**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, December 10, 2021**

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

**In-Person**

***Present:*** Edric Johnson, Courtney Luedke, Anne Stinson, Ozgul Kartal, May Vang Melanie Schneider, Jenna Cushing-Leubner, Wade Tillett, Yao Fu, James Hartwick, Liesl Gapinski, Kristen Monday, Carmen Rivers, Kelly Pankratz, Kristen Linzmeier, Dwight Watson & Lucinda Heimer

**Present via WebEx:**Denise Roseland and Kelly Hatch

**Absent/excused:**Julie Minikel-Lacocque and Karla Saeger

***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.** 
   1. C&I department picture -Craig will email the pictures taken to Stephanie
   2. Gift for Sloane-Jon came to the dept meeting and was given the gift of books all the C&I staff & faculty collected for his family. Jon showed gratitude for the gifts.
   3. Welcome Dr. Dwight Watson!
   4. Sabbatical approvals - Congrats to May 2022-2023, Courtney 2022-2023, Karla Spring 2023
2. **Announcements**
   1. Warm Clothing Drive-Melanie thanked us for all the warm clothing that was collected for the Middle School students coming from Nicaragua and offered thanks to COEPS folks for donating.
   2. Reminders from Stephanie
      1. Students Workers on Winter Break-students will return in the spring 2022 semester to work in the office again. Stephanie will share student’s schedules once finalized
      2. Door Schedules for Spring 2022-please email schedule to Stephanie
      3. Information on the DUO fob process -will go into effect Jan. 2022 - Stephanie thanked the dept bc everyone is up to date/approved for duo/mfa!
      4. Reimbursement process for PD and travel expenses-Stephanie will send an email out with directions for e-reimbursements, for supervision OFE approve reimbursement requests.
      5. Fall 2022 Scheduling- google doc link will be sent out to update course schedule with new modality choices; updates due to Stephanie by **January 5th 2022**
   3. C&I coverage for Winterim- Stephanie and Lucy will have limited hours in the office over winter break, communicate with Stephanie if you plan to be in the office over break.
   4. Commencement is Saturday, Dec 18th 10 am. Details: <https://www.uww.edu/commencement>

* Can choose to sign up for fall 2021 or spring 2022
  1. Spring Forum save the date (F2F and online) Thursday, **Jan 13th/ Dept mtg Jan 14th will be via WebEx from 10:45-12:45PM**
  2. Any final exam exceptions need to be approved by Robin.
  3. Associates degree and subbing infor is avail on the COEPS Canvas page
  4. Modality Update - <https://www.uww.edu/registrar/schedule-of-classes/instruction-mode> We will discuss this further in our January 14th meeting.
  5. Supervision
     1. Assignments - Lucy will review information sent regarding WINS load and assign based on that. Please let her know if you have specific requests. Adjuncts will be hired to cover additional supervision (approx 300 students total - similar to the fall).
     2. Virtual/F2F spring will be same as the fall (Pre ST - virtual or F2F up to supervisor and Final 1 F2F and 3 virtual)
     3. More review and discussion regarding supervision modality (F2F/virtual) will happen as we consider next fall and placements.
  6. Annual Increases-performance evaluation paperwork was submitted to HR; 2% increase to start in January 2022 - waiting for budget vote. I could be delayed and if so the Jan 1 date will be honored through a lump sum payment most likely.
  7. Gifts-Stop by Stephanie office to drop off any contributions
  8. Communication/survey-Lucy will be sending out a 3 prompt Qualtrics survey to get feedback from C&I team
  9. Future meeting topics?
* Ideas that were discussed: staffing models, class size/caps, sunshine and moonshine club, UWW website questions/concerns and updates from Jeff Angileri.
  1. Other updates
* Reminders that there are still library allocation funds to use and email Anne Stinson if you want to purchase anything from this fund.

