make the course more flexible in regard to registration. Currently, students have to register twice for the course, and this leads to confusion in the registration process. By making more hours available, students will have an easier time in registration. They would be able to register once for the class for 16 hours as opposed to registering twice for the class at 8 hours a time. Because there was not a quorum, no official vote could be taken. The committee members that were present accepted the changes. It was decided that Frank would be e-mailed about the course change in order to obtain his vote, which would make the vote reach quorum. [Frank responded in favor of the course change. Therefore, the change was approved.]

**Inquiry Courses and Early Inquiry Research Project**

Dan introduced David Reetz, the GA in CEP who is working on this project. David reviewed what has been done so far. A list of students in the CEP department who have taken quals in the last two years was generated. He collected various information on those students, including what inquiry courses they have taken and the grades received. A survey was sent to these students that asked about their Early Inquiry experience. Dan stated that we need more data from more departments. He also recommended that the finished product of the Early Inquiry Experience be kept on file in the Office of Graduate Studies. Currently, the projects are not being stored due to lack of space in the student files. It was suggested that other file cabinets be found or storing them electronically on a disk. Dan stated that it is important to have the finished product so that we can go back and look at them to see what is being done by students to fulfill this requirement.

Luise stated that this project will have to continue into next year due to the need to collect data from the other departments as well. The results should be shared with department chairs. We may need to enlist the help of departments to collect their own data, something that should be done periodically anyway to make sure that the Early Inquiry Experience is being completed. Dennis said that we need to find out how closely the requirement is being monitored by the departments. Some departments have portfolios or projects on file that can be looked through. Ted suggested that if cooperation is a problem, using a stratified sample might be the way to go.

**Education Council Representative**

Luise stated that Education Council will meet on Friday, April 6, 2001, here in Bloomington. Since Frank cannot attend, Dan said that he would be able to go.

**External Agency Document–Fred Risinger**

Dan said that he has corresponded with Fred since our last GPC meeting, and changes have been made. He reviewed the updates: 1) the reference to transfer courses was removed; 2) the preference was giving out a letter grade for the course was taken out; 3) “administrator” was removed as the “instructor of record” so that all that appears is “instructor”; 4) additional workshop numbers were added to the list and the option was removed for other course numbers

to be used for workshops courses–this keeps non-workshop courses from being used as both a workshop and a “real” course. If this document passes, we would need to communicate the changes to the departments, especially Language Education since they offer a lot of workshops. Luise said that we need to write up what would follow from this document and distribute this information to the department and to the Education Council.

### **Goals–Informational Item**

Luise presented the document that she and Dan wrote and submitted to the Dean and the Long Range Planning Committee. Our goal is 3b. The Long Range Planning Committee will send out the document once it is completed.

### **Previous Special Education New course request**

Dennis stated that two of the new course requests that were approved by GPC at a previous meeting came back to him from Jane Kaho stating that they should be course change requests. He filled out the appropriate forms, and the committee approved them (since they had previously been approved). The new forms were sent to Jane Kaho after the meeting.

### **Dissertation Formats–Informational Item**

Luise stated that she has spoken with Gene Kintgen about requests to use electronic formats for dissertations. He said that we can accept them, and currently he is working with a librarian and others on the details. Ted said that historically there have been problems: 1) the medium changes over time, 2) format used also changes over time as it is updated. He said he would contact Gene and offer his suggestions.

## **GRADUATE PROGRAMS COMMITTEE Minutes – October 10, 2001**

**Members present:** Laura Lackey, Frank Lester, Luise McCarty, Rebecca McGraw, Dan Mueller, Leslie Sexton, Steve Sutton, Sue Whiston, Enid Zimmerman, Pat Rogan (by phone)

### **1. Approval of Minutes of the 9/12 Meeting**

The minutes of the GPC meeting held on September 12 were approved with the following amendments:

1. Change the last sentence of item 3 on page 2 as follows: ...students who appealed by using the Bulletin’s rolling admission policy.
2. Change the first sentence under Workshop Versus Course Titles and Numbers as follows: ...we need to review all non-workshop courses that have a workshop title... .
3. Item 6 on page 2 changed to read as follows: Enid proposed that Graduate Studies Office

staff be represented on the GPC. She also suggested that Dianne Levenberg be invited to attend future meetings and that other staff members should have the option to attend.

