

**MSEPD MEETING MINUTES**  
**May 9, 2013**

Present: Pam Clinkenbeard, Liesl Hohenshell, Julie Marino, Rick Mason, Eileen Schroeder, Kelly Witte, John Zbikowski. Guest: Linda Nortier

The meeting was called to order at 9:02 a.m. by Rick Mason

1. Approval of March 1, 2013 minutes Kelly motioned to approve, Eileen seconded, unanimously approved
2. Announcements
  - Graduate Council April 16, 2013 meeting(John) – no changes to graduate constitution no quorum Connections of K12 to higher education – finished doctorate in Education Administration
3. Guest Linda Nortier (graduate school liaison) UWW- Educational Outreach Coordinator house in Continuing Education -Worked with districts George Williams college – professional development – building relationships with CESA 2 area
  - Whitewater \$212 per graduate credit, Madison \$150, LaCrosse \$110 per credit – goal is to lower Whitewater’s fees to be competitive
  - Discussion of setting up a website with resources to include chat capabilities
  - Rick suggested connecting with schools that pay tuition
  - Workshops may be offered to regain professional development interest as well as retention
  - Send proposals to Linda to assist with workshop offerings to be taught by non-UW instructor and offered at reduced rate

Support requested from Linda for this committee –Web page with courses offered, newsletter has been created – beginning the fall Carrie Lencho can forward “Educator Resources”. Possibility to offer a joint conference of administrator’s from CESA 2. Technology conference this month with 200-300 people in attendance

4. Audit & Review (John)

- a. Review Capstone Evaluations (handout distributed)

Committee discussed comments and general observations of capstone examples as well as updated some of the language in the rubric

Comfort level with informal first person, general format and structure seemed inconsistent, suggestion to include sample capstone final project structure. Advisors role discussion occurred. Pilot of this rubric will be included in Audit & Review. APA format discussion – not required however many follow. Share rubric in coursework leaving space for students and advisors to offer suggestions.

- b. Emphasis Evaluations(handout distributed) Satisfaction survey
- c. Inclusive Excellence Guidelines handout distributed-address at least two Inclusive Excellence Goals in Audit & Review

5. Goal Setting 2013-14 – bring Linda back – promote program

Kelly motioned to adjourn, Liesl seconded, meeting adjourned at 11:02 a.m.

Minutes respectfully submitted by Julie Marino

Unanimously approved Schroeder/Witte 9/19/2013