**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, November 12, 2021**

**10:45am-12:45pm, WH 2005**

**Hyflex**

***Present:*** *Edric Johnson, Courtney Luedke, Anne Stinson, Ozgul Kartal, May Vang Melanie Schneider, Jenna Cushing-Leubner, Wade Tillett, & Lucinda Heimer*

**Present via WebEx:** *Yao Fu,, Karla Saeger, James Hartwick, Liesl Gapinski, Kristen Monday, Denise Roseland, Kelly Hatch, and Carmen Rivers*

**Absent/excused:** *Julie Minikel-Lacocque, Kristen Linzmeier, and Kelly Pankratz*

***Minutes Recorder:*** *Stephanie Berto/Lucy Heimer*

*Lucinda Heimer, C&I Department Chair called the meeting to order at 10:55 AM.*

1. **Updates and check in.**
	1. Update C&I website
		1. Went live November 4th
		* Marketing is aware of issues with the new UWW website and are slowly addressing changes. If any immediate concerns, let Lucy know.
2. **Announcements**
	1. Office of Research and Sponsored Programs Presentation (11:00am)
		* Provided handouts on services available to help find funding and put proposals together for faculty/staff
	2. COVID updates
		* Please complete any requests from HR regarding COVID or training requirements.
	3. Professional Photographer Dec.10th Dept Meeting
		* Meeting is in-person and photographer is scheduled for 11AM
	4. Advising Evals Tools- review 2 examples (Denise/Carmen)
		* Examples of the advising tools used will be sent with the November Meeting Minutes.
		* Over the past few years at the constituency committee level we have gotten push back re: our lack of a tool. Our C&I standards suggest we show ‘evidence’ of advising success. A tool could take the pressure off of junior faculty. P&P may look at this related to standards in support of junior faculty.
	5. Feedback/update on modality proposal from Provost’s office
* Lucy submitted the insights from the google doc (thank you!) Other colleges had no comment. Departments in COEPS had quite a few suggestions that will be shared with the Provost.
	1. Grad sign up thank you
* Graduation for December 2021 will be back to pre-COVID numbers, though masks will be required as per campus protocol.
* Faculty & staff are to attend once a year and can go in spring 2022 if not comfortable for December’s ceremony.
	1. P&T process over
* Thank you from Lucy for everyone’s time and energy in the review process, everything is now with Dean Fox to review.
	1. Amy Stevens - adaptive ed minor please send students to the minor advisor
	2. Fall 2022 - for scheduling purposes kept department meetings on 2nd Friday same time we can revisit day/timing if there is interest.
	3. Reminders from Stephanie
		1. New Process for Late add and Class adjustment PDF
		+ Student completes and faculty signs. Faculty email Lucy and cc Stephanie with the attachment.
		1. Student worker google doc-remember to add tasks to this doc
		2. Sunshine Fund-if you still want to give money see Stephanie. In the past the fund was used for faculty/staff events (coffee/food/etc) and/or life events - birth, death, cards/flowers etc. This can be opened for discussion as it was suggested that the fund be donated to the DREAM Scholars fund in the spring.
		3. Bulletin Boards-if you want student workers to help decorate the faculty assigned & content area bulletin boards please email Stephanie
	4. Other updates
		1. Lucy sent a spring load email on 11/1 based on info WINS. Thanks for confirming your info. If you have updates please let Lucy know asap. In addition, if you have a pref. for supervision assignments (PreST or Final) please share that ASAP before Dec 15.
		2. Dr. Watson has joined the C&I team as of November 1st. Spring will include supervision and Dr. Watson, the reading faculty, and Lucy will review department needs for assignments moving forward.
		3. Field Placement Questions
		+ For fall 2022, PreST were offered an alternative assignment as placements were still pending.
		+ If students have to quarantine due to COVID contact Fred Trotter
		+ Let Lucy know if you have placement concerns or questions.
		+ The benefits of in-person field supervision were discussed.