## **2. Agenda Business**

Enid made a formal motion to invite Dianne Levenberg to the Graduate Programs Committee meetings as a representative of the Office of Graduate Studies staff.

Luise suggest others may attend such as Barbara Hayes.

Sue seconded the motion.

After some discussion, Frank agreed to formally invite Dianne to the next and future meetings.

## **3. Post-Master's Degree Certificate Program in Institutional Research—George Kuh**

George Kuh presented a proposal for a Post-Master's Degree Certificate Program in Institutional Research. He noted that this program would be a joint effort between IUPUI & IUB. IU is one of six Higher Ed Centers to be invited to submit a proposal for funding, which will be sought for five years. This program is a year in length and can be used toward a Doctoral degree, which

is very likely to further strengthen the Doctoral Program in Higher Education. After much discussion, the committee agreed to have Frank relay our concerns regarding:(1) the prerequisites for admission, (2) the paucity of inquiry study (just three 1 credit modules), (3) the impact of the new program on faculty staffing, and (4) whether the research module will be offered as C# courses (Higher Ed) or as Y# courses (Inquiry).

(Pat Rogan joined the meeting by phone from IUPUI. midway through the discussion with George)

## **4. Course Change Request – Q506**

The request was to change a current course, Q506, from three credits to four. Questions and concerns were raised regarding what extra assignments do the graduates do in order to make this a graduate course

Enid noted that if we don't approve the change, students would still get it another way.

Dan proposed that we pass this on the condition that the proposer (Hans Andersen) tells us what the graduate students will do different from the undergraduates.

Frank suggested that the issue of how to distinguish between graduate and undergraduate work be discussed at a future meeting, but for now do what Dan has proposed about a conditional approval. He suggested that Hans be asked to specify what additional assignments are given and how intellectually and conceptually different they are from the undergraduates.

Dan noted that the GPC should let Hans know that we are working with him. The group consensus was that Frank will meet with Hans and make a judgment regarding the acceptability

of what Hans provides. If Frank thinks it's not acceptable, he will bring it back for discussion.

Enid made a motion regarding this and Sue seconded it.

### Discussion

Rebecca abstained from voting because she felt the motion contained too many conditions; Pat had same concern. Sue asked if the GPC should proclaim that from now on there needs to be a qualitative or conceptual difference between graduate and undergraduate course with regard to course expectations and assignments. Frank says we need to get into other issues time is running out, so no vote was taken on Enid's motion..

## **5. Revision of the Statement on Application Deadlines for Domestic Students in the School of Education Graduate Program Bulletin**

Frank distributed a hand out containing both current statement and a proposed revision of it on the "Admission Process, Application Deadlines for Domestic Students." He asks that we send our reactions to this and come to the next meeting ready to discuss it.

Luise and Frank will look at the whole statement and consider how to reword it.

Luise wondered if we should bring up this statement at a meeting of department chairs. There was general agreement that this should be done. This issue will be discussed further at next meeting.

## **6. Distance Education Admissions Criteria**

This item was not considered due to lack of time.

### GRADUATE PROGRAM (STUDIES) COMMITTEE

Minutes – November 14, 2001

Members Present: Amy Flint, Ted Frick, Frank Lester (chair), Dianne Levenberg, David Mank, Luise McCarty (ex officio), Rebecca McGraw, Dan Mueller, Pat Rogan, Leslie Sexton (ex officio), Steve Sutton, Sue Whiston, and Enid Zimmerman

### 1. Meeting Protocol

Frank proposed that future minutes be a summary of the meeting. He also proposed that whenever formal motions are needed, we should follow standard parliamentary procedures by asking for seconds, followed by discussion and then a vote. Everyone present is to vote except Luise and Leslie, who serve as *ex officio* members. There was agreement that this procedure be followed.

### 2. Approval of Minutes from 10/10 meeting

Steve made a formal motion to approve the minutes and Sue seconded his motion. There was no

discussion and all voted to approve the minutes as is.

### **3. Old Business**

**Course Change Request for Q506.** Recap of Hans Anderson's proposal to change the number of credits offered for this course from 3 to 4. Frank was to find out from Hans the requirements of graduate students in the course since it is combined with an undergraduate class. Hans provided a list of all assignments required of graduate students, indicating what extra work graduate students are to do. Approval of this request will be forwarded to the Policy Council.

