**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, September 10, 2021**

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

**Format F2F**

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

***Absent/excused:*** *Kelly Hatch*

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

*Lucinda Heimer, C&I Department Chair called the meeting to order at 10:52 AM.*

1. **Updates and check in.**
* Lucy provided thanks to Julie ML for her work for four years as a dept Chair.
* Thanks were shared by faculty/staff including enjoying F2F classes, welcome of new staff, creating sections to support students, etc.
* Melanie let the dept know she will be retiring as of summer 2022 we offered congratulations and thanks.
* Lucy gave out flowers of recognition for: Tenure (May & Karla); Tenure Promotion (Wade, Julie, & Lucy); Innovation Award (Karla & Denise); MCClellan Award (Edric): University advising (Carmen)
1. **Announcements**
	1. COVID updates
		1. COEPS Canvas announcements section
		2. Warhawks are back: <https://www.uww.edu/warhawks-are-back>
* Faculty and staff were asked to go to this website for any updated information regarding COVID.
	+ 1. Covid dashboard <https://www.uww.edu/warhawks-are-back/dashboard>
		2. Need for online students to report vaccination status (over 500 students) ECCE others?
			- *Faculty and staff were asked to have online students report vaccination status. See attachment from Elizabeth Watson.*
	1. Course modalities will be clarified for fall 2022 – F2F, hybrid, online, web-based. Clarification will include the use of synchronous and asynchronous formats for online/web-based. Currently those do not include synchronous meetings.
		+ - Questions were asked and addressed including definitions for hybrid, web based and online. Students are able to read notes in WINS to understand attendance requirements. **Lucy** is going to work with Lana to get clarification on the rule/language. Lucy asked faculty/staff to continue to share questions/ideas to clarify the terms.
	2. Research dissemination – $1,000 for faculty
		+ - Lucy will look into the status of support for IAS.
	3. Thoughts re: Publication costs
		+ - Email Lucy ideas of how much money would be needed to support publications. Lucy will check into how funds could be spent (i.e. open access only versus paying other types of costs for editing, transcribing etc.)
	4. Syllabi reminder: course syllabi must be uploaded
	5. P&T Reviews and sign up – see attachment
		1. Canvas for full reviews not required but can be created and shared with tenured faculty.
		2. Consult PB books due Oct 1, will schedule meetings (2) mid to the end of Oct.
			+ Lucy thanked everyone again for being available for the reviews and for the tenured faculty for making time to sit in on the reviews. Modality was discussed and Lucy will look into this and get back to the tenure faculty re: hyflex option for review meetings.
	6. Staffing/Searches (4 lines exist 2 approved for the fall)
		+ - Opportunity for fall 2021 to join search committee for open and approved lines. Edric and Yao are chairing the art search.
			- Courtney asked to be on the ESL/BE search committee.
	7. MFA – process (fob or Duo)
		+ - There is either a phone app to download (free) or a duo fab that can be bought with dept funds but also check with Stephanie as there is one someone can use and bring to ICIT for access.
	8. Individual meetings with Lucy – Thank YOU!
	9. Class size guidelines – sharing now for input in October. Currently other departments are implementing. Please share your questions/comments via email before Oct 8 mtg.
		+ - Discussions from meeting on class size guidelines: included concerns regarding load and ‘workcreep’. The guidelines were discussed regarding overload and underload. Last spring faculty received payment following the guidelines for above enrollment numbers and 1:1 consultation occurred for under enrolled classes. The question of implementation (i.e. college or department level) was discussed. Lucy will follow up with administration and other dept chairs.
			- Lucy encouraged faculty/staff to set up individual meetings with her to share concerns, to allow others to have a voice.
			- There was discussion of class size and what is marketed for UWW as class size.
			- The question was raised whether online and F2F may be treated differently.
			- The question was raised regarding averaging class size across individual load. Lucy acknowledged that work had been done on P&P and she will follow up with Wade and others to learn more about that process.
	10. Course evals – working to revamp (e.g.gender question).
		+ - If you give paper evals, please make sure to update eval and take out question on gender identity.
	11. Reminders from Stephanie
		1. Fall 2022 course review in Oct
		2. Student workers
			+ Copies/scans/work lead time
			+ Idea was brought up to post the schedule of student workers outside the office with their names as well as a picture of the students.
			+ Hoping to have a total of 5 students working in the office throughout the week/days
			+ Stephanie will create a google doc to share with faculty/staff who have tasks for the students to work on.
		3. Door schedules
			+ Please continue to send door schedules to Stephanie to post outside offices but send the document in a portrait format.
		4. Vacation day 9/17
	12. Other updates

**Action Items, Discussion & Activity**

1. **Approve minutes August 27, 2021**
* Correct the spelling of Jenna’s last name
* *Motion to approve: Wade Tillett*
* *Seconded: Denise Roseland*
* *Unanimous vote to approve*

Wade Tillett moved to approve that the department:

Create a Research Committee as a recognized department level committee and third alternative to P&P and Curriculum (though people could be on more than one if they choose). This committee shall be entitled CORE – Culture of Research in Education.