 **iv.** Salary - 2 % raise expected for January, still waiting for budget vote.

(Update 11/17 watch for forms to sign)

1. **Action Items, Discussion & Activity**
	1. Approve minutes October 8, 2021

Motion to approve minutes/second: Tillett/Luedke

Abstain:0

Unanimous vote to approve minutes from October 8, 2021

1. **University updates (committees/faculty senate)**
	* 1. Faculty Senate Updates (Ozgul)-No updates
2. **COEPS Committees Reports**
	* 1. International Education Committee (Melanie)- No Updates
		2. Student Scholarship Committee (Edric, Courtney, Kristen)-No Update until Spring 2022
		3. Faculty/Staff Awards Committee (Ozgul)-No Update
		4. Strategic Planning and Budget Committee (Annie)
			+ Feedback-Annie would like ideas for growth of the department and what ideas do you have, what can be made better?
				1. Heritage Language Program was shared as a past example, it was suggested that be suggested again this year and others are welcomed to send ideas to Annie, ASAP.
		5. Technology Committee (Carmen)-No updates
		6. Inclusive Excellence and Diversity Committee (Jenna)-Committee is working on the spring 2022 Forum and the focus will be mental health.
* Email Jenna on ways you would appreciate support around mental health.
	+ 1. Constituency Standards (Lucy)-Purple books will be reviewed by the committee in December and move to the Provost.
		2. College Curriculum (Kelly, Denise)-Proposals for review are now required to be sent a week in advance; meeting on Thursday and so need proposals the Thursday prior to meeting.
* Yao will look into revising meeting time/day for Curriculum & Scheduling committee to meet the new proposal deadline.
	+ 1. TELFE (Kristen, Yao, Karla)-No Update
		2. Salary (May, James)-No Update
* A question was raised regarding the re-titling process in HR.
1. **Department Committee Reports:**
	1. Curriculum & Scheduling (Yao Chair)
		1. Carmen, Kristen, Julie M-L, Kelly P, Ozgul, Edric
* Next meeting is December 3rd
	1. Personnel & Policy (Liesl Chair)
		1. James, Melanie, Kelly, Karla, May, Annie
* Committee is currently working on C&I Handbook, recruitment, and the new formula for supervision
* Lucy proposed the committee may also review the advising tools shared today.
	1. CORE (Wade Chair)
		1. Jenna, Courtney, Denise, Ozgul
			+ Writing group-
* Committee members feel the writing group is very helpful to have others read publications and give feedback
* Please send Wade Tillett any articles or writing for the committee to review and give feedback prior to when committee meets
	+ - * Scholar tips
				1. Bring laptops for Google scholar
* Due to internet issues for the Google Scholar presentation, Denise will record a tutorial video to show how to set up your profile.
	+ - * C&I Faculty Research Interest
				1. Presentations on research interests

Ozgul-Teaching and Learning Mathematics:

<https://docs.google.com/presentation/d/1257SVXu4iTCxH7HjeNR9viZ9RTbB4DP1vjaef-PSG0o/edit?usp=sharing>

 ii. Courtney-How Students of Color are socialized in the academy: <https://courtneylluedke.com/>

* 1. MSEPS Council (Wade)-No Update
	2. Secondary Program Coordinators (James)

● Met on Oct. 8th and discussed the tenure line (e.g. English Ed/Reading)

● Committee appreciates Stephanie helping with the Student Teaching Placement Data google doc for the Field Office

● Concerns of placement for pre-student teaching and if it is a structure issue

* 1. Reading/Literacy (May/Kelly/Annie/Kelly P)-No Updates
	2. Elementary/Middle Education (Yao)-Committee met on Nov. 12 about program re-design and will share revised report next week.
	3. ECE (Carmen, Kristen, Lucy)-Committee is continuing to focus on accreditation, self-study and ramping up for re-design to make it a four-year program.
	4. ESL/BE (Melanie, Jenna, Julie)-Met with Lana on Thursday, and committee was updated on DPI developments.
	5. Business/Marketing Ed. (Karla, Denise)-Meeting with the audit and review team for self-study and five-year continuation - excellent report.

