

Curriculum Proposal

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

(Check all that apply):		Proposal #	393
College:	Education	Effective Date of Change:	
Department:	Ed. Studies: Elementary and Early Childhood	Academic Year	06-07
Program:	Elementary Education	(For Office Use Only)	
Type of Change	PROGRAM PROPOSALS	Course Designator	Number of
Proposed:	Redesign--Add/Delete Program Emphasis	and Number	Credits
Title Current:	Suspend Middle School Social Studies Specialty		
Title Proposed:			
24-Char. Abbrev:		(if applicable)	

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

Rationale or Justification for change:
 Middle level social studies is not a high need area. Our current pass rate for the Praxis II content exam is below 50%. The number of credits available is not sufficient to address the broad range of content in the specialty. Should we reinstate the specialty, we would examine the coursework required.

*****For General Education or Cultural Diversity Courses Only*****

<p style="text-align: center;">General Education Course:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">GE Category #</th> <th>GE Category Name (Maximum of 3 Categories)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">N/A</td><td></td></tr> <tr><td style="text-align: center;">N/A</td><td></td></tr> <tr><td style="text-align: center;">N/A</td><td></td></tr> </tbody> </table> <p>? For Writing Intensive Courses, attach a description of the kind and quantity of writing. ? For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.</p> <p>Attach paper copies of the following:</p> <ol style="list-style-type: none"> Syllabus or course outline. Course's student learning outcomes associated with each GE competency or CD designation. List of strategies to be used to assess students' achievement of each GE competency or CD designation. 	GE Category #	GE Category Name (Maximum of 3 Categories)	N/A		N/A		N/A		<p style="text-align: center;">Cultural Diversity Course:</p> <p style="text-align: center;">(Please check one.)</p> <p><input type="checkbox"/> Core (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)</p> <p><input type="checkbox"/> Related (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)</p>
GE Category #	GE Category Name (Maximum of 3 Categories)								
N/A									
N/A									
N/A									

*****For New Courses*****

(Check all that apply):	Instructional Type: <input type="text" value="Lecture"/>	Course will be offered:
<input type="checkbox"/> Course is an elective.	Grading Format: <input type="checkbox"/> Grade <input type="checkbox"/> P/N	<input type="checkbox"/> Fall Semester
<input type="checkbox"/> Course is required for program		<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Pre- or Co-requisites:		<input type="checkbox"/> Summer Session
<input type="checkbox"/> Other courses are being changed or eliminated. (Explain.)		

Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:

- Syllabus or course outline.
- Course's student learning outcomes.
- A list of resources required to offer and support this course.
- A description of how teaching this course will affect department staffing.
- If 400/500 level course, an explanation of added expectations of graduate students.



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*****For Program Proposals*****

Attach paper copies of the following:

- a. Student learning outcomes for the program.
- b. Minutes from department and college curriculum meetings in which action was taken on this proposal.
- c. Program Assessment Plan. Forms are available on the Academic Affairs Web site:
<http://www.mnsu.edu/acadaf/pra/forms/>
- d. List of program requirements for **New** programs, or a list of **Current** and **Proposed** program requirements for **Redesigned** programs.
- e. A list of resources required to offer and support this program.
- f. A description of how offering this program will affect department staffing.
- g. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits:

*****For Programs Requiring MnSCU Approval*****

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site:

<http://www.mnsu.edu/acadaf/Curriculum/curformsprocess.html>

1. **Creation** of an entirely new program.
2. **Redesign** of existing programs, which takes any of the following forms:
 - ? Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
 - ? Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
 - ? Change in program name.
 - ? Change in program CIP #.
 - ? Change in TOTAL program credits.
 - ? Change in degree award. For example, changing a B.A. to B.S.
 - ? Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)
3. **Relocation** of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.
4. **Replication** of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.
5. **Suspension** or **reinstatement** of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.
6. **Closure** of a program. This proposal requests closure of an existing program and its removal from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.



