

May 2, 2012

TO: CEHD Chairs

FROM: Ken Bartlett, PhD, Associate Dean for Graduate, Professional, and International Programs

SUBJECT: LSP and Curriculum Council review of teacher licensure courses and programs

In May 2009, the Curriculum Council voted to approve a proposal for the Licensed School Professionals (LSP) group, headed by then-Associate Dean Mary Trettin, to review and recommend courses and programs related to teacher licensure. LSP has both a general assembly and steering council, which meet separately each month. This memo serves as confirmation of the original 2009 agreement for how courses and new/revised programs related to teacher licensure are reviewed and approved in the college.

Departmental courses related to teacher licensure must first be reviewed and approved by the department, then reviewed and recommended by LSP steering, then reviewed and approved by Curriculum Council. LSP steering functions similar to the undergraduate and graduate subcommittees of Curriculum Council in how it reviews syllabi for not only Board of Teaching standards, but also best practices in curriculum, including course information, assignments, goals and objectives, reading material, relevant academic policies, and other information as described in the University's policy on syllabus requirements (see <http://www.policy.umn.edu/Policies/Education/Education/SYLLABUSREQUIREMENTS.htm>). EDHD courses related to teacher licensure are reviewed and recommended by LSP steering, the graduate subcommittee, and the Curriculum Council.

Additionally, minor program changes related to teacher licensure are reviewed and approved by the department, LSP steering, and the Curriculum Council. Major program changes and new programs related to teacher licensure must be reviewed and approved by the department, LSP steering, the graduate or undergraduate Curriculum Council subcommittee, and the full Curriculum Council. A member of LSP steering will attend the monthly full Curriculum Council meeting when a recommendation for approval of a licensure-related course and/or minor program change is to be made. For more information on course review and approval, please see the Curriculum Council website

(<http://intranet.cehd.umn.edu/governance/Committees/CurriculumCouncil/>). Two documents with flow charts outlining the review and approval process for teacher licensure-related courses and programs are enclosed. Please do not hesitate to contact me with questions and concerns.

Encl.

CC: Linda Jones, PhD, Professor, Chair of Curriculum Council

Mistilina Sato, PhD, Associate Professor, Chair of LSP, Acting-Director, EDRC