

MSE-PD Council Minutes

Thursday, April 17, 2014, Winther Hall Room 4013

Present: Pam Clinkenbeard, Liesl Gapinski, Julie Marino, Rick Mason, Kristina Navarro, Eileen Schroeder(via web-ex), , Kelly Witte, John Zbikowski Absent: Steven Albrechtsen, Ellyn Dickmann, Andrea Maxworthy-O'Brien, Melanie Schneider

Rick Mason called the meeting to order at 9:08 a.m.

I. Approval of minutes from March 20, 2014

John motioned to approve as corrected, Kelly seconded, unanimously approved

II. IRB process (Denise Ehlen)

Denise Ehlen and Carol Katch attended this meeting to answer questions regarding the IRB process and requirements. Denise shared a copy of the IRB Guidelines. Both Denise and Carol fielded questions from the faculty

- An IRB is required if it meets the general definition of “research”
- Campus policy requires faculty to be noted as PI
- PHS online training is not required unless student is in undergraduate research but highly encouraged – online and ungraded useful knowledge
- Capstone 789 course is grandfathered if minimal risk
- MINDS online project storage – intent to share, is not a “publication”

III. Audit and Review update (John)

Feedback session to be rescheduled during the Fall 2014 semester. A system in place will make the process simpler.

IV/V. MSE-PD course rotation and instructor assignments/Implication of new capstone options (John/Rick)

Discussion -

- Core courses are scheduled at least once per year fully online
- With the proposed changes to the capstone it may be impossible to offer the same rotation
- Mid-course planning for change – HPERC does fall only hybrid 4 hours
- Discussion of the possible omission of 724; inquiry course focusing on methodology, action research, stats

Rick and John will meet prior to the next meeting to draft a proposed course rotation based on enrollment trends. They will bring the draft to the next meeting for discussion.

VI. C&I emphasis discussion continued as tabled from previous meeting

Last meeting of the year May 15, 2014

Kristina motioned to adjourn, Liesl seconded, meeting adjourned at 10:30 a.m.

Minutes respectfully submitted by Julie Marino 4/17/2014

Minutes unanimously approved 5/15/2014 Clinkenbeard/Gapinski