

Minutes
9/11/2002
*******DRAFT*******

Members Present: Ed Dickey, Murray Mitchell, Mimi Bong, Michelle Maher, Jacque Jacobs
Ex-officio: Irma VanScoy, Elna Moses

1. **Election of Committee Chair**
 - a. The Committee nominated and voted Margaret Burggraf chair if she is available and willing to serve.
2. **Meeting days and time for Fall Semester**
 - a. Pending approval by the chair, next meeting will be October 9, 2002, at 10:30 in the Dean's Conference Room
 - b. Future dates and/or alternative day of week will be determined at next meeting (or as set by new Chair).
3. **Consideration of the COE's progression rule (4C's) given the change in the Graduate School policy**
 - a. Department Reps on APGC are to notify Department Chairs that programs should consider the 4C rule, as it currently exists and notify APGC of their programs position on whether our COE rule should change and what program rules will be. (NOTE: Programs can have a rule MORE stringent than COE and Graduate School, but not LESS). For copy of CURRENT COE rule, see COE website.
4. **Testing option for English as Second Language students (the Graduate Council adopted the option to use the IELTS, our P & P refer only to the TOEFL)**
 - a. Graduate school now allows the use of scores on the IELTS (Irma VanScoy has specific information on cut scores and test). Committee will act on a draft policy to be drawn up by Elna Moses which when approved by COE APGC committee will go to faculty for approval at next faculty meeting.
5. **Developing a proposal for revision of the limit of 6 credits of non-degree coursework in degree programs?**
 - a. Committee held a discussion on issues related to recommending a revision of the Graduate School rule on 6-credit limit being applied to degree programs. Irma VanScoy will include Jacque Jacobs, as a representative from this committee in discussions with Graduate School and will also invite Diane Stephens (SCRI). They will try to draft a proposal to bring back to APGC.
 - b. Additionally, information on how certification programs interface with masters programs (re: number of hours that apply to masters programs) will be part of these discussions.
6. **COE Graduate Admissions Statement –current status**
 - a. Faculty will receive a copy of this statement from Irma VanScoy and it explains the COE position on what will be needed for admission of students who have minimum admission scores.
7. **Minutes of APGC**

- a. Irma VanScoy agreed to have her secretary take minutes and distribute them for future meetings. (Thanks, Irma!)

Meeting adjourned: 11:40 a.m.

Next meeting: 10:30 a.m. 10/9/2002

**College of Education APGC
Minutes**

10:30 a.m., October 9, 2002

Members Present: Mimi Bong, Mac Brown, Ed Dickey, Jacque Jacobs, Michelle Maher, Murray Mitchell, and ex-officio, Elna Moses and Irma Van Scoy.

1. Minutes of the September 11 meeting were unanimously approved without changes. It was noted that the minutes are now posted on the website.

2. Dr. Van Scoy announced that Margaret Burggraf has declined chairing APGC for 2002-03. Dr. Dickey agreed to act as temporary chair, at least through the next meeting, which was scheduled for Wednesday, November 13 at 11:00 am in Wardlaw 272. Mary Breedlove was asked to reserve the room.

- Dr. Dickey said that he received a petition from Michael Seaman supporting a request by Counselor Education for an exemption from the 9-hour requirement of courses outside of the department for PhD students in their program. It was noted that it is stated in the College Education Policies and Procedures that programs are allowed to apply for exceptions. After discussion about the 9-hour rule and the procedures for submitting items to the committee, Mac Brown motioned, and it was agreed, that the petition be tabled for the next APGC meeting so committee members have the opportunity to review the petition and discuss it with their departmental faculty. Dr. Dickey will invite Josh Gold, the program coordinator, to come to the next APGC meeting. Irma Van Scoy and Elna Moses agreed to look at the Policies and Procedures for clarification on procedures for making program modifications and report back to the committee.
- As the committee had requested, Elna Moses presented a proposed amendment to the COE Policies and Procedures regarding the testing option for English as Second Language students. The committee voted to support the amendment and submit it to the faculty for a vote. Dr. Van Scoy and Ms. Moses agreed to submit the paperwork to the chair of the faculty. It was suggested that, if appropriate, this might wait until after the next APGC meeting so that any additional business from that meeting could be forwarded at the same time.
- The College of Education's progression rule (4-C's) was discussed in view of the fact that the Graduate School's policy has changed. Committee members from each department reported a desire to keep the 4-C rule or ambivalence. The committee agreed that, as there was no compelling reason to change the COE policy, no action will be taken at this time. Since the Graduate School will no longer monitor student progress for "4 C's", the committee requested that Elna Moses look into options for monitoring students' progress and report back at the next meeting.
- The agenda item on revision of the limit of 6 credits of non-degree coursework in degree programs was deferred to the November agenda pending a report from the group identified to develop a proposal.

The meeting adjourned at 11:45.

Respectfully submitted, Mary Breedlove

College of Education APGC

11:00 a.m., November 13, 2002

Members Present: Mimi Bong, Mac Brown, Ed Dickey, Jacque Jacobs, Michelle Maher, Gary Miller, Murray Mitchell, and ex-officio, Elna Moses and Irma Van Scoy. Josh Gold attended as a guest.

- Dr. Dickey announced that the minutes from the October 9 meeting had been edited and posted on the web page. They were unanimously approved.
- Dr. Dickey nominated Dr. Gary Miller as Chair of APGC and Dr. Brown seconded the motion. The nomination was unanimously approved and Dr. Miller accepted the position as chair.
- Dr. Dickey submitted a proposal from Counselor Education for a standing exemption from the 9-hour requirement of courses outside the EDPY department for PhD students in Counselor Education. The proposal is to allow the 9 hours required outside the department to be taken outside the program. After discussion, the proposal was approved.
- Dr. Dickey submitted a proposal for a catalogue curriculum change in the Language/Research Tool Requirement in ITE. After discussion, the proposal was approved with recommended changes in the rationale and bulletin wording to clarify course equivalences.
- Dr. Dickey submitted a proposal from ITE for deletion of EDCO 620, 622, 704, 706, and 724. After discussion and the decision to amend the rationale to include support letters, the proposals were approved.
- A proposal for non-degree credit limit in graduate programs of study was discussed. It was noted that this proposal should be submitted to all departments. Elna Moses agreed to contact other colleges regarding their need for a similar amendment, and Irma Van Scoy agreed to seek input from the Graduate School.

The next meeting of APGC was scheduled for December 11th at 11:00 in Wardlaw 272.

Respectfully submitted,

Mary Breedlove

Advanced Programs Governance Committee

Minutes of the December 12, 2002 Meeting

Members Present: Mimi Bong, Mac Brown, Ed Dickey, Michelle Maher, Gary Miller (Chair), Murray Mitchell, and ex-officio, Irma Van Scoy. Meeting called to order at 11:00 a.m.

1. Minutes of the November 13 meeting were unanimously approved without changes.
2. The Education Psychology curriculum change request was approved, pending friendly amendments to the format (entries to appear exactly as they presently appear in the Graduate Bulletin, and exactly as they are to be when changed). A tracking sheet to reflect all appropriate signatures would also be added. These amendments would be forwarded to Dr. Miller for signature.
3. The status of the proposal for the non-degree credit limit being raised to 12 hours prior to formal program admission was discussed. A sub-committee of Graduate Council has informally discussed the idea and appears supportive. Key concerns appear to surround the potential for students to enter programs through the “backdoor” (e.g., good grades on required courses without formal test score minimums); and anxiety over students completing as much as one-third of their program of study without benefit of advising. In light of these concerns, an amendment to the wording of the proposal was offered to read as follows:
 - “Up to 12 hours of USC course work taken in non-degree status, if it is relevant to the program, may be applied to a program of study if approved by a student’s advisor.”
 - A further recommendation was that the rationale be edited to reflect this wording change. Something like: “This proposal is intended to bring the policy for non-degree credit taken at USC into alignment with credits accepted for transfer from other institutions.”
 - Dr. Van Scoy will forward an appropriately revised proposal for further consideration by APGC.
4. Revisions to the Policies and Procedures document were discussed. Ms. Moses and Dr. Van Scoy will provide appropriate policies and procedures paperwork to the Chair, Dr. Miller, for dissemination at the Spring COE faculty meeting.
5. The concept of internal changes within departments coming before the APGC, en route to being on file in the appropriate office within the College (in most cases, the Office of Student Affairs) was discussed. Concerns were raised about increasing levels of bureaucracy versus finding a way to ensure that all departments are informed of what is going on in our own College. No action was taken.
6. Meeting dates for the Spring Semester were established, with the request that meetings be held to 60 minutes. Dates are as follows
 - Wednesday, January 15, 9:00 a.m. - Wardlaw 272
 - Wednesday, February 12, 9:00 a.m. - Wardlaw 272
 - Wednesday, March 19, 9:00 a.m. - Wardlaw 272

- Wednesday, April 16, 9:00 a.m. - Wardlaw 272

The meeting adjourned at 12:05 p.m.

Minutes respectfully submitted by Murray Mitchell

**College of Education APGC
Minutes
9:00 a.m., January 15, 2003**

Members Present: Mimi Bong, Mac Brown, Ed Dickey, Jacque Jacobs, Michelle Maher, Gary Miller, Murray Mitchell, and ex-officio, Elna Moses and Irma Van Scoy.

1. The minutes of the December 12 meeting were unanimously approved after Mimi Bong clarified that the Educational Psychology curriculum change request (Item #2) was an internal departmental change.
2. EDCO 720, 747 and 748 curriculum change proposals were submitted by Michelle Maher from Educational Leadership and Policies. These proposals were approved providing the following changes be made:

EDCO 720 should have designators exactly as to appear in catalog and should have a 2 column format. EDCO 747 does not need syllabus attached, should have note in justification to see attached, and designators exactly as to appear in catalog. EDCO 748 should have “please see attachment under course description” deleted and try to shorten description.

3. Dr. Van Scoy reported that a schedule form will be added to the Graduate School’s syllabus form and this will be posted to their web page, as it will to the College of Education’s when it becomes available. They are also changing the form labels. Dr. Van Scoy would like to see the graduate and undergraduate forms combined at some point in time and believes that this is a possibility.

She suggested that she have allotted time on the APGC agenda each meeting to update the committee on the Graduate Council/School as both she and Murray Mitchell sit on the Council.

4. Dr. Van Scoy reported on a student appeal from another college that was approved with a 3.0 though the student had four grades under a C, but it was noted that there are different grading scales in different colleges and the College of Education does have the 4-C Rule, so cases such as that should not be a problem. The Registrar’s office is looking into some possibilities to help us monitor 4-C’s, and meanwhile Elna Moses is checking the grades on computer. Dr. Miller said that the administrative assistant in his department (which has a 2-C Rule) monitors by their grade sheets.
5. Dr. Van Scoy reported that the Graduate Council has changed the structure of Doctoral Committees, and there was discussion about the College of Education adopting the same procedures. Elna Moses distributed documents, including Graduate School and College of Education forms, regarding Advisors, Doctoral Committees, Programs of Study, etc. There was discussion on whether faculty want the Program Advisory Committee (as the Graduate School has eliminated theirs) and the role of outside members when committees are set up.

The Doctoral Program Addendum was discussed, and it was agreed that students should not write in the names of committee members on the form, but rather change the lines on the form to read “signature” and have the members sign. Dr. Van Scoy noted that the Counselor Education form, which is online, is a beautiful example. She also said that the Graduate School is looking at having the Program of Study form online.

Dr. Van Scoy said that the immediate problem is what to do about the Doctoral Committees. She asked that committee members get input from their departments and report back at the February 12 meeting. It was suggested that the Graduate School eliminated the Program Advisory Committee inappropriately, but Dr. Van Scoy said she would look further into the manner in which this was done before approaching the Graduate School Dean, as was suggested.

6. Murray Mitchell introduced a PEDU change in years from eight to six to complete the Ph.D. degree in Physical Education, which he said was information to the committee and did not need approval. There was discussion about when APGC action is needed, and it was agreed that since this is a bulletin change, it does need committee approval. Dr. Mitchell said he would get tracking sheet signatures and send them on to Dr. Miller. The committee approved the proposal.

There was further discussion about what changes need to be presented to APGC for approval, and it was agreed that changes in policies and procedures and bulletin should go through proper channels. It was noted that possibly changes made within programs that are not in the bulletin would only need notification to APGC. Dr. Miller suggested that this be discussed in Administrative Council and brought before APGC at a future date.

Dr. Miller said that he will not be able to attend the February 12th meeting and Mac Brown volunteered to chair. That meeting will be at 9:00 a.m. in 272.

The meeting adjourned.

Respectfully submitted,

Mary Breedlove

College of Education APGC
Minutes
9:00 am, February 12, 2003

Present: Mimi Bong, Mac Brown, Ed Dickey, Jacque Jacobs, Michelle Maher, Gary Miller, Murray Mitchell, EDLP representative, John Lowery, and ex-officio, Elna Moses and Irma Van Scoy.

1. The minutes of the January 15 meeting were unanimously approved after Murray Mitchell noted that in Item #6, first line, the word “hours” should be changed to “years.”
2. The PhD in Special Education curriculum change proposal was approved with the recommendation that the internal departmental document should possibly be deleted and a page reference be inserted where the change will be made. Elna Moses will convey these recommendations to Cheryl Wissick.
3. The EDLP bulletin change proposal was discussed at length. Mimi Bong said that her department faculty are against the change, but may be feasible if specific courses are listed. John Lowery clarified the purpose of the proposal and the following amendments were considered: Mac Brown suggested adding “and EDRM 700 or Research/Assessment course approved by advisor,” Murray Mitchell said the language should be consistent, the columns should be reversed so that the current text is in the left column, and alternative courses should be identified. Dr. Lowery agreed to make the changes and return the proposal to Gary Miller.
4. Irma Van Scoy reported that the Policies and Practices Committee of the Graduate School is in the process of discussing the details of the doctoral committee form but is not addressing the need for the Program Advisory Committee at this time. Thus, the question remains of whether the College of Education should keep this committee. It was noted that since this would not be a bulletin change, it may not have to go to the Policies and Practices Committee and that an addendum possibly could be signed by the members. The group discussed the need for clarification of the definition of the outside committee person (whether they are physically outside or just an outside discipline), but examples were mentioned that signify discipline. The majority of the committee agreed that the Program Advisory Committee should stay in place.
5. Dr. Van Scoy distributed copies of two options for the non-degree credit limit in graduate programs of study proposal. She noted that the Policies & Practices Committee discussed the issue and they are not favoring the College of Education proposal. She asked for a delay in the decision to revise the proposal and encouraged committee members to attend the Policies and Practices Committee meeting on the 17th. The options were discussed and she agreed to combine the two, take out the word “pre-approved,” change the hours to 32 - 96 rather than 32 - 66, and note that it applies only to the MEd and the EdS.
6. Dr. Van Scoy announced that the Graduate School is developing a process for a whole application packet to be submitted all at once instead of different forms coming in at random. She asked that members let their faculty know that Graduate School Day is April 2nd and that fellowships are still available.

7. Jacque Jacobs asked that there be a discussion at the next meeting as to why there is a GRE split on admissions.

The meeting adjourned.

Respectfully submitted,

Mary Breedlove

College of Education APGC
Minutes
2:30 pm, March 19, 2003

Present: Mimi Bong, Mac Brown, Ed Dickey, Jacque Jacobs, Michelle Maher, Gary Miller, Murray Mitchell, and ex-officio, Elna Moses and Irma Van Scoy. Guests attending were Dean Les Sternberg, John Lowery, HESA, and Michael Welsh, EDLP Department Chair.

1. Minutes. The minutes of the February 12 meeting were unanimously approved with a change in Item #5, first and second lines, of the hours from 42 to 32.
2. Old Business. Dean Sternberg discussed his concerns regarding the M.Ed.Higher Education Student Affairs (HESA) proposal to change the research requirement to include options other than EDRM 700. APGC had approved this proposal at the February meeting. Dean Sternberg suggested that, rather than offering an additional course, EDRM 700 may be able to be modified to meet the needs of the students in HESA. After discussion regarding the proper way to proceed, Dr. Sternberg recommended there be meetings between higher education faculty and research faculty to consider what accommodations could be made in EDRM 700. He further noted that if it is determined that the course cannot be adapted to meet the needs of HESA students, Higher Education could then submit a rationale to him justifying an additional course based upon that fact. [It was noted that APGC has already rendered a recommendation regarding this matter, so it would not be necessary for Higher Education to submit this rationale to that group.] Faculty representatives clarified that a meeting between Higher Education and the research faculty is already scheduled for April.
3. EDLP Course Modifications.
 - Course proposals to delete EDLP 720, 729, 821, and 827 were unanimously approved.
 - Course proposal modifications for EDLP 625, 721, 725, 726, 727, 728, 735, 739, 820, 822, 825, 826, and 829 were unanimously approved pending several changes including correcting the titles of 721 and 725. Dr. Mitchell noted the importance of having representatives at the Graduate Council subcommittee meetings as well as Graduate Council. Dr. Miller agreed to communicate the necessary corrections to Lorin Anderson and also recommend that he or a program representative attend the Graduate Council meetings when these proposals are presented.
 - New course proposals for EDCS 720, EDCS 721, EDCS 722, and EDCS 820 were discussed and 820 were approved. There was concern that 720, 721 and 722 may conflict with EDTE 779. Dr. Dickey suggested that Dr. Anderson obtain a letter of support from Kevin Swick regarding this matter and resubmit the courses for the April 16th meeting. The committee agreed with this recommendation and Dr. Miller agreed to communicate the need for a letter of support to Dr. Anderson.
4. EDLP Bulletin Changes. EDLP 706 bulletin change was unanimously approved pending corrections after it was noted that it was not a title change as indicated. EDLP 707, 708, and 709 changes were approved, as well as related changes to the Bulletin wording.

