Curriculum, Assessment, Technology & Teaching Excellence (CATTE) Committee

October 10, 2013

EUR 223, 1:15 – 2:30

Present: Adele Arellano, Elizabeth Christian, Kathleen Gee, Kathe Goodwin, Hui-Ju Huang, Porfirio Loeza, Elizabeth (Betty) McHugh, Karen Davis O’Hara, Bill Vicars

Meeting Start: 1:15

New Business:

- Dean Sheared presented the charge of the committee and overview of all committee meeting dates. She presented a memo from Academic Affairs with the new procedure/guideline of proposal submission and tracking, including new Proposal Numbering System.
  - New Proposal ID numbering system, assigned to each proposal
    - USE = undergrad; GPS = Grad; CRED or CRE = Credential (this is proposed since there have not yet been any Credential proposals to assign yet)
    - A or B = Form under review (A = Course proposal; B = Program proposal)
    - 13-14 = year
    - .001 = sequential numbering of form sent in
  - Proposed that DAC will have a meeting on December 11th in order that they may review any proposals that may come up for review at the November meeting. CATTE therefore will not meet on December 11, 2013.

- Establishment of quorum of voting members:
  - According to the Roster, there are 10 voting members, therefore a quorum would be 6. However, a question was raised as to whether or not staff can serve as voting members on course proposals?
    - Until we know for sure staff will not vote on course proposals. Therefore, this moves the voting number to 9 for proposals, and therefore a quorum (more than 50%) for proposals is 5.
    - Agreed that a quorum was present for voting.

- Election of Chair and Co-Chair
  - Karen O’Hara was nominated for Chair, and Adele Arellano was nominated for Co-Chair. Both accepted
    - Unanimously approved

- Confirm Committee Members

- Vacancy Recommendations
  - Adele will ask Sue Heredia for a recommendation to fill the vacant Graduate Branch vacancy
Karen O’Hara will ask for an a) CTL; and b) Student representatives

- Confirm Schedule Meeting Day and Times
  o All meeting days and time work for everyone

- Assign 1, 2, or 3 year Terms – first roster only. Subsequent terms will be elected for two years each.
  o Karen and Adele each took 3 year terms;
  o Credential Analyst and IRT are permanent standing members of the committee;
  o Kathe and Ashley (AERO representatives) will rotate one-year terms;
  o Other members were staggered based on input regarding sabbaticals, etc. and then at random so that each branch has members at one, two, and three years to begin – see attached chart.

- Refine and Review Charge
  o All members agreed that the items in the charge that are in Bold are critical/essential items. However, there was discussion regarding the language in item #1 regarding the phrase “implement curriculum polices” and what this may mean.
    ▪ We discussed how changes in curriculum now need to be considered as a whole college and if one change in one course or program may necessitate the consideration of changes in courses or programs throughout the college, and in other colleges, in the future.

- Item #5 stated that the committee will “plan retreats, seminars, conferences for faculty and staff development.” We discussed what that means, and in what manner we might begin to explore it.
  o It was recommended that we survey faculty and staff to see what others would be interested in as training options
  o Discussed the fact that as a committee, members of CATTE would be aware of new curriculum proposals and ideas, and discussed that we might want to explore regular presentations on innovative curriculum or innovative teaching practice. It was proposed these might be called “seminars of teaching excellence” since the TE at the end of CATTE is “Teaching Excellence.”
    ▪ Perhaps this might include regular 15 – 20 minute showcase of innovative practices at College of Ed meetings;
    ▪ Perhaps we could re-invigorate the practice of brown bag lunch time gatherings, perhaps before College of Ed meetings
      • Kathleen Gee work on wording around brown bag meetings and share it with ERI (part of the charge is in collaboration with that group)
  o Perhaps around larger ideas, we might consider one bigger seminar/retreat per semester
    ▪ Ideas like – tech in the classroom, what a program is doing, grant outcomes
Close to end of meeting time so moved to Proposals

<table>
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<th>ID</th>
<th>Form</th>
<th>Type</th>
<th>Title</th>
<th>Action (if approved, MSC)</th>
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<tr>
<td>GPSB 13-14.006</td>
<td>B</td>
<td>Modify/No-Substantive</td>
<td>MA-Behavior Science, Gender Equity Studies</td>
<td>Approved with Condition: Add catalog copy and correct the format of it. Also there is a typo on the front page.</td>
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<tr>
<td>GPSB13-14.007</td>
<td>B</td>
<td>Modify/Substantive</td>
<td>MS-Counselor Ed-Career Counseling Specialization</td>
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<td>GPSB13-14.008</td>
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<tr>
<td>USEA13-14.008</td>
<td>A</td>
<td>New</td>
<td>ED and Community in Korean Society</td>
<td>Approved conditionally – Karen will request to author to make word changes to the justification (drop the document about the course placement in the Korean Studies Minor, or get letter of support from Asian Studies)</td>
</tr>
<tr>
<td>USEB13-14.005</td>
<td>B</td>
<td>Modify/Substantive</td>
<td>Minor in Ed: Teaching, Equity, and Engagement</td>
<td>Table to next meeting – Karen will send back to author for corrections in typos, missing information in justification; Most critically, the catalog copy is not clearly stated with units, etc. so it is not clear how many units, etc. They don’t add up currently.</td>
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Meeting End at 2:55