

**AGENDA**  
**PROFESSIONAL EDUCATION COUNCIL**  
**3:30 - Wednesday, January 13, 2015**  
**GRH 3073**

I. Consideration of the Minutes from the November 11, 2015 meeting  
(Minutes can be found on the CEBS Main Web Page – click on Faculty & Staff and then Meetings  
Minutes and Agendas).

II. New Business

**A. Office of Teacher Services – College of Education and Behavioral Sciences**

- Candidates Completing Requirements for Admission to the Professional Education Unit  
December 10, 2015 to January 8, 2016
- Spring 2016 Student Teacher Candidate Report

**B. College of Health and Human Services – Department of Family and Consumer Sciences**

1. Create New Course – FACS 312 – Professional Ethics for Family Life

**C. Potter College of Arts and Letters – Department of Modern Languages**

1. Make Multiple Revisions to a Course – GERM 101 German I: Fundamental Communication
2. Make Multiple Revisions to a Course – GERM 102 German II: Social Communication
3. Make Multiple Revisions to a Course – GERM 201 German III: Cultural Communication
4. Make Multiple Revisions to a Course – GERM 202 German Speaking Lands

III. Other Business

Information Only –

- Discussion of PEC Composition - (brought back from November 2015 meeting)  
(PEC bylaws included in agenda packet)

# Candidates Completing Requirements for Admission to Professional Education Unit

December 10, 2015 – January 8, 2016

## ELEMENTARY

Bell, Ann Rachel
Boustani, Jennifer
Carroll, Megan
Griggs, Megan
Lancaster, Abigail
Logsdon, Hannah
Matthews, McKay
Mayes, Whitney
Newby, Jessica
Pollard, Renee
Sams, Allyson
Walker, Susie
Ward, Meagan
Wolfe, Destiny (Rhodes)
Young, Paige

**SPED**

Childers, Georgia
Ernwine, Emily
Stephens, Heather

**MIDDLE GRADES**

Allen, Brittany	SS/LA
Fisher, Sarah	Math
Kim, Bo	SS/LA
Powell, Hannah	Math

**SECONDARY**

Bautista, Katie	Biology
Bunch, Robert	Social Studies
Dennis, Catherine	English
Doyle, Kayla	Social Studies
Graves, Michael	Biology
Muccigrosso, Mara	English
Proctor, Robert	Social Studies

**K-12**

Compton, William	Music – Instrumental
Pardue, Chase	Music – Integrated
Yankey, Forrest	Music – Instrumental

**If there are any questions or concerns about the status of any candidate, the person with the question or concern should contact Dr. Sam Evans, Teacher Services (745-4664 or sam.evans@wku.edu) prior to the PEC meeting.**

**STUDENT TEACHER CANDIDATES FOR SPRING 2016  
QUALIFIED**

**\*\*\*STUDENT TEACHING APPLICATION ACCEPTED\*\*\*01/08/16**

<b>FIRST</b>	<b>LAST</b>	<b>MAJOR</b>
LEAH	ZURMEHLY	5-12/BUSINESS & MKTG
SAMANTHA	BOLES	5-12/FCS
KELSEY	DUDDING	5/12/FCS
CHARLOTTE	ALEXANDER	ELEMENTARY
EMILY	ALLEN	ELEMENTARY
CIARA	BAGLEY	ELEMENTARY
TESIA	BAILEY	ELEMENTARY
ISAAC	BELCHER	ELEMENTARY
LAUREN	BELL	ELEMENTARY
MELISSA	BOYLE	ELEMENTARY
RACHEL	BURBA	ELEMENTARY
KIERRA	CHANDLER	ELEMENTARY
PAIGE	CHANDLER	ELEMENTARY
OLIVIA	CHARLES	ELEMENTARY
JORDAN	COFFMAN	ELEMENTARY
LEAH	COLLINS	ELEMENTARY
KASEY	CONNER	ELEMENTARY
BRITTANY	DANIEL	ELEMENTARY
KATHERINE	DANIEL	ELEMENTARY
ELIZABETH	DAWSON	ELEMENTARY
BRITTANY	FOSTER	ELEMENTARY
ALYSSA	FROMMEYER	ELEMENTARY
MALLORY	FULKERSON	ELEMENTARY
BECKY	GARMON	ELEMENTARY
MacKENZIE	GOLDWASSER	ELEMENTARY
SHELBY	GORE	ELEMENTARY
MACKENZIE	GREENE	ELEMENTARY
KELSEY	GREGG	ELEMENTARY
JENNIFER	HENRY	ELEMENTARY
CALLIE	HICKS	ELEMENTARY
EMILY	HIGHTOWER	ELEMENTARY
HEATHER	HILL	ELEMENTARY
LAUREL	HUBER	ELEMENTARY
A. PEYTON	HUNLEY	ELEMENTARY
KATIE	JANOSKI	ELEMENTARY
SYDNEE	JOHNSON MILLS	ELEMENTARY
LINDSEY	KOHUT	ELEMENTARY

