**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, August 27, 2021**

**10:00am-12:00pm, Via Webex**

**Present:** Yao Fu, Edric Johnson, Ozgual Kartal, Courtney Luedke, Carmen Rivers, Kristen Linzmeier, Kelly Hatch, Anne Stinson, Karla Saeger, Denise Roseland, Julie Minikel-Lacocque, James Hartwick, Melanie Schneider, Jenna Cushing-Leubner, Wade Tillett, Liesl Gapinski, May Vang, Kelly Pankratz & Lucinda Heimer

**Absent/excused**: Kristen Monday

**Minutes Recorder: Stephanie Berto**

Lucy Heimer called the meeting to order at 10:00 AM.

1. **Welcome Back: The elephant in the rooms/on the screens**
	1. A new road map
	2. Welcome Kelly Pankratz – Reading
	* *Members shared updates, insights and centered the need to reconnect for the first section of the meeting.*
2. **Announcements**
	1. COVID updates
		1. COEPS Canvas announcements section
		2. Warhawks are back: <https://www.uww.edu/warhawks-are-back>
		* *Lucy shared the links above and suggested these as the most up to date to check.*
	2. Syllabi reminder: course syllabi must be uploaded
	3. Revamp of COEPS committees (See below)
	4. P&T Reviews and sign up
* *It was discussed at the meeting to either have those up for review complete a CANVAS page or attach documents to an email. It was decided to attach CV, narrative and perf eval to an email to tenured faculty 1 week before the review date. A canvas site may be created by the candidates but is not mandatory.*
* *PBs book due to Stephanie’s office 9/7 4 pm and for consultation 10/1*
	1. Staffing/Searches
		+ *We hope multiple faculty searches (4) this academic year will be approved dependent on pending staffing moves. More will be shared in Sept.*
	2. MFA – process (fob or Duo)
* *Faculty and staff should contact Stacey Rocha (**rochas@uww.edu**) to set up an appointment for MFA access by December 2021.*
* *Option for a fob or app on cell phone (Duo)*
* *The process may impact multiple online processes including our work with students.*
	1. Individual meetings with Lucy
* *Lucy will send out a google doc with sign-up times*
	1. Reminders from Stephanie
		1. Winterim and Summer 2022 Google Doc
* *Due to Stephanie by Sept 6th*
	+ 1. Student workers
* *We have one student worker hired and hope to hire at least 3 more. If needing work done, submit one week in advance.*
	+ 1. Door schedules
* *Stephanie will re-send the door schedule template*
	1. Other updates

**Action Items, Discussion & Activity**

1. **Approve minutes (future item as we have not had synchronous meetings)**
2. **COEPS Committees Reports**
	1. International Education Committee – will continue but will meet only once a semester
	2. Scholarship and Awards Committee – will be split into two committees to reduce the workload; one will focus on Student Scholarships; the other will focus on Faculty/Staff Awards
	3. Strategic Planning and Budget Committee – will continue with membership asked to revise the name, mission, and purpose to better reflect the work of recent years and moving forward
	4. Technology Committee – will continue with membership asked to revise its mission and purpose to better reflect the work; The COEPS Technology Center Coordinator will chair the committee in an ex-officio capacity
	5. Inclusive Excellence and Diversity Committee – will continue and add the Associate Dean as an ex-officio member
	6. Constituency Standards
	7. College Curriculum
	8. Graduate Programs
	9. TELFE
3. **Department Committee Reports:**
	1. Curriculum & Scheduling
	2. Personnel & Policy
	3. Assessment committee to shift to CORE
* *Discussion of replacing the assessment committee with CORE – focus on research, scholarship and publication – PR for dept/COEPS*
* *\*Formal motion to: Create a Research Committee as a recognized department level committee made by Wade Tillett*
* *Seconded : Courtney Luedke*
* *Discussion – questions were raised including – 1) Would CORE be one of three mandatory committee choices? 2) If so, what work is required and how is it connected at the college level? 3) Will a 3rd committee (CORE) allow enough people to focus on the work of curriculum and P&P? Many ideas were shared and it was decided to vote to approve the committee during the meeting 8/27 and vote at the 9/10 meeting whether to approve as one of the 3 mandatory committees. On the sign-up sheet there are numbered spaces for the 3 committees. There was also discussion about having a subcommittee of CORE as a ‘writing group’. Anyone could join and a part of the writing group and the curric committee or P&P.*
* *Vote was taken: Unanimous vote in favor of CORE Committee*
	1. MSEPS Council (Wade)
	2. Secondary Program Coordinators
	3. Reading/Literacy
	4. Elementary/Middle Education
	5. ECE
	6. ESL/BE
	7. Business/Marketing Ed.
	8. HELEAD
	9. Search and Screen (2 searches) stay tuned
* *Meeting was adjorned at 12:00*