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Signature Page

Department

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

Elizabeth J. Sandell 4/5/07
 Department Chair Date

Comments:

College Curriculum Committee

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

Greg Reid 4/6/07
 Committee/Chair Date

Comments:

College Dean

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

Sharon 4-9-07
 Dean Date

Comments:

General Education Subcommittee

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

 General Education Subcommittee Chair Date

Comments:

Undergraduate Curriculum and Academic Policy Committee

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

 UCAP Faculty Chair Date

Comments:

Faculty Association Graduate Committee

Recommended
 Not Recommended

 Faculty Association Graduate Chair Date

Comments:

Graduate Dean

Recommended
 Not Recommended

 Graduate Dean Date

Comments:

Academic Affairs Council

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

 Assistant Vice President Date

Comments:

Senior Vice President and Vice President for Academic Affairs

Approved (Category/ies _____)
 Not Approved (Category/ies _____)

 Sr. Vice President / Vice Pres. Academic Affairs Date

Comments:

Minnesota State Colleges and Universities PROGRAM REDESIGN APPLICATION

RELATED POLICY or STATUTE: MS 1996, Ch. 368, Sec. 33; MS 1995, Ch. 248, Article 11, Sec. 10; and MS 1996, Ch. 398, Sec. 38; Board Policy 3.14, 3.17, 3.19

[This form is designed for electronic use. You should have some familiarity with the Word table-making function. Enter your information in the correct box on the Tables below.] Please submit an individual form for each program you are redesigning. Multiple changes to the same program may be made on the same form. You may delete all the tables that do not apply to your redesign request.]

SECTION I: DESCRIPTION OF CURRENTLY APPROVED PROGRAM

8-Digit CIP # 13.202	Program Name Elementary Education	Award BT	Cr Length 128	Location/s MSU-Mankato
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Name of affiliated educational institution that offers one or more credits in this program:

Is this award jointly offered: Yes No

SECTION II: PROPOSED CHANGES TO PROGRAM

Effective start date/s: Fall 2007

Rationale for Proposed Change/s: We propose the suspension of the middle school social studies specialty which some students take in addition to their elementary education coursework. (The state requires one specialty area added to a K-6 license.) Middle school social studies is not a high need area in the teaching field. Our current pass rate for the Praxis II social studies content exam is below 50%. The number of credits available is simply not sufficient to address the broad range of content in the license. Should we reinstate the specialty, we would evaluate required courses.

Section IIA: NAME CHANGE

Current:

Proposed:

Section IIB: CIP CHANGE*

Current:

Proposed:

Current Program Outcomes:

Proposed Program Outcomes:

*Contact staff to determine whether change is permitted as a redesign, or whether a new program proposal is required.

Section IIC: CHANGE CREDIT LENGTH WITHIN POLICY

Previous:

Proposed:

Section IID: CHANGE CREDIT LENGTH TO EXCEED POLICY

Credit length beyond the policy limits will be approved only if one or more of the following conditions exist: a) the length is required by a state or national licensing body or other regulatory agency, accrediting association, or board; b) the program is employer-sponsored where the employer specifies the required credits as a condition for conferring the award; or c) a formal task analysis has been conducted within the last three years and the results endorsed by an advisory committee. Request for a program length in excess of policy from a professional association or advisory committee is not sufficient for approval.

Previous Length:	Proposed Length:
State Rationale for Exceeding Policy Limits (Attach evidence as appropriate in an appendix):	

Section IIE: ADD CURRICULUM ALTERNATIVE/S*

Name:	CIP Code:	Total Credits:	
Option or Emphasis or certificate that is a subcrediential of existing award (choose one):			
Courses unique to this alternative:			
COURSE TITLE/NUMBER	Number of Credits	EXISTING COURSE/S	
		Yes	No

*Change in Curriculum Alternative/s: If you are adding multiple alternatives to a single program, please identify each separately and list courses separately by copying and pasting this section as many times as necessary.

Section IIF: DELETE EXISTING CURRICULUM ALTERNATIVE/S*

Name of Alternative:	CIP:
Middle School Social Studies Specialty	13.1202

*Delete Curriculum Alternative/s: If you are deleting multiple alternatives, identify each separately. Add additional lines as necessary.