**Graduate Student Application Deadlines rewording.** Dan had drafted a revision of the current statement that appears in the School of Education Graduate Bulletin regarding admissions deadlines. After some discussion of the revision, the decision was made for Luise to circulate it among all department chairs for their comment. Pat will also determine if the revised wording is satisfactory to IUPUI faculty.

### **4. New Business**

**Statement of Duties of the Graduate Program Committee.** The Long Range Planning Committee has requested a statement of duties from the Graduate Program Committee. However, since the Graduate Program Committee does not appear as a committee in the School of Education Constitution, which was last amended in 1988, a statement of the committee's charge is needed. Frank and Luise agreed to draft a statement and then send it to Pat. Once Pat has revised the draft, the revision will be circulated among the members of the GPC for further revision. Also, the GPC recommended a change in the name of the committee from "Graduate Program Committee" to "Graduate Studies Committee" in order to better reflect the responsibilities of the committee. This change will be made in the charge sent to the Long Range Planning Committee.

**Distance Education – Admissions Criteria (discussion item).** Luise raised various concerns associated with distance education courses. Specifically, at present, anyone can take distance education courses; an individual does not have to satisfy any admissions criteria. Furthermore, a student does not have to be enrolled in a graduate program and many out-of-state and international students are taking distance ed and paying in-state tuition. She asked the committee's advice about these concerns. A special problem arises when a student takes several graduate distance education courses without being admitted to a graduate program and then applies for admission to a program and expects these courses to count toward a master's degree. The problem is made more complicated when the student has earned good grades in these courses.

The GPC discussed her concerns, recognizing the complexity and importance of the problems and agreed to advise her on a course of action to solve the problems.

**Graduate Courses: Credit bearing for a degree or otherwise and Undergraduate students taking graduate courses (discussion item).** The School of Education Graduate Bulletin Students states that undergraduate students in their junior or senior year may take

graduate courses, which will count toward their undergraduate degree – no limit on the number of courses allowed is stated. The Bulletin also states that students in their last undergraduate semester may take graduate courses, which may later be applied to a graduate degree.

A suggestion made – but not moved – was that undergraduate students be allowed to take a maximum of 6 credit hours to apply toward their undergraduate degree.

Luise will draft a policy to bring up at future meeting.

**On-line Application Concerns (discussion item).** Luise presented several concerns with the new on-line application procedures. Luise will be happy to get recommendations from the GPC regarding these concerns.

**Update on G. Kuh's Proposal to Establish a Post-Master's Certification in Institutional Research.** Action on this proposal was tabled pending endorsement of the program by ELPS.

## 5. Other Business

Frank raised concern about the remonstrance process for course/program creation and change for IU system-wide courses/programs. Specifically, he wondered if there is an established policy in place regarding the procedures to be followed. Luise noted that she would ask Dave Kinman to provide the committee with a copy of the existing policy.

## GRADUATE STUDIES COMMITTEE Minutes – December 5, 2001

Members Present: Diane Levenberg, Luise McCarty, Rebecca McGraw, Dan Mueller (chair pro tem), Leslie Sexton, Steve Sutton, Sue Whiston, Enid Zimmerman, and Pat Rogan

### APPROVAL OF MINUTES FROM 11/14

Minutes were approved without change

### GEORGE KUH'S POST-MASTER'S DEGREE CERTIFICATION PROGRAM

There was discussion of the proposal and the memo George Kuh sent to Frank Lester regarding the proposal to institute a new post-master's degree certification program. The consensus was that George still needs to answer the questions the committee sent him and that his replies should be incorporated into a revision of the proposal. Concern also was raised over the distinction between "C" and "Y" courses and between "basic" research courses and inquiry courses (courses about research rather than courses about how to conduct research). The committee wants the proposal to include a syllabus for the topical seminar that includes information about explaining what is included in the seminar.

Dan M. agreed to contact George regarding these concerns.

### REWORDING OF THE APPLICATION DEADLINES STATEMENT (update only)

Luise McCarty agreed to prepare a revision of the statement and then pass it by the department chairs for their reactions.

#### NAME CHANGE FOR THE GRADUATE PROGRAM COMMITTEE

Because the “Graduate Programs Committee” has assumed responsibilities beyond those associated with graduate programs, a motion was made by Enid Zimmerman (seconded by Dianne Levenberg) to change the name of the committee to “Graduate Studies Committee.” The motion passed unanimously.