5. Extension of Retired Faculty to Chair Committee. Dr. Teri Kuhs submitted a proposal for a retired faculty member to remain the chair of a specific student's doctoral committee. The extension was approved with the friendly suggestion that a clear rationale be prepared.
6. Graduate Council/Graduate Directors. No report. The Graduate Directors meeting was cancelled.
7. Associate Dean Report. Dr. Van Scoy reported that the 12 hour Non-degree Credit Limit Proposal for the M.Ed. and Ed.S. Degrees was approved by Gordon Smith on March 18, effective immediately.
8. GRE Split on Admissions. Jacque Jacobs noted that she would like the committee to discuss whether or not GRE scores need to be considered separately (verbal vs. quantitative) when making admission recommendations. Committee members cited ETS' cautions regarding lack of validity if verbal and quantitative scores are combined. It was suggested that Ed Leadership might want to change their wording regarding admission requirements in the Bulletin.

The meeting adjourned.

Respectfully submitted,

Mary Breedlove

College of Education
Minutes
9:00 am, April 16, 2003

Present: Ed Dickey, Jacque Jacobs, Gary Miller, Murray Mitchell and ex-officio Elna Moses.

1. Minutes: The March 19 minutes were unanimously approved.
2. Old Business: The EDLP proposal packet which was presented at the March 19 meeting and returned to the department for recommended changes was submitted for reconsideration and discussed at length. It was noted that several editorial changes are needed in the new program handout and that Elna Moses will convey these recommendations to Lorin Anderson. It was also noted that Dr. Miller has the original tracking sheet for the proposal, which needs to be signed by appropriate faculty.

It was pointed out that the New Course Proposal for EDCS 720 still has the March 4 GS-2 form in the packet which should be removed because it was rewritten on March 26. After discussion by the committee and confirmation from the Graduate School, it was agreed that EDCS 720 and EDTE 799 cannot be cross-listed unless the description of the courses in the catalog is exactly the same. Gary Miller will recommend these changes to Lorin Anderson and ask that he and Kevin Swick revise their letters of support to reflect these changes. EDCS 721 and 722 were not approved because they both have EDCS 720 listed as a prerequisite and also the grading scales need to be revised. Gary Miller will recommend these changes to Lorin Anderson.

EDCS 820 was approved pending changes in the grading scale and can be sent to the Graduate Council if the department chooses to send it forward before the rest of the courses are approved.

3. GRE Split on Admissions: Jacque Jacobs expressed the concerns of her faculty regarding how the GRE test scores are being used (verbal vs. quantitative) and the fact that additional justification is needed for PhD candidates if GRE scores are low. It was noted that this is a procedural issue and that an actual policy was created last year that there must be compelling evidence if scores are low. Otherwise, the Graduate School will not make the exception. It was suggested that Dr. Van Scoy could meet to discuss these concerns with the department and that perhaps some standard memo could be developed.
4. Graduate Council: Murray Mitchell said that the Graduate Council met yesterday and three Education proposals were approved. He noted that the Graduate Directors and Graduate Faculty will meet today and electronic theses and dissertations will be discussed.

The next meeting for APGC will be Wednesday, May 21 at 2:00 pm in the Dean's conference room.

The meeting adjourned.

Respectfully submitted,
Mary Breedlove

College of Education
Minutes – Pending Approval
2:00 pm, May 21, 2003

Present: Ed Dickey, Jacque Jacobs, Michelle Maher, Gary Miller, and ex-officio Irma Van Scoy. Guests attending were Diane DeFord, Susan Schramm-Pate and Alan Wieder.

1. **Minutes:** The April 16 minutes were unanimously approved without change. Dr. Jacobs expressed appreciation on behalf of the committee to Dr. Van Scoy for volunteering Mary Breedlove to take minutes and for making arrangements to have the minutes posted to the web page.
2. **Old Business:** The EDLP new course proposals were resubmitted with the suggested changes that were made at the April 16 meeting. Dr. Wieder attended the meeting to note that the course objectives overlap, and to suggest that the course titles of 720, 721 and 722 be changed to reflect that the courses connect with curriculum though they are foundations courses. There was a lengthy discussion, and Dr. Schramm-Pate explained that the course prefixes were changed from EDLP to EDCS to reflect the curriculum connection, and that EDLP faculty met to discuss this matter and they do not want to change the titles. After it was noted that the courses probably would not receive Graduate Council approval as they are titled, Dr. Schramm-Pate agree to suggest to the department that the word “Curriculum” be inserted into the titles. The committee approved 720, 721 and 722 pending these changes and approved 820 as it stands. It was noted that the department should submit the entire package as a program for Graduate Council consideration.
3. **New Business:** The M.Ed. in Reading course proposals were submitted and briefly discussed with Diane DeFord. It was noted that EDRD 718 had the wrong syllabus (719) attached. On the evaluation sheets in the first paragraph, third line, the sentence should read, “below 60% is considered an F” rather than 69%. The proposals were approved pending these changes.

Dr. Van Scoy stressed the importance of having department/program representatives at APGC and Graduate Council meetings to answer questions regarding their proposals. It was suggested that this be discussed with department chairs at Administrative Council as a reminder that this should be done. She urged Dr. DeFord to be sure that someone attend the Graduate Council meeting when the M.Ed in Reading is presented.

The M.Ed. in Special Education was approved pending the following changes: 1) Page 5, Examinations and Certification – should be reworded because you cannot receive initial certification in this program (these students are already certified). 2) On page 4, paragraph C should be modified _____ . 3) On page 4, Admission, paragraph A, add #6 _____ .

There was no report from the Graduate Director/Associate Dean.

It was noted that Dr. Miller as well as several members have finished their terms on APGC and Dr. Jacobs agreed to call the first meeting in the fall.

The meeting adjourned.

Respectfully submitted,

Mary Breedlove

College of Education
Advanced Programs Governance Committee
Minutes of Meeting, September 15, 2003

Members Present: Lorin Anderson, Mac Brown, Josh Gold, Jacque Jacobs, & Murray Mitchell.

Members Absent: Steven Liu & Diane Stephens

Others in Attendance: Irma Van Scoy, Elna Moses, Holly Rauch, & Gary Miller

The meeting was called to order by the convener, Jacque Jacobs, shortly after 10:00 AM. Everyone introduced himself or herself. Irma Van Scoy introduced Holly Rauch who will be our contact person in the Dean's office. Elna Moses needed no introduction.

Murray Mitchell volunteered to serve as APGC Chair for the 2003-2004 academic year. He was elected by acclamation. In rapid succession, Lorin Anderson volunteered to serve as APGC Secretary and Josh Gold volunteered to serve as Chair-Elect.

The minutes of the meeting of May 21, 2003, were approved.

There was a brief discussion of the APGC purpose and operating procedures. Chairman Mitchell pointed out that there has been no student representation on the committee for quite a while. Jacque Jacobs recommended Robin Campbell; Josh Gold recommended Matthew Lemberger. Both will be contacted informally and asked if they would be willing to serve. If so, Chairman Mitchell will issue a formal letter of invitation. Somehow (but I'm not sure how) the College of Education Steering Committee will be involved as well. But I am sure it will all work out.

For the remainder of the semester, the APGC will meet on October 6 at 11AM, November 10 at 10 AM, and December 8 at 10 AM. Please put these dates on your calendars. Any business that is to be brought to the AGPC by the faculty must be in the Dean's Office (to Holly Rauch, see above) by the first business day of each month (i.e., October 1, November 3, and December 1). Chairman Mitchell will send an e-mail to the faculty notifying them of these "due dates."

Jacque Jacobs, Josh Gold, and Mac Brown volunteered to serve as the AGPC representatives for the NCATE visit. They will meet with the visitation team on Monday, October 20th, between 12:50 and 1:25 PM.

Gary Miller, attending in his capacity as APGC Chair 2002-2003, raised a concern about the committee not knowing what happens to things once they leave the committee (e.g., go to the Graduate Council). He suggested that a tracking mechanism might be needed. Irma Van Scoy said that things will be better this year.

On that optimistic note, the meeting was adjourned at 10:30 AM.

College of Education
Advanced Programs Governance Committee
Minutes of Meeting, November 10, 2003

Members Present: Lorin Anderson, Josh Gold, Jacque Jacobs, Steven Liu, Murray Mitchell, Diane Stephens, Robin Burden (student representative), & Matthew Lemberger (student representative).

Members Absent: Mac Brown

Others in Attendance: Irma Van Scoy (ex officio), Elna Moses (ex officio)

The meeting was called to order by the chair, Murray Mitchell, shortly after 10:00 AM. With a minor editorial change, Robin Burden appears in the minutes as Robin Campbell, the minutes were approved. There was no old business.

The first item under new business was the approval of changes in title, course description, and prerequisites for EDLP 807. Murray Mitchell moved to approve the changes and Diane Stephens seconded the motion. After some discussion, the motion passed. Two issues should be addressed by the EDLP faculty prior to sending the proposed changes to the Graduate Council. First, the last clause in the course description reads: "May only be taken once for program credit." Since it is a required course, the verb "may" be inappropriate. Also, since this clause applies to the program, not the course, it might not be needed. Finally, grammatically, it might better read: "May be taken only once for program credit." Second, a tracking sheet needs to be added to the Course Change Proposal form.

The second item under new business was the approval of the cross-listing of EDSE 730 with FORL 730. After the item was introduced, a great deal of discussion ensued. Most of the discussion focused on the appropriateness of cross-listing EDSE 730 with a course that does not exist, namely, FORL 730. Josh Gold moved to send the proposal back to the Department of Instruction and Teacher Education and the Department of Languages, Literatures, and Cultures. Diane Stephens seconded the motion. The recommendation of the APGC is that the Department of Languages, Literatures, and Cultures initiate a new course proposal and that the Department of Instruction and Teacher Education write a letter of support for the course and the cross-listing of the course with EDSE 730.

A special presentation on the submission of theses and dissertations electronically was made by Dale Moore, Director of Graduate School Admissions, with the assistance of Wayne Eargle, also of the Graduate School. Information is available at <http://dissertations.umi.com/sc/>. At present, electronic submission is an option available to all graduate students at USC. Questions were asked about the knowledge and competency levels that would be needed by students to submit their theses or dissertations electronically. Mr. Moore stated that the Graduate School would provide assistance as necessary to ensure a successful experience for the students.

Wayne Eargle then presented information about the Graduate School's Electronic Program of Study (EPS). The Graduate School will be conducting tests of the EPS with selected academic programs in the near future. A question and answer period took place at this time.

Exhibiting professional courtesy, Chairman Mitchell thanked Mr. Moore and Mr. Eargle for taking their time to meet with the committee, provide the information, and answer questions.

There were no items under "Good of the Order." The secretary would simply add that the next scheduled APGC meeting is Monday, December 8, 2003, beginning at 10:00 AM.

The meeting was adjourned at 11:30 AM.

College of Education
Advanced Programs Governance Committee
Minutes of Meeting, February 17, 2004

Members Present: Lorin Anderson, Mac Brown, Josh Gold, Jacque Jacobs, Steven Liu, Murray Mitchell, & Robin Burden (student representative)

Members Absent: Diane Stephens, Matthew Lemberger (student representative)

Others in Attendance: Irma Van Scoy (ex officio), Rhonda Jeffries, Program Coordinator, Curriculum Studies

The meeting was called to order by the chair, Murray Mitchell, at 2:05 PM. The minutes of the November 10, 2003, meeting were approved. There was no old business so a series of course proposals was placed on the floor.

The first course was EDRD 776, "Coaching Within Classrooms: Improving Teaching and Literacy Instruction." Chairman Mitchell began the discussion with a series of concerns. They included the need for an updated cover sheet and the need to describe in the rationale the way in which the course fits into the curriculum. Other issues were the fact that the syllabus only includes 10 weeks of instruction (rather than the generally accepted minimum of 14 weeks), the meaning of the note at the bottom of the table, the use of the CC2 form rather than the GC2 form, and a problem with the description of prerequisites (namely, there is some redundancy as now written). A motion was made to approve the course after changes were made and accepted by Chairman Mitchell. The motion was second and passed.

The second course was EDSE 849, "The Evolving Field of Science Education: A Historical Perspective." Several concerns were voiced by the committee. They included: (1) the need to use the most current form, (2) the need for a clear justification or rationale, (3) the need for a description of how the course fits into the curriculum, (4) the need to remove dates from class assignments and for the numbering of assignments to start at 1, and (5) the need to include publication dates on the readings. Two questions were raised: first, why is this an 800-level (rather than a 700-level) course; second, is the 15% absence standard consistent with the current university policy on absences? Because of the number of unanswered questions, the discussion shifted to the possibility of requiring someone from the proposing department to attend the APGC meeting to answer questions that arise. Most of the committee thought that would be a good idea. A motion was made to return the proposal to the department. The motion was second and passed.

The third course was actually a set of three courses coupled with a program change for the M. Ed. in CAPE. The three new courses related to that program change were: EDCS 731, "The General Educational Development (GED) Teacher Academy," EDCS 732, "Addressing the Needs of the Adult Education Population," and EDCS 733 "South Carolina Adult Education Leadership Curriculum." Rhonda Jeffries, program coordinator, was in attendance to answer questions.

Several recommendations were offered by APGC members, including an emphasis on the changes being made in the program, the fact that the program changes are a joint effort of Curriculum Studies faculty and the Adult Education Director in the South Carolina Department of Education, the need to delete the handout on the CAPE program from the packet, and to be sure that the number of options are consistent throughout (e.g., on page 5 and in the description of the bulletin change). The issue of how much variability is allowable within a program before there is a need for a more formal (i.e., CHE) "program modification" proposal. Following much discussion, Irma Van Scoy reminded the committee of the "18-hour rule." That is, if no more than 18 credit hours are changed within a program, a formal program modification is not required by CHE. A motion was made to approve the program changes, including the new courses, contingent on making the suggested modifications. The motion was seconded and passed. Dr. Jeffries will submit the modifications to Chairman Mitchell for his signature.

EDSE 508 and EDSE 528 were withdrawn from APGC consideration because, according to Irma Van Scoy, the only changes were to program prefixes in the cross-listed courses based on the change of this prefix from the "home department" (outside the COE). APGC agreed that committee approval was not needed in such cases and that they could be handled administratively with notification to APGC.

The final course was EDPY 741, an already existing course that was to be taught by means of Technology Assisted Instruction (TAI). Rather than discuss the specific course, attention turned to formulating a general policy for approval of existing courses for TAI delivery. A decision was made by the committee to authorize the Associate Dean for Academic Affairs, currently Irma Van Scoy, to make the approval decision using existing criteria (e.g., number of contact hours). The approval decision for each such course will be provided to APGC as an information item.

The next item of business was the clarification of the College's 4-C Rule. APGC members considered a memorandum they had received from Elna Moses concerning the rule and chose to adopt the language of the memorandum. Specifically, in the "Programs" section of the Policies and Procedures document, the statement regarding grades below B in each degree section would read: "12 hours of grades below B (including WF) will disqualify a student for This pertains to any courses taken after admission to a particular program and any courses listed on the program of study." This statement should also be added at the appropriate place in the doctoral program descriptions. It was agreed that this addition to Policies and Procedures was a point of clarification, could be added by APGC, and did not need to be voted on by the faculty as a whole. Irma Van Scoy requested feedback from the committee regarding the question in Elna Moses' memo as to whether the Office of Student Affairs should send a letter of warning to students who had earned six credits of grades below B. It was agreed that they should with the exception the Counselor Education program which has a "2 C" rule. Finally, Irma Van Scoy requested clarification as to whether students earning "4 C's" who are not identified until after they have registered for new classes should be cancelled from those courses. The committee agreed that they should as long as they had been sent a warning letter.

Irma Van Scoy distributed announcements regarding Graduate Student Day.

Chairman Mitchell reported on the Graduate Council: He made two points. First, the Graduate Council is concerned with the monitoring and application of the 3.0 rule. The Graduate Council recommends that unit heads take a more active role in monitoring student progress toward degrees. Second, faculty should be made aware of the Health Insurance Waiver Advance Notification. A hard-waiver health insurance program, one that requires full-time graduate students, international students, and graduate assistants to have health insurance coverage, will be implemented in Fall, 2004.