STORMI	LYON	ELEMENTARY
ERIN	MARCUM	ELEMENTARY
SARAH	McCARTY	ELEMENTARY
ROXANNE	McLEAN	ELEMENTARY
ASHLEY	MOODY	ELEMENTARY
KIMBERLY	MUFFETT	ELEMENTARY
CARSEN	MURT	ELEMENTARY
MARY	NEWTON	ELEMENTARY
JANNA	ONKST	ELEMENTARY
LINDSEY	OVERBY	ELEMENTARY
ELIZABETH	OWEN	ELEMENTARY
NICOLE	PATTON	ELEMENTARY
KENDALL	PENNINGTON	ELEMENTARY
SHAYLA	PIERRARD	ELEMENTARY
RACHEL	PINKLEY	ELEMENTARY
BAILEY	PINKSTON	ELEMENTARY
EMILY	POWELL	ELEMENTARY
LaDON	POWELL	ELEMENTARY
BRADEN	PROFFITT	ELEMENTARY
BETHANY	RINEHART	ELEMENTARY
MARGOT	SCHENNING	ELEMENTARY
MEGAN	SMITH	ELEMENTARY
DRUCILLA	SPINKS	ELEMENTARY
STEPHANIE	STILLWELL	ELEMENTARY
JULIE	STORCH	ELEMENTARY
ASHLEY	WELSH	ELEMENTARY
HOLLY	WHITE	ELEMENTARY
NICK	WILLIS	ELEMENTARY
JESSICA	WILSON	ELEMENTARY
MELISA	WOOSLEY	ELEMENTARY
NATALIE	WYNN	ELEMENTARY
STEPHANIE	AQUINO	IECE
BAILEY	SHEWMAKER	MGE/ENGLISH
SUMMER	SMOTHERS	MGE/ENGLISH
ALANA	CLANCEY	MGE/MATH
BILLY	CUNNINGHAM	MGE/MATH
BRADLEY	DUNCAN	MGE/MATH
SARAH	FISHER	MGE/MATH
AMANDA	FULTON	MGE/MATH
PRISCILLA	GORDEUK	MGE/MATH
EMILY	HOFFMAN	MGE/MATH
CORY	KLEINJAN	MGE/MATH

ALEX	LOVELL	MGE/MATH
AUDREY	MAYFIELD	MGE/MATH
MILLER	POGUE	MGE/MATH
MATTHEW	TERRY	MGE/MATH
ADRIAN	KLEINJAN	MGE/MATH/SCIENCE
CAROLYN	CONTRERAS	MGE/S.STUDIES/LA
RAVEN	FARRELL	MGE/S.STUDIES/LA
CLAY	FRANKLIN	MGE/S.STUDIES/LA
MORGAN	VanDerMEIREN	MGE/S.STUDIES/LA
JOSHUA	HARDISON	MGE/S.STUDIES/LA
KATELYNN	KERR	MGE/S.STUDIES/LA
NATHAN	PADEN	MGE/S.STUDIES/LA
TERESA	ROBINSON	MGE/S.STUDIES/LA
LAUREN	TOLLIVER	MGE/S.STUDIES/LA
EMILY	BUTTRAM	MGE/SCIENCE
CY	WILLIAMS	MGE/SCIENCE
LAUREN	OTTERSBACK	MGE/SEC/MATH
KATERRA	BORKOWSKI	MGE/SOCIAL STUDIES
JIANNA	MIRABELLI	P-12/ART
DANIEL	FINCH	P-12/MUSIC
ASHLEIGH	HARDIN	P-12/MUSIC
AUSTIN	HARMON	P-12/MUSIC
BENJAMIN	LEE	P-12/MUSIC
NOAL	McCLIMORE	P-12/MUSIC
TROY	PALMER	P-12/MUSIC
CHASE	PARDUE	P-12/MUSIC
JACOB	TABOR	P-12/MUSIC
SHELBY	WOOLDRIDGE	P-12/MUSIC
LIBERTY	CLAUD	P-12/PE
AUSTIN	CLAY	P-12/PE
LAUREN	MOATS	P-12/PE
KALEB	PARKS	P-12/PE
SARAH	WOOD	P-12/PE
VICTORIA	SNODDY	SEC/BIOLOGY
KARISSA	FLAHARDY	SEC/ENGLISH
J. HOPE	HINES	SEC/ENGLISH
AUSTIN	HOGUE	SEC/ENGLISH
KIRSTEN	HUNT	SEC/ENGLISH
MARIA	METZGER	SEC/ENGLISH
ABBY	POWERS	SEC/ENGLISH
McKENZIE	STINSON	SEC/ENGLISH
COURTNEY	INABNITT	SEC/MATH
HANNAH	KEITH	SEC/MATH

CHRISTOPHER	POTEET	SEC/MATH
CLAIRE	BELLAR	SEC/SOCIAL STUDIES
GABRIELLA	CROFFORD	SEC/SOCIAL STUDIES
MORGAN	DEATON	SEC/SOCIAL STUDIES
KAYLIE	DURHAM	SEC/SOCIAL STUDIES
REBECCA	HOPKINS	MGE/S.STUDIES/LA
BRIAN	STEINER	SPANISH
SARAH	BERGEN	SPECIAL EDUCATION
JORDAN	TALLEY	SPECIAL EDUCATION
ALEXANDRIA	WILCOX	SPECIAL EDUCATION

