**Department of Curriculum and Instruction**

**Department Meeting Agenda**

**Friday, September 10, 2021**

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

1. **Updates and check in.**
2. **Announcements**
   1. COVID updates
      1. COEPS Canvas announcements section
      2. Warhawks are back: <https://www.uww.edu/warhawks-are-back>
      3. Covid dashboard <https://www.uww.edu/warhawks-are-back/dashboard>
      4. Need for online students to report vaccination status (over 500 students) ECCE others?
   2. Course modalities will be clarified for fall 2022 – F2F, hybrid, online, web-based. Clarification will include the use of synchronous and asynchronous formats for online/web-based. Currently those do not include synchronous meetings.
   3. Research dissemination – $1,000 for faculty
   4. Thoughts re: Publication costs
   5. Syllabi reminder: course syllabi must be uploaded
   6. P&T Reviews and sign up – see attachment
      1. Canvas for full reviews not required but can be created and shared with tenured faculty.
      2. Consult PB books due Oct 1, will schedule meetings (2) mid to the end of Oct.
   7. Staffing/Searches (4 lines exist 2 approved for the fall)
   8. MFA – process (fob or Duo)
   9. Individual meetings with Lucy – Thank YOU!
   10. Class size guidelines – sharing now for input in October. Currently other departments are implementing. Please share your questions/comments via email before Oct 8 mtg.
   11. Course evals – working to revamp (e.g.gender question).
   12. Reminders from Stephanie
       1. Fall 2022 course review in Oct
       2. Student workers
          1. Copies/scans/work lead time
       3. Door schedules
       4. Vacation day 9/17
   13. Other updates

**Action Items, Discussion & Activity**

1. **Approve minutes August 27, 2021**
2. **COEPS Committees Reports (10)**
   1. International Education Committee (Melanie)
   2. Student Scholarship Committee (Edric Johnson, Courtney Luedke, Kristen Linzmeier)
   3. Faculty/Staff Awards Committee (Ozgul)
   4. Strategic Planning and Budget Committee (Annie)
   5. Technology Committee (Carmen)
   6. Inclusive Excellence and Diversity Committee (Jenna)
   7. Constituency Standards (Lucy)
   8. College Curriculum (Kelly)
   9. Graduate Programs (Denise)
   10. TELFE (Kristen, Yao, Karla) make sure there is time in each meeting to get the feedback you need.
3. **Department Committee Reports:** 
   1. Curriculum & Scheduling (Yao Chair)
      1. Carmen, Kristen, Julie M-L, Denise, Ozgul, Edric
   2. Personnel & Policy (Annie Chair?)
      1. James, Melanie, Kelly, Liesl, May (need at least 1 more)
   3. CORE (Wade Chair)
      1. Jenna, Courtney
         1. Writing group – James, Ozgul, Denise, Melanie Others?
   4. Assessment (as needed not activated 2021-22)
   5. MSEPS Council (Wade)
   6. Secondary Program Coordinators (James)
   7. Reading/Literacy (May/Kelly)
   8. Elementary/Middle Education (Yao)
   9. ECE (Carmen, Kristen, Lucy)
   10. ESL/BE (Melanie, Jenna, Julie)
   11. Business/Marketing Ed. (Karla, Denise)
   12. HELEAD (Courtney)
   13. Search and Screen (2 searches)
       1. Art Edric Chair – Yao co-chair or second search?
          1. Courtney, Kristen?,
       2. Second search – chair? May?

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

**Remaining Department Meeting Dates for 2020-21 WH 2005:**

10:45-12:45 on the second Friday of each month (except January):

Oct 8 (Webex), Nov 12 (F2F), Dec 10 (Webex), Feb 11(F2F), Mar 11 (Webex), April 8 F2F), May 13 (Webex)

Greetings folks,

I wanted to provide an update there are still 544 online students who have not completed a test, filed a vaccine, or reported totally remote…Thank you all in advance for your support and collaboration. The below is a sample email you can adapt to your program’s needs. You can also work with UMC on any points of clarification or questions.

Cheers,  
Elizabeth

We would ask that you please send or communicate the following to all of your online students/programs:

Date

Dear (student)

(your department/college introduction)

If you have uploaded your vaccine status or updated your remote status please disregard this email and thank you. For students who have not done so please read below and take one of the following actions.  These are the next steps for you according to Interim Chancellor Henderson’s [order](https://www.uww.edu/documents/warhawks-back/Chancellors-Order-08242021.pdf). Students who are not currently vaccinated must be tested weekly through September 30, 2021.

Students are encouraged to report their [completed vaccine](https://www.uww.edu/warhawks-are-back) status.

