

College of Education Graduate Committee
Minutes
February 14, 2008

The meeting was called to order by chair Shawna Young at 2:35. Those in attendance included Dawn Poole, Advanced Studies; Whitney Donnelly, Teacher Education; Erin Hall, Physical Education (Shawna has Erin's proxy); and Susan Neufeld, Member at large.

1. The agenda was distributed and approved.
2. The minutes of the previous meeting were distributed and approved.
3. Priority Business

3.1 Spring timelines

- a. Call for EDGS instructors for AY 2009-2010
The call should go out in April with preliminary confirmation in May. Dawn and Shawna will meet with Dr. Steven Lee of the EDD program to work on scheduling to avoid conflicts. The proposed schedule will be the same as developed for 08-09.
- b. Student EDGS feedback
Vicky has sent out the surveys for fall, winter ones will go out soon and spring surveys will be mailed at the end of the semester. Shawna will request from Kathleen for all results to be compiled for a year-long report.
- c. Handbook
Anticipation will be late spring.
- d. Webpage
Dawn and Shawna will work on a time to meet and work on this. There was a continuance of a previous discussion regarding whether portions would need to be limited to those with a password. Minutes will be recorded to preclude the need for password protection at this time.
- e. Annual review of the MOU
This will take place at the April meeting.

3.2 Grad School Learning Goals

Shawna distributed the Graduate School Learning Goals as identified in the Graduate School Catalog. Graduate coordinators are meeting with Vice-Provost Diana Demetrulias regarding assessment plans for WASC accreditation and each program needs to reflect these learning goals. It was decided that these goals would be included in the handbook that is under development and that an end of program survey would be constructed that focuses on the EDGS experience. Shawna agreed to put together a simple Likert scale survey for the committee's review. This survey could also be included in the handbook.

3.3 Handbook Revisions

The committee worked through the draft copy of the handbook, identifying clarifications, changes, formatting, relocating sections as appropriate. Additional changes need to be to Whitney by February 22nd, so she can have all changes to the group by February 29th.

We will track changes through March 4th and have the next draft distributed by March 10th for review prior to the March 13th meeting.

The meeting was adjourned at 3:40. The next meeting is March 13th.