

Graduate Council Meeting Minutes

Friday, March 13, 2009, 1:12-2:43 PM, HAB 802

Attending: Laurel Garrick Duhaney (Dean), Barbara Chorzempa, Jane Sileo for Karen Bell (excused due to illness), Liz Hester, Dan Kempton, Bernadette Morris, Judith Rance-Roney, Narcyz Roztocki, Anat Shiftan, Vika Shock, Gweneth M. Lloyd, Jan McLauren, Tabitha Holmes

1. Approval of Minutes

Comments: approved w/ 3 abstentions

2. Announcements

Barbara Chorzempa provided information on the Literacy Promotion project – asked for donations of cash, materials, and children’s books for Pre-K through 5th grades in Kerhonkson Elementary.

Online course committee meeting, Thurs. 4/16, HAB 703, time 1-2:30.

The Grad Council meeting scheduled for 4/3 is cancelled because several council members have other commitments.

3. Old Business

a. Approval of New Course Proposals - still awaiting feedback from the Department of Psychology on COU585 Contemporary Issues in Counseling (New Course) and COU585 Contemporary Issues in Counseling (Online Course)

b. Continued Discussion of:
- Guidelines for approving Online Courses

We reviewed and made suggestions on the first of 3 forms in regard to online course (the current form is for both conventional & online; this would be a separate form for online courses).

Form 1. The Graduate School: Guidelines for Submitting Graduate Online Course Proposals

Comments:

- Top: add online/blended courses; need definition of blended course (somewhere on the form)
- #8 contact hours – does it apply to online courses? Measured in different increments. May need to be clarified re online courses. Laurel will check with David Lavalley; does this apply to distance sites which don’t require separate approval?
- #9, change example, “regular classroom” may not apply for online but may apply to blended; suggested” add type of technology
- #11. may need to modify re if blended
- #13. omit PT designation? Laurel will ask Karen Bell
- #16. still applicable – need to be re-worded? Add . . . “audio-visual equipment and technology”
- #17 remove, see #18 – consider adding (or list separately or adding to #15?) comment on possible effect on specific groups by prerequisites
- #20 – move to beginning (or see comment below on Part II)?
- #22 – Please describe how the rigor of this course is (remove “at least”) equivalent to that of the conventional course.

Part II

- Move #19-22 to Part II
- include on syllabus what types of technology will be employed (relates to #16 in part 1))
- #2. add, . . . if this is not an already approved conventional course . . .

- #4. eliminate . "in the future"
- #6. (re syllabus)
- 6d. include visual media to be viewed as appropriate
- 6e. extensive discussion on use of rubrics, no "built-in" rubric for online grading unlike traditional teaching format; the rubric must be included but will not be evaluated by course reviewers
- 6f. attendance/participation policy
- add to #6 technological requirements for successful performance of this course (e.g., software)
- add disability policy

Review other 2 forms next meeting.

Also, course proposal from Education, Issues in Literacy for Diverse Learners, to be reviewed by Grad Council online by 3/27.

4. New Business (not addressed due to time constraints)

Meeting adjourned 2:43.

Submitted by Elizabeth Hester, LA&S