**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, October 14, 2022**

**11-1, WH 2008**

**Present:** Jenna Cushing-Leubner, Wade Tillett, Dwight Watson, Ozgul Kartal, Yao Fu, Liesl Gapinski, Edric Johnson, Kristen Linzmeier Denise Roseland, Karla Saeger (WebEx), James Hartwick, Carmen Rivers, Andrew Hurie, Annie Stinson, Stephanie Berto (late), and Lucy Heimer

**Absent/Excused:** May Vang, Courtney Luedke, Veronica Soria-Martinez, Julie Minkel-Lacocque, Kelly Hatch, and Kelly Pankratz.

**Minutes Recorder:** Edric Johnson reviewed by Lucy Heimer/Stephanie Berto

Lucinda Heimer, C&I Department Chair called the meeting to order at 11:07 AM

1. **Personal Updates, Celebrations and Check- in**
   1. We took Faculty/staff professional photo with Craig
   2. Department Member Updates

* Annie moved to Janesville! =)
* Carmen is retiring in May.
  1. Sunshine fund update
* Birthday cards were given to faculty.
  1. Birthday Celebration (cake)
* In the future, each month we will celebrate the birthdays.

1. **Announcements**

* AmeriCorps research grant and the Hmong Educators Coalition grant (Jenna) were awarded!
* Whitewater LEADS Kristen Linzmeier addressed this partnership with the university and community on literacy and literacy research. If you are interested, let Kristen know.
* Performance evaluations will take place for a 2% raise. It’s not a review. It will be signature sheet and will tentatively be done electronically.
* Mandatory Training: To get 2% raise: Go to Faculty/Staff, HR link. Go to Mandatory Training. Enroll in the course. Go to the Canvas site. Go into your course. Don’t trust the message, “no action required”. Look for Grades once you open the course the tab is on the left side. There are three courses: 1) Sexual Harassment, 2) Mandatory Reporting, 3) InforSecurity

1. **Action Items, Discussion & Activity**
   1. Kaley Rogers (Registrar’s Office) talking about CourseLeaf and Course Curriculum

* Walked us through CourseLeaf. Addressed Title, Workflow, Status, WINS Catalog Status, WINS Approved, Status
* Kaley raised a few common issues that come up. One thing that they identified was grading and course component & hours. If you don’t address, it will go to default setting. Be sure to understand the grading basis and component types. See Kaley or Abbey Windsor if you need assistance.
* Don’t start the Workflow until the Department Chair/Department approves. Only save your changes until voted by the department. Once this happens, then go into CourseLeaf and start Workflow.
* Be sure to update and attach syllabus.
  1. Approve minutes September 1, 2022
* Tillet moved, Roseland Second. All voted and unanimous approved.
  1. Graduate Reading Courses Mukwonago faculty vote.
* Roseland moved. Stinson second. All voted and unanimous approved.
  1. MSE-ECEP faculty vote
* Tillet moved. Watson second. All voted and unanimous approved.
  1. P & T process update
* Oct 17 final reviews (2) and Consults in March (2)
* Heimer will be trained on the E-purple book

1. **University Updates (committees/faculty senate)**
   * 1. Faculty Senate Updates – Ozgul

* Course evaluations are going into a new system (Blue). No revisions will be made in the evaluations without approval of the faculty senate.
* Ozgul sent an open-ended survey a couple weeks ago, and you still can complete it.
  + 1. GERC - May’s replacement for sabbatical**.**
* Lucy will check with Lana if we need a rep. Dwight is willing to serve.

1. **COEPS Committees Reports**
   * 1. **International Education Committee (Dwight)**

* Examining courses that were canceled due to COVID. Looking into what to reinstate. Trying to align work with college strategic plan.
  + 1. **Student Scholarship Committee**
* Annie Stinson is willing to replace Courtney this year.
  + 1. **Faculty/Staff Awards Committee (Ozgul)**
* No report
  + 1. **Strategic Planning and Budget Committee (Annie)**
* Small group discussions – Instead Lucy will send a google doc for initial input. *How does your program fit into the larger picture of C&I?* This will help us come together and have a discussion.
  + 1. **Technology Committee (Carmen)**
* Easier to do updates when on campus.
* Cloud lab is completed and downstairs.
* Still working on Smart Board, projectors replacements. They may or may not be replaced depending on needs. Notebook: We may phase these off since most schools will phase them out.
* Carmen will send out a contact link for certain technology issues.
* Consult John Spike if you are interested in making videos for your classes. Carmen will send info.
  + 1. **Inclusive Excellence and Diversity Committee (Jenna)**
* Continue working on the EDI report
* Updating on the website/public facing site.
* Organizing spring forum for the college of education. Let Jenna know if you have ideas.
* Share the NCBI workshops to your students. If they are not attended, they will discontinue. Google, NCBI and UW-Whitewater, and the website will come up. [Link here.](https://www.uww.edu/ncbi)
  + 1. **Constituency Standards (Lucy)**
* They meet in December. Tia Shultz is leading this.
  + 1. **College Curriculum (Denise,Yao)**
* Added a second November meeting.
  + 1. **TELFE (Kristen, Yao, Karla)**
* Streamline process/eliminate paperwork and improve those who graduate without licensure. They will use Qualtrics.
* Seeking inputs from other programs for minimum grades needed for courses. Where should that language be included (for example, in the catalog). If you have specific inputs, forward to representatives.
* Andrea will share a draft of an exit survey for graduating seniors.
* Seeking input for DPI student teaching equivalency. DPI wants to give more flexibility (for example: student teaching hour requirements along with substitute teaching options). Yao will send more info.
  + 1. **Salary *(May*, James)**
* Liesl will be stepping in for May.

1. **Department Committee Reports:** 
   1. **Curriculum & Scheduling (Edric and Kristen L.)**

* Edric and Kristen are co-chairing for fall 2023. Edric will send a table on due dates to the C&I curriculum committee, Department, COE, and University.
* Next curriculum due date for the committee is November 3. Send to Kristen.
  1. **Personnel & Policy (Liesl)**
* Liesl is not the chair this year. No meeting.
  1. **MSEPS Council (Liesl)**
* Sarah Beth Nelson is the new chair.
* Committee met with Andrea E. and updating info for three emphasis areas (lib media, C&I, and reading)
  1. **Secondary Program Coordinators (Denise)**
* Examining advising and reorganization
  1. **Reading/Literacy (Dwight)**
* No report
  1. **Elementary/Middle Education (Yao)**
* Working on SLOs and Assessments
* Approved program from DPI
  1. **ECE (Carmen)**
* NAEYC accreditation report is submitted.
* Continue discussion on redesign.
  1. **ESL/BE (Jenna)**
* ESL License was also approved. Checking for BE was approved or not. Still waiting.
* Restructuring so introduction class will be introduced earlier (CIGENRL 350).
* Other restructuring (for example: 1 credit advocacy course).
  1. **Business/Marketing Ed. (*Karla*, Denise)**
* Took advantage of research stipend for outreach program for undergraduates.
  1. **HELEAD (Marijuana)**
* No report.
  1. **Search and Screen (Liesl)**
* Science Ed search has been approved and posted. We are getting some applicants. Please advertise this search in your networks. If you do, take a screenshot and send it to Liesl.
* Lucy noted that search is out of the supply budget of the C&I department
  1. **CORE**
* Submit work to Wade, Veronica, or Andrew
* This will be co-chaired by Veronica and Andrew

Next meeting is November 11. 11-1PM

**Moved: Roseland, Gapinski second, all voted yes**

**November 11th, December 9th, February 10th, March 10th, April 14th, May 12th**