

MSE-PD Council meeting minutes

October 15, 2015 WH4013

Present: Liesl Gapinski, Julie Marino, Rick Mason, Kelly Witte, John Zbikowski. Absent: Melanie Agnew, Pam Clinkenbeard, and Kristina Navarro, Eileen Schroeder
Guests: Carol Katch, IRB Compliance Manager

The meeting was called to order at 9:03 a.m. by chair, Rick Mason

I. Approval of minutes from September 17, 2015

Liesl moved to approve, John seconded, unanimously approved

II. IRB update – Carol Katch

- Handouts provided: IRB Guide 2015-2016, “The Belmont Report” changes are noted in **red**
- All research must be sent through IRB with the exception of university classroom setting
- Must be approved every year unless repeated research
- Child consent highly recommended
- Qualtrix is the **only** survey tool allowed
- Training module required, certificate of completion (every 2 years)
- All forms and submissions online – links provided in IRB guide and website
- Implied consent options are listed
- Curriculum related data collection needs consent form from IRB
- If uncertain of IRB requirement send Carol a one page summary for confirmation of requirements
- Retroactive approvals **cannot** be done
- Suggestion to invite Carol to C&I Department meeting to review new information

III. MSEPD enrollment updates

Consider changing C&I emphasis requirements considering new IRB requirements

HPERC will likely update curriculum as well

Discussion regarding continuing to recruit minorities

IV. Self-Study update

John is continuing final stages of report – piloting online per Interim Provost John Stone’s suggestion

Strengths noted in the past – qualifications of faculty, flexibility of program, focus on research

New strengths suggested - Adaptability related to school districts, cost, greater career preparation(HELEAD emphasis model), Focus on research, College support (marketing), data shows advising issues have been resolved

Weakness low enrollment, delays in graduation, course rotation, lack of available advisors

Mission – continue to market the strengths of our programs

- V. Strategic Planning discussion
- VI. Items for future discussions

Kelly motioned to adjourn, Liesl seconded, meeting adjourned at 10:34 a.m.

Minutes respectfully submitted by Julie Marino 10/15/2015

Minutes approved as corrected Witte/Gapinski 11/19/2015