

College of Education
MSE in Professional Development Council

Council members will be appointed by the Dean on an annual basis in consultation with department chairs.

The council will consist of:

- Two representative members from the Health, Physical Education, Recreation and Coaching Department
- Two representative members from the Curriculum and Instruction Department
- Two representative members from the Educational Foundations Department
- The current MSE in Professional Development Coordinator

The Council will be chaired by the Associate Dean. The Associate Dean will only vote on issues in the event of a tie.

Ex-officio (non-voting) members of the Council will include the Dean of the Graduate School and representatives of all graduate programs in the College. These members will serve as consultants to the Council on an as-needed basis.

Agendas and minutes of the Council meetings will be posted on the College Curriculum Committee Website.

The work of the Council includes, but is not limited to, the following:

1. Initial oversight of degree creation including proposal development. Thereafter, the Council will support and monitor the program during the academic year.
2. Members will act as departmental liaisons to increase collaboration and communication about the program throughout the College.
3. The Council will set and maintain a five-year course rotation for the degree. This rotation will be updated and published by the start of the fall term every year. The rotation will include which courses will be taught which semester and by which department for a five year period of time.
4. Council members will be responsible for the completion of the Audit and Review report as directed by the Provost's Office.
5. Assessment data will be gathered and analyzed by the Council for the purposes of program improvement. It is the responsibility of the Program Coordinator to present this data to the Council each spring.
6. The Council will advise the Dean on marketing the program to the public.