● Graduate program is up for audit and review

* 1. HELEAD (Courtney)-No Updates
	2. Search and Screen (2 searches)
		1. Art – Edric/Yao
* Working on finalizing interview questions and qualifications, and Yao sent paperwork to HR for approval.
	+ 1. ESL/BE – Courtney
* 30 applicants for the position
* Nov. 23rd will finalize applicants for phone interviews
* December—phone interviews will take place
* January—on-campus interviews will take place

Edric Johnson moved to adjourn, May Vang Seconded, meeting adjourned at 12:44 p.m.

**Materials Distributed (attached and/or handout at the meeting)**

**Remaining Department Meeting Dates for 2021-22 WH 2005:**

**10:45-12:45 on the second Friday of each month (except January):**

**Dec 10 (F2F), Feb 11(Hyflex), Mar 11 (Hyflex), April 8 (Hyflex), May 13 (F2F)**

**Since neither the department nor the College have standardized ways of measuring advising performance, I did a little lit review on advising back in 2018, set goals for my own performance, and collect basic data to examine my performance.**

**My personal advising goals**

**1. *Number of Contacts an Advisor Makes*: I initiate email contact with my advisees 6 times each year: twice in fall, twice in spring, once in summer, and once within the first few weeks of the fall term**

**2. *Time on Calls with Student*s: average time on call/meeting with each advisee in 2020-21 school year 17 minutes**

**3. *Student Retention Rates***

**4. *Student Feedback* (focused on Quality of our Interaction and Engagement)**

**5. *Accuracy and Thoroughness*: One way to identify gaps in accuracy and thoroughness is to review the complaints and grievances that cross the Chair & Dean’s desk.**

**I choose 9 questions from the following 3 categories each term and send to my advisees via a Qualtrix link.**

**Scale for responses Strongly agree, Agree, Neither Agree not disagree, Disagree, Strongly Disagree**

**Knowledgeable**

**1. My advisor provides information about registration.**

**2. My advisor provides information regarding my academic program.**

**3. My advisor refers me to the appropriate campus offices to resolve roadblocks to progress.**

**4. My advisor suggests academic resources (Registrar’s Office, Reference Librarian, CARE team, Writing Center, Tutoring, etc.)**

**Available**

**6. My advisor is on time for advising appointments with me.**

**7. My advisor provides sufficient time for advising appointments.**

**8. My advisor maintains an open line of communication.**

**9. My advisor is available when I need assistance.**

**10. My advisor responds to my requests in a timely fashion (e.g., e-mail, phone calls).**

**Supportive**

**11. My advisor respects my decisions.**

**12. My advisor encourages academic success.**

**13. My advisor provides me with choices and options.**

**14. My advisor encourages me to assume an active role in planning my degree.**

**15. My advisor seems to understand my perspective.**

***Q0.* As my role as your Academic Advisor, I am interested in learning from you how well I am meeting your needs and what I could do to better meet your needs as a UW-Whitewater EC student. Please complete this brief questionnaire by 1/15/2021.**

***Q9.* Which program are you enrolled in:**

* **ECCE (Early Child Care and Education)**
* **ECE (dual license program)**

***Q1.* Please rate my ability to help you understand your program plan; the requirements you need to meet in order to graduate.**

|  |  |  |
| --- | --- | --- |
| **3 - Exceeds Expectations** | **2 - Meets Expectations** | **1 - Below Expectations** |

***Q2.* Please rate my ability to help you find the classes you need to follow your AAR or Advising Plan.**

|  |  |  |
| --- | --- | --- |
| **3 - Exceeds Expectations** | **2 - Meets Expectations** | **1 - Below Expectations** |

***Q3.* Please rate my ability to help you enroll in the classes you need based on your AAR or Advising Plan.**

|  |  |  |
| --- | --- | --- |
| **3 - Exceeds Expectations** | **2 - Meets Expectations** | **1 - Below Expectations** |

***Q4.* Please rate my responsiveness toward meeting your academic needs.**

|  |  |  |
| --- | --- | --- |
| **3 - Exceeds Expectations** | **2 - Meets Expectations** | **1 - Below Expectations** |

***Q5.* What three words would you use to describe me in my role as your academic advisor?**

***Q7.***

**Thank you very much for responding and I hope you have a relaxing break**