Students can update their [remote status](https://www.uww.edu/warhawks-are-back) by completing the vaccine status and choose the remote only option.

\*Remote status from Spring 2021 semester was NOT carried over to the Fall 2021 semester.

\*Students who choose this option are verifying the information is correct. Providing false or misleading information will be referred to the Dean of Students Office.

\*Students who need to come to campus MUST update their status by contacting the COVID-19 hotline at 262-472-1362 or  [**covid19info@uww.edu**](mailto:covid19info@uww.edu) *prior* to returning to campus and comply with all COVID-19 safety protocols, including testing.

Students can schedule a [COVID test.](https://www.uww.edu/warhawks-are-back/testing#uw-whitewater-students)

Students who do not take any of the above actions will be contacted by the Dean of Students Office as out of compliance. If you have questions about COVID-19 resources or protocols please contact the COVID-19 hotline at 262-472-1362 or [covid19info@uww.edu](mailto:covid19info@uww.edu) or review the [Warhawks are Back](https://www.uww.edu/warhawks-are-back) website will all updates and resources.

Regards,

XXXXX from your department

|  |  |
| --- | --- |
| Jenna Cushing-Leubner (5th year, tenure) | Monday, Sept 27th 3-5 |
| Denise Roseland (4th year review) | Friday, Oct 1st 11:30-1:30\* |
| Kristen Linzmeier (Full review for contract not tenure)( | Friday, Oct 15th 10:30-12:30\* |
| Kelly Hatch (P&T 6th year review) | Friday, Oct 15th 1-3 |

Proposal (Updated 9/8):

Create a Research Committee as a recognized department level committee and third alternative to P&P and Curriculum (though people could be on more than one if they choose). This committee shall be entitled CORE – Culture of Research in Education.

The charge is to increase the visibility of research in our department, and to facilitate a culture of research. This committee will serve all department members engaged in research and grant-writing, as desired. Anyone in the department could give any published work to the committee for marketing, for example

Purposes:

* Outreach
  + to facilitate department author marketing, pr, blogs, social media, press release, etc
  + to celebrate and highlight research accomplishments so that department, university, and students are aware of department members as scholars
  + to issue some awards, press releases, etc.
* Advocacy
  + to share with the department and/or advocate for substantial supports for engaging in research and grant-writing
* Writing support
  + to facilitate a writing group(s) open to all department members. This writing group’s aim is:
    - to provide accountability, feedback, and/or audience for research, creative works, and grants
    - to provide support to each other
  + to aid all departmental tenure-track faculty in meeting research requirements
  + to provide the department with research tips, strategies, processes
* Collegiality
  + to share and make each other aware of the research interests of departmental members
  + to facilitate collaboration if desired

DRAFT Undergraduate Course Enrollment Guidelines for COEPS Starting Spring 2021 (pilot fall 2020)

Starting in the spring of 2021 we will implement class size guidelines. These guidelines are meant to offer consistency and equity across courses. These guidelines address both minimums and maximums without regard to the mode of how the course is taught. Faculty and staff are not required to teach online, there are numerous sources for professional development related to teaching online and because we have not had a mechanism for offering financial support for large classes that are face to face so we will eliminate the lower caps for online courses.

100 level courses:  
• Class size of 50, additional compensation for over 50, $40 per student per credit

200 level courses:  
• Class size of 40, additional compensation for over 40, $40 per student per credit

300 and 400 level courses:  
• Class size of 30, additional compensation for over 30, $40 per student per credit

Faculty/teaching academic staff may allow up to 10 students over the above listed class size. There will be exceptions to the class sizes above. Some of the possible exceptions are:

* Courses that are held in a space that can only accommodate a certain number of students. These details will be worked out between the instructor and department chair.
* Field study, student teaching and internships at the undergraduate level are calculated differently and each department determines this formula.

For PEPROF 201, 270, 302, 415 and 471 (Human Performance laboratory courses), instead of the above rule, lecture sections with caps above 48 students will count for an extra instructor load credit, and two hours of lab count as 1 instructor load credit.

Department chairs and instructors should be monitoring course enrollments especially for courses, which have historically had lower numbers. If it is determined that the course should be offered even though the enrollment is low then the instructor of the course will also agree to additional responsibilities so as to be more equitable across the departments and the college. Some possible means by which to do this:

• In departments where there is supervision, instructors can take on additional supervision (for someone teaching a 300 or 400 level, 3 credit course):

o Enrollment of less than ten students, the equivalent of 2 credits of supervision assigned o Enrollment of less than 20 students, the equivalent of 1 credit of supervision

• For departments without supervision, the instructor and department chair should determine what activities the instructor will do which would be the equivalent of 1 or 2 credits