There were no items under "Good of the Order" and no decision was made concerning the date and time of the next APGC meeting.

The meeting was adjourned at 3:35 PM with the Chair and Secretary the "last men standing."

Respectfully submitted,

Lorin W. Anderson, Secretary

College of Education
Advanced Programs Governance Committee
Minutes of Meeting, March 18, 2004

Members Present: Lorin Anderson, Josh Gold, Steven Liu, Murray Mitchell, Diane Stephens, & Robin Burden (student representative)

Members Absent: Mac Brown, Jacque Jacobs, & Matthew Lemberger (student representative)

Others in Attendance: Irma Van Scoy (ex officio), Elna Moses (ex officio)

The meeting was called to order by the chair, Murray Mitchell, at 2:05 PM. Prior to approving the minutes, a brief discussion took place concerning the committee's next meeting date and time. It was decided that the committee would next meet at 2:00 PM on Thursday, April 22, 2004. This will be the last meeting of the 2003-2004 academic year. Chair Mitchell will e-mail the faculty announcing the last meeting of the APGC and reminding them that any materials related to new business must be given to Holly Rauch in the Dean's Office no later than Monday, April 5, 2003, at 5:00 PM. Josh Gold, Chair-Elect, will be responsible for calling the first meeting of the 2004-2005 academic year. He will not be responsible for any business transacted during the April 22nd meeting unless the business carries over to Fall, 2004. At the conclusion of this discussion the minutes of the February 17th meeting were approved.

Under Old Business, the committee considered the resubmission of the proposal for EDSE 849, *The Evolving Field of Science Education: An Historical Perspective*. Several typographical errors were pointed out and a few suggested changes were offered. The first suggested change was to include in the justification a statement as to whether the course is required or an elective. A second suggested change was to include the *International Handbook of Science Education* under Books rather than under Potential Articles. A third suggested change was to include a grade of F under Assessment, with an "F" being assigned to any score less than 70. The committee voted to approve the new course proposal, with Chair Mitchell responsible for seeing that these relatively minor changes are made.

Under New Business, the committee approved changes to the M. A. T. and M. Ed. in Special Education. The changes were needed to match the terminology in the catalog to that used by the Council for Exceptional Children, the accrediting body for special education programs.

There were no items under Good of the Order and the meeting was adjourned at 2:35 PM.

Respectively submitted,

Lorin Anderson, Secretary

College of Education
Advanced Programs Governance Committee
Minutes of Meeting, April 22, 2004

Members Present: Lorin Anderson, Mac Brown, Josh Gold, Steven Liu, Murray Mitchell, Diane Stephens, Robin Burden (student representative), and Matthew Lemberger (student representative)

Member Absent: Jacque Jacobs, Irma Van Scoy (ex officio)

Others in Attendance: Elna Moses (ex officio)

The meeting was called to order by the chair, Murray Mitchell, at 2:00 PM. The minutes of the May 18, 2004, were approved. The date for the next meeting was set: Thursday, August 26, 2004. Chair-elect Gold will be responsible for the conduct of that meeting. There was no old business.

Under New Business, the following actions were taken.

1. Approved changes in EDEL 670, with the recommendation that the syllabus be removed from the materials that are forwarded.
2. Approved changes in EDEL 709, with a change in the title from "Curriculum Strategies" to "Instructional Strategies." Also, there was a recommendation to remove the syllabus and the two letters of support. There was a discussion of the "ownership" of terms and phrases by various programs and departments in the College (e.g., research, history, curriculum, leadership). The Chair was instructed to ask the College Steering Committee to study this longstanding problem and come up with a recommendation.
3. Approved the change of designator of EDUC 799 and EDUC 899 to department- or program-specific designators (e.g., EDPY 799, EDHE 899).
4. Approved changes in EDHE 730, EDHE 731, EDHE 732, EDHE 734, and EDHE 736.
5. Approved changes in EDHE 831 contingent on fixing the truncation of the prerequisite, adding a requested effective term for the change, and giving a rationale for the change in prerequisite. The changes may be confirmed by the Chair of APGC; materials do not need to be reconsidered by the committee.
6. Approved changes in EDHE 835 contingent on rewriting the last line of the course description and providing a rationale for the change in prerequisite. The changes may be confirmed by the Chair of APGC; materials do not need to be reconsidered by the committee.
7. Approved changes in EDHE 838 contingent on adding an effective term and providing a rationale for the change in prerequisite. Also, because there is a Roman numeral II in the course title, changes in EDHE 837 should be made so that the titles of EDHE 837 (I) and EDHE 838 (II) are consistent. The changes may be confirmed by the Chair of APGC; materials do not need to be reconsidered by the committee.

8. Approved new course EDCE 730 with the recommendation that the prerequisite be deleted both on the cover sheet and in the syllabus, make various editorial changes suggested by Diane Stephens , change the numbering of items in the syllabus, and indicate that the class schedule in the syllabus is for a summer session, one with 2 hour and 15 meet class sessions. The changes may be confirmed by the Chair of APGC; materials do not need to be reconsidered by the committee.
9. After brief discussion, the M. Ed. CAPE Bulletin Change was withdrawn by Lorin Anderson. It will be re-submitted in the Fall, 2004.
10. Approved the Curriculum and Bulletin Changes for the Counselor Education program with the recommendations that (1) the changes be highlighted by means of underlying and (2) everything beginning with "All students seeking school counseling certification must" be deleted there are no changes between the old and new in that portion of the text. The changes may be confirmed by the Chair of APGC; materials do not need to be reconsidered by the committee.
11. Approved the cross-listing of EDHE 728 with EDCS 728 with the following changes:(1) Change EDLP 728 to EDCS 728 in the present course designation, (2) Change "other changes" to "Cross list course as EDHE 728," and (3) Edit the rationale to remove problem with sentence structure. The changes may be confirmed by the Chair of APGC; materials do not need to be reconsidered by the committee.

Following new business, a discussion of technology-assisted courses took place. Previously, APGC had given responsibility and authority to the Associate Dean for Academic Affairs for acting on these requests. Because of the large number of requests related to a single program, however, the Associate Dean in absentia asked for clarification of her responsibility and authority. The consensus of the APGC was that individual course approval was still the responsibility and under the authority of the Associate Dean. In those cases where a cluster of courses are submitted, she should consider whether such a submission suggests that the entire program is being modified and, if so, whether the modification is in violation of any existing policy. If the entire program is being modified and no policy violation is evident, then she should request that a Program Change Proposal form be submitted along with the set of courses. The entire packet, then, would come before the APGC since a program change is involved. If no program change is involved, the Associate Dean has the responsibility and authority for individual technology-assisted course proposals regardless of the number of proposals she receives. The APGC asked the Chair to request that the College Steering Committee review the desirability of programs that are offered solely via distance education.

In Good of Order, the Chair reported that the Graduate Student Day went very well. However, College of Education students were "grossly underrepresented." He pointed out that there may have been some misunderstanding of the type of research that could be presented. He indicated that any relevant piece of research could be presented; it did not have to be dissertation research. Furthermore, papers that had recently been presented or that were going to be presented at professional venues were also eligible to be presented at this event. A reminder was issued that cash prizes are available to reward quality work.

Also under Good of the Order, the Chair reported that the Graduate Student Association needed more student participation and leadership. He also pointed out that Graduate Assistants are not viewed as employees of the University and, hence, appeals and grievances brought by GAs do not fall into the normal committee channels. Rather, such appeals and grievances are ultimately handled by the Dean of the Graduate School.

Finally, under Good of the Order, the Chair reported that beginning this summer (including Maymester), faculty must receive financial compensation for their work on thesis preparation (799), dissertation preparation (899), and independent studies. The compensation must be consistent with University policy governing summer pay. Associate Dean Mike Seaman is working on a method for complying with this policy.

The meeting adjourned at 3:40 PM.

Respectively submitted,

Lorin Anderson, Secretary

College of Education
Advanced Programs Governance Committee
August 26, 2004

Members Present: Lorin Anderson, Katherine Chaddock, Karen French, Josh Gold,
Ji-Yeon Lee, and Diane Stephens
Others in Attendance: Elna Moses, Irma Van Scoy (Ex-officio), Jane White

The meeting was called to order by the Chair, Josh Gold, at 2:00pm.

After a brief introduction of each member on the committee, there was a discussion of the APGC purpose and operating procedures led by Irma Van Scoy. COE By-Laws, Article V on committees defines the duties of APGC as reviewing policies affecting the Advanced Programs Component of the Professional Education Unit, as well as approving course/curriculum changes. A committee discussion included the possibility of exploring whether the committee should review all graduate programs and have its name changed accordingly. It was agreed the APGC Chair will bring this issue to the College Steering Committee.

For the remainder of the semester, the APGC will meet on the following Thursdays at 2:30pm: September 30, October 28, and November 18. Any business requiring the attention of the APGC must be received by the Dean's Office by the 5th of each month. Chairman Josh Gold will send an e-mail announcement to the COE faculty with notification of the deadlines.

The minutes of the meeting on April 22, 2004, were approved.

Under Old Business, the committee reviewed a Graduate Bulletin change proposal for the M.Ed. in CAPE brought up by Lorin Anderson. The proposal was related to program changes approved for the program in Spring 2004. The committee voted to approve the current proposal, changing the wording "Community and Adult Programs in Education" to "Curriculum and Adult Programs in Education" with the minor revision of changing the wording in the first sentence of the description to match the wording in the proposed title (i.e., excluding the word "community" and including "curriculum"). Once the Chair receives the revised paperwork from Lorin Anderson, he will forward the approved proposal to the Associate Dean's Office.

Under New Business, the committee considered a faculty motion (curriculum and bulletin changes for the M.T. in Secondary Education) by Jane White. The changes were needed as the certification requirements for foreign language education have been changed to K-12 and are no longer appropriate for inclusion within Secondary Education Programs. It was recommended that, conditional on the receipt of a letter of support from the Chairperson of the Foreign Languages Department, the Chair will sign and forward the paperwork onto Irma Van Scoy.

Also under New Business, Chairman Josh Gold pointed out that the committee needs two student representatives for the next meeting. It was clarified that it is the COE Steering Committee's responsibility to assign student representatives. It was decided that APGC will identify 2 potential student members and request formal approval of these students by the Steering Committee. Lorin Anderson recommended Leigh D'amico and Diane Stephens agreed to recommend another student. The Chair will request the recognition of the identified students as APGC student representatives and invite the students to the next APGC meeting.

There were no items under Good of the Order and the meeting was adjourned at 3:20pm.

The next committee meeting is scheduled on September 30th at 2:30pm.

Respectfully submitted,

Ji-Yeon Lee, Secretary

College of Education
Advanced Programs Governance Committee
September 30, 2004

Members Present: Lorin Anderson, Karen French, Josh Gold (chair), Ji-Yeon Lee, Diane Stephens, Rhonda Rebecca Cibic (student representative), Leigh D'Amico (student representatives), and Irma Van Scoy (ex-officio)

Others in Attendance: Elna Moses, Rhonda Jeffries

The meeting was called to order by the chair at 2:30pm. Two student representatives, Rebecca Cibic and Lee D'Amico, were welcomed to the meeting and introduced themselves to the committee.

The minutes of the meeting on August 26, 2004, were approved.

Under Old Business, the chair reported to the committee that he has yet to receive a supporting letter for the curriculum and bulletin changes for the M.T. in Secondary Education. As a courtesy, he will send a reminder to the Chair of Instruction and Teacher Education.

Under New Business, the committee reviewed the Technology Assisted Delivery Proposals for M.Ed. in CAPE and Ed.D. in Curriculum Studies. Irma Van Scoy reviewed last year's APGC decision that individual courses proposed for technology-assisted delivery can be approved by the Associate Dean with notification to APGC, but that requests for entire programs to be offered through technology-assisted delivery would still be reviewed by the appropriate curriculum committee (APGC/BPCC).

Diane Stephens brought up the issues related to the rigor and the instructor's involvement in distance courses. Rhonda Jeffries and Lorin Anderson assured the committee that, although the instructor's interactions with students will be mediated by various technologies, the distance courses would maintain the same level of academic rigor and close faculty-student interactions as other face-to-face courses. The chair pointed out that the grading scale in some of the course proposals would have to include grades below C to conform to the Graduate School grading policies.

It was recommended by the committee that revisions in grading scales are made and forwarded to the chair. Once the revisions have been received, the curriculum changes will be considered approved and then forwarded to the Associate Dean.

Also under New Business, Irma Van Scoy brought up the issue of whether or not old courses that are recommended for deletion to "clean up" University records need to go through APGC/BPCC. The committee has decided that it would continue to review each course before its removal from the bulletin and/or registrar's records. (All courses associated with initial certification programs will be forwarded to the Basic Program Committee.)

There were no items under Good of the Order and the meeting was adjourned at 3:10pm.

The next committee meeting is scheduled on October 28th at 2:30pm.

Respectfully submitted,

Ji-Yeon Lee, Secretary

College of Education
Advanced Programs Governance Committee
October 28, 2004

Members Present: Katherine Chaddock, Rebecca Cibic (student representative), Leigh D'Amico (student representatives), Karen French, Josh Gold (chair), Teri Kuhs, Ji-Yeon Lee, Elna Moses, Irma Van Scoy (ex-officio)
Others in Present: Ed Dickey, James Mensch, Mike Welsh, George Wham

The meeting was called to order by the chair at 2:30pm.

- I. The minutes of the meeting on September 30, 2004, were approved.
- II. Old Business: There were no items under Old Business.
- III. New Business: The following course change proposals were reviewed by the committee:
 - a. EDCO 690/723/890: Once Michelle Maher's e-mail is received by the Chair, the course deletions will be considered approved and then forwarded to the Associate Dean.
 - b. EDCS 701: The following changes are recommended by the committee: 1) use the same course title for cross-listing; 2) take off – (minus) grades and add a F from/to the grade requirements; 3) reword some of the justifications to emphasize the study of Feminism without implying advocacy; 4) specify the intended audience; 5) explain why the course needs to be added to the curriculum and how it will be used in the program; and 6) include week by week learning activities and topics. The Chair will contact the instructor to inform the committee's recommendations.
 - c. M.S. in Physical Education Curriculum Change: The proposed additional specializations to the existing curriculum have been approved by the committee. Once a few typos have been fixed, the proposal changes will be forwarded to the Associate Dean.
 - d. EDLP 757: The course suffix needs to be changed from "I/II" to "a/b" (i.e., EDLP 757a and EDLP 757b). The committee will hold off its decision until Irma Van Scoy checks with the Graduate School whether a syllabus is needed for bulletin changes.
 - e. EDIT 656/690/890: The proposals of EDIT courses have been approved.
- IV. Associate Dean's Report:
 - a. Academic Forgiveness Policy: The consensus among the committee was that what counts for student GPA should also count toward the completion of their degree programs.
 - b. GRAD 800: Several committee members expressed their concerns about mandating GRAD800 as it might be competing with existing courses offered by the academic units.

- c. Irma Van Scoy asked if the committee wished to have course deletion requests continue to go through the committee, or have deletion handled administratively. The committee indicated it wanted deletion requests to continue come before APGC.
- V. Good of the Order: There were no items under Good of the Order and the meeting was adjourned at 3:50pm.
- VI. Next Meeting: TBA (by Holly Rauch)

Respectfully submitted,

Ji-Yeon Lee, Secretary

College of Education
Advanced Programs Governance Committee
November 18, 2004

Members Present: Katherine Chaddock, Leigh D'Amico (student representative), Karen French, Josh Gold (chair), Ji-Yeon Lee, Elna Moses
Others in Present: Ed Dickey, Rhonda Jefferies, Ken Stevenson

The meeting was called to order by the chair at 11:00am.

- I. The minutes of the meeting on October 28, 2004, were approved.
- II. Spring Semester Meeting Schedule: The tentative dates for APGC Spring meetings are the last Tuesdays or Thursdays at 2pm. Holly Rauch will send an e-mail to the committee and confirm the schedule.
- III. Old Business:
 - a. M.Ed. in CAPE: The proposed bulletin change in program title and description has been approved by the committee. (NOTE: This change is supported by the ITE department, represented by Ed Dickey.)
 - b. EDLP 757: The proposed bulletin change has been approved by the committee.
 - c. New Business: The request for course name change in Elementary/Middle School Internship courses have been withdrawn by Ed Dickey and will be forwarded to Basic Program Curriculum Committee.
- IV. Associate Dean's Report: On behalf of Irma Van Scoy, Elna Moses gave an update on the status of Academic Forgiveness Policy. Further changes have been made since the last meeting and the committee will be kept informed of future development.
- V. Good of the Order: There were no items under Good of the Order and the meeting was adjourned at 11:30am.
- VI. Next Meeting: January 25th or 27th, 2005, at 2pm (subjective to changes and to be confirmed by Holly Rauch)

Respectfully submitted,

Ji-Yeon Lee, Secretary

College of Education
Advanced Programs Governance Committee
January 27, 2005

Members Present: Katherine Chaddock, Rebecca Cibic (student representative), Leigh D'Amico (student representative), Josh Gold (chair), Ji-Yeon Lee, Elna Moses, Irma Van Scoy (ex-officio), Diane Stephens

The meeting was called to order by the chair at 2:00pm.

