**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, October 8, 2021**

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

**Hyflex**

***Present:*** *Edric Johnson, Courtney Luedke, Carmen Rivers, Anne Stinson, Kristen Monday, Denise Roseland, Melanie Schneider, Jenna Cushing-Leubner, Wade Tillett, & Lucinda Heimer*

**Present via WebEx:** *Yao Fu, Ozgul Kartal, Kristen Linzmeier, Karla Saeger, James Hartwick, Liesl Gapinski, Kelly Hatch, May Vang, and Kelly Pankratz*

**Absent/excused:** *Julie Minikel-Lacocque*

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

*Lucinda Heimer, C&I Department Chair called the meeting to order at 10:49 AM.*

1. **Updates and check in.**

* It was discussed to talk about creative solutions to support our student teachers in the schools and the issues around students being quarantined due to COVID, and how can we support one another and the students.
* Business Education event was a success with 150 participants from 21 School Districts
* Article about UW-W partner program between WUSD & UWW-ECE, “Partners in Play” was published in the *Daily Jefferson Newspaper*

1. **Announcements**
   1. COVID updates
      1. Masking reminders – how’s it going?

* Issues were discussed around students coming to class early to eat, it was suggested to have them go to lounge areas (1st floor)
* Instructors are not required to go hyflex if a student in class is in quarantine. Students are required to submit any make-up work from instructors.
  1. Research dissemination – $1,000 for faculty not IAS this year
  2. Thoughts re: Publication costs – considering other needs (transcription, other?) in addition to open access (OA)
  3. Evals for Pre-ST?
* Evals for Pre-Student teaching were not sent to supervisors in the past due to the supervisor only have one observation & one report.

* 1. P&T Reviews
* 4 formal reviews, 2 remaining. Consults and reviews complete by 10/22.
  1. Class size guidelines – under/over enrollment – tabled by the dean
* It was encouraged that impacted faculty/staff set up a meeting with Lucy if they want to discuss their load
* The topic of class size may continue at the college/univ levels
  1. Library Funds – Annie
* There are $1,800 for library funds to use for C&I
* Please email Anne after making an order, to know how much was used.
  1. NCBI Presentations can be provided by Julie and the NCBI team at dept mtg/classes/student teacher seminars.
  2. Marie interested in interns – send students her way for spring and Marie could visit 460 or other classes.
* It was suggested that it would be helpful for the student interns to have a mentor at the school to help support them.
* Concerns were raised regarding lack of district/school support for UWW students as interns
* It was also suggested to have Fred and Marie come to a future C&I Dept meeting to talk more about the process
  1. Grants
     1. Indirect cost (attachment)
     2. ICIT should be consulted for hardware/software
  2. Dept Communication
     1. Modality: meetings will continue with hyflex option
        1. December 10th meeting will be in person for dept photo
     2. Friday Updates-a weekly Friday update email will come from Lucy to share information more frequently than once a month
     3. Moonshine club-is starting again to offer fun once a month outing at night, and capturing different geographic locations
     4. Sunshine fund-will start again and Stephanie will track funds
  3. Reminders from Stephanie
     1. Fall 2022 course review due Nov. 5th, Stephanie will send out an email and send invite to outlook calendars if that is preferred
     2. Student workers
        1. Email [cioffice@uww.edu](mailto:cioffice@uww.edu) or fill out the work request form for copies/scans/work and allow for lead time (48hrs). Will be transitioning to a google doc.
     3. Door schedules-send door schedules if you have not yet
     4. Hired before grad pictures
* Craig is hoping to come twice in Nov. to take pictures of C&I students during a class, if they are hired before graduation. Dates and times TBD.
  1. Other updates
* Anne Stinson working on partnership with Orford Middle/High School and would like to have more student teachers placed in the school.
* Lions Club Pancake Breakfast, Sunday October 31st, from 8:00-11:00 am, come out and support them as they are a contributor to Dreams Scholar Program.
* Kristen Monday is working on a mural for WH and would like ideas for inspirational words for the mural, email her your ideas.
* December 10th meeting will be a C&I Dept photo by Craig S.
* Dept. is asking each member to bring one book for Jon Spike’s daughter, Sloane to the next dept meeting in November as a gift or to Stephanie before the mtg.

