**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, March 11, 2022**

**10:45am-12:45pm, WH 2005**

**Hyflex**

***Present in-person:*** Annie Stinson, Melanie Schneider, Jenna Cushing-Leubner, Wade Tillett, Julie Minikel-Lacocque, Dwight Watson, Kristen Monday, Stephanie Berto & Lucinda Heimer

***Present via WebEx:*** Ozgul Kartal, May Vang, Yao Fu, James Hartwick, Liesl Gapinski, Carmen Rivers, Kelly Pankratz, Edric Johnson, Courtney Luedke, Denise Roseland, & Karla Saeger

**Absent/excused:**Kristen Linzmeier and Kelly Hatch

***Minutes Recorder:*** Stephanie Berto reviewed by Lucy Heimer

Lucinda Heimer, C&I Department Chair called the meeting to order at 10:45 AM.

1. **Updates and check in.**

* “Tell me, what is it you plan to do with your one wild and precious life?”
  + ― Mary Oliver
  + The meeting started with these sentiments: To center kindness feels simplistic, simple gestures like cookies, notes, texts, feel inadequate. But we show up, for each other, for the hope of something that will connect us and feed our souls. Thanks for being on the screen and in the room. Spring is around the corner…
* Time was given to check-in with each other and share challenges and successes. Girl Scout cookies were mentioned!

1. **Announcements**
   1. Reminders from Stephanie

* Paper evals for spring 2022 courses-It is encouraged to give students time in class to fill out electronic evals on their personal devices, if paper is still preferred form of eval email Stephanie
* Warhawk WINGO happening
* Courses Live in WINS for Fall 2022-Please look over courses and email Stephanie any changes that need to be made.
* Duo questions
  1. COEPS reorganization meeting/google feedback - no updates, Carmen had attended but has not heard anything
  2. Graduation
     1. Faculty required to march fall or spring (Academic staff not required but welcome to). March 14th
     2. May 15th additional ceremony (8:30-11) for those who missed in person
     3. Banners - alum and champion - Lana will be giving out in the COEPS parking lot on the graduation days
  3. Website updates and marketing - Currently under Teacher Education - no timing suggestions were shared for updates.
  4. Foundations of Teacher Education - collaboration with technical schools to consider articulation with associate’s degrees. Ideas for Post-Baccalaureate support - Robin is on a state level committee working on this.
  5. Summer contracts 5/17-8/23
     1. COS -summer contracts are handled by Mike Wessely
        1. Any requests for special project summer compensation (research, course adaptation, etc) goes through Deans office.
     2. Advising-Google doc created to track who is teaching for each session and who will be the lead advisor - Lucy here all summer
        1. Session 1 May, Session 2 Edric, Session 3 Denise, Session 4 Annie- thank you!
     3. 3/13, 2/9 rule form **only** needed if exceed the rule
        1. Not to exceed 18K in an academic year
  6. Independent Study
     1. It was confirmed that our dept does not pay for independent studies during academic year for undergrad (winterim and summer is paid - per student per credit)
* There may be a directive forthcoming from the provost re: compensation for independent studies.
  1. Admin/Deans/Chairs updates
     1. University wide administrative eval brainstorm session with faculty senate
        1. Question was raised regarding execs and chairs - temporary or permanent positions.
     2. Removing computer systems in classrooms - Constructive ideas? Thoughts?
* Email Carmen about concerns with laptops replacing computer systems in the classroom, she will collect all the feedback and pass it along
* Question was raised regarding the decision of who made the decision to have classroom tech support cost fall under college budgets - the answer is Elena Pokot.
  + 1. Mask mandate update effective 3/1/22 (chancellors’ statement was shared in the mtg)
    2. Inclusive excellence fellow - no $ for next year
    3. Chancellors initiatives: Learning communities, Mental Health, R&R for Black and Latinx communities
    4. Tommy Thompson was on campus 3/7
    5. Asst Dean Grad Studies search
    6. Ellen Latarocca’s [survey](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_eqWhg7Acq7ElQvY) 3/31 deadline for allocations
    7. COEPS level new advisor position on the horizon may be focused on secondary support
    8. Reminder Dr. Lana Collet-Klingenberg’s role as Associate Dean - not involved in P&T or searches so can be more neutral.
    9. C&I faculty staff celebrations & support - birthdays and life events.
  1. Other updates
* Google staff/faculty load sheet-one-on-one meeting to be scheduled by March 31st to discuss fall 2022 needs
* April 8th C&I Dept Meeting will be fully WebEx
* Working on communication between monthly meetings - Fraturday updates - other ideas?

