Present: Dr. G. Hack, Dr. M. Hart, Dr. M. Marsiske, Dr. G. Miller, Dr. C. Prins and Ms. B. Minisci (transcriber)

- Action Items follow up: Dr. Hack sent out a revised version of the Learning Objectives and Educational Scholarship Teaching Competencies. This language will be reviewed further at a later date.

- Syllabus Teaching Competency – Members noted there are required pieces in a syllabus that must always be present according to university guidelines. Members agreed Group Two’s Syllabus Competency needed to be condensed and all-encompassing rather than including syllabus subsections. Levels were discussed as follows:
  o Level one – Null
  o Level two – Faculty member has created a syllabus on their own and has incorporated some critical elements of the PHHP’s syllabus template, but has not fulfilled all requirements
  o Level three – Syllabus includes all required fields
  o Level four – Syllabus is consistent with the template and it’s requirements while being tailored to its specific audience—the students
  o Level five – Syllabus maintains all required fields and there is clear evidence of enhancement
    - Examples: Interactive, added visual appeal, marketable language, course tailoring

- Action Point: Members agreed on language in levels one-three. It was agreed that levels four and five language would need reworking.

- Action Item: Dr. Hack will write up the revisions to the Syllabus Competency’s levels and send out for feedback prior to the next meeting.

Next Meeting: Friday, April 29, 2016 from 11 am – 12 pm in HPNP 4142