**QUALIFIED MAT CANDIDATES**

<b>FIRST</b>	<b>LAST</b>	<b>MAJOR</b>
NATHANIEL	CHAPMAN	P-12/FRENCH
JESSICA	GREER	P-12/SPANISH



**STUDENT TEACHER CANDIDATES FOR SPRING 2016  
NOT QUALIFIED**

**\*\*\*STUDENT TEACHING APPLICATION PENDING\*\*\*01/08/16  
(HAVE NOT COMPLETED 200 FIELD OBSERVATION HOURS)**

FIRST	LAST	MAJOR	D
KRISTINA	COATES	ELEMENTARY	FH
ANN	DECKER	ELEMENTARY	FH
KRISTI	HOSMON	ELEMENTARY	FH
SARAH	LARKIN	ELEMENTARY	FH
LINDSEY	McfARLAND	ELEMENTARY	FH
CHELSEI	MEREDITH	ELEMENTARY	FH
KRISTI	PIKE	ELEMENTARY	FH
HALEY	PORTER	ELEMENTARY	FH
CAITLIN	SMITH	ELEMENTARY	FH
JESSICA	SMITH	ELEMENTARY	FH
ALLYSON	TROMBLEY	ELEMENTARY	FH
MOLLY	CLARK	IECE	FH
BRANDY	DAVIS	IECE	FH
KERI	DEMENT	IECE	FH
DANIELLE	CROGHAN	MGE/MATH	FH
MARY	MAY	MGE/MATH	FH
MAXIMILLIAN	VALENTINE	MGE/SCIENCE	FH
EDWARD	BEAHM	MGE/SOCIAL STUDIES	FH
COLTEN	CARDWELL	MGE/SOCIAL STUDIES	FH
BRADY	HINTON	P-12/MUSIC	FH
KATIE	MORRISON	P-12/MUSIC	FH
LAURA	SNOW	P-12/MUSIC	FH
PAUL	VICKOUS	P-12/MUSIC	FH
D. ZACH	BEVERLY	P-12/PE	FH
KARA	BUCKLEW	P-12/PE	FH
JACOB	DeROSSETT	P-12/PE	FH
CESIA	HEINLEIN	P-12/SPANISH	FH
CANA	HERRON	SEC/ENGLISH	FH
LANE	EMBRY	SEC/SOCIAL STUDIES	FH

**MAT CANDIDATES**

FIRST	LAST	MAJOR	
RUSSELL	WEBB	5-12/BUSINESS & MKTG	FH
MARI	STANLEY	SEC/ENGLISH	FH
TONI	SCOTT	SPECIAL EDUCATION	FH

FH = Missing field observation hours

**STUDENT TEACHER CANDIDATES FOR SPRING 2016  
NOT QUALIFIED**

**\*\*\*STUDENT TEACHING APPLICATION PENDING\*\*\*01/08/16  
(THESE STUDENTS HAVE S.T. REQUIREMENTS IN PROCESS)**

FIRST	LAST	MAJOR	D
DOUG	WITTEN	5-12/AGRICULTURE	CA, FH
WHITNEY	BROWN	ELEMENTARY	X
WILLIAM	COMPTON	P-12/MUSIC	CA
CHASE	PARDUE	P-12/MUSIC	CA
FORREST	YANKEY	P-12/MUSIC	CA, FH
MARA	MUCCIGROSSO	SEC/ENGLISH	CA

CA = Not Admitted into Teacher Education

CP = Critical Performance Score Deficiency or Disposition Score Deficiency Pending

P = Repeating required coursework

X = Deficient GPA and/or other Student Teaching Requirement Deficiency

FH = Missing field observation hours / November 2015

**STUDENT TEACHER CANDIDATES FOR SPRING 2016**

**\*\*\*APPLICATION WITHDRAWN, 01/08/16\*\*\***

FIRST	LAST	MAJOR	DATE
Jordan	Richey	ELEMENTARY	01/04/16
Leta	Williams	SEC/ENGLISH	12/14/15
Robert	Williams	MGE/SOCIAL STUDIES	12/19/15
J. Bryson	Richey	P-12 MUSIC	01/05/16

College of Health and Human Services  
Dean's Office 745-8912  
Report to the Professional Education Council

The following item is submitted for consideration at the January 13 meeting of the PEC:

Type of Item	Description in Item and Contact Information
Action	Create a New Course FACS 312 Professional Ethics for Family Life Contact: Doris Sikora, <a href="mailto:doris.sikora@wku.edu">doris.sikora@wku.edu</a> , 270-745-3993

Proposal Date: October 14, 2015

**College of Health and Human Services  
Family and Consumer Sciences Department  
Proposal to Create a New Course  
(Action Item)**

Contact Person: Doris Sikora, [doris.sikora@wku.edu](mailto:doris.sikora@wku.edu), 270-745-3993

**1. Identification of proposed course:**

- 1.1 Course prefix and number: FACS 312
- 1.2 Course title: Professional Ethics for Family Life
- 1.3 Abbreviated course title: Prof Ethics for Family Life
- 1.4 Credit hours: 3
- 1.5 Grade type: standard letter grade
- 1.6 Prerequisites/corequisites: N/A
- 1.7 Course description: Exploration of professional and family ethical codes of conduct, dilemmas and moral decisions. Real life application using ethical decision-making, problem-solving, and critical thinking for interacting within family relationships and human services professions.

