

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

Present: Deb Bowditch, Liesl Gapinski, Kristin Goble, James Hartwick, Kelly Hatch, Lucy Heimer, Edric Johnson, Susan Kidd, Julie Marino, Rick Mason, Julie Minikel-Lacocque, Carmen Rivers, Ann Ruff, Karla Saeger, Wallace Sherlock, John Smith, Nancy Stevens, Anne Stinson, Wade Tillett, Matt Vick, John Zbikowski
Absent/excused: Kristina Navarro (HPERC Dept. meeting), Melanie Schneider (Sabbatical)

The meeting was called to order at 1:00 p.m. by Department Chair Matt Vick

Welcome and Introductions

- Kelly Hatch – Reading
- Syliva Romero Johnson – returning to cover Schneider sabbatical
- Warren Schwab – Social Studies methods – fall only
- Nicole Trackman (Kristin Goble grant assistant) WH4043
- Lila Waldman – teaching online CIBME 300/500
- Julie Woletz – teaching CIBME 245 Supervisors
- EC/ECE4U – Kristi Davis, Marcus Knox, Nancy Mahoney, Tina Melzl, Erica Schepp
MCEA/Secondary - Paul Keats, Kathy Maher, Kristen Monday, Paul Olson, Mike Ridgeman, Mary Zentner

1. Action Items

- a. Approval of minutes from April 8, 2014 department meeting
James motioned to approve, Ann R. seconded, unanimously approved
- b. Emerita status request for Andrea Maxworthy-O'Brien
Pat moved to approve, John seconded, unanimously approved

2. Discussion/Activity

- a. **Committee Assignments** (faculty/staff review committees)
 - Setting up dates for reviews (purple books due to office September 8, 2015)
 - Lucy Heimer (Promotion to Associate Professor with tenure)
 - Julie Minikel-Lacocque (Promotion to Associate Professor with tenure)
 - Wade Tillett (Promotion to Associate Professor with tenure)
 - 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 (5th year) – purple book due October 2, 2015

3. Committee Membership

- a. Department
 - Faculty members serve on Curriculum, Personnel & Policy or Assessment plus one additional department committee
- b. College committees
 - Assessment
 - Constituency Standards
 - Distance Ed Fee
 - Salary (All college self-nominations before September 1 for online vote)
 - Scholarship (need 2)
 - Strategic Planning and Budget Committee
 - Teacher Education, Licensure & Field Experiences
 - ECE
 - MCEA
 - Secondary
 - Student(College)
 - Technology
- c. Library representative Anne Stinson
- d. Search committee updates
 - Elementary/Secondary Generalist search update (John)
 - Literacy continued search(in progress)
 - Early Childhood
- 4. Announcements/Reminders
 - Staffing updates
 - Retirement/Emeritus status request t of Andrea Maxworthy O'Brien
Pat moved, John z. seconded that C&I support Andrea Maxworthy O'Brien be granted emeritus status
 - edTPA contact update – Jessie Dugan and Marie Benson are serving as co-coordinators
 - Shannon Frye – not returning due to full time opportunity WUSD
 - Resignation of Michelle Gibson-Herman
 - James Hartwick – Faculty senate reassignment 50%
 - Melanie Schneider – year long sabbatical
 - 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
 1. edTPA scores will be released to Jessie and Marie. These will be shared with program coordinators and department chairs.
 2. edTPA scores will be sent to Renee Gailloreto. She will then input the scores into the test results area and will then update the milestone – *per current program cut scores for 2015-2016.*

Department ADAs will not need to update these results.

• **edTPA passing scores per program**

EARLY CHILDHOOD/ECE4U	30
MCEA	38
SECONDARY(EXCEPT WORLD LANGUAGE)	33
WORLD LANGUAGE	29

5. 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
 - Website review and updates
 - Professionalism discussion
 - Faculty asked to review website for content and forward any updates to Julie
6. Local edTPA scoring discussion/decision

Wallace motioned, Lucy seconded Local scoring of the edTPA will be done at the discretion of the program, unanimously approved

Wade motioned, John Z. seconded, We reserve the right to review submissions to edTPA as well as the balance of other appropriate evidence, and make recommendations for teacher licensure, student remediation, and program improvement.

7. Course evaluation discussion (Matt)

Rick moved to adjourn, Edric seconded; meeting adjourned to break into committee meetings at 2:46 p.m.

Committees — discussion about agenda topics, meeting days/times

- 1) Curriculum & Scheduling (Nancy)
- 2) Personnel & Policy (Karla)
- 3) Assessment (Nancy)
- 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-O'Brien Resolution

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

Minutes respectfully submitted by Julie Marino 8/25/2015