

**Graduate and Adult Studies Committee**  
**Minutes**  
**9/8/2010**

**Committee Members Present:** Rick Upchurch, Jerry Davis, Terrell Peace, Mike Rowley, Margaret Winter, Sarah Harvey, Ann McPherran, Steve Holtrop.

**Graduate Counseling Items:**

1. Action Item: Approval of CN 660 Independent Study to change from 3 hours (current catalog) to 1-3 hours.
  - **Approved.**
  - Amended course description:  
CN660 Independent Study in Counseling (1-3 credits).  
An individualized study agreed upon by the student and faculty member that allow the student to focus on a specific area of knowledge or service to a particular population. Integrates research, theory and practice with the Christian faith.
2. Discussion Item: graduation date on diplomas of Graduate Counseling Students. Graduates need to accumulate contact hours after graduating and could be hampered by a graduation date much later than actual program completion.
  - Sarah Harvey indicated that we can put the date of completion of graduation requirements on student transcripts.
  - Jerry Davis will see if this is OK with the state.
3. Discussion Item: dealing with graduating seniors who are short on Internship hours.
  - Jerry Davis will create a new course for this (e.g., CN 694).
  - We will circulate this for GASC approval via email.

**EXCEL Items:**

4. Action Item: Approval for offering the AA in Christian Ministry online beginning Fall 2011.
  - **Approved.**
  - This is an existing program offered at multiple sites and will continue to be offered as needed at each site.
  - Steve Holtrop will determine current HLC requirements for approval of new online programs at HU.
5. Action Item: Approval of change in EXCEL policy: Any incoming student with nationally but not regionally accredited transfer credits must do the writing for "Technical/professional Evaluation" of all requested transfer credits within the first 12 months of enrollment in EXCEL. Failure to do so will result in a temporary withdrawal from the EXCEL program until the "Technical/professional Evaluation" is completed.
  - **Deferred.**

- Rick Upchurch will work with the Registrar's Office and the Financial Aid Office to make the wording of this new policy as clear and useful as possible. We will circulate the revised wording for GASC approval via email.
6. Action Item: Approval of offering some one-credit elective courses in a model similar to the traditional J-term: no fixed curriculum, faculty paid to teach the course only, not develop curriculum.
- Rationale: We often need one-credit options for a student to maintain financial aid status or to complete their program.
  - Courses will be run only if a minimum of 7 students enroll.
  - Examples of courses to be considered:
    1. Managerial Etiquette
    2. Social Networking
    3. Microsoft Outlook
    4. Time Management for Managers
  - **Approved.**
7. Discussion Item: Invitation to Robert Simpson from Cornerstone University to meet with GASC regarding an international business experience as an option for EXCEL students
- The committee agreed to meet with Robert Simpson. Rick Upchurch will arrange the meeting.
8. FYI Item: OAX courses in software applications (Word, Excel, & PowerPoint) will be offered as online independent studies.
- These will be more structured than usual independent studies and will have specific end points. Students can enroll at any point during the semester but must finish by the end of the semester.
9. FYI Item: EXCEL has adjusted schedules to better fit financial aid requirements and moved to a quasi-rolling start model to better make use of resources and enhance classroom ratios.
- Students will not have to wait for a cohort group to form before beginning to take courses.
  - Course enrollments will increase since they will no longer depend on persistence of cohort members.
  - Courses will be offered somewhat less frequently.

Meeting secretary

Steve Holtrop

**Graduate and Adult Studies Committee**  
**Minutes**  
**9/29/2010**

**Committee Members Present:** Jerry Davis, Sarah Harvey, Steve Holtrop, Ann McPherran, Terrell Peace, Rick Upchurch, and Margaret Winter.

**EXCEL Items:**

1. TESOL Certificate in EXCEL Format
  - a. **Tabled.**
  - b. Rick and Terrell will discuss with Val Geer the problem of duplicating evening courses in two different formats (14 week and 5 week).
  - c. They will also discuss these enrollment questions:
    - i. Can working teachers take the EXCEL courses for ENL certification?
    - ii. Can traditional undergrads take the EXCEL format in lieu of the the 14-week format if they choose?
  - d. The proposal will be brought back to the committee after these issues are addressed.
  
2. Marketing B.S. program
  - a. **Tabled.**
  - b. Committee discussion focused on adding courses in advertising and digital marketing.
  - c. Rick will revise the proposal to include additional requirements and/or electives. He will resubmit it to GASC.
  
3. Global Business Simulation
  - a. This was presented to the committee as an **FYI** by Rick.
  - b. The simulation is being piloted in two EXCEL groups in lieu of the normal capstone course.
  - c. The simulation fits within the current course description for the capstone.
  - d. 19 students from Huntington and Columbia City groups will be competing with strategic plans.
  - e. The two groups will compete against each and will be ranked in national standings.