#### ADMISSION CRITERIA FOR DISTANCE EDUCATION

Sue Whiston proposed that a small committee of the GSC be formed to develop criteria for admission to distance education courses. There was general agreement that such a committee should be formed.

#### ONLINE APPLICATION CONCERNS (update)

Luise gave a report about concerns associated with on-line applications of prospective graduate students. She noted that although progress is being made, two basic problems still exist: (1) the project to move to on-line application is under-funded and (2) the process works well for undergraduate applications, but less well for graduate applications.

Another concern is that Ken Luterbach is leaving IU 34erfand there is no replacement for him at this time. Interviews are underway for a replacement and there seem to be a strong candidate or two.

#### QUALITY CRITERIA FOR GRAD COURSES –

One vexing issue associated with maintaining high quality for our graduate courses is that no clear distinction has been made between workshop courses and non-workshop courses. Some courses are called “workshops,” but are not really workshops at all. Other courses are offered as workshops, but are not officially designated as workshop courses. The GSC proposed that a small committee be formed to develop an unambiguous distinction between workshop and non-workshop courses. Suggested members of this committee include: Fred Risinger, Dan Mueller, Pat Rogan or Linda Houser, Dennis Knapczyk, and someone from Language Education.

#### DOCTORAL-LEVEL COURSE OFFERINGS ON OTHER IU CAMPUSES

Ph.D.-level courses used to be taught only on the Bloomington campus. Later, when Bloomington and Indianapolis became a core campus, doctoral courses began to be offered at IUPUI as well. Currently, all regional campuses are teaching some doctoral-level courses, even though doctorates are not being offered on those campuses. It is not clear which campuses can offer doctoral courses, nor is it clear what process should be followed to approve doctoral course offerings on campuses other than IUB and IUPUI.

Since the GSC is a core-campus committee only, this issue will have to be addressed by the Educational Council or Graduate Council.

The GSC recommended that Luise and Frank raise this concern with the Educational Council.

#### COURSE/PROGRAM CREATION/CHANGE PROPOSAL

There is a need to develop a clear description of the process to be followed for approving course and program creation/change proposals. The GSC proposed that a committee be formed to develop such a description. Possible members of a subcommittee include: Frank (chair), Sue, Jane Kaho, Dave Kinman and someone from the Teacher Education Council.

THE MEETING WAS ADJOURNED AT 12 NOON.

## **GRADUATE STUDIES COMMITTEE**

Minutes January 9, 2002

**Members Present:** Amy Flint, Ted Frick, Frank Lester, Luise McCarty, Rebecca McGraw, Dan Mueller, Jonathan Plucker, Leslie Sexton, Steve Sutton, Sue Whiston, Enid Zimmerman.

### **Approval of minutes from 12/5 meeting**

Numerous revisions were noted. Frank Lester agreed to make the changes and distribute the revised minutes via e-mail to the committee.

### **Proposal for offering a Post-Master's Certificate in Instructional Research**

Frank and Dan Mueller provided an update on the status of this proposal. Specifically, they offered the following information:

1. Because of the need to prepare materials to attract new students to the program, it has been given approval for a year. During this period both the program coordinators and the GSC will monitor the program.
2. Concerns regarding the inquiry modules designed for the program will be taken up at a meeting involving Frank, Dan, George Kuh, Ed St. John, and Ginette Delandshire.

### **GSC Sub Committees:**

1. Quality Criteria For Grad Courses – Amy Flint and Dan volunteered to co-chair this committee.
2. Admission Criteria For Distance Education – Because a “Distance Education Cabinet” already exists, there seems to be no need to form a new committee. GSC will ask the Cabinet to make recommendations to the GSC regarding criteria for admission to distance education courses.

### **New Business**

1. New Program Proposal: Administration and Supervision MS Degree Program  
Leonard Burello presented to the GSC a proposal for a new master's program in administration and supervision. Members of the GSC raised no concerns about the need for the program, but questions were raised about various details of the proposed program. Leonard pointed out that, once approved, the program will still have to obtain state approval. Before the GSC can send the proposal on to the Policy Council, Leonard must do the following: (1) get approval from the ELPS faculty for the program and (2) provide a written rationale for the program. Dan offered to meet with Leonard and perhaps other interested members of the ELPS faculty to discuss certain

other concerns and suggestions regarding the specific details of the program course requirements. If revisions to the proposal are prepared in time, they will be considered at the February GSC meeting.

