**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, February 11, 2022**

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

**Hyflex**

***Present in-person:*** Anne Stinson, Melanie Schneider, Jenna Cushing-Leubner, Wade Tillett, Kristen Monday, Dwight Watson, & Lucinda Heimer

***Present via WebEx:*** Ozgul Kartal, May Vang, Yao Fu, James Hartwick, Liesl Gapinski, Carmen Rivers, Kelly Pankratz, Kristen Linzmeier, Denise Roseland, & Karla Saeger

**Absent/excused:**Edric Johnson, Courtney Luedke, Kelly Hatch, and Julie Minikel-Lacocque,

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

Lucinda Heimer, C&I Department Chair called the meeting to order at 10:48.

1. **Updates and check in.**
   1. Lucy brought in blank notes cards to have faculty/staff write a message to Kelly Hatch then Lucy will send out in the mail throughout the month. Cards will also be available in Stephanie’s office all of next week to fill out.
   2. We will gather items for a basket for Kelly to be delivered after the March 11th meeting. Watch for updates – items will be gathered in the copy room and Stephanie and the students can help facilitate this process.
   3. Lucy brought in coffee and cupcakes to share
2. **Announcements**
   1. Reminders from Stephanie
      1. Publication reminder-please send any publications to Stephanie to post (See below in CORE section, too)
      2. Fall 2022 proofs-Any changes to the proofs are due to Stephanie on Mon. Feb. 14th at 5:00PM
      3. If you have any tasks for student workers please let Stephanie know as we have student workers working multiple shifts each day to help out.
   2. March 8 watch for google load chart link to be used to touch base re: fall load. Please plan to meet with Lucy to share re-assignments, supervision requests and any other updates.
   3. Budget Updates
      1. PD funds pre-auth survey

* A survey needs to be completed prior to traveling - this is the approval process for using funds for faculty to disseminate research. Unfortunately, there are not university funds for academic staff or university staff professional development at this time: <http://uwwhitewater.co1.qualtrics.com/jfe/form/SV_0uLyStt8mPrNOBg>
  + 1. Budget – Ending fund balance for UWW – 2019 – 17 mill, 2020- 7 mill, 2021 2 mill, 2022 18 mill – numbers offer comfort but 2022 numbers are partially due to COVID relief support. What can we do at the dept level to sustain financial stability using creativity in programming?
  1. Elementary LP is complete and submitted! Thanks to Yao and the team for your hard work! 4 other plans are in process and due this spring.
  2. COEPS reorganization meeting/google feedback
* Lucy suggested it would be wise to have one or two department members from C&I attend meetings and Carmen has agreed to go and will share google doc link
  1. Calendar feedback to Chancellor (attachments sent Monday) looking to balance semester weeks among other ideas (rename TG/fall break?).
  2. Graduation - Faculty are required to march fall or spring (Academic staff not required but welcome to). Please let Lucy know your status and if you didn’t march in Dec please sign up [here](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_6EcQ72No0MRVf9A) by March 1-Spring graduation is May 14th.
  3. Denise Roseland accepted the Secondary Lead Coordinator position for the next 2 years.
  4. Website updates and marketing. We plan to invite Jeff, Anne, Stacie and others you suggest. In the meantime, please send ‘bragging points’ (check out the UWW website to see how these cycle through) to Lucy and copy Stephanie and these will be forwarded to Jeff for the UWW website.
  5. Progress reports for students (Feb 14-27)
* Please fill out to record attendance and then also flag if student needs any additional support
  1. Maryam Enterline, Major Gift Officer (Gail Sauter retired) is working closely with COEPS and is interested in creative outreach ideas.
  2. Chancellor is very supportive of pursuing funding for Winther renovation.
  3. Other updates
     1. Do we have any program advisory boards beyond business ed?
     2. Learning communities rejuvenated (Kelli D) – had been cut due to budget.
     3. Carryover $ used to increase enrollment of African American and Latinx students and offer additional mental health supports.
     4. Staffing Plan Form added 3 questions regarding diversity – chairs haven’t seen the form yet.
     5. UW System President transition – June or July 1. Will have another interim before that time. System wants to know what we want – what makes UWW unique what do we need?
     6. COVID – 2 % positive rate on campus, 6% in the community. Esker tests are open MWF, CEC clinic is over. Mask Mandate expires 2/28 – EOC revisited this week.
     7. Preferred gender pronouns will be on Hawkcard.
     8. Under/over enrollment issues – Fall 21/Sp 22 enrollment numbers are on google load charts. Under/over enrollment continues to be a topic at the college level. Lucy is working with other chairs and the deans to understand the cost/benefit of a policy and also support the C&I faculty.