**Graduate Counseling Item**

4. Jerry asked for **discussion** concerning guidelines that could limit the types of client issues taken on by the clinic.

Meeting secretary

Steve Holtrop

**Graduate and Adult Studies Committee**  
**Minutes**  
**10/6/2010**

**Present:**

Rick Upchurch, Terrell Peace, Mike Rowley, Sarah Harvey, Ann McPherran, Steve Holtrop, Nanette Yarde

**Presentation on Global Business Trips:**

1. Robert Simpson, affiliated with Cornerstone University and Global Business Leadership Center, Grand Rapids, MI.
  - a. General information
    - i. Cornerstone/GBLC has been offering international trips for students for 5 years
    - ii. Locations: Czech Republic, South Africa, China
      1. Exploring additional locations
    - iii. Trips average 25-35 students per trip
  - b. Academic foci
    - i. 75% of participants are MBA students at Cornerstone
      1. Starting to include TESOL students as well
      2. Undergrads also participate
    - ii. Professors welcome
    - iii. Trips are about 12 days of intensive travel, meetings, and discussions with some preparation and follow up expectations
    - iv. Emphases:
      1. Leader qualities
      2. Business acumen
      3. Global mindset
      4. "Kingdom business"
      5. Cultural intelligence
  - c. Academic logistics and costs
    - i. Course credit granted by home university
    - ii. Adult students can substitute the trip for one of their 5-week on-campus courses (e.g., global marketing)
    - iii. A China trip is scheduled during the Cornerstone undergrad Spring Break week
    - iv. All normal tuition stays with home university
      1. Travel costs are on top of tuition and range from \$2500-\$3500
      2. Students can apply for financial aid for the travel costs if they are built into the total charge for the course
2. Next step: Rick Upchurch will ascertain feasibility and prepare a course proposal.

Meeting secretary  
Steve Holtrop

# Graduate and Adult Studies Committee

## Minutes

### 10/27/2010

#### Present

Rick Upchurch, Jerry Davis, Margaret Winter, Sarah Harvey, Nanette Yarde, Ann McPherran, Steve Holtrop

#### Approval of Minutes

1. 9/29/2010 (last regular business meeting)
2. 10/6/2010 (presentation on global business trips)

#### Graduate Counseling

1. New course proposal: Foundations of Crisis and Trauma Counseling
  - **Approved.**

#### EXCEL

1. New program proposal: Major in Marketing
  - a. This proposal was revised by R. Upchurch and A. McPherran after it was initially tabled at the 9/29/10 GASC meeting.
  - b. The proposal includes five new courses and two modified courses.
    - i. New required courses
      1. MKX 300 Consumer Behavior
      2. MKX 350 Advertising and Salesmanship
      3. MKX 420 Market Research
      4. MKX 370 Digital Marketing
    - ii. New elective course
      1. MKX 320 Graphic Design for Marketing
    - iii. Modified courses
      1. MKX 340 Public Relations Including Social Media (formerly OL320)
      2. MKX 400 Marketing Management in a Flat World (formerly OM403)
  - c. The marketing program will also use nine existing business core courses currently required in the business administration and human resource management B.S. programs. Students will take two or three business core courses each of four semesters as well as one or two of the new marketing courses each semester.
    - **Approved.**
2. New course proposal: Global Business Experience
  - a. This course includes the global business trip presented at the 10/6/10 GASC meeting.
    - **Approved.**
3. New one-credit elective course proposals
  - a. OAX 130 Webpage Basics. **Approved.**
  - b. OAX 150 Microsoft Office Outlook. **Approved.**
  - c. OM 105 and 107 were withdrawn to be reworked.

Meeting secretary  
Steve Holtrop

## Graduate and Adult Studies Committee Minutes 2/9/2011

Present: Jerry Davis, Sarah Harvey, Steve Holtrop, Ann McPherrren, Mike Rowley, Rick Upchurch, Margaret Winter

### 1. Youth Ministry Leadership

- a. Course description change for YL 507 Thinking Theologically in Youth Ministry
  - i. Rationale:

Take out the reference to NYWC because this course is now taught in the winter quarter and does not attend the convention.
  - ii. Current:

Case studies, personal experiences, modern ministry practices and the rich learning environment of the National Youth Workers' Convention will be integrated with reading, writing and discussion to cultivate students' skills in theological reflection and integration. This class will be taught on location each year and will require students to register for the NYWC.
  - iii. Revised:

Case studies, personal experiences, and modern ministry practices will be integrated with reading, writing and discussion to cultivate students' skills in theological reflection and integration. This course is required for the program and will be taught each year.
  - iv. **Approved.**
- b. Course description change for YL 651 Culmination Research Project for Youth Ministry Leadership II
  - i. Current course description:

The culmination research project is a way for students to demonstrate their graduate competency while making a distinct contribution to youth ministry's body of knowledge. Coming at the end of their program, students will secure from among the Youth Ministry Leadership faculty a sponsor whose research interests match their own and who is willing to provide largely online support around the design, implementation, analysis and written summary of an original project. It is intended that the culmination research project will be of publishable quality and that a faculty-student co-authored article will be the result.
  - ii. Add:

At the conclusion of the project, students will make an online summary presentation of their research and findings to faculty and students.
  - iii. **Approved.**

### 2. EXCEL

- a. New course proposal: OM 105 Professional Conduct (see proposal form)
  - i. Course description: This course will examine various aspects of professional conduct and etiquette. Particular emphasis will be placed upon how to exhibit a professional presence in any environment.
  - ii. **Approved.**
- b. Request to graduate in absentia—Jeffrey Walker (see request form)
  - i. Reason for request: My daughter is a graduate student at Xavier University in Cincinnati. She will be graduating with a master degree in Industrial

Organizational Psychology on the same day as the Commencement exercises at Huntington University. Although my degree work is very important to me, we have discussed this dilemma as a family and feel it is best to support my daughter by being at her exercises on this very special day.

ii. **Approved.**



## Graduate and Adult Studies Committee Minutes 3/23/11

Present: Sarah Harvey, Steve Holtrop, Ann McPherran, Terrell Peace, Mike Rowley, Rick Upchurch, Margaret Winter, Nanette Yarde.

1. EXCEL
  - a. New course proposal: ACX343 Quick Books.
    - i. **Approved.**
  - b. Certificate proposal: TESOL.
    - i. **Tabled** pending additional modifications from the traditional program proposal.
  - c. 3 requests to graduate in absentia:
    - i. Lynn Duggins—daughter graduating from Butler on the same day—**Approved.**
    - ii. Renee Duggins—daughter graduating from Butler on the same day—**Approved.**
    - iii. Linda Crider—already graduated with an A.S. in 1998—**Denied.**
  
2. Grad Counseling
  - a. Request to waive the GRE requirement for a prospective student with special needs.
    - i. **Discussed.**
    - ii. **Resolved:** GASC entrusts decisions of this sort to the program director with the understanding that policies will be applied consistently for similar cases.

## GASC virtual meeting results

**From:** Steve Holtrop

**Sent:** Wednesday, April 27, 2011 10:32 PM

**To:** Ann McPherran; Jerry Davis; Margaret Winter; Michael Rowley; Nanette Yarde; Rick Upchurch; Sarah Harvey; Terrell Peace

**Subject:** GASC virtual meeting results

GASC:

I'm sorry I didn't conclude this earlier and that there have been conflicts preventing our meeting face to face. I guess everyone who's going to vote now has.

The following items have passed:

- **ITEM 1: Change OAX 130 Webpage Basics from 1 to 2 credits.**
- **ITEM 2: Melissa Hall** petitions to be excused from both graduation ceremonies
- **ITEM 4: New course proposal--CN 654 Internship Completion**

The following item is in limbo:

- **ITEM 3: Leah Newcomer** petitions to be excused from both ceremonies
  - 3 voted to approve
  - 2 voted not to approve
  - 2 voted not to approve unless "there was proof these plans were made before August 2010 and if they have large financial commitments on a condo or something that is non-refundable"
  - I've asked if we have or can get any additional information on this one

Steve

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**Stephen D. Holtrop**

Associate Dean for Graduate and Adult Studies

**Huntington University**

(260) 359-4166

**From:** Steve Holtrop

**Sent:** Wednesday, April 20, 2011 4:09 PM

**To:** Ann McPherran; Jerry Davis; Margaret Winter; Michael Rowley; Nanette Yarde; Rick Upchurch; Sarah Harvey; Steve Holtrop; Terrell Peace

**Subject:** GASC virtual meeting--please respond

GASC:

Since there have been some Wednesday afternoon schedule conflicts and only minor agenda items, let's see if we can address a few items by email. Please indicate questions or comments on the following four items:

- EXCEL

- **ITEM 1: Change OAX 130 Webpage Basics from 1 to 2 credits.**
  - This course was approved by GASC in October 2010.
  - After working on the course, Jeff Lehman, Varun Kaushik, and Rick Upchurch have agreed that this really needs to be a 2 credit hour course.
  - The course description would remain the same:
    - This course provides a basic understanding of the essential Web development skills and business practices that directly relate to Internet technologies used in Web site development.
  