- I. The minutes of the meeting on November 18, 2004, were approved.
- II. Spring Semester Meeting Schedule: For the remainder of the semester, APGC meetings will be on the following Thursdays at 2pm: February 24, March 24, and April 28th. Any business requiring the attention of the APGC must be received by the Dean's Office by the 5th of each month.
- III. Old Business: There were no items under Old Business.
- IV. New Business:
 - a. The committee began discussion about the chair for the 2005-2006 academic year.
 - b. EDTE 731 and EDSE 770: The proposed wording changes have been approved by the committee as forwarded.
- V. Associate Dean's Report:
 - a. Graduate Student Day 2005: Missed opportunity to represent
 - b. Irma Van Scoy proposed that all Curriculum and Bulletin Changes proposals in the future include additional contact information at the College level to facilitate communications.
- VI. Good of the Order: There were no items under Good of the Order and the meeting was adjourned at 2:20pm.
- VII. Next Meeting: February 24th, 2005, at 2:00pm in the New Dean's Conference Room

Respectfully submitted,

Ji-Yeon Lee

College of Education
Advanced Programs Governance Committee
March 24, 2005

Members Present: Lorin Anderson, Katherine Chaddock, Leigh D'Amico (student representative), Ed Dickey, Josh Gold (chair), Teri Kuhs, Ji-Yeon Lee, Elna Moses, Diane Stephens, Irma Van Scoy (ex-officio)
Others in Present: Gary Miller, Michael Welsh

The meeting was called to order by the chair at 2:00pm.

- I. The minutes of the meeting on January 27, 2005, were approved.
- II. Old Business: There were no items under Old Business.
- III. New Business:
 - a. EDTE J731 proposal will be sent forwarded to the Graduate School.
 - b. The proposed EDHE bulletin change has been approved. (Note: The committee recommends the change to be in bold face and forwarded to the chair – the change will take effect Fall 05.)
 - c. The program proposal for M.Ed. in Teaching has been approved by the committee with a few amended changes.
 - d. The course proposals for EDTE 710/711/712/713: The committee have discussed any possible conflicts of interests with other academic units and approved the course proposals.
 - e. Gary Miller presented the idea of developing a college-wide rubric for Ph.D. programs. The committee will discuss the topic at the next APGC meeting.
- IV. Associate Dean's Report:

Irma Van Scoy gave an update on the upcoming Graduate Student Day and the University's progression requirements. The committee has discussed the importance of communicating the College's needs to support non-degree students taking professional development courses.
- V. Good of the Order: There were no items under Good of the Order and the meeting was adjourned at 3:45pm.
- VI. Next Meeting: April 28th, 2005, at 2:00pm in the New Dean's Conference Room

Respectfully submitted,

Ji-Yeon Lee

College of Education
Advanced Programs Governance Committee
April 28, 2005

Attendees: Katherine Chaddock; Rebecca Cibic; Leigh D'Amico; Joshua Gold, Chair; Teri Kuhs; Diane Stephens; Elna Moses and Irma Van Scoy, Ex-officio.

Meeting convened at 2:08.

1. Minutes: The minutes of March 24 were approved.
2. Committee plans for 2005-06: Katherine Chaddock agreed to chair APGC next year. The first meeting will be in August. Rebecca Cibic* and Leigh D'Amico will continue as student representatives.
3. New Business: Proposals to remove pre-requisites from EDCS 721, 722, 724, and 725 were approved.
4. Associate Dean's report
 - a) Graduate Council is in process of approving new procedures for student appeals in relation to extending probation (for a GPA <3.0) or being readmitted after being suspended. **Faculty advisors and students need to be aware that appeals to extend probation must be filed 45 days before the end of the probationary period (one year from the semester in which a student's GPA falls below 3.0). Once a student is suspended, s/he can not be readmitted for at least one year.**
 - b) It has also been clarified that a student's GPA (a Graduate School policy) and grades below B (a College of Education policy) are calculated according to classes that are in date for a specific degree (Masters/EdS: 6 years; Doctoral: 8 years).
 - c) Graduate Student Day: Sara Biltz, a PhD student in Language and Literacy, presented at Graduate Student day and received a 3rd place award in the Language and Communications category. Congratulations to Sara! Irma Van Scoy and Diane Harwell also served as judges for Graduate Student Day. The committee suggested ideas for increasing student participation in Graduate Student Day in the future, such as sending flyers to students in doctoral courses in the fall.
5. Good of the order: The committee thanked Joshua Gold for chairing APGC this year.
6. Meeting adjourned at 2:32

*Note: Following the meeting it was clarified that Susan Till, a doctoral student, had all ready agreed to serve on APGC in place of Rebecca Cibic in 2005-06.

**College of Education
Advanced Program Governance Committee
Minutes of September 29, 2005**

Attending: Katherine Chaddock (chair), Ji Yeon Lee, Robert Johnson, Teri Kuhs, Zack Kelehear, Irma Van Scoy, Leigh D'Amico

1. Minutes of April 28, 2005 – Approved with a correction to item 4C: “Sara Blitz” should be “Sara Biltz”.
2. Procedure for minutes this year;
 - a) Secretary will give minutes to Holly Rauch.
 - b) Holly will type them and post a draft to the web.
 - c) Holly will send draft to secretary, chair, and Irma Van Scoy.
 - d) Revisions will be returned to Holly.
 - e) After next meeting, the approved minutes will replace the draft on the web.

3. Future Meetings:

October 26 – 12:00 – Wednesday
November 16 – 9:00 – Wednesday
December 12 – 9:00 – Monday

Holly Rauch will be asked to reserve the room. Spring meeting dates will be established at the October meeting.

4. Due dates for proposals:

Proposals will be due on October 7 for consideration in October. Thereafter, the first of each month will be the due date for proposals to be considered by the committee that month.

5. Old business: None.

6. New Business: None.

7. Associate Dean's Report:

- a) Holly is checking up on our proposals that were approved by APGC but show no further action.
- b) TOEFL test has been changed and the scale has been changed. Graduate Council is requesting faculty input about setting the USC criteria.
 - i. Recommendation: In addition to the cut-off for admission there should be a higher cut-off on the speaking portion of the test for Teaching Assistants.
 - ii. Irma will forward the PowerPoint from Anthony Edwards to APGC providing further information.

- iii. The COE feels the Graduate School should conduct the appropriate research to establish a cut-off considering appropriate methods of standard-setting. Faculty who have expertise in this area could advise such an effort. Irma will communicate this recommendation to the Graduate School. Robert Johnson is willing to provide further information to the Graduate School, if needed.

- c) Dr. Raphael Alvarado was hired to be director of the Center for Teaching and Technology. Two strands – Pedagogy and Technology will be the focus of this Center's support to faculty. Faculty are asked to respond to solicitations for information and to invitations to activities of the center. Irma is going to arrange for Dr. Alvarado to meet with a small group of COE faculty to discuss the vision for future support services that might be offered by the Center.

Respectfully submitted,

Theresa Kuhs

**Advanced Programs Governance Committee
Minutes 11-16-05**

In attendance: Katherine Chaddock, Robert Johnson, Teri Kuhs, Elna Moses, Erik Drasgow, Susan Till, Susan Schramm, Zach Kelehear, Ji-Yeon Lee.

1. Minutes of September 29, 2005 were approved.
2. Future meetings – December 12 (next meeting). Spring semester meeting dates will be discussed at the December meeting.
3. Erik Drasgow explained and elaborated on the following proposals:

EDEX 714 – Changing it to be more specific for MED students Experimental Practicum. State certification requirements have changed. Erik will elaborate on the rationale. Approved.

EDEX 712 – Issue is to make the terminology more consistent with state certification requirements. Committee asked for more elaboration on the rationale. Approved.

EDEX 716 – Issue is to make the title consistent with federal requirements. Approved.

EDEX 784 – Add a rationale to the documentation. Approved.

EDEX 809 – Approved.

EDEX 891 – Elaborate on the rationale – make wording consistent with EDEX 714. Approved with changes.

EDEX 892 – Recreate sheet to change course description and add prerequisites. Approved with changes.

EDEX 893 – Change in course description. Approved with changes.

EDEX 715 – This course has already been taken care of.
4. Additional proposals discussed:

EDEX 794 – Delete course from books. Approved.

EDCS 690 and EDCS 890 Independent Studies – Change rationale. Approved with changes.
5. Associate Dean's Report (in abstentia)

Dr. Raphael Alvarado met with a small group of COE faculty to discuss the vision for future technology support that may be offered by the Center.

Meeting was adjourned at 9:47 A.M.

Submitted by Susan Schramm-Pate

Advanced Programs Governance Committee
Minutes: January 12, 2006

In Attendance: Katherine Chaddock, Teri Kuhs, Susan Till, Leigh D'Amico, Zach Kelehear, Irma Van Scoy, David Feldon, Susan Schramm-Pate, Karen French

- I. Approval of Minutes: Minutes of November 16, 2005 were approved.
- II. Spring Semester Meeting Schedule: The following meeting schedule was determined for the spring semester February 9th at 9:00am, March 16th at 9:00am, April 20th at 9:00am.
- III. Old Business: No old business was brought forward.
- IV. New Business:
 - a. EDRD 600: A request was submitted to waive the pre-requisite to the course along with a minor change to the course description. The request was approved; however, the committee suggested that the program consider changing the phrase K-12 to PreK-12 or P-12 in the course description (the decision regarding the committee suggestion will not impact the approval of the request). For future submissions such as this, the syllabus does not need to be attached.
- V. Associate Dean's Report-Irma Van Scoy
 - a. Graduate Student Day is April 5, 2006. At this event, students present their research. Proposals are due to Irma Van Scoy one week prior to the March 3rd deadline for submission to The Graduate School. Visit The Graduate School website for categories for submission and encourage students within the College of Education to submit proposals. Faculty judges are also needed for this event; therefore, pass information along to faculty members who may be interested.
 - b. Update of Advanced Program Policies and Practices: The policy manual can be more stringent than The Graduate School requirements, but not less stringent. Two potential changes were discussed 1) Descriptions of committees for doctoral students may need to be changed in the policy manual to reflect the update made by The Graduate School. The Graduate School requires two committees, a Comprehensive Exam committee and a Dissertation Committee. The policy manual requires additional committees. 2) The Graduate School has changed the definition of people who are considered outside committee members. The Graduate School requires that the outside member be outside of the program/department. The College of Education requires the outside member to be outside of the department. Committee members will discuss potential changes within their departments and bring additional information to the next meeting.

Meeting adjourned at 3:02pm
Submitted by Susan Schramm-Pate

Advanced Programs Governance Committee
Minutes: February 9, 2006

In Attendance: Teri Kuhs, Huynh Huynh, David Feldon, Ed Dickey (guest), Elna Moses, Zach Kelehear, Susan Till, Susi Long (guest), Leigh D'Amico, Irma Van Scoy, Susan Schramm-Pate, Karen French

Note: Teri Kuhs chaired the meeting in Katherine Chaddock's absence.

- I. Approval of Minutes: Minutes of January 12, 2006 were approved.

- II. New Business—Proposals
 - a. EDPY 644 (new course): Proposal passed
 - b. EDCE 855 (pre-requisite): More rationale is needed regarding the addition of prerequisite and the change in the course description. Questions also surfaced regarding the range of credit hours that can be attempted/earned through this course. Upon receiving additional information, the committee will review the request at its March 16th meeting.
 - c. EDHE 690 and 890 (new designations): Proposal passed with amendments. The amendments are that the proposal will include the following stipulations 1) the course will not be open enrollment 2) the syllabus will be defined by contract between faculty and student and will include content and evaluation information.
 - d. EDRD 796 (new course): Proposal passed
 - e. ITE Degree Deletions: Proposal passed

- III. Old Business: Discussion was continued regarding College of Education policies based on recent changes to The Graduate School policies. Two recommended changes to the College of Education policies were made by APCG for the faculty to vote on at the general faculty meeting in the spring
 - a. Students must form at least two graduate committees: a comprehensive exam committee and a dissertation committee.
 - b. Outside committee member must be outside of the student's program of study.

The above recommendations follow The Graduate School's policies. Individual programs and/or departments may have additional requirements. As committee chair, Katherine Chaddock will provide these recommended changes to the faculty at least 30 days prior to the spring faculty meeting. Irma Van Scoy will assist in the coordination of information to disseminate to the faculty.

- IV. Associate Dean's Report
 - a. Graduate School Strategic Plan Input: The Graduate School is seeking information to assist in its strategic planning process. Provide feedback and suggestions to Irma Van Scoy.

Next meeting will be on March 16, 2006 at 9:00am

Meeting adjourned at 10:12am
Submitted by Susan Schramm-Pate

Advanced Programs Governance Committee (APGC)
Minutes: March 16, 2006

In Attendance: Katherine Chaddock (Chair), Leigh D'Amico (Graduate Student), David Feldon, Karen French, Teri Kuhs, Xiaofeng (Steven) Liu (Guest EDRM), John Lowry (Guest HESA), Gary Miller (Guest EDCE), Susan Schramm-Pate (Secretary), Susan Till (Graduate Student), Irma Van Scoy (Associate Dean).

- I. Approval of Minutes: Minutes of February 9, 2006 were approved.

- II. Old Business: Course Change Proposal
 - a. EDCE 855 (pre-requisite): Rationale improved regarding the addition of prerequisite and the change in the course description. Proposal passed.

- III. New Business: Course Change Proposals
 - a. HESA (curriculum change): Proposal passed.
 - b. EDRM 812 (new course proposal): Proposal passed.
 - c. PEDU 650; 730; 731; 829 (change in course titles and descriptions) Proposal passed with amendments. The amendments are that the proposals will include the following stipulation: 1) improve rationales to better reflect the need to update the titles and descriptions to more accurately reflect current course content.
 - d. EDCS 820 (prerequisite change): Proposal passed.

- IV. Associate Dean's Report
 - a. No report.

Next meeting will be April 20, 2006 at 9:00 a. m.

Meeting adjourned at 10:04 a.m.

Respectfully Submitted by Susan Schramm-Pate

**Advanced Programs Governance Committee
Minutes: April 20, 2006**

In Attendance: Katherine Chaddock (chair), Teri Kuhs, Leigh D'Amico (student representative), Zach Kelehear, Irma Van Scoy, David Feldon, Susan Schramm-Pate (secretary), Karen French, Huynh Huynh, Ken Stevenson (guest), Ed Dickey (guest)

- I. Approval of Minutes: Minutes of March 16, 2006 were approved.

- II. New Business
 - a. EDPY 709: Proposal approved
 - b. EDPY 751: Alan Wieder must sign the proposal. Proposal approved.
 - c. EDPY 752: Proposal approved.
 - d. EDPY 835: Word missing in course description; add "address" or another similar word after "research methods to" and before "current issues." Proposal approved with change.
 - e. Ph.D. in EDAD Curriculum Change: In Area 3, add "outside of EDAD" rather than "outside the Department of Educational Leadership and Policies." Add beyond master's degree after "Must include a research course." Proposal approved with changes.
 - f. Ed.D. in Curriculum and Instruction: Take numbers out of justification and add bullets. Change wording of "Minimum of 39 hours insertive" to more clearly address the addition of this phrase to the Curriculum Studies Emphasis to mirror requirements under Early Childhood, Elementary, & Secondary Education Emphasis. Take out the addition of four new courses since the new courses have already been approved. Change the word "include" to "are" before the colon in the second sentence of the justification. Suggestions also include adding the phrase "Required courses for Curriculum & Instruction" (#3) and "Required courses for Curriculum & Diversity" (#4) to clearly delineate required courses. Proposal approved with changes.
 - g. EDRD 650: First sentence captures the essence of the proposal. Other sentences should be removed. Approve with changes.
 - h. EDCE 708 This proposal was not addressed since it was not received prior to the deadline for submission of proposals.

III. Associate Dean's Report-Irma Van Scoy

Update of Advanced Program Policies and Practices: A revision to the Advanced Programs Policies and Procedure (APPP) was presented based on the committee's discussions at previous meetings (see January 2006 minutes). The committee approved the revision, and Katherine Chaddock will distribute this information to the full faculty.

Meeting adjourned at 9:50 a.m.

Respectfully submitted by
Susan Schramm-Pate
Secretary APGC

Advanced Programs Governance Committee (APGC)
Minutes: September 18, 2006
3 p.m.