Section IIG: AWARD CHANGE

Current Award:	Proposed Award:
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List courses for both current award and proposed award				
CURRENT AWARD:	COURSE TITLE/NUMBER	Number of Credits	EXISTING COURSE/S	
			Yes	No
PROPOSED AWARD:	COURSE TITLE/NUMBER	Number of Credits	EXISTING COURSE/S	
			Yes	No

Section III: CREATE NEW AWARD IN RELATED ACADEMIC AREA				
Name:		6-digit CIP:		Total Credits:
Please list all courses for the new award below:			Award:	
COURSE TITLE/NUMBER	Number of Credits	EXISTING COURSE/S		
		Yes	No	

*Creating new awards in related academic areas: Before completing this section, contact Academic Program staff to verify that you can make these proposed changes as redesigns. If you are adding awards in multiple related areas, identify each separately and list courses separately by replicating this table.

SECTION III: REDESIGNED PROGRAM SUMMARY

Program Requirements:

Complete this section if the number of credits in the award has increased from the previous design, or if it is a new award.

Use the following headings to provide information on each of the components in the program. List all credit totals required for the students to graduate, including prerequisites. If this application is for multiple awards (AAS and/or diplomas and/or certificates) duplicate this table and list requirements for each award separately.

Program Name:		Award:
Program Component	Previous Credits	Proposed Credits
General Education/Liberal Studies		
Prerequisites		
Major-Core		
Major-Alternative (see above)		
Major-Restricted Electives		
Required Minor (or est. 20 credits)		
Free Electives		
TOTAL PROGRAM CREDITS		

SECTION IV: APPROVAL VERIFICATION

Application Author: Marsha Traynor

Title: Department Curriculum Representative

Campus: MSU-Mankato

Phone and E-Mail: 507-389-5652 marsha.traynor@mnsu.edu

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Approval Chief Academic Officer:

Approval of President:

Signature of cooperating institution's president for joint awards:

SECTION V: APPENDICES/SUPPORTING DOCUMENTATION

- A. Institution Curriculum Committee Membership and Minutes showing recommendations (required)
- B. Occupational/Professional Demand Data (required, if adding a certificate or AAS to an AS).
- C. Copies of Agreements with Institutions (Joint and Articulated degrees) (required, if applicable)
- D. Justification for Exceeding Program Credit Lengths set in Policy (required, if applicable)
- E. Evidence of business/industry support (required for occupational programs, optional for others)
- F. Letters of Support (optional)

Department of Educational Studies: Elementary and Early Childhood
College of Education
Minnesota State University, Mankato
Department Faculty Meeting
February 28, 2007
12:15-2:00 pm
333 Armstrong Hall

Present: Beth Sandell, Lily Duran, Maureen Prenn, Marsha Traynor, Kasee Page, Laura Bemel, Ron Browne, and Terry Fogg.

Facilitator: Kasee Page for Virginia Maldonado Recorder: Marsha Traynor
Timekeeper: Ron Browne Treats: Kasee Page

1. Welcome and Call to Order

The meeting was called to order by Kasee Page at 12:20 p.m.

2. Approval of Agenda

The agenda, which department members had reviewed prior to the meeting, was approved.

3. Approval of Minutes

The minutes from our Jan. 31 meeting were distributed in advance along with the meeting agenda. Beth moved that we approve the minutes from January 31, 2007, as distributed. Linda seconded the motion. Motion passed.

4. Recommendations on Capped Selective Admissions to Professional Education

Beth presented a draft document prepared by elementary education faculty to propose procedures for capped selective admission to Professional Education. A discussion of the document regarding this ensued. The idea is to do a more thorough job upfront when allowing admission to our programs, so that not so many "gates" and, therefore, applications are needed. The idea of having students interviewed as part of the admission process was briefly discussed. The faculty members did not act on this today. It will be discussed again in the future. Department members are invited to suggest revisions and concepts to Beth or Laura.

5. Recommendations Concerning Social Studies Specialization

Laura noted that Scott Page has reported that only 48% of our students, who have worked on a specialty in social studies, are passing the relevant Praxis test. Scott Page, Clark Johnson and Laura have discussed this issue. It has been suggested that we suspend social studies middle school specialization. Maureen said we can suspend a specialty for up to three years. Unless issues are addressed, at the end of three years, the specialty is automatically disbanded. Discussion brought up several points, including that there are many areas in the social studies Praxis exam, which is more designed for academic majors and is difficult to fulfill with a specialty, more designed for majors. We could begin the suspension in fall '07, but we will also make sure no current students are caught short in regard to this. Maureen commented that

typically schools are hiring mostly secondary education majors for these middle school social studies positions. Maureen moved that we suspend the middle school social studies specialty, beginning for fall. Ron seconded the motion. The motion passed.