- Two petitions to graduate in absentia (these were in at the due date, and I can forward the actual petitions if you'd like to see them):
  - **ITEM 2: Melissa Hall** petitions to be excused from both ceremonies since her job at a bow hunting shop requires her to participate at several annual bow hunting tournaments.
    - We have the petition form including the student's wording:
      - *I will be unable to attend the commencement ceremonies as I am contractually bound to participate in the National Triple Crown Tournament.*
    - We have a document from her employers listing the tournament dates, including the May 13-15 "1<sup>st</sup> leg" of the National Championship Triple Crown at White River Bowhunters in Bedford, IN.
    - I looked up this event online and found information corroborating the student's documentation.
  - **ITEM 3: Leah Newcomer** petitions to be excused from both ceremonies because of a previously scheduled family vacation.
    - We have the petition form including the student's wording:
      - *I will be in Canada on May 14, 2011 on vacation. We mad the plans before I knew that graduation was the same weekend.*
  
- Graduate Counseling
  - **ITEM 4: New course proposal--CN 654 Internship Completion**
    - Attached is the new course proposal that needs approval before the course can be offered this summer.
    - The class needs to be classified as 1 - 3 credit hours.
    - We will have a student or two who have not completed the 450 required internship hours and will need to enroll in this internship completion course in order for us to have income to pay the supervisor(s).

- Course description:
  - The course is a continuation of the Internship experience. This course becomes necessary if the student has not completed the requirement of direct clinical hours. Students will be required to enroll for the following credit hours based upon the number of direct hours needed: 0 - 50 direct hours needed: 1 credit hour; 51 - 99 direct hours needed: 2 credit hours; 100 or more direct hours: 3 credit hours.

Please comment on each of the four items.

Thanks!

Steve

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**Stephen D. Holtrop**

Associate Dean for Graduate and Adult Studies

**Huntington University**

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Graduate and Adult Studies Committee

Year-End Report 2010-2011

Members: Jerry Davis, Sarah Harvey, Steve Holtrop , Ann McPherran, Terrell Peace, Mike Rowley, Rick Upchurch, Margaret Winter, Nanette Yarde (graduate student)

Chair: Steve Holtrop

1. Approved new curriculum
  - a. EXCEL
    - i. Major in Marketing
    - ii. AA in Christian Ministry program
    - iii. TESOL program (adult format)
    - iv. New course in Global Business Experience (overseas trip)
    - v. Various new elective courses, including online options
  - b. Graduate Counseling
    - i. New course in Crisis and Trauma Counseling
    - ii. New course in Internship Completion
2. Reviewed academic policies and course descriptions
  - a. GRE requirement for Graduate Counseling program
  - b. Course descriptions in Graduate Counseling
  - c. Course descriptions in graduate Youth Ministry Leadership program
3. Reviewed petitions to graduate in absentia
  - a. Approved 5
  - b. Denied 2
4. Received presentation
  - a. Global Business Trips by Cornerstone University and Global Business Leadership Center

**GASC Minutes**  
**Virtual Meetings April-May 2011**  
**Finalized 5/5/11**

The following items have **passed**:

- EXCEL Course
  - Change OAX 130 Webpage Basics from 1 to 2 credits
- Graduate Counseling course proposal
  - New Course: CN 654 Internship Completion
- Petitions to Graduate in Absentia
  - Melissa Hall (work conflict)
  - Melissa Vincent (living in Mexico)

The following item was **denied**:

- Petition to Graduate in Absentia
  - Leah Newcomer (will participate in Graduation next year)

Recorded by Steve Holtrop, Chair

## Virtual GASC meeting -- results

**From:** Steve Holtrop

**Sent:** Tuesday, December 13, 2011 3:04 PM

**To:** Jerry Davis; Terrell Peace; Beth Burch; Margaret Winter; Michael Rowley; Sarah Harvey; Shelly Francka; Ann McPherran

**Cc:** Steve Holtrop

**Subject:** RE: **Virtual GASC meeting -- results**

Thanks for the 100% participation in the virtual voting.

Both proposals have passed unanimously:

1. Drop the Certificate Program in Business from the EXCEL program (catalog p. 277).
2. Drop ENX 100 College Writing (catalog p. 283)

Best wishes in finishing up exams, grading, etc. And have a great Christmas break, everyone.

