

**Curriculum and Instruction Department Meeting Minutes**  
**Wednesday, March 12, 2014, Winther 4013**

Present: David Fischer, Robin Fox, Michelle Gibson-Herman, Kristin Goble, James Hartwick, Lucy Heimer, Liesl Hohenshell, Susie Kidd, Katrina Liu, Julie Marino, Rick Mason, Julie Minikel-Lacocque, Andi O'Brien, Ginny Pease, Carmen Rivers, Ann Ruff, Melanie Schneider, Pat Shaw, John Smith, Wallace Sherlock, Nancy Stevens, Anne Stinson, Wade Tillett, Matt Vick, John Zbikowski. Absent: Deb Bowditch, Candace Head-Dylla, Edric Johnson

The meeting was called to order at 2:05 p.m. by Department Chair Robin Fox

1. **Approval of December 11, 2013 minutes** – Lucy motioned, Matt seconded, unanimously approved

2. **Announcements/Updates**

Committees/Working Groups –

- a. Curriculum & Scheduling (Matt) –Robin has been forwarding consultations to the related areas for recommendations.  
Course currency memo circulated for faculty to note – response to Graduate office.  
Higher Ed curriculum -instead of current midpoint courses – new course is capstone portfolio  
Ann moved to approve, Ginny seconded, unanimously approved.
- b. Assessment (Virginia and Susie) – evaluation process discussion
- c. MSEPD Council (Rick)- Committee been collaborating with HPERC, created curriculum proposals
- d. Secondary Program Coordinators (James)  
Meeting with representatives from L&S this Friday, March 15, 2:00 p.m. regarding program redesign, edTPA Program redesign; reviewing syllabi  
Pilot edTPA – evaluation in progress, coordinators went to a LEARN center program to “Engaging Ideas”  
Kristin and Wallace are running the second pilot and are using a book on English instruction as well
- e. Reading/Literacy (Robin ) – C&I policy that students will not be given their placement until they pass the Foundation of Reading. Discussion of necessary curricular paperwork requiring satisfactorily passing Foundations of Reading test before registering for 411 412 414 – to be listed as pre-requisite.  
Linda Nortier working on Elkhorn co-hort – no additional information is available at this time
- f. Elementary Education (Susie) redesign – Redesign in process I relation to WiFor and Praxis  
Working on 2 field experiences 1 middle 1 elementary – students will be able to choose 1 same semester 461 462, 1 module prior to student teaching more in depth edTPA  
Milestones Gateways and ESA’s table is done
- g. Early Childhood Education (Carmen)  
Beginning work on redesign curriculum mapping, edTPA, gateways  
Exploring possibility of beginning a cohort in both fall and spring
- h. ESL/BE (Melanie)-working with MCEA and secondary in coordinating need for ESL field elementary and secondary levels. New website is up and running
- i. STEM (Wade) Stem course pilot has been approved, exploring option credits for this course  
Meeting with Math on curriculum offerings and how it matches with licensure students are leaving with
- j. Technology/Website Committee (Michelle) have not yet met – any C&I website changes to Julie with a screenshot and many details
- k. Personnel & Policy/PERC (Lucy)-last month role of CARE and met with the Dean’s office regarding their support Also reviewing the standards in contact with Mary Beth Mackin; constituency committee will take a look at this in April. PERC form will be forwarded to faculty following this meeting.

3. **Other Announcements/Reminders**

- a. Business Ed Search (Melanie) 4 candidates invited, finalizing details, tentatively scheduled April 2 or 3 & 10
- b. Math Ed Search (Julie ML) – failed search, emergency search for one year appointment in progress, send referrals to Robin –committee will be invited to participate if interested
- c. Upcoming Audit and Review reports:

- i. MSEPD (October 2013) –John will ask for committee feedback before sending on to the Dean’s office
- ii. Business Education audit – Robin will check with Katy on the status of this report
- iii. Assessment search – failed search

4. Other Items for Discussion

a. edTPA Policies

Teacher Ed/Field Experience Committee (Carmen) discussion of program policies

Discussion regarding what grade should be considered acceptable in methods courses

Must be listed in course catalog through an editorial change in order to be valid. Each program will review their catalog to be sure it is accurate. Carmen will inquire who is reviewing AR’s for this requirement.

James motioned that C&I as a department does not support moving to a straight 2.75 GPA combined cumulative average, Annie seconded, while we support a minimum 2.75 cumulative combined GPA to be admitted to student teaching, we feel that there should be other criteria as well such as a C or better in all methods courses, James accepted Ann’s a friendly amendment that we support the current catalog, Pat seconded, unanimously approved.

b. edTPA policy discussion

This item warrants further discussion -The intent of these policies were to create a beginning policy

b. other items brought up by the dept members

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

- minutes from December (emailed)
- Higher Education Leadership chart
- edTPA Implementation Policy Decisions

NEXT MEETING

**April 9<sup>th</sup> from 2:00-4:00 in Winther 2005 –**

Items that warrant further discussion:

- Professionalism/ethical behavior of students
- Class sizes
- Advising graduate students completing their integrated projects

Carmen, motioned to adjourn, Kristin seconded, meeting adjourned at 4:05 p.m.

Minutes respectfully submitted by Julie Marino

November 13, 2013

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

Minutes from October 9, 2013 (emailed)

NEXT MEETING

December 11<sup>th</sup> 2:00-4:00 in Winther 4013

Items that warrant further discussion:

- Professionalism/ethical behavior of students
- Class sizes
- Advising graduate students completing their integrated projects
- College-wide committee recommended regarding admission requirements

Kristin Goble motioned to approved the minutes of March 12, 2014, Melanie Schneider seconded, unanimously approved.