## 2. IST Specialist in Education (Ed.S) program description

The IST proposal to revise the Ed.S. program is a response to a School of Education directive regarding Ed.S. tracks. Some questions were raised about the specific requirements of the program – specifically with regard to the capstone experience and the nature of the portfolio. Frank agreed to meet with Michael Molenda (who submitted the revision) to discuss revisions. Frank was directed to thank Molenda on behalf of the GSC for preparing such a detailed, clear proposal. If the revisions can be made in time, the revised proposal will be considered at the February GSC meeting.

## **Old Business**

### 1. Updates from the Associate Dean's Office

#### • Current Status of Online Graduate Applications

Luise McCarty updated the committee on the status of the online application process. She noted that IU is going back to using Omnibase until problems with the new system can be eliminated. Only international students who applied online will use Apply Yourself software. Those international students who applied with paper applications will be handled by the International Admissions Office and entered into the system with People Soft. All domestic or returning (continuing) students will be handled with Omnibase.

#### • Deadlines for Fellowships

February 15 remains as the deadline for The Chancellor's Minority Fellowships. Other School of Education fellowships can be submitted later because The Office of Graduate Studies is behind in processing the submissions due to the problems caused by the new application system. Luise wants to work with departments on application deadlines.

### 2. Doctoral Level Course Offerings on Other IU campuses

Dan spoke with Dean Kintgen, Associate Dean of the University Graduate School, about the problem of IU campuses other than Bloomington offering doctoral courses developed on the Bloomington campus. Kintgen noted that the University Graduate School has no authority to regulate or monitor courses offered on other campuses. It appears that IUB can make whatever regulations it wishes, but other campuses can do whatever they wish. If a course is created on one campus another campus needs permission (matching) to offer it. Luise suggested that we might want to investigate the possibility of restricting 600 and 700 level course offering on other campuses.

### 3. Course or Program Change/Creation Process

A suggestion was made to form a committee to develop or improve the process by which courses and programs are changed and created. Possible members of a committee might include: Frank (chair), Sue Whitson, Jane Kaho, Dave Kinman and Peter Kloosterman (chair of the Teacher Education Council). Frank agreed to talk with Kloosterman about forming the committee.

Meeting adjourned at 12 noon.

**GRADUATE STUDIES COMMITTEE**

## Minutes of Meeting of February 6, 2002

**Members Present:** Amy Flint, Ted Frick, Frank Lester, Luise McCarty, Rebecca McGraw, Dan Mueller, Pat Rogan, Steve Sutton, Enid Zimmerman.

*Note: The meeting did not begin until 11:20 because documents to be discussed at the meeting were not available.*

### **Approval of minutes from 12/5 meeting**

Approved as revised

### **Approval of minutes from 1/9/02 meeting**

Not considered since minutes were not available at the meeting. Will be discussed at next meeting.

1. Updates. Frank updated the committee on the status of three proposals considered by the GSC: Ed.S. degree in IST (Molenda), Post Master's Certification in institutional Research (Kuh), and M.S. degree in School Administration (Burrello).

Molenda made the revisions to the proposal requested by the GSC, so it is ready for GSC to vote on it.

Kuh met with Dan Mueller about concerns raised regarding the inquiry modules. Kuh also met with Ed Sta. John, Dan, Ginette DeLandshere, and Frank to discuss the entire program and, in particular the inquiry modules. Because Kuh needed to begin to advertise the program in order to attract students for next year, Frank (with Dan's support) gave tentative GSC approval to the program.

Burrello has not had time to attend to the concerns of the GSC, so no further action is needed at this time.

2. Distance education issues. The committee discussed a range of issues associated with concerns about distance education course offerings. Among the questions raised were the following:

- a. Are Non-degree students enrolled in distance education courses a problem?
- b. How should the quality of courses be determined and monitored?
- c. What types and how many distance education courses may be counted for degree programs?
- d. Should students be asked to sign some sort of "acknowledgement of constraints" statement when they enroll in a distance education course?
- e. How should our discussions interface with those of BFC's subcommittee on distance education?
- f. How many students are currently taking distance education courses in education?
- g. What specific examples/cases of problems with distance education courses can we document?

3. Workshop subcommittee. Amy and Dan presented an update on the deliberations of their subcommittee. They will continue to work on developing a clear distinction between workshop and non-workshop courses.

4. New course request, L631. There was no evidence that the request had undergone the usual system-wide review process, so the request has been withdrawn at this time.