In Attendance: Katherine Chaddock (Chair), Holly Rauch, Elna Moses (Student Affairs), Leigh D'Amico (student representative), Zach Kelehear, Donna Gibson, Suzie Long, Bud Hult, Irma Van Scoy (Associate Dean), Susan Schramm-Pate (Secretary), Collette Dollarhide (Guest)

- I. Approval of Minutes: Minutes of April 20, 2006 were approved.
- II. Next Meeting dates for Fall 2006
 - a. October 30, 2006 at 3 p.m.
 - b. November 20, 2006 at 3 p.m.
 - c. December 11, 2006 at 3 p.m.
- III. Old Business
 - a. EDCE 708: Title change from "Administrative Provisions for Guidance Service" to "Critical Issues in School Counseling"
 - i. According to Dollarhide, changes reflect current accreditation standards and terminology
 - b. Advances Programs, Policies, and Procedures Revision
 - i. To elect to require more committees than those required by the Graduate School at the University of South Carolina (i.e., 1 comprehensive exam committee and 1 dissertation committee)
 1. Rauch will send out an electronic vote with two weeks for reply and then she will tally the votes
- IV. New Business
 - a. EDRD 803: Change Prerequisite to NONE
 - i. Documentation is needed to support changing the prerequisite
 - b. Suggestions for Student representative for APGC
 - i. Leigh Kale D'Amico, ITE
 - ii. Chris Brewer EDLP
 - c. Section of Officers
 - i. Chair of APGC
 1. Chaddock will serve as Chair for 2006-2007
 2. Hult is Chair-elect for 2007-2008
 - ii. Secretary of APGC
 1. Hult will serve as Secretary for 2006-2007
 - d. Associate Dean's Report
 - i. Graduate School emails will be forwarded to Department Chairs, who will then sift through them and distribute to Department

Meeting adjourned at 3:55 p.m.

Respectfully submitted by
Susan Schramm-Pate
Secretary APGC

Advanced Programs Governance Committee (APGC)
Minutes: October 30, 2006
3 p.m.

In Attendance: Katherine Chaddock (Chair), Elna Moses, Holly Rauch, Zach Kelehear, Donna Gibson, Karen French, Suzie Long, Susan Schramm-Pate (Secretary), Ed Dickey (Guest), Mac Brown (Guest), Peyton Risley (EDLP student rep), Mitch Helms (EDST student rep).

- I. Approval of Minutes: Minutes of September 18th were approved.

- II. Next Meeting dates for Fall 2006
 - a. November 20, 2006 at 3 p.m.
 - b. December 11, 2006 at 3 p.m.

- III. Old Business
 - a. 111 ballots were sent out electronically by Holly Rauch for a vote to elect to require more committees than those required by the Graduate School at the University of South Carolina (i.e., 1 comprehensive exam committee and 1 dissertation committee)
 - i. 49 yes
 - ii. 2 no
 - iii. 1 n/a
 - iv. 59 no response

This vote means that the College of Education has decided to adopt and use the recent change made by the Graduate School concerning Ph.D. committees, reducing from four to two the number of committees required of a Ph.D. student. Programs of Study will now be signed by only the chair of the student's committee (rather than the four committee members as previously required).

- IV. New Business
 - a. EDEC 794 "Types of Early Childhood Centers"
 - i. Move into required core courses for early childhood curriculum
 - ii. Update title of the course to "Leadership, Advocacy, and Collaboration in Early Childhood" in order to reflect current accreditation standards and terminology
 - iii. Approved with changes
 - b. EDEC 745 "Emergent Literacy"
 - i. Added to required core courses for early childhood curriculum
 - ii. Approved
 - c. ITE Language Requirement
 - i. Research tool
 - ii. Approved bulletin change

Meeting adjourned at 3:25 p.m.

Respectfully submitted by
Susan Schramm-Pate
Secretary APGC

Advanced Programs Governance Committee (APGC)
November 20, 2006-Dean's Conference Room
Meeting Minutes

In Attendance: Katherine Chaddock (Chair); Irma VanScoy (Associate Dean); Elna Moses; Zach Kelehear; Donna Gibson; Pam Jewitt (Substituting for Suzie Long); Richard Hult (Secretary); Peyton Risley (EDLP student rep.); Mitch Helms (EDST student rep.)

- 1 The meeting was called to order at 3:00pm by Dr. Chaddock and approval of the October 30 Meeting Minutes was considered.

Some issues in Section III (Old Business) regarding the report of the electronic ballots were discussed. It was agreed that the minutes should be revised and that Dr. Chaddock would rewrite this section for the committee's review.

- 2 Next Meeting Date for Fall 2006:

The next committee meeting will be held on December 11 at 3pm. Included in the agenda for this meeting will be establishing committee meeting dates for the Spring 2007 semester.

- 3 Old Business: There were no items to be considered.

- 4 New Business:

A) The committee considered the proposed changes for M.Ed. in Language and Literacy. After some discussion, it was agreed that this proposal should be revised and resubmitted by December 5 for consideration at the December 11 committee meeting. The suggested revisions are as follows: 1) First page, at the end of the rationale statement, a note that the change of core requirements from 24 to 27hrs. is needed to recognize that EDTE 760 is a 6 hour course. 2) Second page, in the parentheses, list electives as 0-6 hours, since a student could literally take only core and cognate courses to fill the 33 hours. 3) Third page, concerning the research course options, be more explicit about the needed content of the courses. This could be done by adding such words as "a variety of courses which can help them obtain the **measurement, assessment and evaluation** competencies they need in the classroom relative..."

B) Discussion focused upon the committee's current deadline policy. This requires that all proposals to be considered by APGC at a monthly meeting be submitted to the committee no later than the 5th of that given month. Dr. VanScoy noted that this was sometimes difficult for

proposals initiated by faculty from ITE since their department meetings are often scheduled for the first Friday of the month. After some discussion it was agreed that the current policy (allowing for important exceptions) would stay in place but that this issue would be revisited at future meetings, most notably in the spring semester.

5 Associate Dean's Report- Dr. Irma VanScoy

Dr. VanScoy reported on the status and COE implications of two documents involving the USC graduate school centennial year.

The first is entitled, The Call for Nominations for USC Graduate School Centennial Fellowships. Each carries a \$1,000 monetary award but the receipt of applications deadline for this competition is December 1, 2006.

The second is entitled the Centennial Poster Contest. Five awards will be each worth \$1,000 and ten awards will be each worth \$500. Students considering participation should attend a Friday Forum on December 1, 2006 at 12 noon in Byrnes 704.

With respect to both competitions but particularly the first, Dr. VanScoy urged committee members to quickly and effectively communicate with their respective departmental faculty, program coordinators and department chairs such that the COE might be adequately represented and competitive for these awards.

6 The meeting was adjourned at 4:05pm

Respectfully Submitted,

Richard Hult, Committee Secretary

Advanced Programs Governance Committee (APGC)
December 11, 2006-Dean's Conference Room
Meeting Minutes

In Attendance: Katherine Chaddock (Chair); Irma VanScoy (Associate Dean); Elna Moses; Zach Kelehear; Donna Gibson; Suzie Long; Susan Schramm; Karen French; Richard Hult (Secretary)

- 1 The meeting was called to order at 3:00pm by Dr. Chaddock and approval of the November 20 Meeting Minutes was considered. Elna Moses suggested that two changes be made. In line one under New Business (A), "M.Ed. in Language and Literacy" should replace "EDSE 787". Also, in line six of the same section, "EDTE 760" should replace "EDSE 787". With these changes, the minutes were approved.
- 2 The committee next considered the scheduling of spring meetings for 2007. The following were approved as meeting dates if committee business required: January 22nd- 10am; February 19th- 10am; March 19th- 10am; April 23rd-10am.
- 3 Old Business:

The committee next considered the M.Ed. in Language and Literacy as amended by the suggested changes from the November 20th committee meeting. After some discussion, it was agreed that the proposal (as amended) be approved. Dr. VanScoy highly recommended that Dr. Diane Stephens have a representative present for graduate school subcommittee meeting, the next level of required approval of the proposal.
- 4 New Business: There was no new business.
- 5 Associate Dean's Report- There was no report.
- 6 Good of the Order- Dr. Gibson inquired about the role of the committee concerning technical assistance course proposals. Dr. VanScoy suggested that Susan Quinn be consulted on this matter.
- 7 The meeting was adjourned at 3:35pm

Respectfully Submitted,

Richard Hult, Committee Secretary

**Advanced Programs Governance Committee (APGC)
February 19, 2007-Dean's Conference Room
Meeting Minutes**

In Attendance: Katherine Chaddock (Chair); Irma VanScoy (Associate Dean); Zach Kelehear; Mac Brown (Substituting for Suzie Long); Susan Schramm; Karen French; Holly Rauch; Richard Hult (Secretary); Peyton Risley (EDLP student rep.); Mitch Helms (EDST student rep.)

- 1 The meeting was called to order at 10:00am by Dr. Chaddock. The December 11, 2006 Meeting Minutes were approved as written.
- 2 Old Business: There were no items to be considered.
- 3 New Business:
 - a. The proposed EDCE Ed.S. bulletin change was cancelled as an agenda item since the proposal had been withdrawn by Dr. Gold.
 - b. The committee considered the proposed bulletin changes by Dr. Irma VanScoy for the advanced programs at the Masters degree level. Attention focused on the issues of clarity, redundancy and student recruitment in the following bolded statement:

These degree programs provide advanced study for teachers and other professionals in education and related fields.

After some discussion, the proposal was passed as worded.
 - c. Attention next focused upon the M.Ed. Program considered for information purposes only. Dr. VanScoy reminded faculty that any changes in program handouts or websites should come forward to the APGC for information purposes. The communication from Dr. Ed Dickey to the APGC describing modifications in the M.Ed. program serves as an example of what should be done with respect to this policy.

4 Associate Dean's Report- Dr. Irma VanScoy

Dr. VanScoy reminded committee members of the upcoming deadline dates for student participation in Graduate Student Day on April 4, 2007. Nominations should reach the Graduate School not later than March 2 and the nomination procedures involve several intermediary steps.

5 The Good of the Order

Dr. Chaddock raised the question of policies regarding student applications which are late in being received by EDLP but not late in being received by the Graduate School. Dr. VanScoy discussed several historical and current reasons concerning why such applications are delayed in the Graduate School. It was generally agreed that this problem is serious and may continue to be unresolved unless changes can be made. It was agreed that Dr. Jim Buggy, representing the Graduate School, will be invited to the April 23 meeting of the APGC, at which time, this problem and possible solutions will be discussed further.

The meeting was adjourned at 10:55am.

Respectfully Submitted,

Richard Hult, Committee Secretary

Advanced Programs Governance Committee (APGC)
March 19, 2007-Dean's Conference Room
Meeting Minutes

In Attendance: Karen French (Acting Chair); Irma VanScoy (Associate Dean); Kevin Swick (Substituting for Suzie Long); Donna Gibson; Holly Rauch; Elna Moses; Richard Hult (Secretary); Mitch Helms (EDST student rep.)

- 1 The meeting was called to order at 10:00am by Dr. French. The February 19, 2007 Meeting Minutes were approved as written.
- 2 Old Business: There were no items to be considered.
- 3 New Business:
 - a. A review of the rationale for the proposed EDCE bulletin changes was presented by Dr. Donna Gibson. After some brief discussion, the committee approved these proposed changes.
 - b. Deleted from the meeting agenda were the following:
 - 1) Proposed Ph.D. in Elementary Education Curriculum Change
 - 2) Proposed Ph.D. in Secondary Education- deletion of program
- 4 Associate Dean's Report- Dr. Irma VanScoy

Dr. VanScoy reported on two items of information. First, she stated that the M.Ed. in Language and Literacy is in the process of becoming approved as a 100% Distance Education program and this proposed change is currently being considered by the Graduate School. Committee discussion briefly focused on some of the historic difficulties with insuring quality control in selected distance education experiences. With the qualification that adequate evaluation practices are conducted, the committee added its approval of this proposed change in this M.Ed. program. Next, Dr. VanScoy reminded the committee that Graduate Student Day is April 4th and that, so far, the COE is represented by one poster session scheduled for presentation. Policy for this competition involves that each USC department may receive only one award.
- 5 The meeting was adjourned at 10:35am

Respectfully Submitted,

Richard Hult, Committee Secretary

Advanced Programs Governance Committee
Minutes – October 18, 2007

Present: Erik Drasgow, Karen French, Tandra Jackson, Susi Long, Michelle Maher, Irma Van Scoy, and Kathy Evans (for Donna Gibson), Cheryl Wissick (guest), Elna Moses (ex officio), Lynda Tilley (support)

1. March 19, 2007 minutes were approved.
2. There was no old business.
3. New business:
 - a) Erik Drasgow was elected as chair; role of secretary will rotate among committee members.
 - b) Next meeting: November 29th 1:00; bring date books so we can plan the spring meeting schedule at this meeting
 - c) Irma:
 - The graduate school is changing the process so that only subcommittees get copies of full proposals where the bulk of the work will be done; grad council members will have access to full proposals online.
 - Approvals for existing courses to become distance education courses do not need committee approval.
 - Revision of Commission on Higher Ed Self-Study (PhD, MEd): We are waiting for the new template after sending feedback to the initial draft.
 - d) EDLP Application deadline: New application deadline for the PhD I EDLP.
 - e) Curriculum Changes:
 - EDRD 719 prerequisite change: approved with recommendation:
 - Leave out “consent of instructor”
 - MEd in Educational Technology: approved with recommended changes:
 - Leave off Aiken paperwork except for letter of support
 - Add to rationale to clarify intent
 - Clarify wording in description of comprehensive exam
 - M.Ed. in Educational Research approved with recommended changes to justification.

- f) EDET 650: Approved change in credit hours and added cross-list with AEET 650 with recommendations:
 - Change from “title change” to “other changes”
 - Add a copy of the Aiken support letter to this request
 - g) Approval of courses to be offered in web-based form: AEET/EDTE 603, 650, 703, 736.
 - h) EDET 780 title change approved
4. Faculty presence at APGC: When a program area or dept submits a curricular change, it would be helpful to the committee if a faculty representative could attend the APGC meeting when that change is discussed.

Advanced Programs Governance Committee
November 29, 2007
Minutes

Present: Drasgow, French, Gibson, Jackson, Kelehear, Long, Maher, Moses (ex officio),
Tilley (support), VanScoy

1. October 18, 2007 minutes approved
2. There was no old business
3. New Business
 - a. EDCE Curriculum Changes
 - i. Bulletin Changes
 1. Highlight changes on right side of form
 2. include wording that changes reflect accrediting agency standards
 3. Consider clarifying “certificate” issue and bring back to committee as a package
 - ii. EDCE715
 1. Check “yes” and get a letter of concurrence/support from public health
 2. On page 6, change #6
 3. Changes syllabus to reflect “sessions” and not dates
 - iii. EDCE805e
 1. Change course description
 2. add rationale for change to “parallel 805 sequence.”
 - iv. EDCE805s
 1. Change course description
 2. Add rationale for change to “parallel 805 sequence.”
 3. Add schedule of courses
 4. Change to sessions rather than months
 5. Build consistent format for all syllabus in program
 6. Delete Consent of Instructor
 7. Add “with approved application”
 - v. EDCE503
Delete second sentence in rationale
 - vi. EDCE510
Change course description
 - vii. EDCE601
 1. Clarify rationale to represent that no description was present and needed adding
 2. Change description and include 510 as pre-req
 - viii. EDCE704
 1. Description should include 601 7 721 as pre-req
 2. Rationale: change to 722 from 601
 - ix. EDCE706
 1. Un-check change in pre-req

2. Change description
- x. EDCE720
 1. Change pre-req to 600
 2. Delete 510 as co-req
- xi. EDCE721
 - Put 510 as pre-req
- xii. EDCE802
 - OK
- xiii. EDCE802e
 - OK
- xiv. EDCE802s
 - OK
- xv. EDCE805
 - OK
- xvi. EDCE822
 - OK
- xvii. EDCE830
 1. Change description
 2. Clarify rationale

Gibson requested that all above counselor education material be brought back, as an entire packet, to APGE meeting in January 17. Committee approved.

4. New Meeting Dates: Third Thursday in each month, 2:00. Meetings will be scheduled for:
 - a. January 17
 - b. February 21
 - c. March 20
 - d. April 17

Advanced Programs Governance Committee
January 17, 2008, 2:00 PM
Dean's Conference Room

MINUTES

Present: Drasgow, French, Gibson, Kelehear, Maher, Moses (ex officio), Tilley (support), VanScoy

- I. Minutes from November 29, 2007 meeting were approved.
- II. No old business discussed.
- III. New Business-Curriculum Changes to EDCS 823-Remove Prerequisites

The changes were presented and discussed. Elna Moses reported that the on-line catalog has indicated that special permission has been printed as the prerequisites for EDCS 823. After consultation with the registrar's office, it was determined that a special memo to the registrar from the program, program department and dean is needed to ask for the removal of the "special permission" prerequisites on the on-line catalog. The EDCS program contact is advised to work with Elna Moses and Irma VanScoy to coordinate this memo and the re-wording of the rationale on the change form.

