Department of Curriculum and Instruction Department meeting Agenda
Tuesday, August 25, 2015 1:00 p.m. – 3:00 p.m.
Whitewater Lion’s Club, Kettle Moraine Drive

Welcome and Introductions

Action Items
a. Approve minutes April 8, 2014 department meeting
b. Emerita status request for Andrea Maxworthy-O’Brien

1. Discussion/Activity
   a. Committee Assignments (faculty/staff review committees)
      • Setting up dates for reviews (purple books due to office September 8, 2015)
         1. Lucy Heimer (Promotion to Associate Professor with tenure)
         2. Julie Minikel-Lacocque (Promotion to Associate Professor with tenure)
         3. Wade Tillett (Promotion to Associate Professor with tenure)
         4. Edric Johnson (Promotion to Full professor)
      • Consults (schedule meeting with chair and committee members)
         2. Karla Saeger (First year) – purple book due January 15, 2016 (consult deadline February 19, 2016)

2. Committee Membership
   a. Department
      • Curriculum, Personnel & Policy or Assessment – everyone must serve on one of these
      • Please choose one additional committee to serve on
   b. College committees
   c. Library representative
   d. Search committee updates
      • Elementary/Secondary Generalist search update (John)
      • Literacy continued search (committee already in progress)

3. Announcements/Reminders
   • Staffing updates
      1. Retirement/Emeritus status request of Andrea Maxworthy O’Brien motioned, seconded that C&I support Andrea Maxworthy O’Brien be granted emeritus status
      2. edTPA contact update – Jessie Dugan and Marie Benson are serving as co-coordinators
      3. Shannon Frye – not returning due to full time opportunity WUSD
4. Resignation of Michelle Gibson-Herman
5. James Hartwick – Faculty senate reassignment 50%
6. Kelly Hatch – Reading
7. Tina Melzl Ginner (UW Alumni) - EC supervision
8. Syliva Romero Johnson – returning to cover Schneider sabbatical
9. Melanie Schneider – year long sabbatical
10. Warren Schwab – Social Studies methods – fall only
11. Nicole Trackman (Kristin Goble grant assistant) WH4043
12. Lila Waldma – teaching online CIBME 300/500

- The H-Option Projects (for students adding “honors” to a class) has updated guidelines.
- CourseLeaf is now officially replacing the old curriculum forms for all changes except special studies or travel courses.
- Pay attention to updates from HR about benefits. Dental will no longer be a required part of the base medical insurance. Employees can choose to enroll in a dental plan. Questions should be directed to HR.
- Professional Development Funds – same as last year Jody will be forwarding applications and request to be absent forms
- edTPA update
  - edTPA passing scores per program
    | Program                                      | Score |
    |----------------------------------------------|-------|
    | EARLY CHILDHOOD/ECE4U                        | 30    |
    | MCEA                                         | 38    |
    | SECONDARY(EXCEPT WORLD LANGUAGE)             | 33    |
    | WORLD LANGUAGE                               | 29    |

4. Office updates -Julie
- Portfolios deadlines for Fall 2015 – Field Supervisors to score portfolios – student deadline to turn in December 1 – score sheets to Julie no later than December 15, 2015 *Mark Schroeder to advise of 410 alternative portfolio completion.
- Schedule of Classes for Fall 2015, Spring 2016 and Winterim 2016 Schedule of classes review (Julie) -Please confirm your schedule including notes and all details in WINS; any requested changes must be received prior to September 15, 2015 (Related item; Distance Ed fee deadline to College for web-based courses)
- Faculty schedules including office hours - please turn in today
- Syllabi reminder - course syllabi must be uploaded to syllabi@uww.edu and copied to Julie marinoj@uww.edu
5. Course evaluation discussion (Matt)
6. Committees — discussion about agenda topics, meeting days/times
   1) Curriculum & Scheduling (Nancy)
   2) Personnel & Policy (Karla)
   3) Assessment (Nancy)

Break to individual committees
   4) MSEPD Council
   5) Secondary Program Coordinators
   6) Reading/Literacy
   7) Elementary/Middle Education
   8) Early Childhood Education

Materials Distributed (attached and/or handout at the meeting)
   • Committee listings
   • Curricular schedule
   • Office hours
   • Maxworthy-Obrien Resolution

Additional Fall meeting dates: September 9, October 14, November 11 and December 9, 2015 2:00 p.m. – 4:00 p.m.