

**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)
        1. Kristin Goble (third year) – purple book due October 2, 2015
        2. Karla Saeger (First year) – purple book due January 15, 2016 (consult deadline February 19, 2016)
        3. Nancy Stevens (5<sup>th</sup> year) – purple book due October 2, 2015
  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 t 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**

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](mailto:syllabi@uww.edu) and copied to Julie [marinoj@uww.edu](mailto: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.