- IV. Associate Dean's Report

Dean VanScoy provided a handout to the committee that lists program contact information in the College of Education. She has forwarded this to the graduate school and has requested that this list be posted on the graduate school website in order to facilitate communication between potential applicants/students and programs. In addition, the list will be utilized to disseminate information to programs regarding fellowships/scholarships, graduate student day, etc. A suggestion was made from the committee for the program links on the list to be highlighted as links to the program website.

No other announcements were made. Meeting adjourned.

Respectfully submitted,

Donna Gibson

Advanced Program Governance Committee Minutes
April 17, 2008

Present: Erik Drasgow (Chair), Karen French, Donna Gibson, Zach Kelehear, Tandra Jackson, Michelle Maher, Elna Moses, Lynda Tilley, Irma Van Scoy.

- I. Minutes from February 21, 2008 meeting were approved, with addition of adding name of Michelle Maher to “present” listing.

- II. Old Business

Counselor Education packet approved with exception of EDCE 601, which was pulled from the packet by the Graduate School and sent to the Faculty Senate due to its 600-level status.

Discussion occurred of how EDCE 601 was changed to EDCE 722.

Discussion of how EDCE 601 needs to be deleted from the Undergraduate Bulletin; APGC moved to approve deletion of EDCE 601.

Lynda Tilley will resend EDCE 601 – EDCE 722 packet to the Graduate School for reconsideration by the Subcommittee of the Graduate Council.

- III. New Business

- a. Associate Dean’s Report

Ken Stevenson received both a Basic packet and an APGC packet (as do all departmental Chairs); he asked the APGC to consider distributing information to Chairs electronically.

Discussion occurred about the possibility of implementing an electronic dispersal system. Dr. Van Scoy and Lynda Tilley agreed to explore feasibility of electronic dispersal; motion accepted to approve electronic dispersal system.

- b. Curriculum Changes

EDTE 776 new course proposal reviewed

APGC members recommended proposal be accompanied by a letter from the African American Studies Program indicating program faculty are aware of the course and have no objections to the course being offered.

APGC members recommended removing “Summer I” schedule from the tentative agenda noted in the EDTE 776 syllabus and instead of June dates, use “session 1, session 2, etc.” to indicate class sessions.

APGC members recommended that #6 on the new course proposal be changed from “no” to “yes” and to indicate attached reference letters from Dr. Jeffries and from the African American Studies Program.

APGC members recommended that a letter be secured from Dr. Alan Wieder indicating the support for this course from Educational Foundations.

APGC voted to accept the EDTE 776 new course proposal pending above noted changes.

Dr. Tandra Jackson will inform Dr. Gloria Boutte, proposed instructor of EDTE 776, and will inform her of the April 27, 2008 submission deadline to be reviewed by the Subcouncil of the Graduate School .

IV. Good of the Order

No announcements were made. Meeting adjourned at 3:00 p.m.

Next meeting scheduled for May 8, 2008 at 2:00 p.m.

Respectfully Submitted, Michelle Maher

These minutes will be offered for approval at the October 13 meeting.

**APGC Minutes
September 8, 2008**

Present: Elna Moses, Tambra Jackson, Erik Drasgow, Murray Mitchell, Irma VanScoy, Lynda Tilley, Michelle Maher, Zach Kelehear, Robert Johnson

Election of Chair and Secretary

Chair: Murray Mitchell
Secretary: Susi Long

Meetings will be scheduled for the second Mondays of each month at 11:00 when possible:

September 8, 2008 (Monday) 11:00

October 13, 2008 (Monday) 11:00

November 10, 2008 (Monday) 11:00

December 12, 2008 (Friday) 11:00

At the October meeting, we will schedule the rest of the year.

Student representatives:

Procedure in by-laws: Steering committee selects student reps for all committees but that is not always the practice that is followed.

APGC Committee Members: Consider possible nominees and contact them to be sure they are available; send them to Murray Mitchell. He will let the committee know after he has received two nominees.

Associate Dean's Report

Introducing Lynda Tilley and her role.

Reporting on committee's request to explore possibilities for doing work of this committee electronically. Lynda worked this summer to develop this for us:

- Scanning proposals and approval document
- No longer need for departments to send forward multiple copies – Lynda will let department chairs know this
- Committee members will go to site and review proposals; only print off and bring copies if you have detailed questions/suggestions
- Proposals will be projected with LCD projector during meetings; Lynda will bring laptop and have that connection made for each meeting

- Links can be found on web (but Lynda will also send link as we need to look at proposals): Information for Faculty; Academic Policies and Procedures (look in this section); Track Your Changes

Irma expressed her appreciation to the committee for the members' work to participate and make decisions.

Course and Program Proposals Due To Be Read By Committee

Due to Lynda by:

- 5:00 the first Mondays of the month.

Lynda will send link for those proposals to APGC committee members by:

- By 5:00 that Wednesday

Meeting was adjourned at 11:50 AM

Submitted by: Susi Long

APGC Meeting Minutes October 13, 2008

Present: Erik Drasgow, Michelle Maher, Stephanie Holmes, Robert Johnson, Lynda Tilley, Irma VanScoy, Tambra Jackson, Susi Long

Introduction of student representative:

- Dr. Mitchell should communicate the names of the student representatives to the Steering Committee:
 - Rui Zhao (Language and Literacy)
 - Stephanie Holmes (Education Leadership and Policy)
- Associate Dean's Report:
- Dr. VanScoy will be working on how to evaluate candidate dispositions in advanced programs and will be calling on representatives from advanced degree programs to work on this.
- Quality Assurance Committee has recommended a structure for all units in the university whose courses are a part of advanced programs in teacher education; representatives will become a part of the governance structure in the College of Education. This will be called *CAPE: Committee for Advanced Programs in Education*. This will be a separate but parallel body to the APGC.
 - Dr. VanScoy will email information about this plan to APGC members for us to review for discussion at the next APGC meeting.

Approval of Curriculum Changes: Approved with the following recommendations:

General recommendations (see Irma):

- Change "people first" to be clearer for a broader audience.
- Consistently delete prereqs from title line for each course (some had prereqs listed parenthetically, some didn't)

Specific courses:

- EDEX 714
 - Change rationale to make it clearer that it's about changing "hearing disability" to "hearing impairment"
- EDEX 742
 - Rationale doesn't follow the change; just explain a bit more to address all changes – 523 isn't mentioned; isn't clear the difference between 740 and 540
- EDEX 770 – approved with "people-first" clarification
- EDEX 774 – approved with "people-first" clarification
- EDEX 784
 - strike phrase: eg. Behavior modification, prescriptive teaching
 - create one sentence: Application of current educational procedures for students with emotional and behavioral disabilities including alternative

administrative arrangements, education strategies, and sources of materials.

- EDEX 785
 - Comma after “disabilities”
 - Change to: “alternative **and** augmentative”
- EDEX 796
 - Take (3) out of title
 - Take prereq out of title
- EDEX 816
 - Take prereq out of title
 - Clarify “people first”
 - Missing capital letters in title change

- Following a discussion of blocking enrollment for students by stating the registration is only by “consent of the instructor,” Dr. VanScoy said she would research this and get back to the committee with further information.

- Dr. Drasgow and Dr. VanScoy will communicate these changes to Dr. Wissick.
- Dr. Wissick will make changes.
- Dr. Drasgow will review changes, sign off and send documents to Dr. VanScoy.

Good of the order:

- APGC December meeting will be December 8th rather than December 12th
- Dr. Long will send ITE rep to the Nov and Dec meetings
- Dr. Jackson will take minutes at Nov meeting

Meeting adjourned: 12:00

Minutes submitted by Susi Long

APGC Meeting Minutes January 12, 2009

Present: Murray Mitchell, Zach Kelehear, Elna Moses, Erik Drasgow, Michelle Maher, Robert Johnson, Lynda Tilley, Tandra Jackson, Stephanie Holmes, Susi Long, Rui Zhao, Irma Van Scoy.

Call to order: 11:00 AM

Approval of minutes from December 8, 2009 with edits provided by the committee and noted by Lynda Tilley.

Associate Dean's Report

- Irma and Les requested that the Graduate School share the SACs requirement that led to changing procedures; Grad School did not send the SACs information so we are continuing to submit Programs of Study as we have in the past. Irma will update us as things unfold.
- Graduate Council has been asked to respond to the recommendation of the university committee convened to give input to the Graduate School. A plan has been developed to present to Graduate Council at the next meeting including a survey to be distributed to faculty with questions about the role of the Graduate School. This will be summarized and given to the Provost. In the College of Education, the questions would be distributed to faculty. Irma and Zach will come up with a strategy for sharing COE faculty voice in this survey. Irma asked for committee input for how they might invite conversation from COE faculty about the role of the Graduate School. Suggestions provided by APGC committee members were:
 - Deal with it in departmental meetings (probably too much given the length of departmental meetings already)
 - Invite faculty to focus group sessions (a preferred suggestion)

Curriculum Changes

Course Change: EDCS 823 – take away prerequisite that permission of the instructor is needed. The committee approved the language as worded.

ITE Bulletin Change from Early Childhood: Justifications were approved for:

- Requiring EDTE 779 or EDTE 776
- Deleting EDEC 745 from the MEd in Early Childhood Education

ITE Bulletin Change in ECE: “All courses must be approved by the student’s advisor so a “or a course pre-approved by the advisor” is redundant”

- This will be returned to the ECE faculty for reconsideration.

Meeting adjourned at 11:40

Minutes submitted by Susi Long

Advanced Programs Governance Committee Minutes

February 9, 2009

Present: Murray Mitchell (Chair), Tandra Jackson, Robert Johnson, Rui Zhao, Michelle Maher, Erik Drasgow, Elna Moses, Zach Kelehear, Irma VanScoy (Ex-officio), Elna Moses (Student Affairs), Lynda Tilley (Dean's office). Kathy Evans (Counselor Education Representative).

Associate Dean Van Scoy reported:

1. A meeting of the College of Education will be held on February 20, 2009 for the purpose of collecting information as to the appropriate role of the Graduate School. She invited participation from the group and asked that others be told. This information will be carried forward to the Graduate Council as this body seeks to offer feedback to the Provost and President.
2. She attended AACTE and said that a new component of the GRE is to be included and that this component seeks to capture dispositional data based on faculty evaluations of the candidates.

Curriculum Items:

1. EDCE 807:
 - a. Articulation of credit hour variance needed. Syllabus with distinctions might prove helpful.
 - b. Include a statement of focus for career development component.
 - c. Delete last sentence of rationale
 - d. If the course may be taken more than once, then a statement to that fact would be helpful, especially for those students who might want to specialize in a particular area.
2. EDCE 879
Same as 807 above.

Meeting adjourned.

Submitted by Zach Kelehear

APGC Meeting – March 16, 2009
11:00 – 11:40 AM

Present: Zach Kelehear, Elna Moses, Erik Drasgow, Michelle Maher, Robert Johnson, Lynda Tilley, Tandra Jackson, Stephanie Holmes, Susi Long, Rui Zhao, Irma Van Scoy.

Associate Dean's Report

Dr. VanScoy provided an overview of the work being done to consider the role of the Graduate School. She is putting together input from COE faculty.

New Course Proposal: Approved by the committee with revision suggested below:

EDEX 717: Research and Ethics in Behavior Analysis

Revision: Add “D” and “F” to “Evaluation and Grading”

Curriculum Change: Approved by the committee with revision suggested below:

Changes in Special Education MEd Program:

- Deleted redundant information from list of requirements
- Changed total credits from 39-36 (to be more competitive)
- Deleted EDEX 792; Added EDEX 715
- Deleted EDEX 785; Added EDEX 713P
- Deleted EDEX 691; Added EDEX 691
- Reduced number of electives by one

Suggested revisions:

- Justification: revise #1 to clarify
- #3b: Elna and Erik will work to clarify wording
- #4: Electives – should say “0-3 hours” instead of “3-9 hours”

Course Title Change: Approved by the committee with revision suggested below:

EDRM 840:

- Title will be changed to “Advanced Qualitative Inquiry in Education”
- Course description is also revised to be more accurate

Suggested revision:

- Add a sentence to the course description rationale to clarify that the bulletin description was changed to be more consistent with the new title.

Submitted by Susi Long

APGC Meeting – April 13, 2009
11:00 – 11:40 AM

Present: Murray Mitchell, Elna Moses, Erik Drasgow, Lynda Tilley, Susi Long, Ken Stevenson, Stephanie Holmes, Rui Zhao

New Course Proposal: Approved by the committee with revisions suggested below:

EDHE 735:

- Header on syllabus – currently has old course number; change to reflect new course number
- Page 2 of syllabus – match up number of minutes so they are consistent in the Creativity Challenge assignment.

EDHE 832: Course Change Proposal

Approved by committee with the following revision:

- Change the description to include wording that communicates that:
 - The course is repeatable (be consistent with rationale: is the course repeatable only 2 times as indicated in course description or 2 times or more as indicated in rationale statement?)

The committee recommends that the program area consider the following suggestions:

- Indicate topics by suffix (EDHE 832a and EDHE 832b)
- The APGC strongly recommends that a representative of this program attend the graduate council meeting when this proposal is presented

EDLP – Higher Education and Student Affairs

Approved by committee with the following revision:

- Include in justification attention to the thesis portion of the exam.

Submitted by Susi Long

Advance Programs Governance Committee
May 11, 2009, 11:00 AM - Minutes

Present: Murray Mitchell, Joe Flora (for Zach Kelehear), Sandra Schmidt (for Tambra Jackson), Elna Moses, Erik Drasgow, Michelle Maher, Susi Long, Rui Zhao, Irma VanScoy.

I. Minutes of April 13, 2009 meeting were approved.

II. New Business

The following curricular changes were approved with friendly amendments documented below:

1. Curriculum and Bulletin Changes to terminate IMA degrees

ACTION: The following proposed program terminations were approved:

- Curriculum and Bulletin Change – Terminate IMA Degree in ITE
- Curriculum and Bulletin Change – Terminate IMA in Physical Education
- Curriculum and Bulletin Change – Terminate IMA in Science Education
- Curriculum and Bulletin Change – Terminate IMA in Business Education

2. Curriculum and Bulletin Change – Create PhD in Teaching and Learning

ACTION: Approved with the following edits:

- Internship: A minimum of 3 credit hours in a teaching internship and 3 credit hours in a research internship.
- Other minor edits given to Megan Burton by Elna Moses

3. Curriculum and Bulletin Change – Delete PhD in Secondary Education

ACTION: Approved

4. New Course Proposal: EDTE 850 (teaching internship)

ACTION: Approved with the following edits:

- Change language throughout to “teaching and learning” (to be consistent with new title of the degree program)
- Credit hours: change to “1-3” and in the bulletin explain: “repeatable up to 9 hours”
- Syllabus: Change wording in “Administrative Requirements” – “a minimum of 14 hours per credit hour” (this is referring to the time engaged in internship experience)

- Be sure all changes are made across documents (syllabus and forms)

5. New Course Proposal: EDTE 851 (research internship)

ACTION: Approved with the following edits:

- Change title to: Internship in Research in Teaching and Learning (to be consistent throughout)
- Change language throughout to “teaching and learning” (to be consistent with new title of the degree program)
- Credit hours: change to “1-3 hours”; add in bulletin: “repeatable up to 9 hours”
- Syllabus: Change wording in “Administrative Requirements” – “a minimum of 14 hours per credit hour” (this is referring to the time engaged in internship experience)
- Be sure all changes are made across documents (syllabus and form)

III. Good of the Order

- Murray Mitchell agreed to continue as APGC Chair next year.

Submitted by Susi Long

**APGC Meeting Minutes
December 8, 2008**

Present: Murray Mitchell, Zach Kelehear, Elna Moses, Erik Drasgow, Michelle Maher, Robert Johnson, Lynda Tilley, Irma VanScoy, Tambra Jackson, Rui Zhao, Stephanie Holmes

Call to order: 11:00am

Approval of minutes from October 13, 2008 meeting.

Old Business

Meeting times for the spring 2009 semester were set for the following dates:
January 12, February 9, March 16, April 13, and May 11 at 11:00am.

New Business

Associate Dean's Report

- Dr. VanScoy informed us that the PEPC Committee is now two committees: Initial Teacher Education Program (ITEP) and Committee for Advanced Programs in Education (CAPE).
- There are proposed procedural changes from the Graduate School regarding changes in approving students' programs of study. Following discussion, faculty unanimously voted to support Elna's work using the current procedures.

Curriculum changes

- Bulletin changes to PE Master of Science in Athletic training were approved.

