**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, November 11, 2022**

**11:00-1:00 PM, WH 2008**

***Present:*** Dwight C. Watson, Edric Johnson, Kelly Pankratz, Yao Fu, Liesl Gapinski, Kristen Linzmeier, James Hartwick, Andrew Hurie, Annie Stinson, Lucy Heimer, Ozgul Kartal, Wade Tillett, Karla Saeger, Jenna Cushing-Leubner

**Absent/excused:** *Veronica Soria-Martinez, Stephanie Berto, Kelly Hatch, Julie Minikel-Lacocque,* Denise Roseland, Carmen Rivers

**Minutes Recorder:** Dwight Watson reviewed by Lucy Heimer

Lucinda Heimer, C&I Department Chair called the meeting to order at 11:03 am

1. **Personal Updates, Celebrations and Check- in**

James – Citizen of Luxemburg

Lucy – No Nov birthday’s except Courtney on sabbatical, passed out cards for signing

Andrew and Jenna – presented at American Educational Studies Association

1. **Announcements**
2. 2+ 2 signed evals due today but extended due to HR Dec 1, reminder to check trainings

We have already received 2% last year. Complete the new forms to receive the 2% cost of living increase. The forms sent were wrong initially, so new forms were redistributed and completed at the meeting. It was advised to make sure you completed the mandatory trainings.

1. Admin Council
	1. Discussed 8-week courses and that grades are due. There was a discussion about 12-week courses that would start later in the semester so students who dropped early, can pick up credits in the semester. At this point it’s only a discussion no action is expected.
	2. A Program coordinator spreadsheet was shared from the Dean to Chairs. Next steps and timeline hasn’t been shared but most likely a spreadsheet will be given to coordinators to fill out to capture the work load of the position.
	3. Enrollment/Caps – Lucy asked the P&P committee to reshare the proposal about under-enrolled and over-enrolled courses from over a year ago with her. Caps/enrollment are being discussed a lot in administrative meetings. Administrators want us to make sure our actual caps meet our projections. Any guidelines will come directly from the Dean. Related but different, Lucy talked about putting caps on multiple sections of courses to help evenly distribute students across sections. It was discussed that this creates more confusion for students and the pros/cons of setting caps to manage section size was discussed.
	4. Recruitment updates – Working with the Future Teacher Program Liaison – Nicole Weber. Kelli D is communicating to students in middle school about teacher education. Kelli has a lot of ideas that could include visits to campus for which we can offer sessions to engage the students in lessons and learn about our exciting work. Lana and Fred have been visiting school districts and CESAs (Racine, Madison, etc). Lana is looking for opportunities for paraprofessional to get their licensure (e.g. postbac, online, etc.). We need to have professors get involved in recruitment days so that the potential students can become interested in smaller and specialized programs.
2. C&I Office Updates

**i**. Looking to hire 1-2 students for spring semester - Need to hire work study students to support the office administration since one of the current students will be graduating in December.

**ii.** If large assignments please give at least 48-hour notice to Stephanie – This includes large copy assignments and anything with multiple tasks. Send to the CI Office and copy Stephanie.