5. Approval of IST Ed.S. program. GSC voted unanimously to approve the proposal without further revision. The proposal will be sent on to Policy Council.

Meeting adjourned at 12 noon.

## **GRADUATE STUDIES COMMITTEE**

Minutes – March 6, 2002

**Members Present:** Amy Flint, Ted Frick, Frank Lester, Diane Levenberg, Luise McCarty, Dan Mueller, Leslie Sexton, Sue Whiston, Enid Zimmerman, & Pat Rogan

**Guest Present:** Ron Barnes

### **Approval of Minutes of 2/6/02 Meeting –**

A correction will be made to add Dianne Levenberg to members present. Minutes were approved.

### **Ed.S. in Educational Leadership (Ron Barnes) – (see e-mail handout)**

Ron was present and clarified to nature of the proposal and noted the need for a speedy approval in order to hire someone this summer. A discussion followed. Ron agreed to send the complete written proposal to the GSC. *A subgroup of GSC will study the proposal between now and the next GSC meeting on April 10 and will come to the April meeting with a recommendation for the GSC.* Ron will be invited to return for the April 10 meeting.

### **Course Request M500 for Transition to Teach – (handouts – course request, syllabus, and e-mail)**

Luise explains the Transition to Teaching proposal. Dave Kinman provided a preliminary syllabus. In question were the fees for this program. Discussion took place about fees being consistent across all IU campuses as well as instructors and teaching (which will be held for another meeting).

Dan Muller made a motion to approve this T2T proposal, seconded by Amy Flint and the committee voted to approve.

### **Ed Leadership Masters Degree Program – (e-mail handout from Barry Bull)**

The proposal calls for a change in the current program from requiring 48 credit hours to 36 credit hours. This program will still include principal certification. After discussion, Dan and Pat Rogan made a motion to approve; seconded by Enid.Zimmerman. *Committee voted to approve with 1 abstention.*

### **Policy Council Request to identify core campus issues – (e-mail)**

During discussion six issues were raised regarding: (1) NCATE, (2) Distance education, (3) scheduling of core campus courses, (4) special education, (5) uniformity and quality of courses offerings across the 3 sites of the core campus (Bloomington, Columbus, and Indianapolis), and (6) coordination of teaching appointments across campuses.

*Frank suggested that committee members send additional issues to him.*

### **Progress Reports**

1. *Revision of the New Course/Program Request Procedures. A draft was distributed. Committee members are to read the proposal and be ready to discuss it at the April 10<sup>th</sup> meeting*
2. *Quality Criteria for Graduate Courses (Dan & Amy) – To be discussed at the April 10<sup>th</sup> meeting.*

### **Certification Students applying for Masters Degrees** (handout from Luise McCarty)

Luise McCarty distributed a handout on the need to develop a policy regarding certification students who wish also to earn a master's degree. There have been problems with those students who apply late for a master's degree program. The new Transition to Teach Programs are likely to exacerbate this problem. A new policy is needed that will be included in the new Graduate Bulletin. After discussion the GSC agreed to the following: Enforce the current policy as it appears on p. 10 of the Graduate Bulletin and highlight the policy in the new Bulletin. *Luise and Frank will develop a new statement and present it at the April 10<sup>th</sup> meeting.*

### **School of Education Goals Statement**

The committee engaged in an extended discussion of the "mission and objectives" statement as it now appears in the *School of Education Graduate Program Bulletin*.

Various ideas were considered, among them the following: (1) look at the statement written by Don Warren that appears on the web, (2) wait until the Long-Range Planning Committee makes it goals statement public, (3) use the word "educators" rather than "teachers" in any statement because more than teachers are involved in our mission, (4) develop the conceptual framework for advanced programs by looking at the National Board Standards, (5) whatever statement we have should focus on graduate education and include Ph.D./Ed.D-related statements.

*A sub-committee consisting of Ted Frick and Jonathon Plucker was formed to develop a draft statement. Frank will serve as facilitator.*

### **Other Business**

A sub-committee to identify NCATE-related issues for consideration by the GSC was formed and includes Luise and Enid.

The meeting was adjourned at 12:30 pm.