Seconded: Courtney Luedke

Discussion;

* The charge is to increase the visibility of research in our department, and to facilitate a culture of research. This committee will serve all department members engaged in research and grant-writing, as desired. Anyone in the department could give any published work to the committee for marketing, for example.
* Concern was raised about the need for support with curriculum as there is a heavy lift for curriculum with redesign efforts
* If something is currently required of the other two committees, what is required of the CORE?
* Can the requirement for CORE be a direct line to P&P and help coordinate research opportunities, get feedback on grant applications?
* CORE Committee can help support graduate student work or be a supportive ally.
* Committee has great potential for student involvement and research and can also help at the COEPS college-level too.

Annie Stinson moved to add a friendly amendment to the proposal pilot the CORE committee for one year recognized as one of the three department level committees.

Calling to vote: Edric Johnson

Abstain: 2

Opposed: none

Motion moved forward

A new google sign-up doc will be made with the 3 department level committees to sign-up for.

1. **COEPS Committees Reports (10) None as committees are forming**
	1. International Education Committee (Melanie)
	2. Student Scholarship Committee (Edric Johnson, Courtney Luedke, Kristen Linzmeier)
	3. Faculty/Staff Awards Committee (Ozgul)
	4. Strategic Planning and Budget Committee (Annie)
	5. Technology Committee (Carmen)
	6. Inclusive Excellence and Diversity Committee (Jenna)
	7. Constituency Standards (Lucy)
	8. College Curriculum (Kelly)
	9. Graduate Programs (Denise)
	10. TELFE (Kristen, Yao, Karla) make sure there is time in each meeting to get the feedback you need.
2. **Department Committee Reports:**
	1. Curriculum & Scheduling (Yao Chair)
		1. Carmen, Kristen, Julie M-L, Denise, Ozgul, Edric
	2. Personnel & Policy (Annie Chair?)
		1. James, Melanie, Kelly, Liesl, May (need at least 1 more)
	3. CORE (Wade Chair)
		1. Jenna, Courtney
			1. Writing group – James, Ozgul, Denise, Melanie Others?
	4. Assessment (as needed not activated 2021-22)
	5. MSEPS Council (Wade)
	6. Secondary Program Coordinators (James)
	7. Reading/Literacy (May/Kelly)
	8. Elementary/Middle Education (Yao)
	9. ECE (Carmen, Kristen, Lucy)
	10. ESL/BE (Melanie, Jenna, Julie)
	11. Business/Marketing Ed. (Karla, Denise)
	12. HELEAD (Courtney)
	13. Search and Screen (2 searches)
		1. Art Edric Chair – Yao co-chair or second search?
			1. Courtney, Kristen?,
		2. Second search – chair? May?

Future meeting format was discussed. The October 8th meeting will be Hyflex. Wade will help with the tech. Stephanie will send the WebEx link in Outlook for Oct. 8th. Meeting modality will be discussed and decided for the year on Oct 8th (Webex, F2F, Hyflex).

Edric Johnson moved to adjourn, Wade Tillett seconded, meeting adjourned at 12:44 p.m.

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

*Notice to remote/online students to report their COVID vaccine status and/or remote status.*

P&T review schedule

CORE committee overview

COEPS Enrollment guidelines

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

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

Oct 8 (Webex), Nov 12 (F2F), Dec 10 (Webex), Feb 11(F2F), Mar 11 (Webex), April 8 F2F), May 13 (Webex)

Greetings folks,

I wanted to provide an update there are still 544 online students who have not completed a test, filed a vaccine, or reported totally remote…Thank you all in advance for your support and collaboration. The below is a sample email you can adapt to your program’s needs. You can also work with UMC on any points of clarification or questions.

Cheers,
Elizabeth

We would ask that you please send or communicate the following to all of your online students/programs:

Date

Dear (student)

(your department/college introduction)

If you have uploaded your vaccine status or updated your remote status please disregard this email and thank you. For students who have not done so please read below and take one of the following actions.  These are the next steps for you according to Interim Chancellor Henderson’s [order](https://www.uww.edu/documents/warhawks-back/Chancellors-Order-08242021.pdf). Students who are not currently vaccinated must be tested weekly through September 30, 2021.

Students are encouraged to report their [completed vaccine](https://www.uww.edu/warhawks-are-back) status.

