Dr. Samarapungavan called the meeting to order at 10:02 am in LWSN 1142.

Dr. Samarapungavan asked for approval of the minutes. Dr. Youli Mantzicopoulos made the motion to approve and Dr. Eric Mann seconded the motion. The meeting minutes were unanimously approved.

Curriculum and Graduate Committee – Youli Mantzicopoulos discussed the new proposed “Collaborative Leadership Certificate”. This is a undergraduate level certificate program in collaborate leadership. Purpose is to provide undergraduate students, juniors and above level, with professional preparation and appropriate skills in collaborative leadership, including interpersonal skills, global awareness, diversity awareness, and mentoring. An important component of the certificate involves experiential interactions with peers from diverse disciplines. There are three courses proposed in this program and they include practice in personal skills, instructional global awareness, diversity awareness and measuring others. Interacting with peers from other diverse disciplines. The funding for the proposed course is being provided from the Provost Summer Instructional Innovation Grant. The courses are proposed to begin in the summer 2012. Requirements for the program are: students should be currently enrolled; and have completed their sophomore year. To complete the program students must complete the 3-course sequence (9 credit hours). The three courses are designed to be offered in a sequence order – the first two courses in the first summer and the third in the following summer. The courses are designed to foster the development of skills in listening, collaborating in a cross cultural setting and mentoring. A limit of 25 students per course will be applied. The committee reviewed the form 40, the course outline and the syllabus. Dr. Mantzicopoulos stated that the faculty members, have done an outstanding job in providing evidence to the committee how their course compared to other similar courses across campus in different departments. This Certificate program is the first of its kind on campus. The certificate program is developed under Dr. Carrie Wachter Morris’s leadership with Dr. Servaty Seib and Dr. Ciftci. Approval motion was made by Dr. Hirth and second motion was made by Dr. Doughty. The
proposal with go forward to the COE level and the dean will present proposal to the Provost for final approval.

- The Committee is reviewing program area guidelines regarding the yearly progress of graduate students and also a policy on the dismissal of student who are violating academic integrity.

Reports:

- **Faculty Affairs Committee Survey**: Dr. Deb Bennett and Dr. Yan Ping Xin passed out a survey to faculty to get their input on faculty issues that they can present to the Faculty Affairs Committee.

- **Report on University Engagement initiatives and opportunities** - Dr. Sidney Moon reported on university engagement initiatives.

- **Graduate Studies Office**: Kathy Dietz - Kathy gave a reminder to the faculty regarding late fees.
  - Graduate School-approved requests to accept a plan of study after the deadline will result in a $200 late fee.
  - Approved requests for students to be added to the candidate roster after the deadline date will incur a $200 late fee.
  - A graduate student on the candidate roster for the same degree more than two sessions in a row will incur a $200 late fee

- **Office of Professional Preparation and Licensure**: TJ Oakes – NCATE March 4-6, 2012. There will a poster presentation.

- **Office Field Experiences**: Ed Wiercioch – No report

- **Diversity Initiatives**: Lynnette Flagge – No report

- **Office of Advising and Recruiting**: Jane Ann Dimitt - No report

- **Department Head news and Announcements** - Ala Samarapungavan

  - **Web Sites** - Martin Nolasco and Laura Wright are in the process of updating and changing the program area templates. Dr. Samarapungavan urged faculty to give updates to Laura and Martin on research and publications.

  - **Searches**: Three search committees have been formed: Gifted, Measurement and the Hicks Chair. As a member of a search committee your concern should be to identify individuals with the right professional credentials for the job.

  - **Sharing Research**: This issue of how to come up with a venue for sharing research information was brought up at the Faculty Retreat in August. One suggestion was to try and piggyback on the departmental meetings and to do them at the end of the meetings. Another suggestion was to present research
information at the Graduate Symposium in the morning where potential graduates, current graduates and faculty could interact together. Dr. Samarapungavan was open to ideas or suggestions.

- **Spring EDST Committee Tasks:** Dr. Samarapungavan reminded faculty that the Performance Review and Awards Committee must complete their performance review and awards nominations by January 31, 2012. Curriculum and Graduate Committee must complete their nominations for graduate student awards or graduate fellowships or dissertation or teaching awards by February 7, 2012.

- The meeting was adjourned at 11:32 am