1. **Action Items, Discussion & Activity**
   1. Approve minutes January 14, 2022

Motion to approve minutes/second: Liesl/Wade

Discussion: changes made to minutes via email from Liesl

Abstain:0

Opposed: 0

Minutes approved from January 14, 2022

1. **University updates** (committees/faculty senate)
   * 1. Faculty Senate Updates – Ozgul-Senate began collecting names from the departments for chancellor search which will take place during 2022-2023 academic year
2. **COEPS Committees Reports**
   * 1. International Education Committee (Melanie)-First meeting with be spring 2022, and existing and new programs to be discussed
     2. Student Scholarship Committee (Edric, Courtney, Kristen)-Scholarship nominations can be submitted until February 22nd
     3. Faculty/Staff Awards Committee (Ozgul)-Graduate teaching and award applications due March 1st
     4. Strategic Planning and Budget Committee (Annie)

* Reports are in and 3 people from committee will be assigned to each dept. to review the reports Meet on February 24th
  + 1. Technology Committee (Carmen)-No current updates, but Carmen will follow-up with notes from last meeting
    2. Inclusive Excellence and Diversity Committee (Jenna)
* IE&D diversity mission statement action plan feedback (30min)
  + [Statement](https://docs.google.com/document/d/1HFLKHrjnqNlpua8aYwRt6TY02plFxA2_/edit?usp=sharing&ouid=107671024477278000078&rtpof=true&sd=true)
  + [Notes for IED statement](https://docs.google.com/document/d/1_a9OD250OZp7aDZ2qYWELJcGppz67U3wP_kZK_Zgwoo/edit?usp=sharing)
  + Jenna will be emailing out the links for action plan feedback weekly as a reminder and she encourages one-on-one meetings with her as well.
    1. Constituency Standards (Lucy)-No Updates
    2. College Curriculum (Kelly, Denise)- There are two upcoming curriculum proposals and the process and timing is working well for the college level and onward.
    3. TELFE (Kristen, Yao, Karla)-met on February 10th and committee wants to collect input on field supervision. The committee will be reaching out for feedback to determine if supervision will be all in person, all virtual or up to supervisor choice.
    4. Salary (May, James)-No Updates but Lucy with follow-up with Robin on committee meeting.

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

* Next meeting is March 11th and if you have proposals please email them to Yao by March 10th for committee to review.
  1. Personnel & Policy (Liesl Chair)-No Updates
     1. James, Melanie, Kelly, Karla, May, Annie
  2. CORE (Wade Chair)
     1. Jenna, Courtney, Denise, Ozgul
* If interested in presenting on a research project email Wade directly and next meeting is February 25th if you want to have committee review an article written.
* Scholarly Tip—the committee created a new email and LinkedIn page to post published articles.
* Send links or any publications to: Stephanie, Lucy and [core@uww.edu](mailto:core@uww.edu)
  1. MSEPS Council (Wade)
* Don Wozniak ran a query report and found over 300 people who have taken MSEPS classes, but have not graduated (i.e., non-completers). The MSEPS council will now work on steps in this process.
* Working on course scheduling updates
  1. Secondary Program Coordinators (James)-No Updates
  2. Reading/Literacy (May/Kelly/Annie/Kelly P)-No Updates
  3. Elementary/Middle Education (Yao)- The committee met and discussed the science tenure line vacated by Matt Vick
  4. ECE (Carmen, Kristen, Lucy)-Continuing to work on NAEYC accreditation and re-design
  5. ESL/BE (Melanie, Jenna, Julie)-Submitted the revised draft of the re-design of the ESL/Bilingual/Bicultural Education Program and just received feedback
  6. Business/Marketing Ed. (Karla, Denise)-Currently marketing to teachers who are teaching with a license and articulation agreements. Two students along with faculty from business ed/marketing got an article published.
  7. HELEAD (Courtney)-No Updates
  8. Search and Screen (2 searches)
     1. Art – Edric/Yao
* All phones interviews are complete and have two candidates coming to campus on Friday February 25th and Friday, March 4th
  + 1. ESL/BE – Courtney
* All candidates finished search and screen process and hoping to make an offer today for the selected candidate.

Melanie Schneider moved to adjourn, Dwight Watson seconded, meeting adjourned at 12:45PM

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

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

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