**2. Rationale:**

- 2.1 Reason for developing the proposed course: To create an appropriate course to meet accreditation requirements for the Associate degree in Early Childhood Education from National Association for the Education of Young Children (NAEYC) and as a necessary component for the Family and Consumer Sciences program in order to earn the Certified Family Life Education (CFLE) program approval from the National Council of Family Relations (NCFR) which in turn allows students to become Certified Family Life Educators.
- 2.2 Projected enrollment in the proposed course: 30
- 2.3 Relationship of the proposed course to courses now offered by the department: The Interior Design Fashion Merchandising program offers *IDFM 321 Professional Ethics & Issues Seminar* for their majors. It focuses on professional development strategies and resolution of ethical dilemmas both in the job search and workplace.
- 2.4 Relationship of the proposed course to courses offered in other departments: There are numerous ethics courses across other departments specific for their programs. e.g. NURS 408 PROFESSIONAL ISSUES, PHIL 320 ETHICS, PHIL 322 BIOMEDICAL ETHICS, PHIL 323 SOCIAL ETHICS
- 2.5 Relationship of the proposed course to courses offered in other institutions: All institutions that meet the CFLE requirements offer course/courses that meet the criteria for professional ethics. A sampling is listed below. Those that are bold are a benchmark school.

Institution	Course
<b>Eastern Kentucky University</b>	FCS 400 - Ethics and Advocacy in Family and Consumer Sciences
<b>Towson University</b>	FMST 297 – Preparing Human Service Workers: Pre-Internship

North Carolina State	YFCS 585 – Contemporary Issues in Youth, Family, and Community Sciences
<b>Indiana University</b>	SPH-F 430 - Professional Preparation in HDFS
University of Northern Iowa	FAMSERV 4190 Professional Practice in Family Services

**3. Discussion of proposed course:**

3.1 Schedule type: L- Lecture

3.2 Learning Outcomes: Upon completion of this course, students will be able to demonstrate the following:

- an understanding of the common ethical principles found in codes of ethics and standards of practice related to the profession in Child Studies, Early Childhood Education, Family and Consumer Sciences Education, and Family Studies,
- develop a functional awareness of individual ethical principles,
- identify appropriate interactions between family members and other human services providers which accurately reflect those outlined in related codes of ethics and/or standards of practice,
- demonstrate knowledge of the principles of respect for individuality and for people of diverse cultural backgrounds when rendering professional services,
- apply ethical and legal standards to situations common to the helping professions,
- participate in personal and professional reflection in terms of self-evaluation of ethical standards, morals, values, and professional effectiveness,
- evaluate problem-solving skills which reflect the application of ethics.

3.3 Content outline: The following topics will be covered:

- 3.3.1 The character and quality of human social conduct
- 3.3.2 Family-systems, preventive, and educational approach to individual and family issues
- 3.3.3 Codes of Ethics for NAEYC, NCFR and AAFCS
- 3.3.4 Professional practice
- 3.3.5 Formation of Social Attitudes and Values
- 3.3.6 Domains and scope of practice for family life educators
- 3.3.7 Upholding standards of confidentiality, sensitivity, and respect for children, families, and colleagues
- 3.3.8 Value Systems, Ideologies, and Theories
- 3.3.9 Recognizing and Respecting the Diversity of Values
- 3.3.10 Social Consequences of Value Choices
- 3.3.11 Ethics of Professional Practice
- 3.3.12 Professional attitudes, values, behaviors
- 3.3.13 The impact of personal ethical styles in personal and professional settings
- 3.3.14 Evaluate, differentiate, & apply diverse approaches to ethical issues & dilemmas

- 3.3.15 dealing with conflicting values
- 3.3.16 diverse cultural values & ethical standards
- 3.4 Student expectations and requirements:
  - Readings
  - Journal assignments
  - Discussion boards
  - Case Study
  - Mid-term and final exam
- 3.5 Tentative texts and course materials:
  - Nash, R. (2007). *“Real World” Ethics: Framework for educators and human services professionals (2<sup>nd</sup> Ed)*. Teachers College Press
  - Minnesota Council on Family Relations. (2009). *Tools for Ethical Thinking and Practice for Family Life Educators (2<sup>nd</sup> Ed.)* Minneapolis, MN: National Council on Family Relations
  - Houlgate, L.D. (1999). *Morals, Marriage, and Parenthood: An Introduction to Family Ethics*. Wadsworth Publishing Company.
  - Feeney, S., Freeman, N.K., & Pizzolongo, P.J. (2012). *Ethics and the early childhood educator: Using the NAEYC code (2<sup>nd</sup> ed.)* Washington D. C.: National Association for the Educators of Young Children
  - Miscellaneous Current readings

**4. Resources:**

- 4.1 Library resources: adequate
- 4.2 Computer resources: adequate

**5. Budget implications:**

- 5.1 Proposed method of staffing: current faculty as part of regular load rotation (taught once a year)
- 5.2 Special equipment needed: textbook and computer/online access

**6. Proposed term for implementation: Summer 2016**

**7. Dates of prior committee approvals:**

Family and Consumer Sciences Department	10/16/2015
CHHS College Curriculum Committee	Nov. 13, 2015
Professional Education Council	
Undergraduate Curriculum Committee	
University Senate	

**Potter College of Arts & Letters  
Office of the Dean  
745-2345**

Date: December 3, 2015

Potter College of Arts & Letters Departments submit the following items for consideration:

<b>Type of Item</b>	<b>Description of Item &amp; Contact Information</b>
Modern Languages	
Action	<b>Proposal to Make Multiple Revisions to a Course</b> GERM 101 German I: Fundamental Communication Contact: Tim Straubel, <a href="mailto:tim.straubel@wku.edu">tim.straubel@wku.edu</a> , 270-745-8897
Action	<b>Proposal to Make Multiple Revisions to a Course</b> GERM 102 German II: Social Communication Contact: Tim Straubel, <a href="mailto:tim.straubel@wku.edu">tim.straubel@wku.edu</a> , 270-745-8897
Action	<b>Proposal to Make Multiple Revisions to a Course</b> GERM 201 German III: Cultural Communication Contact: Tim Straubel, <a href="mailto:tim.straubel@wku.edu">tim.straubel@wku.edu</a> , 270-745-8897
Action	<b>Proposal to Make Multiple Revisions to a Course</b> GERM 202 German Speaking Lands Contact: Tim Straubel, <a href="mailto:tim.straubel@wku.edu">tim.straubel@wku.edu</a> , 270-745-8897

Proposal Date: 17 November 2015

**Potter College of Arts & Letters**  
**Department of Modern Languages**  
**Proposal to Make Multiple Revisions to a Course**  
**(Action Item)**

Contact Person: Tim Straubel, [tim.straubel@wku.edu](mailto:tim.straubel@wku.edu), 745-8897

**1. Identification of course:**

- 1.1 Current course prefix (subject area) and number: GERM 101
- 1.2 Course title: German I: Fundamental Communication

**2. Revise course title:**

- 2.1 Current course title: German I: Fundamental Communication
- 2.2 Proposed course title: Elementary German I
- 2.3 Proposed abbreviated title: Elem German I
- 2.4 Rationale for revision of course title: less confusing

**3. Revise course number: n/a**

- 3.1 Current course number:
- 3.2 Proposed course number:
- 3.3 Rationale for revision of course number:

**4. Revise course prerequisites/corequisites/special requirements: n/a**

- 4.1 Current prerequisites/corequisites/special requirements: (indicate which)
- 4.2 Proposed prerequisites/corequisites/special requirements:
- 4.3 Rationale for revision of course prerequisites/corequisites/special requirements:
- 4.4 Effect on completion of major/minor sequence:

**5. Revise course catalog listing:**

- 5.1 Current course catalog listing: Introduction to German through exploration of the students' personal world. Students will learn to express preferences, abilities, needs, and obligations; ask for information; describe people, places, and things in their world; and report their typical activities.
- 5.2 Proposed course catalog listing: Introduction to German through exploration of the students' personal world: expressing preferences, abilities, needs, and obligations; asking for information; describing things in their world; and reporting their typical activities.
- 5.3 Rationale for revision of course catalog listing: To describe the goals and outcomes of the course concisely.

**6. Revise course credit hours: n/a**

- 6.1 Current course credit hours:
- 6.2 Proposed course credit hours:
- 6.3 Rationale for revision of course credit hours:



- 7. **Revise grade type: n/a**
  - 7.1 Current grade type:
  - 7.2 Proposed grade type:
  - 7.3 Rationale for revision of grade type:
  
- 8. **Proposed term for implementation:** Fall 2016
  
- 9. **Dates of prior committee approvals:**

Department of Modern Languages  
Potter College Curriculum Committee  
Professional Education Council  
General Education Committee (if applicable)  
Undergraduate Curriculum Committee  
University Senate

November 17, 2015  
December 3, 2015  
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Proposal Date: 17 November 2015

**Potter College of Arts & Letters**  
**Department of Modern Languages**  
**Proposal to Make Multiple Revisions to a Course**  
**(Action Item)**

Contact Person: Tim Straubel, [tim.straubel@wku.edu](mailto:tim.straubel@wku.edu), 745-8897

**1. Identification of course:**

- 1.1 Current course prefix (subject area) and number: GERM 102
- 1.2 Course title: German II: Social Communication

**2. Revise course title:**

- 2.1 Current course title: German II: Social Communication
- 2.2 Proposed course title: Elementary German II
- 2.3 Proposed abbreviated title: Elem German II
- 2.4 Rationale for revision of course title: less confusing

**3. Revise course number: n/a**

- 3.1 Current course number:
- 3.2 Proposed course number:
- 3.3 Rationale for revision of course number:

**4. Revise course prerequisites:**

- 4.1 Current prerequisites: German 101 or equivalent
- 4.2 Proposed prerequisites: German 101 or Novice Mid Proficiency
- 4.3 Rationale for revision of course prerequisites:  
To reflect pedagogical goals in language education and show the changes in requirements at the university level.
- 4.4 Effect on completion of major/minor sequence: none

**5. Revise course catalog listing:**

- 5.1 Current course catalog listing: Extension of German I that moves toward increased linguistic and social awareness of German-speaking cultures. Students will use the past tense, demonstrate basic understanding of aspects of the German-speaking world, and be able to give information on course topics.
- 5.2 Proposed course catalog listing: Continued development of communication on topics related to everyday life in cultural context. Target proficiency: at least Novice High.
- 5.3 Rationale for revision of course catalog listing: To describe the goals and outcomes of the course concisely.