Meeting adjourned at 11:50am

Minutes submitted by Tambra Jackson

SUBJECT TO APPROVAL AT NEXT MEETING

**Advance Programs Governance Committee Minutes
February 15, 2009, 10:00 AM
Dean's Conference Room**

Present: Mitchell Murray, Zach Kelehear, Susi Long, Debbie Sturm, Elna Moses, Lynda Tilley

Introduction of Zach Kelehear as new COE Graduate Director; issues discussed:

- Could we maintain an audit trail of decisions without face-to-face meetings?
- Through tracking chart that is online?
- We need to be sure that we record decisions and recommendations when they are made in online meetings:
 - Decision was made that we will use Blackboard technology to create space for APGC:
 - Zach will contact Bb to create this APCG spaces for:
 - APGC committee members, Zach, and Elna Moses
 - College of Education faculty and staff
 - Lynda will forward agenda items to Committee Chair who will send agenda to committee electronically and ask for committee response
 - Committee Chair will solicit committee members' views and make a statement as to final decision made on each item
 - The committee member recording minutes (this year, it is Susi Long), will take responsibility for:
 - Using the agenda as a structure for creating electronic "minutes"
 - Ensure that the minutes include:
 - Decisions made
 - Recommendations made
 - Overview of others issues discussed
 - Forwarding completed minutes to Lynda Tilley

Curriculum and Bulletin Change – Counselor Education (representative: Debbie Sturm)

- Recommendations:
 - Explain that there is a qualifying process for the practicum and exactly where it occurs. Explain so that those who don't know this process understand it.
 - Last phrase under EDCE 802: take out last phrase ("as outlined in EDs student handbook")
 - Same process for EDCE 805.
 - Be specific about how students are evaluated for entry into practicum and internship
 - Clarify, if someone has to earn B or better, does it have to be for 3, 4, 5, or 6 hours?
- Debbie Sturm will provide a copy of revisions for the APGC committee by submitting them to Lynda who will post them on our new Bb site!

Adjourned 10:45

APGC Minutes
August 21, 2012

Present: Kellah Edens, Lucy Spence, Susi Long, Sandra Lindsay, Payal Shah , Lynda Nilges-Charles, Peter Moyi, Elna Moses.

Elected Chair: Kellah Edens

Secretary: Susi Long

Monthly committee meetings set (2nd Monday of each month, 4:00) in the Dean's Conference room (Kellah will reserve the room):

- Sept 10, 2012
- October 8, 2012
- November 12 2012
- December 10 2012

Kellah will let us know if we do not need to meet.

The committee will keep an ongoing list of the kind of things we need to pay attention to as we review program and course submissions.

Procedures for Advanced Programs: See USC website, Faculty and Staff.

Submitted by Susi Long

Advanced Program Committee Meeting Minutes for September 10, 2012

Present: Sandra Lindsay, Elna Moses, Lynda Nilges, Matt Irvin, Peter Moyi, Joshua Gold, Kellah Edens, Zack Kelehear, Lucy Spence

The meeting was opened at 4:00 PM. The minutes from the previous meeting were approved.

- I. The Counselor Education Program Policy Exception document is posted on the APGC Black Board site in the discussion section.
- II. Lucy and Peter will ask students if they will serve on the committee.
- III. We will post documents posted on blackboard after items are received by Linda Tilley. Please review these on Black Board as hard copies will not be provided at the meetings.
- IV. As a committee it would be helpful to look at the entire policy for the College of Education. Please get feedback from other members of your departments. The document can be found at http://www.ed.sc.edu/facinfo/academicpol/adv_pro.asp
- V. The committee unanimously accepted the change in wording for the Counselor Education Program Policy. The chair will sign this and give it to Kellehear. The Committee had the final say on this issue.
- VI. New items must be submitted to the committee by the end of October if they are to show up in the fall bulletin.
- VII. The meeting was adjourned at 4:23 PM.

APGC Meeting
Minutes: February 11, 2013

Present: Kellah Edens (Chair), Susi Long, Rob Dedmon, Elna Moses, Sandra Lindsay, Lucy Spence, Kathy Evans, Matt Irvin; and Student Representatives: Ashley Wilkerson and Ashley Kozee

Action was taken with regard to the following courses:

- EDCE 856: Supervised Internship in Counselor Education – Teaching
 - A Curriculum/Bulletin Change form is also needed; Kathy Evans will complete that form and submit to the committee
 - Revisions requested:
 - Add information about when in the program this course will be taken
 - Kellah will develop a list of typos and small edits that she will send to Kathy to use to revise
 - Kathy Evans will take care of changes and resubmit to APGC
- EDCE 801: Advanced Techniques in School Counseling
 - A Curriculum/Bulletin Change form is also needed; Kathy Evans will complete that form and submit to the committee
 - Revisions:
 - Add the prerequisite to the syllabus
 - Rearrange PDF so that form is at the front
 - Kellah will send list of typos to Kathy to use in revision
 - Kathy Evans will take care of changes and resubmit to APGC
- EDRD 651:
 - The committee was notified that this was approved by UTS

Description of APGC

- Kellah will meet with Elna and Rob to go through the description of the committee in the College of Education Policies and Procedures Manual to discern whether or not revisions are necessary. It has been ten years since the description of the committee was revised.

Next Meeting: Monday, April 18, 2013 - 3:00

Meeting adjourned 3:30 PM

Minutes submitted by Susi Long

APGC Meeting
Minutes: March 18, 2013

Present: Kellah Edens (Chair), Susi Long, Zach Kelehear, Elna Moses, Rob Dedmon, Matt Irvin, Lynda Nilges-Charles, Pam Jewett, Toni Torres-McGehee; and student representative: Ashley Kozee

2/11/2013 Minutes were approved

Action was taken with regard to the following courses:

MEd in Language and Literacy (Pam Jewett): Approved pending edits and corrections listed below (Dr. Jewett will make changes and resend to the APGC committee):

- Explanatory Addendum regarding delivery method percentages (Students are in 1 of 2 delivery formats: traditional face-2-face format or totally online format).
- Justification Form: Revision to first paragraph in #2:
We are creating a diversity cognate, i.e. three courses (9 hours) focused on and representative of the diverse groups of students served by K-12 teachers (who are the students in the MEd program): (1) **EDTE 779** (*Multicultural Education*, renamed and approved in 2012 as: *Equity Pedagogies in Teacher Education*) provides a foundation in equity pedagogies and theoretical rationale for why they are necessary to support student learning across a range of marginalized/underserved groups; (2) **EDRD 796** (*Teaching Reading and Writing to ESOL Learners*) focuses specifically on theory and practice necessary to meet the needs of English language learners; and (3) **EDTE 776** (*Educating African American Students*) provides a knowledge base in historical and contemporary factors influencing the education of African American children emphasizing the skills and dispositions required for educators to provide effective and equitable education for African American students. **Together** these three courses provide a strong background for teachers to better meet the needs of the most underserved students in our state and nation.
- Bulletin Change Form: Diversity Cognate edit to:
 - “OR other diversity-based courses *focusing on underserved student populations* as approved by advisor.”
- Change Comprehensive Exam to Comprehensive Assessment and acknowledge the change in assessment.
- Stay with Spring 2014 for start date.

MS in PE with emphasis in Athletic Training (ATEP) (Toni Torres-McGehee): All course and program changes were approved, pending revisions listed below. Dr. Torres-McGehee will submit revisions for our April meeting:

- Per Graduate School, all Masters students must complete a comprehensive assessment.
 - Recommendation: Take out language (There will be no comprehensive examination) and include something like : The comprehensive assessment will be xxxx; which will be used for the students to meet the comprehensive assessment requirement
- Letter of Support needed from the School of Medicine for Anatomy course.
- Change “currently” to “current” on Justification forms (end of third line in Justification description)
- “Learning Outcomes” should replace “Objectives” throughout
- Need APA (Academic Program Action) for packet of courses
- Typo corrections throughout
- ATEP 770-CCP - Change prerequisite on p. 1 to ‘none’
- ATEP 734-CCP Syllabus – align p. 2 description of assignments with those on p. 4
- ATEP 546-CCP – APGC approved deletion of the course – will notify Basic Programs
- ATEP 740 - Add justification form for new course.
- Remove reference to specific instructor in all syllabi.

Kellah: Reported on her work with Elna to review and update on the College of Education Policies and Procedures Manual. It has been ten years since the manual has been revised and terminology has been updated to make it consistent with the work of the Graduate School. Changes will not need vote of approval unless policy is actually changed but Kellah will bring changes to the committee for their information and discussion at the Apr. meeting.

Next Meeting: Monday, April 8, 2013 - 3:00 in Dean’s Conference Room/

Meeting adjourned 4:15 PM

Minutes submitted by Susi Long

APGC Minutes October 9, 2013

Present: Lucy Spence, Susi Long, Peter Moyi, Rob Dedmon, Elna Moses, Linda Nilges, Michelle Bryan, Matthew Irvin

Qualitative Research Certificate Program (Michelle Bryan presented):

- Paperwork needs to come through from Ed Foundations program to change the name of the program and prefixes. We will review this at the November meeting.
- Suggestions for the Qualitative Research Program (Michelle will take these back to the program faculty, make changes and resubmit for our November 13th meeting):
 - New Certification Program: Justification
 - Justifications: Put “Foundations of Education” rather than Educational Foundations and Inquiry” until the new language has been approved.
 - Delete “within the University system” from criteria for application to the certificate program
 - Clarify that students last three hours would not have to be dissertation hours, could be three additional hours approved by the certificate program advisor.
 - Add to Certificate criteria: Two additional courses **in qualitative inquiry . . .**

Courses for the Qualitative Research Program

- EDFI 730: Approved with these changes:
 - “Serves as a foundational course in qualitative research” (not “in the Graduate Certificate program”)
 - Add grades D+, D and F to all syllabi
- EDFI 731: Approved with these changes:
 - Change p. 27 question from “yes” to “no”: (about affecting other academic units)
 - Change in justification to clarify this course as not introductory and not merely “data collection” but “qualitative research methods including . . .” (changing in justification and bulletin)
- EDFI 832: Approved with these changes:
 - Indicate if pre-req or co-req
 - Add pre-req to bulletin description
- EDFI 833: Approved
 - Designate whether 731 is co-req or pre-req
- EDFI 834: Approved with these changes:
 - Designate whether 731 is co-req or pre-req
 - Typo in “research” in course title
 - Revise course description to clarify/simplify
- EDFI 836: Approved

Adjourned 2:20

APGC 2012-2013 Annual Report

During the 2012-2013 academic year, APGC reviewed 2 Program Changes, 6 New Course proposals, 14 Course changes, 1 program policy exception, and 1 program termination. Below is a more detailed summary of items reviewed and the current status.

- Approved a Counselor Education Program Policy Exception (internal)
- Notified of Distance Ed. delivery for 1 ITE course (EDRD 651).
- Reviewed and made recommendations for 1 new course (EDCE 801) and 1 course change (EDCE 856) in Counselor Education and 1 course change (need more information) and Instruction and Teacher Education. (EDTE J779 - approved, pending revisions).
- Approved program changes, pending revisions) for the MEd in Language and Literacy (forwarded to Graduate School).
- Approved new course proposals for the MS in PE with emphasis in Athletic Training (ATEP 733, ATEP 738, ATEP 739, ATEP 740) and course changes for the MS in PE with emphasis in Athletic Training (ATEP 546, ATEP 734, ATEP 735, ATEP 736, ATEP 737, ATEP 770, ATEP 798, ATEP 799). (forwarded to Graduate School).
- Approved program and name change for M. Ed in Educational Research, new course proposal for EDPY/EDRM (EDPY 704), course changes for EDPY/EDRM (EDPY 706, EDPY 751, EDPY 752, EDPY 741, EDRM 789). (forwarded to Graduate School).
- The College of Education's Policies and Procedures Governing Study in Advance Programs also were revised (previous revision – 2003) to reflect current Graduate School policies and terminology. (sent to Lynda Tilley for website).

APGC Minutes February 26, 2014

Present: Lucy Spence, Edward Cox, Rob Dedmon, Linda Nilges, Christie Martin, Matthew Irvin, Lynda Tilley

** Meeting begins with a Distance Education update from Rob updates. Distance Ed courses are being returned to just notification to APGC since they are already reviewed and approved through the department. This update eliminates the need for discussion of EDEX 717.

Masters of Science in Advanced Athletic Training – Toni Torres McGehee

- There is currently a masters of physical education that has been in place for 8 years. Over time core courses in athletic training have become more of the focus. It was suggested that since this new focus has evolved and is in place already it would be a name change. The original petition for a name change was sent back by the graduate school and it was required to be submitted as a new degree. Rob suggests:
 - Two sentences on the JUS document should be edited to be clearer about the purpose of the petition. The JUS document will direct reviewers to the rest of the document for further justification.
 - The justification contains several graduate names and this this may be a privacy issue.
 - The bulletin change form will be consistent and changed to 2014 to match other documents.
 - A typo is corrected on the justification attachment. It is also noted to change see attached letter to see attachment as the attachment is not part of the letters.

EDTE 841: Genre Study: Academic Writing – Diane Stephens

- The justification is missing the credit hours, the amount of times the course can be taken, whether this is restricted to only ITE, or whether it can be changed to College of Education so that this course could be offered in different departments. It is suggested that it can be listed College of Education or special permission by course instructor.
- NCP page two needs to check basic bibliography and add that to the syllabus. Also, NCP page 1 needs to indicate standard grading.
- Lynda Tilley brings up the point that the English department can throw a wrench in this course if they offer something similar. Lucy notes that the curriculum committee vetted the course, but is not positive if the English department is cleared. A letter from the English department would suffice. If a memo is provided you would check "yes" and provide the attachment. Linda Tilley suggests changing the name to academic writing in education to ensure the English department approves this as a distinct course.
- *Approved with recommendation of memo and name change.*

Adjourned 12:00

APGC Meeting April 9, 2014

Present: Lucy Spence, Peter Moyi, , Linda Nilges, Matthew Irvin,
Also: Kathy Evans, Rob Dedmon, Elna Moses, Linda Tilley

Meeting began at 11:00

Ph.D. in Counselor Education

1. EDCE 856 Supervised Internship in Counselor Education –Teaching

New Course Proposal

Justification

Syllabus

All of the above were approved by the committee.

2. Academic Program Actions

Bulletin change Form

Justification Form

All of the above were approved by the committee.

Note: If this is approved in time it can go forward in Fall 2014.

Ed. S. in Counselor Education

3. EDCE 801 Advanced Techniques in School Counseling

New Course Proposal

Syllabus

Justification Form

All of the above were approved by the committee.

4. Academic Program Actions

Approved with change on APA pg. 2 number 1 should be yes. Letter from NPSY to be attached.

Bulletin change Form

Approved with retaining “Students who received the 18 hour Graduate Certificate in Career Development Facilitator” section on BCF. (this section should not be crossed out)

Justification Form

Approved with change on JUS deleting “Finally, the Certificate in Career Development Facilitator is a separate program and should not appear in the Ed.S. curriculum.”

Meeting adjourned at 11:20

Advanced Programs Governance Committee (APGC) – Minutes for October 6, 2014

Present: Michelle Bryan, Edward Cox, Kathleen Marshall, Lucy Spence, Spencer Platt, David Stodden, Rob Dedmon (ex-officio), Elna Moses (guest)

The meeting began with a discussion regarding electing a committee chair for 2014-2015. Dr. Lucy Spence volunteered to serve as chair and the committee approved. Dr. Spence asked others to consider serving as secretary for the committee. No one volunteered and the position of secretary was not decided.

The committee discussed revising the College of Education Policies and Procedures Governing Advanced Programs regarding doctoral comprehensive exams. Mr. Dedmon provided a double column comparison of the current College of Education Policy and the Graduate School Bulletin (attached). Each member of the committee discussed what they do in their own departments regarding doctoral comprehensive exams. Ms. Moses indicated that the current COE policy was written in the 1970s. The committee reached consensus that the College policy is overly specific in its requirements and needs to better reflect the Graduate School policy. Dr. David Stodden suggested to include a statement that students should refer to program guidelines for specific program requirements. It was moved by Dr. Edward Cox to recommend to the COE Steering Committee that the faculty vote to change the COE policy to match that of the Graduate School and include the statement that students should refer to program guidelines for specific program requirements. Dr. Stodden seconded the motion. The committee approved the recommendation unanimously.

The committee was adjourned.

