JHCOE Academic Affairs Minutes
January 16, 2015, 10am-11:30 P.M., GH 3100C (Dean's Conference Room)

In attendance: Susanna Hapgood, Berhane Teclehaimanot, Mary Ellen Edwards, Joan Kaderavek, Randall Vesely, Kelsy Krise, Mary Gibbons, Noela Haughton (guest), Virginia Keil (ex officio)

1. Minutes for the meeting 11/14/15 were unanimously approved with corrections, Mary Ellen Edwards attended the 11/14/2014 meeting; both student representatives Kelsy Krise and Chelsea Chandler attended the 11/14/14
2. The committee unanimously voted to table the discussion of the Program Revision: Educational Administration and Supervision Program because some further information is needed before AAC can vote on this program revision.
3. AAC approved the Program Revision and Courses: RESM 5220 & RESM 7220. (4 in favor and 1 abstention)
4. AAC charges the Honors Subcommittee to develop the following:
   • Materials for JHCOE honors students prior to moving to JHCOE professional education level classes (i.e. during honors’ students first years at UT to inform them about what to expect once in the College of Education).
   • Handbook of policies and guidelines for honors student within JHCOE. The handbook needs a subsection that describes guiding principles for faculty who are working with honors students (e.g., description and guidelines for the drafting of an honors learning contract, how alternative assignments versus additional assignments are preferable, and examples of high quality honors contract).
   • More clarification about the interface of the Honors College and the JHCOE Honors program (e.g., What can the student expect once they move to JHCOE honors program).
   • Short and long terms plans for disseminating information to faculty regarding honors programs as well as for supporting faculty to work with honors’ students.
5. AAC discussed the draft graduate handbook without considering program-specific sections (e.g., doctoral exams and program admission issues). AAC members are asked to read the draft handbook prior to the next AAC meeting and identify areas that need to be edited, removed, etc.
6. Meeting was adjourned at 11:40am.