**6. Revise course credit hours: n/a**

- 6.1 Current course credit hours:
- 6.2 Proposed course credit hours:

6.3 Rationale for revision of course credit hours:

**7. Revise grade type: n/a**

7.1 Current grade type:

7.2 Proposed grade type:

7.3 Rationale for revision of grade type:

**8. Proposed term for implementation: Fall 2016**

**9. Dates of prior committee approvals:**

Department of Modern Languages

Potter College Curriculum Committee

Professional Education Council

General Education Committee (if applicable)

Undergraduate Curriculum Committee

University Senate

**November 17, 2015**

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**December 3, 2015**

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Proposal Date: 17 November  
2015

**Potter College of Arts & Letters  
Department of Modern Languages  
Proposal to Make Multiple Revisions to a Course  
(Action Item)**

Contact Person: Tim Straubel, [tim.straubel@wku.edu](mailto:tim.straubel@wku.edu), 745-8897

**1. Identification of course:**

- 1.1 Current course prefix (subject area) and number: GERM 201
- 1.2 Course title: German III: Cultural Communication

**2. Revise course title:**

- 2.1 Current course title: German III: Cultural Communication
- 2.2 Proposed course title: Intermediate German I
- 2.3 Proposed abbreviated title: Interm German I
- 2.4 Rationale for revision of course title: less confusing

**3. Revise course number: n/a**

- 3.1 Current course number:
- 3.2 Proposed course number:
- 3.3 Rationale for revision of course number:

**4. Revise course prerequisites:**

- 4.1 Current prerequisites: GERM 102 or equivalent
- 4.2 Proposed prerequisites: GERM 102 or Novice High Proficiency
- 4.3 Rationale for revision of course prerequisites: To reflect pedagogical goals in language education and show the changes in requirements at the university level.
- 4.4 Effect on completion of major/minor sequence: none

**5. Revise course catalog listing:**

- 5.1 Current course catalog listing: Helps students strengthen basic language skills while continuing to broaden cultural awareness of German-speaking societies. Students produce brief reports related to course topics and express opinions simply. Includes literature, film and fine arts. Taught in German.
- 5.2 Proposed course catalog listing: Strengthen communicative abilities on a broader range of topics. Emphasis on social interaction and practical uses of the language. Target proficiency: Intermediate Low.
- 5.3 Rationale for revision of course catalog listing: To reflect updates in language education pedagogy.

**6. Revise course credit hours: n/a**

- 6.1 Current course credit hours:
- 6.2 Proposed course credit hours:

6.3 Rationale for revision of course credit hours:

**7. Revise grade type: n/a**

7.1 Current grade type:

7.2 Proposed grade type:

7.3 Rationale for revision of grade type:

**8. Proposed term for implementation: Fall 2016**

**9. Dates of prior committee approvals:**

Department of Modern Languages

Potter College Curriculum Committee

Professional Education Council

General Education Committee (if applicable)

Undergraduate Curriculum Committee

University Senate

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**November 17, 2015**

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**December 3, 2015**

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**Potter College of Arts & Letters**  
**Department of Modern Languages**  
**Proposal to Make Multiple Revisions to a Course**  
**(Action Item)**

Contact Person: Tim Straubel, [tim.straubel@wku.edu](mailto:tim.straubel@wku.edu), 745-8897

**1. Identification of course:**

- 1.1 Current course prefix (subject area) and number: GERM 202
- 1.2 Course title: German Speaking Lands

**2. Revise course title:**

- 2.1 Current course title: German Speaking Lands
- 2.2 Proposed course title: Intermediate German II
- 2.3 Proposed abbreviated title: Interm German II
- 2.4 Rationale for revision of course title: less confusing

**3. Revise course number: n/a**

- 3.1 Current course number:
- 3.2 Proposed course number:
- 3.3 Rationale for revision of course number:

**4. Revise course prerequisites:**

- 4.1 Current prerequisites: GERM 201 or equivalent
- 4.2 Proposed prerequisites: GERM 201 or Intermediate Low Proficiency
- 4.3 Rationale for revision of course prerequisites: To reflect pedagogical goals in language education and show the changes in requirements at the university level.
- 4.4 Effect on completion of major/minor sequence: none

**5. Revise course catalog listing:**

- 5.1 Current course catalog listing: Introduction to geography, social structures, and recent history. Material drawn from literature, popular culture, and the Internet. Students learn to read short texts and express opinions about them. Taught in German.
- 5.2 Proposed course catalog listing: Students to create with language, maintain communication, explore topics in greater detail. Material drawn from literature, popular culture and the internet. Target proficiency: Intermediate Mid.
- 5.3 Rationale for revision of course catalog listing: To reflect updates in language education pedagogy.