Steve

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**Stephen D. Holtrop**

Dean of Graduate and Adult Programs

**Huntington University**

(260) 359-4166



**From:** Steve Holtrop

**Sent:** Wednesday, December 07, 2011 3:37 PM

**To:** Jerry Davis; Terrell Peace; Beth Burch; Margaret Winter; Michael Rowley; Sarah Harvey; Shelly Francka; Steve Holtrop; Ann McPherran

**Subject:** Virtual GASC meeting -- please respond

Members of the 2011-2012 Graduate and Adult Studies Committee:

I'd like to welcome the committee's new members for this year. I've been waiting for a few items to come up so we can have our first committee meeting, but it's now so late in the semester that I think a virtual meeting will be better than hauling people away from their grading and exam preparations.

We have two items that need actions from our committee:

1. Drop the Certificate Program in Business from the EXCEL program (catalog p. 277).
  - a. Rationale:
    - i. There is no interest in the program and no enrollment. The program was designed as an alternative revenue stream but did not gain traction.
    - ii. The federal government is requiring that institutions begin to track "gainful employment" data for all certificate programs. Since we have no students, we do not wish to be reporting data on this program to the government.

- iii. There are no financial or personnel implications in dropping this program.
2. Drop ENX 100 College Writing (catalog p. 283)
- a. Rationale:
    - i. This course was designed as a refresher course for BS degree completion students, whose writing often could use help and/or whose previous writing course was too old. The course ended up being lower level than EXCEL's writing course for the AS program. In addition, it was ineffective and annoying to students.
    - ii. All students (AS and BS seeking) with writing deficiencies will need to take ENX 133 Introduction to Writing. Assessment of student writing includes:
      - 1. All students write an essay as part of the program application.
      - 2. All students participate in before and after writing assessments that are scored on a national norm.
      - 3. Writing will be emphasized in more courses in the major.

Please indicate your vote to approve or not approve each of the two proposals.

I also have a couple of information items. For the new members, I've attached the year-end summary report on the committee's activities. For all of us, I've included as an FYI a copy of the minutes of an M.Ed. planning meeting I recently held with the Education Department. The main issue was the future of M.Ed. programs in light of state changes in teacher compensation policies.

I hope you all have a productive final week of the semester, and I look forward to your electronic votes on the EXCEL items. Please use "reply to all" with your votes or with any questions.

Steve

## Graduate and Adult Studies Committee Minutes 3/1/2012

Present: Beth Burch, Jerry Davis, Shelly Francka, Sarah Harvey, Steve Holtrop, Ann McPherrren, Terrell Peace, Mike Rowley, Margaret Winter

1. EXCEL program changes
  - a. Rationale for the proposed changes:
    - i. Strengthens the business core
    - ii. Better prepares students for a Bachelor's or Master's degree
    - iii. Makes it easier for transfer students who come in with an A.S. to graduate with a B.S. in 2 years
    - iv. Provides a more fluent and cohesive transfer in for Ivy Tech students (important for Fort Wayne consortium)
  - b. Changes to B.S. programs in Bus. Admin., Hum. Resource Mgmt., Marketing, and Not-for-Profit Leadership (**Approved**):
    - i. Require the following courses in the business core for these four programs:
      1. OM 116 Bus. Math
      2. OM 213 Mngmt Concepts
      3. OM 215 Comm. In Org.
      4. AC 241 Prin. Accting I
      5. AC 242 Prin. Accting II
      6. OM 351 Bus. Law
      7. OM 243 Intro. Marketing
    - ii. Eliminate the following courses from the catalog:
      1. OM 201
      2. OM 413
      3. OM 438
      4. OL 310
      5. MKX 400
      6. HR 360
      7. MKX 370
      8. OL 330
    - iii. Additionally:
      1. Require MKX 340 PR incl. social media in NFP Leadership program.
      2. Change OM 343 Managerial Economics to OM 2xx Principles of Economics.
      3. Make sure OM 215 Communication in Organizations is referred to with this course number on all documents (and not OM 313, its old number).
  - c. Changes to B.S. program in Accounting (**Approved**):
    - i. Require the following courses in this program:
      1. OM 116 Bus. Math
      2. OM 213 Mngmt Concepts
      3. OM 215 Comm. In Org.
    - ii. Eliminate as a requirement in this program:
      1. OM 303 Group & Org. Behavior
  - d. Changes to A.S. program in Organizational Management (**Approved**):
    - i. Require the following courses in this program:



1. OM 2xx Principles of Economics.
    2. OM 213 Mngmt Concepts
    3. OM 303 Group & Org. Behavior
  - ii. Eliminate the following courses from the catalog:
    1. OM 203
    2. OM 211
    3. OM 253
  - iii. Additionally:
    1. Change ARX 107 Digital Photography from 2cr. to 3cr.
2. Lifestyle expectations of non-traditional students
  - a. Dr. Jerry Davis asked for a discussion of this issue, especially as it pertains to students who cohabit with a significant other.
    - i. The committee discussed the issue and offered the following guidance:
      1. Maintain a tone of responsibility within reasonable expectations for independent adults.
      2. Avoid double standards across different graduate programs.
      3. Avoid expectations in reference to unwritten or unavailable institutional "rules."
3. Online student commencement expectations
  - a. Dr. Steve Holtrop asked the committee to provide feedback on the issue of requiring online students to attend commencement ceremonies.