6. Recommendation regarding Selection of Cooperating Teachers for Clinical Experiences

Beth distributed a draft document prepared by staff members in the Office of Clinical and Field Experience. The discussion revolved around the new document that has been written and what, if any, additions need to be made. The following were suggested:

- Need to use criteria for selection of cooperating teachers
- Clinical students should be placed in typical elementary classrooms
- No clinical students should be placed in a classroom where a student teacher has been placed
- Cooperating teachers should have no further responsibilities in regard to their clinical students past the clinical time

Linda made a motion that we accept the document with amendments as discussed. Ron seconded the motion. Beth will revise the electronic document and distribute to department faculty for a vote by email.

7. Recommendations about Prototype Advisee Portfolio and Procedures

Laura presented examples of the advisee portfolios on which she has been working. The intent is that each advisee will eventually have a portfolio, which will be kept in a centralized place within the department. The purpose is to allow a faculty member, other than the regular academic advisor, to assist the students if the regular academic advisor is not available. If the regular academic advisor is gone and someone needs to help one of his/her advisees, then the portfolio is there to provide important information.

At this point, the portfolio is designed for elementary education majors with middle school specializations. There are two new forms, one for general education requirements and one for specialty area requirements. An advising log is also included to record consultations and referrals. The portfolio will be used, as needed, while advising and then need to be returned to the centralized area. Ron moved that we put the portfolio system into place. Beth seconded the motion. The motion passed.

8. ES:EEC Personnel Search Committee Report

Ron discussed the candidates for the literacy faculty position we are inviting to campus to for interviews. Marsha asked for faculty members who are teaching to volunteer their classrooms for demonstration teaching situations on March 22 & 23 and 26 & 27.

In regard to the middle school position with a social studies emphasis, Ron explained our situation: that a strong candidate has not emerged. The committee has communicated this to Dr. Miller and believes he has given permission to fail the search, continue the search to develop a more robust pool, or request a change in emphasis for the position. The idea that we might fail the social studies search and change to an early elementary special education position search was introduced. At the conclusion of that discussion, Linda moved to move the position to early childhood special education and then staff social studies with adjunct faculty. Beth seconded the

motion. The motion passed. The Search Committee will take this recommendation to the Dean for his approval/disapproval

9. ES:EEC Temporary chair and Program Coordinators

Beth will be going to Russia from March 8-March 28, and there was some discussion as to who will be the "go to" person in her absence. It was suggested that we split up the responsibilities and that the four program coordinators would be the persons to go to with questions, that Linda would sign forms that needed signing, and that Marsha will attend any COE "chairs" meetings that she can. Laura moved that we do things this way while Beth is gone. Kasee seconded the motion. A vote was taken and the motion passed.

Beth suggested that the department faculty members need to have a conversation about who will be program coordinators for next year. The four coordinators are: early childhood education, elementary education, graduate programs, and elementary education at NCC campus. Further discussion will occur at the next department meeting.

10, 11, 12, 13. Announcements

Beth would like us to write down who is teaching what at what time by program. This will help her in future scheduling situations.

Beth provided department members with photocopies of the department's and said she is not quite sure what all of it means. There will be more discussion in the future so that faculty members understand the resources available for our department.

Beth talked about student credit hour production, how that is figured, and we viewed a table about student credit hour production. Beth suggested some ideas for how we might increase our student credit hour production. We can ask the University Assessment offices for reports about our individual credit-hour production.

Beth said we need to decide how we will be evaluating the course coordinator program we are piloting this semester. She asked us to be thinking about what questions need to be included in the evaluation.

14. ECSE Graduate Program

Lily reported that the program had cleared the UCAP curriculum committee and was now on its way to the Graduate Studies Committee and the college sub-meet.

