

**Prairie View A&M University**  
**Whitlowe R. Green College of Education**  
**Curriculum and Instruction Departmental Meeting Minutes**

March 5, 2008

Wilhelmina Fitzgerald Delco Building, Room 305

Members Present:

Mr. Willie Adams  
Dr. Clarissa Gamble-Booker  
Dr. Douglas Butler  
Dr. Judith Hansen  
Dr. Mary Hawkins  
Dr. Debra Johnson  
Dr. Kaarin Perkins

**Call to Order**

The meeting was called to order at 1:19 by Dr. Butler.

**Old Business**

**Degree Plans Report**

Dr. Butler informed faculty they are to use the degree plan worksheets provided by The Higher Education Coordinating Board to create our revised degree plans.

Courses may not be cut from the University Core. We must add an economics course to the Interdisciplinary Major Core.

All undergraduate degree plans are to have a maximum of 120 credit hours. Dr. Butler further advised faculty degree plan substitutions will not be granted unless dire circumstances necessitate the request.

The degree plans are due to Dr. Butler on Monday March 10, 2008.

Dr. Booker requests the minutes reflect her request the Department receive the assistance of consultants in revising our degree plans.

There will be a document forthcoming with information on state mandated degree plan deadlines, as well as the dates indicating the final administration of the EC-4 certification exam and the first administration of the EC-6 certification exam.

**New Business**

Dr. Butler informed faculty he has sent an electronic copy of the SACS Matrix of Relevant Qualification to Support Learning Outcomes. All faculty are required to complete this matrix and submit it to Dr. McFrazier by March 15<sup>th</sup>.

Meeting adjourned at 1:37

Respectfully submitted,

Dr. Kaarin Perkins