Chair  
Steve Holtrop

**Graduate and Adult Studies Committee**  
**Minutes**  
**March 22, 2012**

1. **Present:** Beth Burch; Jerry Davis; Shelly Francka; Sarah Harvey; Steve Holtrop; Ann McPherran; Terrell Peace; Mike Rowley.
2. **Approved minutes** from 3/1/2012.
3. Proposal for an Occupational Therapy graduate program in Fort Wayne—conceptual proposal in that the actual courses will need to be approved a year from now for a fall 2013 launch.
  - a. Discussion centered on finding funding (the program would not launch without adequate funding), demand for O.T.M.'s and O.T.D.'s, and whether some specific courses could be taught or co-taught by grad counseling faculty.
  - b. The proposal was **approved**.
4. Proposal for a program change in the Youth Ministry Leadership program: reduce required credits in each concentration from 12 to 9.
  - a. Overall program still requires 36 total credits.
  - b. The change gives students more flexibility and reduces the wait for acceptable courses to reappear on the schedule.
  - c. The proposal was **approved**.
5. Proposal to modify a course in EXCEL—OM 400 Global Business Experience.
  - a. A new course description bolsters the academic rigor of this travel course.
  - b. Shelly Francka agreed to make some additional suggested modifications to the distributed course description to retain language about the travel component.
  - c. The proposal was **approved**.
6. Petition to graduate in absentia-- Justin Hanneken, YML student, will be on a mission trip in India.
  - a. Petition **granted**.
7. Decision to postpone appointment of a student representative to GASC.
  - a. Since our first meeting of this academic year wasn't until March, no student representative had been appointed for the year.
  - b. It is YML's turn to have a student rep on the committee, but the student would get only another month and a half to represent the graduate and adult programs.
  - c. The committee **concurred** that we should wait to appoint the next student representative until next academic year.
8. **Announcement:** Shelly Francka, Director of EXCEL, has passed her comprehensive exams for her doctoral program at North Central University in Arizona. She is now "ABD" and a doctoral candidate. Congratulations, Shelly.

Respectfully submitted,

Steve Holtrop

**From:** Steve Holtrop

**Sent:** Tuesday, April 10, 2012 1:49 PM

**To:** Jerry Davis; Terrell Peace; Beth Burch; Margaret Winter; Michael Rowley; Sarah Harvey; Shelly Francka; Ann McPherran

**Subject:** RE: GASC: Petitions to graduate in absentia

These petitions have passed. The previous one done by email also passed but I hadn't officially declared it. The three students are:

Melinda Zurcher – M.Ed.—baby due

Kate Draper—EXCEL—baby due

Janice Yoder—EXCEL Online—bridal shop owner in Illinois

I'll send Sarah the forms.

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**Stephen D. Holtrop**

Dean of Graduate and Adult Programs

**Huntington University**

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## Year-End Report of the Graduate and Adult Studies Committee

**From:** Steve Holtrop

**Sent:** Friday, April 20, 2012 10:00 AM

**To:** faculty

**Subject:** Year-End Report of the Graduate and Adult Studies Committee

The following persons served on the GASC this year:

- Beth Burch, Jerry Davis, Shelly Francka, Sarah Harvey, Steve Holtrop, Ann McPherran, Terrell Peace, Mike Rowley, Margaret Winter

The committee addressed the following issues this year:

- Approved program and catalog changes for existing EXCEL programs.
- Approved a proposal for a graduate program in occupational therapy in Fort Wayne. Recommended the proposal for faculty approval.
- Approved restructuring of the concentrations in the Youth Ministry Leadership program.
- Approved several petitions from students to graduate in absentia.
- Discussed commencement expectations for graduates of online programs.
- Discussed lifestyle expectations for students in non-traditional programs (graduate programs and adult programs).