**6. Revise course credit hours: n/a**

- 6.1 Current course credit hours:
- 6.2 Proposed course credit hours:
- 6.3 Rationale for revision of course credit hours:

- 7. **Revise grade type: n/a**
  - 7.1 Current grade type:
  - 7.2 Proposed grade type:
  - 7.3 Rationale for revision of grade type:
- 8. **Proposed term for implementation:** Fall 2016
- 9. **Dates of prior committee approvals:**

Department of Modern Languages  
 Potter College Curriculum Committee  
 Professional Education Council  
 General Education Committee (if applicable)  
 Undergraduate Curriculum Committee  
 University Senate

November 17, 2015  
December 3, 2015  
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Approved 11/12/03  
Revision approved  
7/15/08  
Revision approved  
09/09/09  
Revision approved  
06/08/11  
Revision approved  
03/14/12

**PROFESSIONAL EDUCATION COUNCIL**  
**Western Kentucky University**  
**Bylaws**

**I. NAME OF THE ORGANIZATION**

The name of this body is the Professional Education Council of Western Kentucky University.

**II. PURPOSE**

The Professional Education Council of Western Kentucky University has as its purpose to provide planning, oversight, and direction for all of the University's professional education programs.

**III. FUNCTIONS**

- A. To make recommendations to appropriate bodies and/or officials regarding academic programs, academic policies, and scholastic regulations pertaining to professional education courses and programs at Western Kentucky University
- B. To review and act upon all proposals submitted to it by departments and programs within the University
- C. To initiate studies and develop policies pertaining to the curriculum, to scholastic regulations, or to other matters referred to the Professional Education Council by the Dean of the College of Education and Behavioral Sciences, the Provost/Vice President for Academic Affairs, or the University Senate
- D. To recommend to appropriate bodies and/or officials the establishment of new programs for the preparation of students to meet professional, state, and institutional standards for practice in Preschool through Grade 12 settings
- E. To establish and implement policies and standards for admission to professional education
- F. To establish and implement policies and standards for admission to student teaching
- G. To review and act upon applications for admission to professional education and applications to do student teaching
- H. To receive and review annual reports regarding the assessment of programs leading to certification by Kentucky's Education Professional Standards Board
- I. To receive and review annual reports regarding the use of assessment data in programs leading to certification by Kentucky's Education Professional Standards Board
- J. To provide oversight of student progress (including student teaching, internships, and other field experiences) toward program completion



- K. To make decisions and hear student appeals regarding admission to and continuance in the university's professional education programs, and to hear appeals of decisions to dismiss students from programs leading to certification by Kentucky's Education Professional Standards Board.
- L. To establish subcommittees as needed for accomplishing the work of the Council

#### **IV. COMPOSITION OF THE PROFESSIONAL EDUCATION COUNCIL**

- A. **Ex-officio Members** (voting)
  - 1. Dean, College of Education and Behavioral Sciences (chair)
  - 2. Associate Dean for Academic Programs, or other college faculty member or administrator appointed by the Dean (vice chair)
  - 3. Director, Office of Teacher Services and School Relations
  - 4. Director, EdD program
- B. **Elected Faculty Members** (voting)
  - 1. Each academic department/unit that offers a program leading to certification by Kentucky's Education Professional Standards Board (EPSB) may elect one faculty representative per program area. A "program area" is defined as a content area in which an EPSB-approved graduate and/or undergraduate major is offered.
  - 2. Graduate Council representative
  - 3. University Senate representative
- C. **Student Members and Alternates** (voting)
  - 1. One undergraduate student representative and one undergraduate student alternate representative, both enrolled in programs leading to certification by Kentucky's Education Professional Standards Board, and appointed by the Student National Education Association
  - 2. One graduate student representative and one graduate student alternate representative, both enrolled in programs leading to certification by Kentucky's Education Professional Standards Board, and appointed by the Professional Education Council
- D. **Professional Educator Members and Alternates** (voting)
  - 1. One classroom teacher appointed by the Kentucky Education Association. One alternate classroom teacher representative may be appointed.
  - 2. One school principal, superintendent, guidance counselor, school psychologist, or pupil personnel director appointed by the Executive Director of the Green River Regional Educational Cooperative. One alternate representative may be appointed.
- E. **Advisory Members** (non-voting)
  - 1. University Registrar
  - 2. Teacher Certification Officer
  - 3. Associate Dean for Accountability and Research

The Dean may appoint other advisory members as appropriate.

## V. QUALIFICATIONS AND TERMS OF OFFICE

### A. Faculty

1. **Membership Qualifications:** Individuals holding full-time faculty appointments are eligible for election as representatives to the Professional Education Council.
2. **Term of Office:** Elected faculty representatives shall serve two-year terms that begin August 15 of the first year and end twenty-four months later on August 14 of the second year. Elections to fill vacancies shall be conducted by the department where the vacancy has occurred and shall be only for the unexpired term. Faculty representatives are eligible for re-election.

### B. Students

1. **Membership Qualifications:** Student representatives must be enrolled in programs leading to certification by the Education Professional Standards Board and are appointed by the Student National Education Association.
2. **Term of Office:** Student representatives shall serve one-year terms and may be reappointed.

### C. Professional Educators

1. **Membership Qualifications:** The classroom teacher representative and alternate shall be appointed by the Kentucky Education Association. The school principal, superintendent, guidance counselor, school psychologist, or pupil personnel director representative and alternate shall be appointed by the Executive Director of the Green River Regional Educational Cooperative.
2. **Term of Office:** Professional educator representatives shall serve two-year terms.

## VI. OFFICERS OF THE PROFESSIONAL EDUCATION COUNCIL

- A. **Chair:** The Dean of the College of Education and Behavioral Sciences shall serve as chair.
- B. **Vice Chair:** The Dean of the College of Education and Behavioral Sciences shall appoint a vice chair from among the college faculty or administrators.
- C. **Secretary/Recorder:** The Chair shall appoint a Secretary/Recorder, who need not be a member of the Professional Education Council.