Comparison of COE Policy on Doctoral Comprehensive Assessment vs. the Graduate Bulletin

<p>COE Policies and Procedures Governing Advanced Programs (Doctoral Examinations)</p>	<p>Graduate Studies Bulletin Written and Oral Comprehensive Examination (Doctoral Programs)</p>
<p>2. Comprehensive Examination: At the time recommended by the doctoral committee chair in accordance with program guidelines, each student must complete satisfactorily a comprehensive examination with written and oral portions based upon study in education and the student's cognate field. Before taking this examination the candidate should have completed all or be enrolled in the last of the course work originally prescribed and have at least a "B" average on all course work completed on the doctoral level at the University of South Carolina. The written portion of the examination will be scheduled for 9-12 hours. The oral portion of the examination will last approximately two hours. The oral examination is to be administered within one month of the written examination. A doctoral comprehensive examination must be completed not less than 60 days nor more than 5 years from the date of graduation.</p> <p>a. Scale: Pass with Honors, Pass or Fail for written portion of exam. Pass or Fail for oral portion of exam. Pass with Honors may be earned only on the first administration of the test.</p> <p>b. Scorers: The student's doctoral examination committee shall grade the examination. Additional members may be appointed when needed to assure expertise in the subject areas covered by the student's courses.</p> <p>c. Procedures for Evaluation of Student Performance: At the completion of the oral portion of the examination, each member of the student's doctoral committee votes on the grade as Pass, Pass with Honors, or Fail. A majority of the members' decisions must be Pass or Pass with Honors for the student to receive a grade of Pass or Pass with Honors on the examination.</p> <p>d. Retaking the Examination: A student who does not successfully complete the examination or designated portions on the first attempt may take the examination a second time. The chair of</p>	<p>Candidates must pass a written and oral comprehensive examination conducted by the student's academic program under the direction of the Written and Oral Comprehensive Examination Committee. This Committee must be comprised of no fewer than four members, at least one of whom must be from outside the candidate's major department. Normally, the comprehensive examination is given after the candidate has completed all course work on the program of study except for courses in which the student may be currently registered. The comprehensive examination may not be given less than 60 days before the student receives the degree.</p> <p>Note: Certification of the comprehensive examination for doctoral students remains valid for five years from the academic term taken, after which it must be revalidated.</p>

the doctoral committee, in accordance with program guidelines, will determine the appropriate time for retaking the exam. Students failing the exam a second time are disqualified from further graduate study 14 toward a doctoral degree in the College of Education.

e. Final Recommendation for Student's Curriculum: If the student passes the examination, the examining committee shall determine the additional courses, if any, the student shall be required to take for the Ph.D. Additional courses can be added to the student's program if a majority of the examining committee members sees a need for additional course work to remedy weaknesses. This shall represent the final opportunity for the faculty to add to the student's course requirements.

APGC Meeting, March 23, 2015

Minutes

Meeting called to order at 3:34 PM

Present: Spencer Platt, David Stodden, Michelle Bryan, Kathleen Marshall, Rob Dedmon, Eric Drasgow, Kathy Evans, Lucy Spence

Kathy Evans

Academic Program Actions: Educational Specialist Degree in counselor Education

Approved with suggested changes

New Course Proposal: Clinical Mental Health Counseling

Approved with suggested changes

New Course Proposal: EDCE 724 Techniques of Clinical Mental Health Counseling

Approved with suggested changes

New Course Proposal: EDCE 802C Practicum in Mental Health Counseling

Approved with suggested changes

New Course Proposal: EDCE 805C Internship in Mental Health Counseling

Approved with contingency regarding the number of internship hours required if student takes the 6 hours over two different semesters. Also, how are students assigned grades if they take the 6 hours in two different semester hours. Send revision to Rob Dedmon and Lucy Spence lucyspence@sc.edu for final approval.

Distributed Education Delivery: Career Development (APGC approval is not needed)

Eric Drasgow attended for Katie Wolfe's proposal

New Course Proposal: Intensive Practicum in Applied Behavior Analysis

Approved with suggested changes

A new chair is need for APGC in fall, 2015.

Meeting adjourned at 4:30 PM.

APGC Meeting, April 13, 2015

Minutes

Present: David Stodden, Michelle Bryan, Spencer Platt, Lucy Spence, Robbie Dedmon

EDTE 712 course change proposal was reviewed by the committee. It was approved with recommended changes. Lucy Spence sent the recommendations to the submitter, Julia Lopez Robertson.

The next meeting will be May 11, at 3:30 PM in the Dean's Conference Room.

**APGC
Minutes
10-12-15**

In Attendance

Committee Members: Edward Cox, Kellah Edens, Kathleen Marshall, Spencer Platt, David Stodden, Mary Styslinger

Ex Officio: Rob Dedmon

Guest: Erik Drasgow

The first action taken by the committee was the election of a chair. Kellah Edens and Mary Styslinger were voted co-chairs.

Rob Dedmon described the purpose of the committee.

Proposals Reviewed

Ed.D. in Curriculum and Instruction

Dr. Dragow explained that the changes being proposed are not curricular in nature, but simply making the links in the bulletin reflect the college-wide structure of this degree program.

Proposal approved with following adjustments:

- Only include the Ed.D. in the program lists for departments that have a specialization (EDST and ITE).
- Change the justification to reflect that only ITE and EDST list will be impacted.
- Change the program location to indicate on-campus and online.

EDEX 717 – New Course Proposal

Dr. Marshall explained that this course is being proposed so that the department can begin to provide courses that lead to the new secondary transitions endorsement.

Proposal was approved with the following adjustments:

- Change title to reflect that it is for students with disabilities
- Shorten course description
- Change permissions to “instructor permission”
- Remove statement indicating that no text book is required
- Change objectives to learning outcomes in the syllabus
- Include attendance policy in syllabus
- Include disability statement in syllabus

The meeting was adjourned.

**APGC
Minutes
11-9-15**

In Attendance

Committee Members: Kellah Edens (co-Chair), Mary Styslinger (co-Chair), Kelly Buchheister, Edward Cox, Kathleen Marshall, Spencer Platt, David Stodden,
Ex Officio: Rob Dedmon

Proposals Reviewed

EDCS 812 – Principles of Action Research -- New Course Proposal

Proposal approved with the following adjustments:

- Change course description on form to match the one on the syllabus. Change the word “systemic” to “systematic” in the course description
- Adjust the various instances in the syllabus to read EDCS 812 instead of EDTE 812

EDCS 813 – Principles of Action Research -- New Course Proposal

Proposal approved with the following adjustments:

- Rework the course description to provide a little more description of the course content
- Add enrollment restriction: “Restricted to: Ed.D. Curriculum & Instruction students”
- Create and add learning outcomes to syllabus
- Adjust the various instances in the syllabus to read EDCS 813 instead of EDTE 813

The committee decided that unless there were no urgent proposals submitted, the next meeting will be in January. The meeting day/time will be determined closer to January.

The meeting was adjourned.

**APGC
Minutes
1-26-16**

In Attendance

Committee Members: Mary Stysliger (Chair), Edward Cox, Kathleen Marshall, David Stodden, Kelley Buchheister was teaching and sent feedback via e-mail

Ex Officio: Rob Dedmon

Guests presenting proposals: Douglas Smith, Erik Drasgow

Proposals Reviewed

M.Ed. in Higher Education and Student Affairs – Change to Program

This proposal to reduce the total number of credit hours of the program to 39, adjust the curriculum, and reword the comprehensive exam requirement to reflect a portfolio was approved with the following revisions:

- In the Practicum or Internship requirement, list specific course options:
Practicum or Internship (3 hours)
Select from one of the following courses:
EDHE 831
EDHE 834
EDHE 837
EDHE 838
- Adjust the heading of the comprehensive exam to “comprehensive assessment” and provide a little description of the portfolio requirement

EDET 899 – Dissertation Preparation -- New Course Proposal and Distance Delivery

Proposal approved with the following adjustment:

- Change course restrictions to: “Doctoral students in the Educational Technology concentration of the Ed.D. in Curriculum and Instruction”

Ed.D. in Curriculum and Instruction – Curriculum and Dissertation Change

This proposal to change the program descriptive information, adjust the curriculum, and clarify the dissertation committee make-up of three members was approved with the following revision:

- Change the research requirement to: “12 hours as approved by advisor.”

Dr. Stysliger indicated that she would email out to other members to set a February meeting time.

The meeting was adjourned.

**APGC
Minutes
2-19-16**

In Attendance

Committee Members: Mary Stysliger (Chair), Kathleen Marshall, David Stodden, Kelley Buchheister, Spencer Platt

Ex Officio: Rob Dedmon

Guests presenting proposals: Susan Bon

Proposals Reviewed

Ph.D. in Educational Administration – Change to Program

Among other changes, the primary changes in this proposal are to create a core that all students in the program will take and to change the total number of credit hours listed in the bulletin to 51 post masters. The committee approved this proposal with the following edits:

- Change the word “emphasis” to “concentration” throughout the proposal
- Change PK-12 back to CD-12 as this is the official CHE approved concentration title
- Remove the program application deadline
- Change the language regarding hours that must be completed to reflect that all course on the Program of Study must be completed within 10 years of graduation.
- Adjust course title for EDLP 807 to reflect “Seminar in Selected Topics in Education Administration.”
- Include course options under the section for the CD-12 concentration. Add the phrase “A minimum of” to the beginning of this section.
- Add EDHE 834 to the list of options for the Higher Ed Concentration
- Change the last sentence of the Dissertation section to reflect a “Dissertation Defense Committee”

The meeting was adjourned.

APGC Meeting Minutes
September 12, 2016
10:00-11:00
Wardlaw #214

Committee Members Present: Christian Anderson, Cathy Brant, Christine Christle, Joshua Gold, Spencer Platt, David Stodden, Mary Styslenger; Robbie Dedmon (Ex Officio), and guest: Erik Drasgow (COE Graduate Director)

Rob Dedmon described the purpose of the committee and Mary provided the following:

That all proposals to be reviewed during the month have to be submitted by the first Friday of the month.

That the committee chair will send out links to proposals for review by the Monday following the first Friday of the month.

That we committee members make our respective departmental faculty aware of proposals to be reviewed during the second week of the month and solicit any feedback by the second Friday to be shared at the meeting.

That we meet the third week of each month (when we have proposals to review). This allows for us to share any feedback during meeting discussion and then pass along proposals to the next committee in a timely fashion.

Next, Mary Styslenger volunteered to continue as chair this year as she explained it takes a year to really understand the business of chairing this committee. All members approved. Christine Christle agreed to be secretary and all members approved.

Erik Drasgow requested we address the last two items on the agenda first as he had another meeting to attend.

Two Items for consideration across this year: Rob Dedmon explained the following:

1. COE Policies and Procedures Document: There is a 2003 document currently in effect. There also is a 2012 version that was found/approved by AGPC but never put before the faculty. Apparently, this was a time when there were personnel changes in the dean's office. Some COE policies and procedures differ from Grad School's policies. COE Policies may be more restrictive than Grad School (and are). We need to consider the following:
 - 1) Do we want separate policies and procedures from the Grad School?
 - 2) If we do, then we need to review the 2003 document currently in effect and also the 2012 document submitted but not properly vetted by a faculty vote.Mary suggested we make a chart of the three: 2003, 2012, and Graduate Bulletin and compare before we decide. After some discussion, Rob volunteered to make the chart.
2. Mary introduced the next problem: The Number of Hours in Doctoral Programs (issues relating to:
 - a. The Grad school stipulates all courses must be in date (within 10 years)
 - b. The COE Policies and Procedures (2003) stipulates the last 30 hours must be within 8 years

- c. The Grad School does not count Master's hours towards a Ph.D.
- d. SACS stipulates 30 hours post Master's for a Ph.D.
- e. Grad School stipulates 30 hours post Master's
- f. If we have minimum hours, this would allow advisors to differentiate (and perhaps count Master's hours but not list on POS)

We need to consider creating some consistency of hours for a Ph.D. across programs. Erik and Rob are meeting with the new dean of the Graduate School this week to discuss possible solutions. We have to do something because our programs are inconsistent in the policies. We want programs to have some flexibility but we need a college policy so that people don't illegally transfer in hours from their awarded Master programs when the degree is post-masters. Erik and Rob will report back to this committee at our next meeting. Josh asked about accreditation issues. Erik said Regina Wragg researched this and did not find any minimum or maximum hour requirements.

Next we discussed two notifications of courses being moved to online format, a program deletion, and a program proposal:

- Distance Delivery (notification) This is just for information purposes only. These go through Distance Education. Josh stipulated if they were new courses, we would need to approve them.
EDRD 731 – Christine Lotter
EDPY 706 – Kelly Mulvey Lynn
- M.Ed. in Higher Ed Business Adm (program deletion)
Phil Young
Christian reported the background for this as he was on the committee to create this program. It did not materialize for various reasons, including a failed search for a faculty member to run the program. Julie Rothholtz was interim. Students in this program must be finished by Spring 18. Mary moved that we approve this deletion. Christian seconded. All approved.
- Ph.D. in Teaching and Learning for David Virtue
There are three changes in this proposal. Two are editorial corrections: 1) change "27 hours in elementary education" to "27 hours in teacher education" and 2) add EDTE 870, which was omitted from the bulletin in error. The substantive change removes the specified courses under "Curriculum" in the bulletin, thus allowing doctoral advisors more flexibility in working with their students to design the program of study. This is consistent with the intent of the degree to provide such flexibility. Teaching and Learning program faculty voted unanimously in support of this change.

Josh asked about the residency requirement for doctoral programs. Rob explained that it is in the Graduate School Policies Bulletin and that it should be on the POS.

Mary moved we approve this proposal with two changes. A typo under Section C. and Rob will fix the director's name on the application as David Virture has left. David Stodden seconded it. All approved.

We set the dates for the remaining semester: October 17, 10:00-11:00am; November 14 10:00-11:00am; and December 12, 1:00-2:00pm.

The meeting was adjourned at 11:05.

APGC Meeting Minutes
October 17, 2016
10:00-11:00
Wardlaw #214

Committee members present: Christian Anderson, Cathy Brant, Christine Christle, Joshua Gold, Mary Stysliger, Rob Dedmon (Ex Officio). Lucy Spence attended.

Mary introduced the first item: New course proposal for EDRD 700. Lucy Spence gave us background on the course: EDRD did not have a writing course in their program and used courses from other programs. This course will meet the needs of all K-12 majors in EDRD and will update content for the “digital age”. Rob suggested they change the curriculum requirement in the Graduate Bulletin. The committee approved the new course and Lucy said that she also would submit the curriculum change to the Graduate Bulletin.

Next, we discussed how to review the comparison of the COE Advanced Graduate Programs Policies and Procedures documents (2003 and 2013) with the Graduate Bulletin. Rob suggested we simplify by separating COE policies from procedures, since the Graduate Bulletin already has a description on the COE policies. Once we decide on policies, these would be in the Bulletin. We would only need a separate procedures document for the COE. We decided to go through the comparison and determine the issues. Then we can make recommendations to our faculty for review. Chris suggested we move toward fewer restrictions, as many of our Advanced Graduate Programs are experiencing low enrollment. We are competing with online degree programs with fewer requirements and restrictions.

We began reviewing the COE Policies that seem more restrictive than the Graduate Bulletin or that do not exist in the bulletin. Josh suggested that we need consult with Murry Mitchell and Erik Drasgow, to be sure the Graduate School would accept the changes we propose.

Mary asked everyone to review the document for the November meeting and come up with common points or issues so that we can move through them in a timely manner.

- Next meeting Dates and Time:
November 14 10:00-11:00am; and December 12, 1:00-2:00pm.

AGPC Meeting Minutes
November 14, 2016
10:00-11:00
Wardlaw #214

Committee members present: Christian Anderson, Christine Christle, Joshua Gold, Mary Styslinger, Spencer Platt, David Stodden, and Rob Dedmon (Ex Officio).

Mary introduced the first items: Program terminations for the Ed.S. in Teaching and Ph.D. in Early Childhood. All agreed to the terminations with minor edits that Rob and Mary will check on.

Next we reviewed the committee description in the COE By-laws.

The Advanced Programs Governance Committee shall:

- 1) Meet monthly, or as called by the Chairperson. 2) Review policies affecting professional education programs included in the Advanced Programs Component of the Professional Education Unit. 3) Review proposals from the departments and administrative personnel for deletion, new program new courses, and changes in the advanced graduate programs; 4) Make recommendations to the Dean of the College of Education, appropriate University committees, and the Provost.
- 2) **Advanced Programs Governance Committee** shall include:
 - 1) Members from ITE, EDST, EDLP, and PEAT as described a above; 2) Two graduate students; 3) A two-year term for faculty, one year for students, ;
 - 4) Ex-officio: Associate Dean, Academic Affairs

We discussed the difference between Graduate programs and Advanced programs, between Basic Programs and Advanced programs. We discussed which committee handles changes for programs that affect MAT and M.Ed. or MT? Rob clarified that BPCC handles all undergraduate programs and courses, and MAT and MT programs and courses. APGC reviews all other graduate programs and related courses. It was suggested that a list be compiled of which degree programs go to which committee.

We discussed whether this committee should review online proposals. The committee members expressed satisfaction with being notified if it is a delivery change of an existing course. We will review them if it is a new course or course change.

We discussed how to recruit the two graduate committee members. We determined that we will rotate 2 departments in even number years PE and EDST, and odd years EDLP and ITE, with terms beginning in the fall semester. Mary will check to see if there could be a stipend for the student members. We will try to have these students by our next meeting. Student representation will begin rotations in the fall semester.

We began a discussion of reconciling the differences between the COE policies and the Graduate Bulletin. We discussed eliminating the COE requirement for and entrance exam, and leaving that option up to programs. A decision has not yet been reached.

Our next meeting will be December 12, 1:00-2:00pm.