1. **Action Items, Discussion & Activity**
   1. Approve minutes November 12, 2021

Motion to approve minutes/second: May Vang/Courtney Luedke

Abstain:1

Opposed: 0

Minutes approved from November 12, 2021

1. **University updates** (committees/faculty senate)
   * 1. Faculty Senate Updates - Ozgul - reminder to fill in the survey by Jan 14th.
2. **COEPS Committees Reports**
   * 1. International Education Committee (Melanie)-No Updates
     2. Student Scholarship Committee (Edric, Courtney, Kristen)-No Updates
     3. Faculty/Staff Awards Committee (Ozgul)-No Updates
     4. Strategic Planning and Budget Committee (Annie)

* Reports were put together and submitted, waiting for feedback
  + 1. Technology Committee (Carmen)-presentation on the new media center for Winther Hall called *The Cloud*
    2. Inclusive Excellence and Diversity Committee (Jenna)
* The Spring Forum schedule is finalized and welcomed Dr. Watson to the committee
  + 1. Constituency Standards (Lucy)-Purple books are being reviewed; Committee will provide support and feedback via resources and PD for chairs, mentor and new faculty. Stay tuned.
    2. College Curriculum (Kelly, Denise)
* Yao and committee members will review the dept curriculum cmtee meeting times to ensure proposals are reviewed, can be voted on in a dept meeting and moved forward by the first Friday of each month to meet the COEPS Curric Cmttee deadline.
  + 1. TELFE (Kristen, Yao, Karla)
* Discussed the topic of paying student teachers and implications of this issue, both pros and cons-in brainstorming stage
  + 1. Salary (May, James)-No Updates

1. **Department Committee Reports:** 
   1. Curriculum & Scheduling (Yao Chair)
      1. Carmen, Kristen, Julie M-L, Kelly P, Ozgul, Edric, Dwight

* Committee welcomed Dr. Watson
* New Process for Streamlining approvals for CourseLeaf
  + Watch for the update - enter and save but don’t put it in the workflow until after the department vote.
  1. Personnel & Policy (Liesl Chair)
     1. James, Melanie, Kelly, Karla, May, Annie
* Group is currently working on spring work groups, supervision formulas, C&I handbook, and recruitment
* Meeting on 12/10 with Lana, Nicole Weber, and Stacie Collins to discuss recruitment strategies.
  1. CORE (Wade Chair)
     1. Jenna, Courtney, Denise, Ozgul

Writing group

Scholar tips

C&I Faculty Research Interest

* + - * 1. Presentations on research interests
* (Presentations from: Edric, Courtney and Jenna)
  1. MSEPS Council (Wade)
* In spring of 2022 the program will be running 702 and 789
* May explore MAT option again in the future
  1. Secondary Program Coordinators (James)
* Discussion around field placements
* New Coordinator of a coordinator position
  1. Reading/Literacy (May/Kelly/Annie/Kelly P)-No Updates
  2. Elementary/Middle Education (Yao)
* Continuing to work on program redesign
  1. ECE (Carmen, Kristen, Lucy)
* Portfolio Showcase will be December 17th from 1-3PM at CEC
  1. ESL/BE (Melanie, Jenna, Julie)
* Discussed ESL/BE redesign issues, ESL/BE will be dual-licensure option once redesign is complete.
  1. Business/Marketing Ed. (Karla, Denise)
* Student in Master’s Co-op is now being recognized as an outstanding teacher at their school.
  1. HELEAD (Courtney)-No Updates
* 8 graduates in December 2021 from the program
  1. Search and Screen (2 searches)
     1. Art – Edric/Yao-Meeting early Jan mtg
     2. ESL/BE - Courtney-4 candidates coming to campus for in-person interviews, teaching demos and research talks on the dates of: Jan 26&27 and Feb 1&2

Courtney Luedke moved to adjourn, James Hartwick Seconded, meeting adjourned at 12:56 p.m.

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

**Remaining Department Meeting Dates for 2021-22 WH 2005 10:45-12:45**

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