## **GRADUATE STUDIES COMMITTEE**

Minutes – April 10, 2002

**Members Present:** Amy Flint, Ted Frick, Frank Lester, Diane Levenberg, Luise McCarty, Rebecca McGraw, Dan Mueller, Leslie Sexton, Steve Sutton, Sue Whiston, and Enid Zimmerman

**Guests:** Dean Gerardo Gonzalez, Ron Barnes

### **Approval of Minutes**

No discussion. Dan Mueller moved to approve, Ted Frick seconded. *Minutes approved as presented.*

### **Proposal For Joint IUB-IPFW Ed.S. in Educational Leadership (handout)**

Initial discussion of this proposal began at the last GSC meeting in March. The GSC had two concerns; one related to the credit hour requirement on the core campus, the other related to the makeup of the advisory committee. Dean Gonzales spoke in support of the proposal. He noted that there is a great need for a program like this one in the Fort Wayne area, but IUB does not have the capacity (in terms of faculty, resources, etc.) to offer what is needed in that region of the state. He pointed out that, if IUB and IPFW cannot develop a joint program, IPFW would go to the Higher Ed Commission for permission to offer their own program. He urged the GSC to recommend approval of this proposal so that the core campus would maintain some degree of control. This proposal reduces the number of required courses on the core campus (IUB or IUPUI) by eleven credit hours. It is in the best interest of the core campus to keep control of the degree and the integrity of the program by working jointly with IPFW. Ron Barnes observed that if IU doesn't offer the program described in the proposal, then IPFW will seek out Purdue as a partner. A lengthy discussion ensued, first with Dean Gonzalez and Ron Barnes present, then after they left. Members of the GSC expressed sensitivity for the issues raised by Dean Gonzalez and Ron Barnes, but noted that it was not possible to approve a program that violated various policies stated in the *School of Education Graduate Program Bulletin*. Luise McCarty pointed out that the ELPS faculty has not approved this proposal, but the Educational Leadership faculty has. A suggestion was made to recommend a one-year provisional approval of the program. In order to comply with *Robert's Rules of Order*, it was necessary to vote on the proposal as presented. Ted moved to approve the proposal as presented, with a second by Dianne Levenberg. Vote: 2 approve, 5 opposed 1 abstain. *The proposal was defeated.*

Amy Flint moved to amend the original proposal to allow the Ed Leadership faculty to admit students to the program for the coming academic year (2002-03) only. Enid Zimmerman offered the following friendly amendment: That the Policy Council consider revising the School of Education policies relevant to this proposal during the Fall Semester 2002 and that recruitment of students into the program for the 2003-04 academic year be allowed only if the current policies of the School of Education are revised in such a way that the program is in compliance with them. Amy accepted the friendly amendment. *After more discussion, the motion was voted on and approved by a vote of 6 in favor, 2 opposed.*

### **Policy Council Request for Identification of Core Campus Issues**

After a brief discussion the following issues were identified: (1) NCATE, (2) distance education, (3) scheduling of core campus courses, (4) special education, (5) uniformity and quality of courses offerings across the 3 sites of the core campus (Bloomington, Columbus, and Indianapolis), (6) coordination of teaching appointments across campuses, and (7) policy issues

related to graduate programs.

### **Certification Students Applying for Master's Degrees**

Due to a lack of time, this item was not discussed at length. Dan and Frank presented statements that might be placed in the *Bulletin* when it is revised. *Frank directed the GSC members to send comments regarding these two statements to him in advance of the next meeting.*

### **New GRE General Test**

Because there will be a new section of the general GRE as of October 2002, it is necessary to revise the GRE minimum scores admission requirement. After brief discussion, *the following motion was made and approved by a unanimous vote: That for M.S. and Ed.S. applicants the minimum scores be 900 + 3.5 (on the new "analytical writing" section) and for Ed.D. and Ph.D. applicants the minimum scores be 1100 + 4.*

### **Course or Program Change/Creation Process**

The revision of the "Course or Program Change/Creation Process," which previously has been approved by the Teacher Education Council, was approved by a unanimous vote.

The meeting was adjourned at 12:30 pm.

## **GRADUATE STUDIES COMMITTEE**

Minutes – May 1, 2002

**Members Present:** *Faculty reps:* Frank Lester (Chair), Ted Frick, Dan Mueller, Jonathan Plucker, Sue Whiston; *Student reps:* Rebecca McGraw, Steve Sutton; *Office of Graduate Studies reps.:* Luise McCarty, Leslie Sexton.

### **Minutes of April 10<sup>th</sup> Meeting**

Ted moved approval of the minutes (Sue seconded). Minutes approved without discussion.