## **VII. COMMITTEES OF THE PROFESSIONAL EDUCATION COUNCIL**

### **A. Standing Committees**

#### **1. Academic Policy Committee**

The Academic Policy Committee shall have as its purpose to develop, implement, and review academic policies related to programs in professional education. Five members shall be appointed by the Chair from the membership of the Professional Education Council, with no more than two members from any one college. The members of the Academic Policy Committee shall select one member to serve as chair. Meetings will be called as needed.

#### **2. Admission and Retention Committee**

The Admission and Retention Committee shall have two purposes: to hear appeals regarding denial of admission to programs leading to certification by Kentucky's Education Professional Standards Board, and to review the status of students admitted to certification programs and make recommendations regarding continuance. Five members shall be appointed by the Chair of the Professional Education Council from the membership of the Council: one PEC member who holds a professional certificate in education; three university faculty members, at least one of whom represents a department outside the College of Education and Behavioral Sciences; and the vice chair of the Professional Education Council, who shall serve as chair of the Admission and Retention Committee. Meetings will be called as needed. The committee may propose such rules as it deems necessary for the conduct of committee business, and these rules must be approved by the full Professional Education Council.

### **B. Ad Hoc Committees**

The Chair of the Professional Education Council may create ad hoc committees as needed and may appoint members of ad hoc committees from either the membership or from outside the membership, as appropriate to the purpose for which the ad hoc committee is created.

## **VIII. AMENDMENTS TO BYLAWS**

Amendments to the Bylaws of the Professional Education Council require a two-thirds majority vote of the membership for adoption.

## **IX. RULES AND PROCEDURES OF THE PROFESSIONAL EDUCATION COUNCIL**

### **A. Organization**

1. **Chair:** The Chair shall preside at the meetings of the Professional Education Council and shall be responsible for seeing that the agenda is prepared and that the minutes of the meetings are properly kept. The Chair may create ad hoc committees as needed and may appoint members thereto.

2. **Vice Chair:** The Vice Chair shall preside at meetings of the Professional Education Council in the absence of the Chair and shall assume other duties at the request of the Chair.

3. **Secretary/Recorder:** The Secretary/Recorder shall be responsible for preparing the agenda for all meetings, keeping the minutes for all meetings, and notifying the members of all meetings.

B. **Meetings**

1. **Schedule:** Regular meetings of the Professional Education Council shall be held on the second Wednesday of the month at 3:30 PM. Exceptions may be made for holiday periods. June and July meetings shall begin at 2:00 PM. Special meetings may be called at the discretion of the Chair.
2. **Quorum:** A quorum shall consist of a simple majority of the voting members of the Professional Education Council.
3. **Parliamentary Authority:** the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority of the Professional Education Council.
4. **Voting Requirements:** An affirmative vote of a majority of those present shall be required for passage of motions. Normally, voting shall take place by voice or by show of hands, but any member may request a vote by secret ballot, and that request shall be granted.

*Discussion* pertaining to a specific department/unit may be conducted without representation from that department or unit. However, *action* on any matter pertaining to a specific department or unit shall occur only if a representative from that department/unit is present.

On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If a member objects to making a decision by voting electronically, a meeting shall be called at a time announced by the Chair.

5. **Visitors:** All meetings shall be open to visitors, but visitors may be seated separately from members. The privilege of addressing the members of the Professional Education Council may be granted to a visitor at the Chair's discretion.
6. **First and Second Readings:** Most matters brought before the Professional Education Council require only one reading. Proposals to amend the bylaws of the PEC and proposals related to other substantive matters, as determined by the Chair, require two readings. Prior to a vote on a motion, a member may move to require two readings on that motion. The motion to require two readings may be debated, and it requires approval by two-thirds of the voting members present. If the Chair has ruled that a matter requires two readings, a member may move to waive the second reading. The motion to waive the second reading may be debated, and it requires approval by two-thirds of the voting members present.

7. Agenda and Minutes: The agenda for a meeting of the Professional Education Council and the minutes of the previous meeting shall be prepared by the Chair with the assistance of the Secretary/Recorder. Items for inclusion on the agenda must be submitted to the Secretary/Recorder by the deadline stipulated by the Chair. All proposals must follow the formats established by the Undergraduate Curriculum Committee. The agenda and the minutes of the previous meeting shall be distributed to Professional Education Council members a reasonable time prior to the meeting.

8. Alternates: A faculty member who cannot attend a meeting is responsible for designating another faculty member in the member's department (or unit of representation) to attend and vote in the member's place. A student member who cannot attend a meeting shall be responsible for designating another qualified student member to attend and vote in the member's place. Professional educator members who cannot attend a meeting are asked to notify their appointed alternates to attend and vote in the member's place. The member should provide the alternate with agenda materials. Members are expected to notify the Secretary/Recorder when they have asked alternates to attend in their places.

A member who misses two consecutive meetings or three non-consecutive meetings within an academic year without sending his/her alternate may be removed from office if a majority of the Professional Education Council votes to recommend removal. The department of the member who has been removed will then be contacted and asked to elect another representative.