Students can update their [remote status](https://www.uww.edu/warhawks-are-back) by completing the vaccine status and choose the remote only option.

\*Remote status from Spring 2021 semester was NOT carried over to the Fall 2021 semester.

\*Students who choose this option are verifying the information is correct. Providing false or misleading information will be referred to the Dean of Students Office.

\*Students who need to come to campus MUST update their status by contacting the COVID-19 hotline at 262-472-1362 or  **covid19info@uww.edu** *prior* to returning to campus and comply with all COVID-19 safety protocols, including testing.

Students can schedule a [COVID test.](https://www.uww.edu/warhawks-are-back/testing#uw-whitewater-students)

Students who do not take any of the above actions will be contacted by the Dean of Students Office as out of compliance. If you have questions about COVID-19 resources or protocols please contact the COVID-19 hotline at 262-472-1362 or covid19info@uww.edu or review the [Warhawks are Back](https://www.uww.edu/warhawks-are-back) website will all updates and resources.

Regards,

XXXXX from your department

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| --- | --- |
| Jenna Cushing-Leubner (5th year, tenure) | Monday, Sept 27th 3-5  |
| Denise Roseland (4th year review) | Friday, Oct 1st 11:30-1:30\*  |
| Kristen Linzmeier (Full review for contract not tenure)( | Friday, Oct 15th 10:30-12:30\* |
| Kelly Hatch (P&T 6th year review) | Friday, Oct 15th 1-3 |

Proposal (Updated 9/8):

Create a Research Committee as a recognized department level committee and third alternative to P&P and Curriculum (though people could be on more than one if they choose). This committee shall be entitled CORE – Culture of Research in Education.

The charge is to increase the visibility of research in our department, and to facilitate a culture of research. This committee will serve all department members engaged in research and grant-writing, as desired. Anyone in the department could give any published work to the committee for marketing, for example

Purposes:

* Outreach
	+ to facilitate department author marketing, pr, blogs, social media, press release, etc
	+ to celebrate and highlight research accomplishments so that department, university, and students are aware of department members as scholars
	+ to issue some awards, press releases, etc.
* Advocacy
	+ to share with the department and/or advocate for substantial supports for engaging in research and grant-writing
* Writing support
	+ to facilitate a writing group(s) open to all department members. This writing group’s aim is:
		- to provide accountability, feedback, and/or audience for research, creative works, and grants
		- to provide support to each other
	+ to aid all departmental tenure-track faculty in meeting research requirements
	+ to provide the department with research tips, strategies, processes
* Collegiality
	+ to share and make each other aware of the research interests of departmental members
	+ to facilitate collaboration if desired

DRAFT Undergraduate Course Enrollment Guidelines for COEPS Starting Spring 2021 (pilot fall 2020)

Starting in the spring of 2021 we will implement class size guidelines. These guidelines are meant to offer consistency and equity across courses. These guidelines address both minimums and maximums without regard to the mode of how the course is taught. Faculty and staff are not required to teach online, there are numerous sources for professional development related to teaching online and because we have not had a mechanism for offering financial support for large classes that are face to face so we will eliminate the lower caps for online courses.

100 level courses:
∙ Class size of 50, additional compensation for over 50, $40 per student per credit

200 level courses:
∙ Class size of 40, additional compensation for over 40, $40 per student per credit

300 and 400 level courses:
∙ Class size of 30, additional compensation for over 30, $40 per student per credit

Faculty/teaching academic staff may allow up to 10 students over the above listed class size. There will be exceptions to the class sizes above. Some of the possible exceptions are:

* Courses that are held in a space that can only accommodate a certain number of students. These details will be worked out between the instructor and department chair.
* Field study, student teaching and internships at the undergraduate level are calculated differently and each department determines this formula.

For PEPROF 201, 270, 302, 415 and 471 (Human Performance laboratory courses), instead of the above rule, lecture sections with caps above 48 students will count for an extra instructor load credit, and two hours of lab count as 1 instructor load credit.

Department chairs and instructors should be monitoring course enrollments especially for courses, which have historically had lower numbers. If it is determined that the course should be offered even though the enrollment is low then the instructor of the course will also agree to additional responsibilities so as to be more equitable across the departments and the college. Some possible means by which to do this:

∙ In departments where there is supervision, instructors can take on additional supervision (for someone teaching a 300 or 400 level, 3 credit course):

o Enrollment of less than ten students, the equivalent of 2 credits of supervision assigned o Enrollment of less than 20 students, the equivalent of 1 credit of supervision

∙ For departments without supervision, the instructor and department chair should determine what activities the instructor will do which would be the equivalent of 1 or 2 credits