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

**Remaining Department Meeting Dates for 2020-21 WH 2005:**

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

Sept 10, Oct 8, Nov 12, Dec 10, Feb 11, Mar 11, April 8, May 13

**Recommended steps for compliance with mandatory face covering**
The compliance/classroom management issues are the same as any other conflict management on our campuses. A helpful parallel is the use of safety gear such as goggles in a lab. Nonacademic disciplinary procedures should continue to be applied.

Suggested Language for Discussing Requirement with Students

* Remind students that face coverings have been required by the university’s administration in all classrooms and buildings. They are mandatory based on the advice of medical professionals because, combined with physical distancing and other measures, they help protect both the health of others and the person wearing the mask. Remind students that if they cannot wear a face covering due to their own health concerns, they should contact CSD to seek a formal accommodation.
	+ As necessary or when it feels appropriate, continue to remind students that we are all in this together and that face coverings are required in all buildings, classrooms, labs, and meeting spaces; physical distancing, hand washing, etc. are important for everyone to do. Don’t shy away from mentioning how weird this experience is for everyone and thank them for helping to keep us all safe and healthy, at school and, in the classroom.
	+ If a student is not wearing a face covering, it would be best to quietly check to see if they forgot it or whether there is a health-related concern preventing them from wearing a mask. If so, refer them to CSD to seek a formal accommodation.
	+ If a student forgets a face covering,
		- Offer them a one-time use mask to wear. “Please do so now before class/event begins.”
		- “Feel free to return to your room/car/apartment to get yours.”
		- “They are mandatory in all spaces on campus.”
	+ If a student refuses to wear a face covering:
		- Submit a report to the Dean of Students Use the COVID reporting form, <https://www.uww.edu/dean-of-students/reporting-forms#covid-19-concern-reporting-form>The Dean of Students Office will follow up with the student, and inform the instructor/faculty/staff of the outcome as necessary.
		- “I will need you to please leave. You are welcome to return when you’re willing to wear a mask.”
		- "Please come back (to the classroom) when you are willing to wear a mask. The point of the mask is to protect others as well as yourself and it is a campus requirement."
		- If appropriate, “You have the option to participate in class remotely/online.”
	+ If a student then refuses to leave:
		- Submit a report using COVID reporting form: <https://www.uww.edu/dean-of-students/reporting-forms#covid-19-concern-reporting-form> The Dean of Students Office will follow up with the student, and inform the instructor/faculty of the outcome as necessary.
		- “Class, we will take a ten-minute break and resume class at that time.”
	+ If the situation has escalated to the point when it is unmanaged and fully disrupted, call University Police at 262-472-4660.

Dear Student,

The class you are requesting to take virtually is being offered face to face or hybrid. Please contact your advisor to see if there are courses which are planned for online instruction that you can take instead of this course. If you have a documented disability and that is why you are requesting to take the course virtually, please contact the Center for Students with Disabilities (CSD).

CSD serves UW-Whitewater students with physical, learning, sensory, psychological, health-related, or other disabilities substantially affecting a major life activity (i.e. walking, hearing, seeing, breathing, or learning).  Apply now for services at the Whitewater or Rock County campuses. Please note that if you are applying now for services, it can take a couple of weeks for the review to take place. Remote accommodations are reviewed on a case by case basis.

<https://www.uww.edu/csd/apply-now>