**Department of Curriculum and Instruction**

**Department Meeting Agenda**

**January 2023**

**Virtual/Asynchronous in lieu of a Jan 13th meeting**

1. **Personal Updates, Celebrations and Check- in**
   1. I’ll bring cards to Feb meeting for faculty/staff who might enjoy caring sentiments - Kelly H, others?
2. **Announcements**
3. C&I Office Updates

* Reminder to send [cioffice@uww.edu](mailto:cioffice@uww.edu) your spring door schedule
* Submit your syllabus for all spring 2023 courses
* New C&I office student assistant to start week of Jan. 30th-Marisa

1. **Action Items, Discussion & Activity**
   1. I’m sorry I missed the call for us to share our EDI work as a department at the forum. I know you all have amazing examples. As a follow up to the spring forum I will share a google doc to add EDI related projects/curriculum/publications you have engaged with in the past year 2022-2023.
   2. EDI - next steps to share the work that was started at the forum, watch for updates.
   3. Thanks for your collegiality and support as we continue our work together and navigate existing and new systems for enrollment, course offerings, student support, etc.
2. **University Updates** (committees/faculty senate)
   * 1. Faculty Senate Updates - Ozgul

Please, let me know if you have any feedback on the following upcoming resolutions.

* [Policy to establish a process to convert a Distinguished Lecturer to the Tenure Track](https://docs.google.com/document/d/13gn9OgkObGxFbESw2D9ysGckXdQ29U45nlJFzEU6vTE/edit?usp=share_link)
* And in the ongoing effort to clarify academic policies:
  + [Revision to the incomplete policy](https://docs.google.com/document/d/10fe1UeJyFjS-wAHGs64FlcAqcOMpxgCWbJdf4v8djDY/edit?usp=share_link) - clarify when this are supposed to be used
  + Revision of Grade Change Policy- remove “P” grade
  + Revision of Final Exams Policy - remove the Registrar’s Office from the process
  + Revision of Course Repeats Policy- to address Repeatable Courses
  + Revision of Extenuating Circumstances Policy- clarify process
  + Revision of Late Add/Drop Policy- take out the words “extenuating circumstances”
    1. GERC - Dwight
    2. Others

1. **COEPS Committees Reports**
   * 1. International Education Committee (Dwight)
     2. Student Scholarship Committee (Edric, Annie, Kristen)
     3. Faculty/Staff Awards Committee (Ozgul)

There was only one candidate for the Roseman Award from COEPS. The Committee voted whether to support their candidacy for the award. The results are not out yet.

Applications are due May 1st for the following COEPS awards. No nomination is required for the following.

* **COEPS Innovation Award**
* **Outstanding Research Award**
* **Outstanding Service Award**

Consider nominating a colleague for the COEPS **Outstanding Student Support Award.** Here’s [the link](https://www.uww.edu/coeps/facstaff-resources#awards) for awards and timeline.

* + 1. Strategic Planning and Budget Committee (Annie)
       1. Small group discussions (see action items)
    2. Technology Committee (Carmen) - Will not meet until later in February.
    3. Inclusive Excellence and Diversity Committee (Jenna)
    4. Constituency Standards (Lucy) Memos out week of Jan 23 to faculty in the process
    5. College Curriculum (Denise,Yao)
    6. TELFE (Kristen, Yao, Karla)
    7. Salary *(*Liesl, James) - no meeting, nothing to report.

1. **Department Committee Reports:** 
   1. Curriculum & Scheduling (Edric, Kristen L.)
      1. Program and course votes
   2. Personnel & Policy (James) - worked on updating C&I handbook Canvas; updated C&I Handbook; discussing updating Supervision evaluations (previously approved by P&P).
   3. MSEPS Council (Sarah Beth; Dwight, Liesl) - Waukesha consulting about new cohort starting in Fall 2023; editing flyer advertisement for recruitment, continue work on rotation of course offerings, courseleaf revisions & looking into resources & support for marketing the program
   4. Secondary Program Coordinators (Denise) Our focus in the second semester is responding to any DPI requests for revisions to LP reports and figuring out how we teach out old programs and launch new programs in 2023/2024.
   5. Reading/Literacy (Dwight)
   6. Elementary/Middle Education (Yao)-did not meet
   7. ECE (Carmen) - Working to finalize LP for DPI with option for students to seek only ECSE licensure upon graduation with exception to WiFORT plan, if approved. Then, they can apply for ECE licensure once ECSE is approved.
   8. ESL/BE (Jenna) - Working on finding adjunct instructors and finalizing Bilingual/Bicultural DP report
   9. Business/Marketing Ed. (*Karla*, Denise) Karla is on sabbatical this semester.
   10. HELEAD (Marijuana)
   11. Search and Screen (Liesl) - in process of reviewing 23 applicants
   12. CORE (Andrew, Veronica)
       1. Writing group: We welcome faculty submissions of sections of manuscripts, creative works, and conference presentations!
       2. Scholar tips: Discussed planning and managing writing projects, shared different templates
       3. C&I Faculty Research Interest
       4. Presentations on research interests
       5. If you have any recent publications or upcoming conference presentations, let us know at [core@uww.edu](mailto:core@uww.edu) or email to Ozgul, so that we can announce it at the department’s Linkedin page.

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

**Future Meeting Dates, 11:00-1:00 PM on the second Friday of each month: February 10th, March 10th, April 14th, May 12th**