

**MSE-PD Council meeting minutes  
February 18, 2016 WH4013**

Present: Melanie Agnew, Pam Clinkenbeard, Liesl Gapinski, Julie Marino, Rick Mason, Eileen Schroeder, Kelly Witte, John Zbikowski  
Absent: Kristina Navarro

The meeting was called to order at 9:02 a.m. by chair, Rick Mason

I. Approval of minutes from December 17, 2015 - Eileen moved to approve the minutes, Melanie seconded, passed unanimously.

II. Course rotation – related coordinators were contacted and presented no issues with the proposed

III.

FALL 2016	SPRING 2017	SUMMER 2017
CIGENRL 723 (HPERC) hybrid EDFOUND 780 (HPERC) hybrid	EDFOUND 780 (web-based) EDFOUND/CIGENRL 723	HELEAD 780 (hybrid) HELEAD 723 (hybrid)

IV. Meeting time change – all in attendance agreed that changing the meeting time to 11:00 a.m. effective Fall 2016 will work for their schedules. Melanie will check with Graduate Council as well for further discussion.

V. Name change – all in attendance agreed committee name should be updated to MSE removing the degree name and Council name. Melanie working with Greg Cook, transcripts will be verified to see whether PD is included. Further action and discussion will occur at future meetings after further information is obtained.

VI. Membership/mission –

Membership - Departments that include graduate programs each have one representative

Mission – Graduate Program Council – mission/description needs to be updated but includes review curricular needs, proposes graduate curricular changes, reviews curricular requests. Includes representative from every department. Other departments in the college have representatives but don't have the pd (Professional Development). Melanie is following up with Greg Cook for guidance to move forward, will wait to proceed with any changes after reviewing agenda items in the next few minutes.

John shared the MSEPD Council charter for discussion

- Minutes will be posted on the College website under a new heading “Council Minutes” approved by Assistant Dean Melanie Agnew
- Inclusion of Assistant Dean in the Chair area
- Capstone project discussion to be discussed further

Rick will forward updated document to Melanie for final review.

#### VII. Future agenda items

1. Discussion emphasis of future core courses
2. Liesl moved to change next meeting requested time change to 8:30, Eileen seconded, unanimously approved.
3. MSEPD charter changes review/discussion

Next meeting March 17, 2016

Kelly motioned to adjourn, Eileen seconded, meeting adjourned at 10:24 a.m.

Minutes respectfully submitted by Julie Marino 2/18/2016

Minutes were unanimously approved as corrected Gapinski/Clinkenbeard 3/17/2016 under V. removing PD and replacing it with degree name and Council name