1. **Action Items, Discussion & Activity**
   1. Approve minutes February 11, 2022

Motion to approve minutes/second: Wade Tillettl/Dwight Watson

Discussion: none

Abstain:1

Opposed: 0

Minutes approved from February 11, 2022

1. **University Updates** (committees/faculty senate)
   * 1. Faculty Senate Updates - Ozgul–No updates
2. **COEPS Committees Reports**
   * 1. International Education Committee (Melanie)

* Met in February to hear about international teaching programs and plans to resume programs.
* Current student teaching programs are: Sweden spring 2022 and fall 2022; Ecuador fall 2022; LCO Ojibwe spring 2022
* Research visit to UWW from University in Guanajuato with one to two graduate students in fall 2022
* Other international teaching programs will resume as health and safety measures allow.
* Pilot program being discussed for students to study in Austria
  + 1. Student Scholarship Committee (Edric, Courtney, Kristen)-committee is working on scoring applications for scholarships
    2. Faculty/Staff Awards Committee (Ozgul)-Evaluating applications for graduate teaching, applications received
    3. Strategic Planning and Budget Committee (Annie)
* Scored reports from various Colleges, meeting today to discuss
  + 1. Technology Committee (Carmen)
* Discussions on utilizing GoReact with students
  + 1. Inclusive Excellence and Diversity Committee (Jenna)
* IE&D diversity mission statement action plan feedback. Jenna will send an email with [link](https://docs.google.com/document/d/1_a9OD250OZp7aDZ2qYWELJcGppz67U3wP_kZK_Zgwoo/edit) to add ideas and timeframe for goals
* Question was raised if this replaces the college mission statement, the answer is ‘it does not’ via Lana Collet-Klingenberg
  + 1. Constituency Standards (Lucy)-no updates
    2. College Curriculum (Kelly, Denise)-working on LP reports due
    3. TELFE (Kristen, Yao, Karla)
       1. Supervision feedback was received and C&I wants supervisors to have flexibility with going into the classroom
       2. Transition to new licensure program and what transition period will look like and who are important stakeholders
       3. Communication to students of new k-9 program
       4. Conversations are happening now at the state level re: paying student teachers and cooperating teachers
    4. Salary (May, James)-no updates

1. **Department Committee Reports:** 
   1. Curriculum & Scheduling (Yao Chair)-no updates
      1. Carmen, Kristen, Julie M-L, Kelly P, Ozgul, Edric, Dwight
   2. Personnel & Policy (Liesl Chair)
      1. James, Melanie, Kelly, Karla, May, Annie

* Working groups are broken into four categories: Canvas and C&I handbook, supervision formula, enrollment guidelines & CORE, and new position descriptions for reassignments.
  1. CORE (Wade Chair)
     1. Jenna, Courtney, Denise, Ozgul

Writing group

Scholar tips

C&I Faculty Research Interest

* + - * 1. Presentations on research interests
* Karla & Denise-Evidence Based Teaching On-line
* Wade-*Escaping Something* book to be published
  1. MSEPS Council (Wade)-no updates
  2. Secondary Program Coordinators (Denise)
* Met last month and collaboratively moving head with LP reports
  1. Reading/Literacy (May/Kelly/Annie/Kelly P)-no updates
  2. Elementary/Middle Education (Yao)-Met to talk about advising and LP re-design
  3. ECE (Carmen, Kristen, Lucy)-Continue to work on re-design and accreditation
  4. ESL/BE (Melanie, Jenna, Julie)
* ESL re-design report submitted to DPI on Feb 25th
* Heritage language summer workshops open to teachers of multilingual learners all over the country; features regional and nationally-known faculty presenting, see email Jenna sent with workshops link and share.
  1. Business/Marketing Ed. (Karla, Denise)
* *Creating an Effective Online Teaching Presence-awarded the Best Paper Award to be presented at the 2022 Business Education Research Conference*
* Karla was awarded the NBEA Teacher of the Year Award for 2022
* Karla and Denise are writing a book chapter together
  1. HELEAD (Courtney)
* Students will have a hooding ceremony, same day as main graduation
  1. Search and Screen (2 searches)
     1. Art – Edric/Yao–Two candidates invited on-campus and offer was made
     2. ESL/BE - Courtney–offers made

Melanie Schneider moved to adjourn, Dwight Watson seconded, meeting adjourned at 12:33PM

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

**Chancellor’s update re: masking**

**Summer teaching google doc**

**Academic calendars 2022-23 and 2023-24**

**Remaining Department Meeting Dates for 2021-22 WH 2005 10:45-12:45**

**April 8 (Webex) and May 13 (F2F)**