### **Goals and Mission Statement for School of Education Graduate Studies**

Ted and Jonathan led a discussion of the statement. Prepared by the Long Range Planning Committee (LRP) and sent to us for discussion by Charlie Reigeluth, LRP chair. One modification to the statement was suggested as shown below in bold:

The mission of the School of Education at Indiana University is to improve teaching, learning, and human development in a diverse, rapidly changing, and increasingly technological society. We **aim to** prepare reflective, caring, and highly skilled educational practitioners and scholars who lead in their chosen professions; inform educational theory and practice through research; and work in partnership with a range of constituents to effect change from the local to national levels throughout the world.

Dan moved approval of the statement as amended (Ted seconded). Motion passed as amended. Discussion of the conceptual framework took place the five National Board Standards were accepted as is, with the task to Luise to merge the 1996 conceptual framework with the NB standards.

Amendment to conceptual framework for advanced programs.

The seven standards that Luise proposed were accepted as is, with the exception of the first statement. This was amended to include the work “all students” to emphasize diversity. The two additional propositions were discussed. The sixth proposition to read: Advanced program candidates are capable of facilitating positive change in educational settings. Dan motioned and Sue seconded. The motion carried. Here is the final approved conceptual framework:

### Conceptual Framework for Advanced Programs

1. Advanced program candidates are committed to all students and their learning.
2. Advanced program candidates know the subject they teach and how to teach those subjects to students.
3. Advanced program candidates are responsible for managing and monitoring student learning.
4. Advanced program candidates think systematically about their practice and learn from experience.
5. Advanced program candidates are members of learning communities.
6. Advanced program candidates are capable of facilitating positive change in educational settings.
7. Advanced program candidates are able to utilize technology in their fields of practice.

### **Certification Students applying for Masters Degree** (handout)

(See proposal from April 2002 meeting concerning certification students who are applying for a master’s degree.)

Luise noted that it is important to make the application process as clear as possible because students are in so many different programs. This proposed statement would be put in the bulletin, highlighting special student groups (Certificate Only, Special Student, etc.).

Dan moved to accept proposal (Jonathan seconded). The statement was approved and Luise and Frank were asked to prepare the statement for the Bulletin.

### **Quality Criteria for Graduate Courses** (handout)

Dan has developed a table showing 9 characteristics of academic courses and “workshop” courses. This table shows that workshop hours counting toward MS may not exceed 9 hours. Luise suggested not allowing workshop hours to count in Ed.D program (as is the case for Ph.D. programs). Since this would be a change in policy, a transition period would be needed. Another concern raised involved characteristic #3 (nature of material). Dan asked GSC members to send proposed changes to the list of characteristics to him so that he can revise the list for further consideration at the next GSC meeting.

### **New Course Request W590**

This course was submitted earlier and numerous questions were raised then that seem not to have been dealt with. Specifically, the following questions were raised:

Is there currently a W590 at IUNW?

W is not under a department, so who is in charge of proposing Wxxx courses? Who are the program faculty who will be responsible for the course? Why is this course needed? (R590 already exists). Has Elizabeth Boling (IST chair) seen the request?

Dan noted that he raised questions about the course the first time it surfaced. Some things have been changed, but no one else seems to have seen this request before.

Luise expressed concern that this whole course request procedure is confusing and awkward.

Frank will check with Jane Kaho to see if Northwest is offering this course.

The GSC will continue discussion of this request in the coming year after more information is provided by Chris Leland and Pat Rogan.

### **Discussion of Q611 New Course**

Several questions were raised about this request. Specifically, how will Q611 be different from Y520? What are the prerequisites for the course? Frank will talk with Valarie Akerson about the GSC's concerns.

The GSC recommended that the GSC chair and Luise's office should be contacted first by Jane Kaho whenever any new course request is sent to her.

Frank noted that he and Pete Kloosterman, chair of TEC, have prepared a revision of the new course and course change procedures.

[NOTE: BOTH W590 AND Q611 ARE TO BE PUT IN A FILE "Course Requests Yet to be Dealt With."]

### **T2T (Transition to Teach) & S555 New Course Request**

Luise asked for conditional approvals of both the T2T programs and S555.

After discussion, both T2T and S555 were approved (S555 with minor revisions).

[NOTE: FRANK DOES NOT HAVE NOTES REGARDING THE REVISIONS RECOMMENDED.]