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**Stephen D. Holtrop**

Dean of Graduate and Adult Programs

**Huntington University**

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## Proposal to Add a Concentration Option to the Master of Education Program

1. ***Degree concentration name:*** Master of Education in Teaching English to Speakers of Other Languages (M.Ed. in TESOL)
2. ***Rationale for the new concentration:*** Provides students with TESOL certification plus a master's degree
3. ***Proposal in a nutshell:*** Uses our existing TESOL certification courses as substitutes for some existing M.Ed. courses to provide a new master's degree option.
4. ***Target audience:*** local teachers, Chinese teachers, others wanting training in teaching English as part of a master's degree.
5. ***Key change needed to make this happen:***
  - a. Allow graduate credit option for the existing TESOL courses by adding additional expectations for the graduate students (see chart below).
  - b. Dual number these courses (e.g., 300 for undergrad credit, 500 for grad credit)
6. ***No new courses, sections, course offerings, or instructors will be needed.***
  - a. We are simply allowing existing TESOL courses to be taken in lieu of some M.Ed. courses to provide an additional M.Ed. track.
7. ***Approvals needed:***
  - a. The state Department of Education says it's fine to add this offering.
  - b. HLC has given us a blanket approval for master's degrees in education, counseling, and ministry. We will need to inform them of the additional concentration.
    - i. All instructors in the program must have at least a master's degree.
    - ii. We will collect syllabi so we are able to show how grad level expectations differ from the undergrad expectations for each course.
  - c. The HU Institute for TESOL Studies has met to develop this proposal.
  - d. The Education Department should provide feedback.
  - e. GASC needs to approve the course changes.
    - i. There is some HU precedent for dual listing courses as grad and undergrad: BR 414 and 415 were once dual listed.
  - f. Faculty does not need to approve since it's an addition to an existing program. E.g., GASC approved adding the generalist track to the M.Ed. two years ago.
  - g. We will inform ACC of any undergrad course number changes and the dual listing concept.

8. *Targeted implementation date:* Fall 2012

9. *Nuts and bolts:*

- a. The program will consist of 12 hours of current M.Ed. courses + 12 hours of TESOL courses with grad level expectations + 8 credits of classroom-based action research
  - i. Total credit hours: 32 (just like the other M.Ed. tracks)
- b. The M.Ed. courses we will require for this concentration:
  - i. Theory and Pedagogy
  - ii. Curriculum Design
  - iii. Action Research Methods
  - iv. Critical Readings OR Current Issues
- c. We will substitute four TESOL courses for existing M.Ed. courses. See course list below.
- d. TESOL students without prior multilingual field experiences will need to take an additional multicultural/multilingual practicum or build such exposure into their classroom-based data gathering phase of their research project.
- e. We will encourage students to follow this sequence (allows course completion within a calendar year):
  - i. 6-9 credits in the fall (1-2 TESOL courses, including an orientation course, with the schedule filled out with available M.Ed. courses)
  - ii. 3 credits in J-term (TESOL course)
  - iii. 6-9 credits in the spring (typically 1 TESOL course, 2 M.Ed. courses—students need to make sure to get Action Research course before leaving the area)
  - iv. 3-6 credits in the summer (M.Ed. courses from the summer offerings)
  - v. 8 credits action research (back in China or their classroom)
- f. **Students who have taken the undergrad TESOL courses and wish to transition into this graduate program will need to retake courses for which they wish to receive graduate credit.**

10. *Proposed course adjustments:*

Current Course Listing/Number	Proposed Undergrad Course Listing	Proposed Grad Course Listing	Additional Requirements for Graduate Credit
TE 233 Foundations of TESOL/EL	TE 233 Foundations of TESOL/EL	TE 533 Foundations of TESOL/EL	Directed & additional readings, longer research paper, and modified assignments
TE 234 Instructional Methods for TESOL/EL: Listening & Speaking	TE 334 Instructional Methods for TESOL/EL: Listening & Speaking	TE 534 Instructional Methods for TESOL/EL: Listening & Speaking	Additional reading and project work
TE 235 Instructional Methods for TESOL/EL: Reading & Writing	TE 335 Instructional Methods for TESOL/EL: Reading & Writing	TE 535 Instructional Methods for TESOL/EL: Reading & Writing	Additional reading and project work
CO 322 Intercultural Communication	CO 322 Intercultural Communication	CO 522 Intercultural Communication	Additional reading and project work

11. The *catalog changes in the TESOL section* of the catalog will include changes in the course numbers and descriptions as shown in the chart above.

a. E.g.:

i. TE 233:

1. TE 233 Foundations of TESOL/ELs (3 credits)
2. Students will be introduced to major issues related to Teaching English to Speakers of Other Languages. Students will examine the process of second language acquisition, acquire instructional skills for teaching ELs (English learners) and explore resources and opportunities.

ii. TE 533:

1. **TE 533** Foundations of TESOL/ELs (3 credits)
2. Students will be introduced to major issues related to Teaching English to Speakers of Other Languages. Students will examine the process of second language acquisition, acquire instructional skills for teaching ELs (English learners) and explore resources and opportunities. **Graduate students will have additional or modified reading and writing assignments.**

