

1997

June 25, 1997

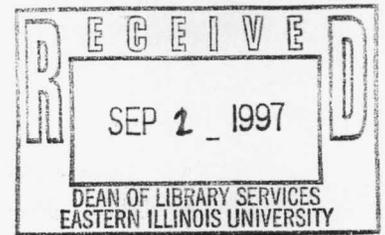
College of Education and Professional Studies Curriculum Committee

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**College of Education and Professional Studies
Curriculum Committee Minutes
June 25, 1997**

Present: Melanie Rawlins (EDP); Lillian Greathouse (BED); Linda Revens alt. for Grace Nunn (ELE); Rose Zhang (SED); Mary Greenlaw (STG); Bev Findley (EDA); and Rich Cavanaugh (HST); Dean Hitch.

Absent: Rori Carson (SPE); Rob Doyle (PED); John Weber (LST); Jeannie Walters (Charleston Public Schools); Student representatives

Melanie Rawlins called the meeting to order.

The *Curriculum Definitions* developed by the committee should be placed in the **Procedures** section of the committee members' red notebooks.

The minutes from the April 28, 1997, meeting were approved.

Rich Cavanaugh presented the Health Studies 2270 course revision proposal. This is a revision of an existing course to make certain that it is consistent with what is being taught. The proposal was approved with a directive to include "revision" in heading and purpose section, and to type the yellow course proposal form.

Rich Cavanaugh presented the proposal to change the SPC/HST 4910 course number to SPC/HST 3910. This request came from SPC's wish to make a change in numbering so working in collaboration with HST made the proposal. This was approved with the directive to attach the old SPC/HST 4910 course outline to the request as it is sent forward.

Rich Cavanaugh presented the course proposal for a new course SPC/HST 4910. After responding to questions about the case studies the motion to approve carried.

Rich Cavanaugh presented the revision to the minor in Health Studies. The minor has not been revised since its origin 10 years ago so it is proposed to update it to reflect the changes which have occurred. More electives are included though no new courses have been added. The motion to approve the revision carried.

During the meeting a number of items were discussed in reference to the use of the new yellow and blue forms for course revisions and proposals. These are as follows:

- A fall in-service should be held on the correct use of these forms.
- The catalog page and year should be stipulated on the forms.
- A statement shall be added to the form that if a change impacts another department that it has been cleared with the other department. Submission of the form indicates that any department affected by this proposal have been consulted and are agreeable with the proposal.

- A corrected copy of the form will be sent to all committee members.
- The yellow and blue forms shall be renamed "Cover Sheet for Course Request" and "Cover Sheet for Curricular Change Request."
- A checklist will be developed to accompany forms as departments go through process.
- The instruction sheet will be revised to reflect changes made in process.
- A subcommittee will review the forms and address all the issues raised.

The meeting was adjourned.

Respectfully submitted,

Mary Greenlaw (substituting for Grace Nunn)

Next meeting: Monday, September 8, 1997
2:00-3:30 Schahrer Room