15. Requesting Graduate Assistants for academic year '09

Beth said that evidently our department is quite eligible for applying for MSU graduate assistant positions but that we have not asked for them. Maureen, Peg, and Beth are currently working on this. We can ask next fall for the following academic year. Based on our department's productivity, we are eligible for several positions. These are not guaranteed, but would be justifiable. There are several possibilities for work, including teaching assistants, research assistants, or work-study assistants. The point was made that having this option might help us attract actually attract students to our graduate programs.

16. ES:EEC Research and Writing Committee

Lilly announced that there would be a faculty consultation about the application process for Faculty Research Grants. Michelle Carter, RASP, and Lilly will coordinate this session.

17. ES:EEC Personnel Review Committee Report

Marsha (who is not on the committee) talked about need for information from committee members in terms of tenure and promotion (this was based on the "tenure and promotion" meeting she attended on Feb. 23.)

18. College Assessment Committee Report

Terry said that he is our department representative and that he had started attending these meetings a few weeks ago. He will have a report later in the semester.

19. College Reassignment/Research Committee Report

Karl noted that the committee works on applications for release time for faculty research, etc. and that there are currently no such releases for our department. Beth encouraged department members to consider developing projects for which to apply for release time.

20. Announcements

Beth referred department faculty members to attachments to the agenda that give announcements.

March 19 Faculty Improvement Grant applications due to Dean Miller

March 19 Faculty Research Grant applications due in Research and Sponsored Programs

March 21 College of Education Faculty Workday 2-4:30 PM (CSU 253-4/5).

21. Celebration and Good News

Beth referred department members to attachments to the agenda that gave Good News reports. She encouraged faculty members to submit information to include on future Good News reports.

22. Adjournment.

The meeting was adjourned at 2:00.

Future Department Agenda Items

Discussion about MSU, Mankato programs at Normandale Community College campus.

Reports from ES:EEC Department Committees

Reports from ES:EEC Department representatives to College and University committees

Revisions in our department's procedures to clinical experiences for pre-service teachers

Revisions in our department's procedures related to advising students; discussion and adoption of procedures for use of Advisee Folder

Articulation agreements for ES:EEC programs with community colleges

Sabbatical reports (Steve Reuter, Maureen Prenn, Marla Mastin, Peg Ballard)

Department student credit hour production

Marketing graduate programs

Department budget

Steve Bohnenblust re IFO topics

Stewart Ross and CETL

Report on China visit

Report on Russia delegation and conference

Evaluation of Spring 2007 pilot of course coordinator role

Standards for department review of tenure and promotion materials

Evaluation of ES:EEC department success at meeting goals for 2006-2007

Annual ES:EEC assessment reports

Submission of request for Graduate Assistants for AY09 (activities, resources such as office space, etc.)

Department Faculty Operations

Department Committees

Social/Graduation/Commencement: Peg, Marsha, Kasee, and Lilly

Web/Tech/Communications: Karl, Laura, Steve, and Kasee

Personnel – Search: Maureen, Marsha, and Ron

Personnel – Review/Advancement/Promotion/Tenure/Sabbatical: Steve, Maureen, Linda, Karl, and Virginia

Research/Writing: Virginia, Terry, and Lilly

Department Representatives to College Committees

Assessment Coordinating Committee – Terry

Professional Education Review Board – Laura

Curriculum Committee – Marsha

Diversity Committee – Virginia

Reassignment and Research Committee - Karl

Technology Committee – Kasee

Web Committee – Laura and Karl

International Committee - Ron

Commencement Speaker Selection – Kasee

Department Meeting Schedule

Mar. 7	Committee meetings	
Mar. 14	Spring Break	Spring Break
Mar. 21	Committee meetings	
Mar. 28	Full Department Meeting	Candidates on campus visits
Apr. 4	Committee meetings	Blocks I & II clinical experiences?
Apr. 11	Committee meetings	Blocks I & II clinical experiences?
Apr. 18	Committee meetings	Blocks I & II clinical experiences?
Apr. 25	Committee meetings	
May 2	Committee meetings	
May 9	Full Department Meeting	Celebration and Closure

Meeting Date	Facilitator	Recorder	Timekeeper	Set-up - Snack
Mar 28	K. Page	V. Maldonado	T. Fogg	L. Duran
May 9	L. Duran	E. Sandell	V. Maldonado	T. Fogg