

**Professional Education Council**

**Minutes**

**January 25, 2018**

**McKee 282; 4:00-5:30 PM**

Present: Courtney Luce, Stan Trembach, Jeri Kraver, Jennifer Krause, Todd Sundeen, Donna Goodwin, Suzette Youngs, Collin Brooks, Charlie Warren

Absent: Teresa Higgins, Bran Rose, Rob Powers (proxy to Jeri), Kim Creasy, Mary Evans, Jaimie McMullen (proxy to Jennifer), Wes Tuttle, Ginny Huang, Jackie Davis, Mark Montemayor (proxy to Jennifer)

Guests: Lynette Kerrigan

1. **Welcome: Courtney Luce, Chair**
2. **Approval of 12.7.17 Minutes**
	* Minutes approved**.**
3. **Curriculum Review:**
* Checkpoint course/program changes – curriculum from multiple areas was presented to make changes requested by Registrar to eliminate zero credit courses within the Teacher Prep curriculum. New wording was added to program areas outlining the process and then pre-requisites were updated to either be removed or wording changed to the new process in Canvas. The Registrar has stated that if the new process in Canvas does not work that the current system will continue and any curriculum changes will not be included in the new 18-19 catalog. This new curriculum is being presented for the 18-19 catalog. Any students entering in that catalog and going forward will be in th new system.
	+ Jennifer motioned to approve. Jeri seconded.
	+ Todd motioned to approve that if the process does not work and the Registrar determines we can continue with the current curriculum, PEC will rescind the approval of the new curriculum. Jeri seconded.
	+ All in favor, passed unanimously
1. **Old Business:**
	* Develop PEC Curriculum Rubric – It was discussed in a prior meeting to revisit a discussion on whether or not PEC wants to develop a curriculum review rubric. Suzette mentioned that it would be a good idea to at least have some guidelines on what we should be looking for, for example, if there is an impact to other departments from a curriculum change, what does PEC do with that.
	* It was determined that this would be revisited at the next meeting when Brian can be present to discuss in more detail.
2. **PEC Vacancies (non-voting, 1 year memberships):**
	* Secondary Partner School
	* Undergraduate Student Representative – Jeri will look into finding one.
	* Undergraduate Council Representative
3. **Adjournment:**
	* Jennifer motioned, Jeri seconded. Meeting adjourned.

Minutes submitted by Cheryl Sparks