12. *Proposed catalog changes in M.Ed. section:*

a. Add catalog subsection:

- i. **The master of education program in teaching English to speakers of other languages requires the completion of 32 semester hours, including TE 533, TE 534, TE 535, CO 522, ED 599, ED 652, ED 654, ED 655, and either ED 651 or ED 653. Students pursuing this program must have access to a multilingual environment for their field-based action research project. This program enables the student to add English as a New Language (ENL) [English Learners (EL)] to an Indiana teaching license.**

b. Add additional course subsections and descriptions:

- i. **ED651 Current Issues in Teaching English to Speakers of Other Languages**
  - 1. Students examine current critical issues in the field of teaching English to speakers of other languages. Focus will be on current or recent research, writing and best practice in the field.
- ii. **ED652 Theory and Pedagogy in Teaching English to Speakers of Other Languages**
  - 1. This course examines current strategies, materials, issues and technology related to the teaching and learning of English to speakers of other languages. Current literature is investigated.
- iii. **ED653 Critical Readings in Teaching English to Speakers of Other Languages**
  - 1. This course includes individual readings on special topics related to the teaching and learning of English to speakers of other languages. The readings will typically involve significant classical or emerging works on the topic (books, these, monographs, etc.).
- iv. **ED654 Curriculum Design for Teaching English to Speakers of Other Languages**
  - 1. Students examine the integration of current theories of curriculum design with content standards in the planning of instruction for teaching English to speakers of other languages.
- v. **ED655 Field-Based Research Project in Teaching English to Speakers of Other Languages**
  - 1. Students will identify, plan and implement a field-based research project. The focus of the project will be on current or proposed practices in teaching English to speakers of other languages. Students must enroll in a minimum of five semester hours for this course, including at least two semester hours per year until the research project is completed.
  - 2. (8 credits)
  - 3. Prerequisite: ED 599 and consent



13. *Substitution chart:*

<b>Current M.Ed. Program</b>	<b>Proposed M.Ed. in TESOL</b>	<b>Current Undergrad TESOL Certificate Program with New Course Numbers</b>
	<b>TE 533 Foundations of TESOL/EL (3)</b>	TE 233 Foundations of TESOL/EL (3)
ED 520 Classroom Management (3)	<b>TE 534 Instructional Methods for TESOL/EL: Listening &amp; Speaking (3)</b>	TE 334 Instructional Methods for TESOL/EL: Listening & Speaking (3)
ED 525 Differentiated Instruction (3)	<b>TE 535 Instructional Methods for TESOL/EL: Reading &amp; Writing (3)</b>	TE 335 Instructional Methods for TESOL/EL: Reading & Writing (3)
ED 577 Integration of Technology (3)	<b>CO 522 Intercultural Communication (3)</b>	CO 322 Intercultural Communication (3)
ED 599 Action Research Methods (3)	<b>ED 599 Action Research Methods (3)</b>	
ED 6X1 Current Issues (3) <i>AND</i> ED 6X3 Critical Readings (3)	<b>ED 651 Current Issues (3)</b> <i>OR</i> <b>ED 653 Critical Readings (3)</b>	
ED 6X2 Theory & Pedagogy (3)	<b>ED 652 Theory &amp; Pedagogy (3)</b>	
ED 6X4 Curriculum Design (3)	<b>ED 654 Curriculum Design (3)</b>	TE 336 Curriculum Development for TESOL/ELs (3) (not required for certificate)
ED 6X5 Field-Based Research (8)	<b>ED 655 Field-Based Research (8)</b> <b>(Must include multilingual environment)</b>	TE 396 TESOL Practicum (3)
<b><i>32 semester hours total</i></b>	<b><i>32 semester hours total</i></b>	<b><i>15 semester hours total</i></b>

## **M.Ed. addition of TESOL proposal -Passed by GASC**

**From:** Steve Holtrop

**Sent:** Tuesday, June 12, 2012 11:37 AM

**To:** Margaret Winter; Beth Burch; Steve Holtrop; Shelly Francka; Ann McPherrren; Sarah Harvey; Terrell Peace; Michael Rowley

**Cc:** Blair Dowden; Del Doughty

**Subject:** **M.Ed. addition of TESOL proposal -Passed by GASC**

The Graduate and Adult Studies Committee has approved the attached proposal to add a TESOL track within the Master of Education program. Changes to the originally circulated proposal are in red.

Existing TESOL courses will be cross listed for graduate credit. Students receiving graduate credit will have additional work in each course. No additional sections or instructors will be necessary. We will discuss the dual listing concept with ACC in the fall.

GASC members attending this meeting were mwinter; bburch; sholtrop; sfrancka; amcpherrren; sharvey; tpeace.

Steve Holtrop