**Action Items, Discussion & Activity**

1. **Approve minutes September 10, 2021**

*Motion to approve minutes/second:* Tillett/Stinson

Abstain:0

*Unanimous vote to approve* motion moved forward

1. **University updates (committees/faculty senate)**
   1. Faculty Senate Updates – Ozgul

* Feedback was requested from dept members regarding exclusion of developmental courses in overall GPA calculation
* It was asked that the Faculty Senate provide more data on this topic in order to decide (e.g. implications include financial aid, acceptance to degree program)

1. **COEPS Committees Reports (10)**
   1. International Education Committee (Melanie)

* Global Ed. can be contacted to see what international programs are running currently due to COVID restrictions.
* Annie Stinson is planning to go to Scotland for a semester for Secondary Methods block and encouraged others to reach out for information and share interest
  1. Student Scholarship Committee (Edric, Courtney, Kristen)
* Scholarships are due December 1st
  1. Faculty/Staff Awards Committee (Ozgul)
* No report
  1. Strategic Planning and Budget Committee (Annie)
* No report
  1. Technology Committee (Carmen)
* The WH computer lab will soon be called “The Cloud” and have a more working pod layout with collaborative space.
  1. Inclusive Excellence and Diversity Committee (Jenna)
* The committee will be organizing the Spring 2022 forum and looking for ideas for staff/faculty workshops-send ideas to Jenna by November.
* Diversity Statement for the College to be revised and operationalized
  1. Constituency Standards (Lucy)
* Please share ideas for a feedback tool/survey for advisor responsibilities and we will add to agenda next month – possible P&P cmtee task
  1. College Curriculum (Kelly, Denise)
* Meeting scheduled Nov 11th
  1. TELFE (Kristen, Yao, Karla)
* A question was raised about the WI Foundation of Reading test. Is this a required test students need to attempt to pass or pass? It was changed with COVID and the timing isn’t clear.
  1. Salary (May, James)
* It was asked if the 2% raise would be in effect again for 2022.

(post mtg:Lucy received word that there will be a 2% raise in January).

* Faculty conversations have started with the provost regarding 12 credit load clarification.

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

* If there are curriculum proposals to approve email them to Yao by the 1st Wednesday of every month, before committee meetings.
* Proposals can be done by a dept e-vote if needed in Nov (Nov. 5th Dept Curric Cmttee meets; Nov. 11th-COEPS Curric; Dec. 3rd-University Curric)

ECCE program and course changes were presented. The courses have minor changes from P/F to graded. Program changes addressed BS/BA clarification.

Motion to approve six ECCE Course proposals/seconded: Gapinski/Roseland

Abstain: 0

Unanimous vote to approve/Motion moved forward

Motion to approve four Program Change Proposals for ECCE program/Seconded: Roseland/Stinson

Abstain: 0

Unanimous vote to approve/Motion moved forward

* 1. Personnel & Policy (Liesl Chair)
     1. James, Melanie, Kelly, Karla, May, Annie
* Reviewing mission and agenda guidelines to report back on
  1. CORE (Wade Chair)
     1. Jenna, Courtney, Denise, Ozgul
        1. Writing group (change writing group to Scholarly Support Group). Meet on 10/22,11/19 & 12/3 from 12:45-1:45PM
* Two committee members are invited to come each session to submit work and ask for feedback
* It was requested in future staff meeting that time is spent on google scholar to create faculty/staff profiles with CORE leading the presentation.
* Staff/faculty can share their research, what journals they published (two per dept meeting)
* Committee will also focus on general research tips, advocacy, how to get published work noticed at University level.
  1. MSEPS Council (Wade)

Human Performance and Early Childhood are going through the ‘fast track’ process to create their own masters, if successful will be implemented fall 2022

* 1. Secondary Program Coordinators (James)
* Program revision and support issues for Coordinators will be discussed in their meeting today.
  1. Reading/Literacy (May/Kelly/Annie/Kelly P)
* No report, no coordinator.
  1. Elementary/Middle Education (Yao)
* Revised draft for LP Report Yao can share revised draft.
  1. ECE (Carmen, Kristen, Lucy)
* Updates were given on PDG Grant (500K). Staff are working on needs assessment.
* NAEYC Accreditation in process
* Re-design to get down to a 4-year program
  1. ESL/BE (Melanie, Jenna, Julie)
* Re-design in ESL and curriculum changes
  1. Business/Marketing Ed. (Karla, Denise)
* Awarded an incoming freshman for scholarship of $25,000
  1. HELEAD (Courtney)
* Working on Diversity Leadership Certificate with Matt Vick
  1. Search and Screen (2 searches)
     1. Art – Edric/Yao
     2. ESL/BE – Courtney
* Process started in TAMs. Jobs soon to be listed in Chronicle of Higher Education.

Edric Johnson moved to adjourn, Denise Roseland seconded, meeting adjourned at 12:41 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):

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