

**COPE Meeting Minutes**  
**Feb. 10, 2012**

Present: Steve Bounds (assistant chair), Mary Jane Bradley, Jacques Singleton, Audrey Bowser, Gina Hogue, Dianne Lawler, Dixie Keyes, Amanda Lambertus, Jane Marie Dewailly, Gwen Neal, Nancy Bacot, Ralph Ruby

Visiting: Lina Owens

Proxies: Dianne Lawler for Joanna Grymes; Gwendolyn Neal for Dave Holman; Jacques Singleton for Julie Lamb Milligan

Absent: Lance Bryant

1. Approval of minutes of Jan. 26<sup>th</sup> . Minutes were not available. Tabled until next meeting.
2. Course Change Proposals
  - a. We are tabling 4 proposals from music due to incongruencies in the electronic and print forms.
  - b. We will go through each proposal present in printed form today.
  - c. Our deadlines are not different, so we have time to closely look at everything. We can slow down.
  - d. Dr. Bradley explained that there is a new Business Program that was sent over from the Business department (a 120 hour version) we could look at first. The deadline for the 120 hour programs is tomorrow.
  - e. We already approved a Business program at the last meeting. The one being presented today is different than the past, approved one.

Details about the Business program proposal presented at today's meeting:

- ✓ Microcomputer applications 3 class was in the formerly approved proposal. Also, Word Processing 1 is also now gone. Also, two business core courses, Economics & another were put back in. Ralph also mentioned that leaving out Micro apps 1 is not wise for prerequisite knowledge reasons.
- ✓ We discussed the process of the program approval and which courses were deleted/added.
- ✓ Audrey made a motion that we should reject the proposal, and list reasons why. Dianne Lawler seconded. Approval is unanimous.
  - i. Curriculum assessment/instructional theory class isn't available unless they have a degree already.

- ii. There is a concern about the Performance-based Instruction & Assessing and Evaluating are omitted and may influence their success on PRAXIS PLT. They will not have a field component without Performance-based.
- iii. Micro Apps 3 should be required for business education majors due to the level of competence required advanced business courses.
- iv. There is another concern about Word Processing 1 being omitted when it contains prerequisite information and skills for WP 2.
- v. State requires at least 3 hours in US History and 3 hours of US Government, and all general ed classes must be listed.
- vi. There was an assumption that the signatures would follow, so the approval was contingent upon signatures from appropriate entities.
- vii. We ascertained that the business proposal from last meeting was null and void.

✓ Deb Owens made a motion we rescind the approval of the business program made on Jan 26<sup>th</sup>; Gwen seconded. Motion passed unanimously.

- 3. MLED 4033—Dianne Lawler made a motion for approval; Jacques seconded. Discussion involved adding number of field hours; we determined we don't need to list number of field hours in the bulletin.
- 4. MLED 3004—Nancy motioned for approval, Ralph seconded. Discussion—none. Passed unanimously.
- 5. SCED 2513 from SCED 2514—Audrey brought up that no content was taken out but the number of hours was reduced. Gina motioned for approval; Nancy seconded. Approval unanimous.
- 6. MLED 3033 Deletion—Item 6 should read MLED 3004; Gwen seconded. Rationale—typo. Approval unanimous.
- 7. SCED 2514 Deletion—Dianne motioned to accept; Deb seconded. Approval unanimous.
- 8. MLED 4034—Deletion. Deb motioned to accept; Jacque seconded. Approval unanimous.
- 9. ECH 3004—Nancy motions to approve; second by Gwen. Approval unanimous.
- 10. ECH-3033—Deletion. Audrey motioned to approve; Jacques seconded. Approval unanimous.

11. MLED 3022. Dianne motioned to approve; Jacques seconded. Discussion—Item 2, correct “Theo START Mid Clss Mgmt” to Strat.” Approval unanimous with correction.
12. ECH 6503—a curriculum course for MAT. Audrey motioned to approve; Gwen seconded. Discussion—Why are we adding a course to this program when the licensure is about to change? Another issue: is it strictly just a lecture when it does have a field experience. Dianne clarified that this course was designed to fill a need for the ECH MAT for curriculum issues. The course may fit for elementary curriculum even if licensure changes. Approval unanimous.
13. ECH 3023/3093—Deletion. Dixie motioned for approval; Audrey seconded. Approval unanimous.
14. MLED 3023-Deletion. Dixie motioned for approval; Gwen seconded. Approval unanimous.
15. Gwen motioned we table the five music proposals; Jacques seconded. Approval unanimous.
16. ELAD 7493—Supervised Internship change. Nancy motioned to approve. Jacques seconded. Approval unanimous.
17. ELCI 6493—Also change for portfolio. Audrey motioned to approve. Gwen seconded. Approval unanimous.
18. ELSE 6813—also change for portfolio. Jacques motioned to approve. Gwen seconded. Approval unanimous.
19. ELSE 6853—also change for portfolio. Deb motioned to approve. Jacques seconded. Approval unanimous.
20. ELAD 6593—also change for portfolio. Gwen motioned to approve. Jacques seconded. Approval unanimous.
21. BSE Chemistry “Revised Program Proposal” (120 hour)—Amanda clarified the elective issues on this proposal. Dianne moved to approve. Nancy seconded. Dianne asked Amanda if she had a concern about this program—that Cal 1 is the highest required class, but they can take higher ones as electives. Nancy added that the SCED 2XX3 needs to be changed to SCED 2513. Approval unanimous with change made.
22. BSE Physics “Revised Program Proposal” (120 hour)—Audrey moved to approve; Gwen seconded. Nancy noted SCED 2XX# needs to be changed to SCED 2513. Approval unanimous with change.
23. The ECH/MLED Introduction to Teaching bulletin changes are still left to approve. Dr. Bradley suggested that we vote electronically on those. Nancy also brought up that there was a Special Education course, Behavior Management, that was voted on and approved to be ready to offer Fall 2012. Dr. Bradley will follow up on it. We wondered what happened to it?

24. Meeting dates for Spring semester: We will need to meet Feb. 23 at 2pm for the Music courses, the Business revised program, and the Intro to Teaching bulletins.
25. Dr. Bradley shared that Ron Tolson called yesterday about documentation for interns concerning maltreatment. Did they receive appropriate instruction on maltreatment training? This training was mandated by legislation last spring. The answer is to include in the March Intern Seminar and that SCED majors get it at their EXIT evaluation meeting. Dianne recalled some conversation about online modules. Dr. Bradley says there is a powerpoint and a video approved by ADE. The training cannot be any older than 12 mo prior to internship. Steve said in Missouri they did it online. We need to decide WHEN to facilitate this training in our programs. Dianne and Dixie suggested during ECH/MLED seminars, but SCED doesn't have seminars.
26. Adjourned at 330 pm.