**iii.** Summer courses to be entered in WINS due by Nov. 14th at latest

1. Other updates – No other updates were provided.
2. **Action Items, Discussion & Activity**
	1. Approve minutes October 14th 2022 – We read through the minutes. (Stinson/Johnson) unanimous vote to approve. Changes need to be made in the minutes in which College Curriculum should have Yao’s name removed.
	2. SPBC - graphic and review of google doc (Lucy & Annie) 30 min – Lucy and Annie formed separate groups to discuss our programs. The push to restructure through the SPBC work groups seems to have dissipated. Instead we could use your thoughtful input to communicate our strengths across the college and university and also as a next step to market our programs (outward facing). How do we showcase our courses and programs? Do we have an elevator pitch that makes us a program of distinction? Lucy distributed the venn diagram graphic and the narrative statements to assist us in our discussion. In the groups, faculty/staff discussed components of a conceptual frame for our Curriculum and Instruction Department as well as a graphic, and an elevator speech that would support our department. The small groups shared their discussion points and turned in what they captured to Lucy. Lucy will compile these documents and share at our December meeting.
3. **University Updates** (committees/faculty senate)
	* 1. Faculty Senate Updates – Ozgul – Asking for policies that need to be revised. James stated that the Faculty Senate passed an earned performance-based post-tenure review. This was rejected by the Chancellor.
		2. General Educational Review Committee (GERC) - (Dwight?) – No updates at this time. Lucy will meet with Dwight to clarify this process.
		3. Others
4. **COEPS Committees Reports**
	* 1. International Education Committee (Dwight) – No update
		2. Student Scholarship Committee (Edric, Annie, Kristen) – The dinner is Monday, November 15th.
		3. Faculty/Staff Awards Committee (Ozgul) – No updates
		4. Strategic Planning and Budget Committee (Annie) – No updates
			1. Small group discussions (see action items)
		5. Technology Committee (Carmen) – Carmen provided an update via email that reiterated what was shared in October:
			1. Faculty, staff & instructors have the opportunity to align course objectives, assessments, and units with ISTE Standards
			2. Accepted Grant applicants would receive $$ to meet either in person or virtually to workshop current courses to better align with standards
			3. Goal is not to completely change courses, but rather see where standards already align and develop further connections to standards
			4. The “Why” - ensure our students are prepared for utilizing technology in meaningful ways in their professional careers
			5. Non-teacher preparation fields - equivalent or similar standards relating to technology integration in roles (counselors, SLPs, Health Promotion/Performance, Military, etc)
		6. Inclusive Excellence and Diversity Committee (Jenna) – No updates
		7. Constituency Standards (Lucy) – Lucy discussed the steps pertaining the P&T process (Dept vote and letter, Dean letter, Constituency letter, Provost letter, Chancellor decision and letter, System response June 2023).
		8. College Curriculum (Denise) – No updates
		9. TELFE (Kristen, Yao, Karla) – We were asked for feedback about student teaching changes. The TELFE committee decided that student teachers should not be allowed to sub. Discrepancies upon departments pertaining to student teaching load had been reviewed by the Dean and any needed changes were made the C&I formula remains intact. Also discussed the *C or better* course requirements for specific courses. We should have consistency about where this designation should be posted on the program pages. Karla asked the secondary programs if this could be added to their program pages, they agreed. We had a rich conversation about transgender, gender fluid students and their placements.
		10. Salary *(*Liesl, James) – No updates
5. **Department Committee Reports:**
	1. Curriculum & Scheduling (Edric, Kristen L.) – All approvals are listed in the addendum.
		1. Program and course votes – Program and course votes are captured in the addendum
	2. Personnel & Policy (James) – No updates except James was voted in as chair.
	3. MSEPS Council (Sarah Beth)- not present.
	4. Secondary Program Coordinators (Denise) – not present
	5. Reading/Literacy (Dwight) – Kelly, Sarah Beth, and Dwight met to discuss Graduate Programs. We updated the new Multicultural Literature course to include Children and Young Adult Literature so it could be available to Library Science students who still need a Children Literature course to meet their requirements.
	6. Elementary/Middle Education (Yao)- met this morning.
	7. ECE (Carmen)- NAEYC accreditation visit in the spring. Working on staffing change with her retirement.
	8. ESL/BE (Jenna) – If ESL 350 is included in new program changes, then let Jenna know.
	9. Business/Marketing Ed. (*Karla*, Denise) – no updates
	10. HELEAD (Marijuana) – not present.
	11. Search and Screen (Liesl) – Have an initial screening procedure approved and 1-+ applicants. Posted ‘until filled’ with applications due mid-January. Liesl will share the posting with department members so we can link to our social media and other networks.
	12. CORE (Andrew, Veronica) – If you have manuscripts or part of a manuscripts you would like feedback on, please send to Andrew and Veronica. Andrew will schedule the CORE Committee once manuscripts are received.
		1. Writing group
		2. Scholar tips
		3. C&I Faculty Research Interest
		4. Presentations on research interests

Stinson moved and Johnson seconded that the meeting be adjourned, approved unanimously at 1:05.

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

**Future Meeting Dates, 11:00-1:00 PM on the second Friday of each month: December 9th, February 10th, March 10th, April 14th, May 12th**

**C&I Dept Curriculum and Scheduling Committee Meeting Summary 11/4/2022**

1. **Elementary Education**
2. **MCEA Program Proposals** (routes for the ELEMMID K-9 program). Edric and Yao, presented the programs. Annie moved and Kristen seconded. The department approved the program proposals as listed below.

● Elementary Middle Education - Dual Licensure Emphasis (search for Elementary Middle Education\*) with approved minor in ESL/Bilingual Education OR Adaptive Education

● STEM/STEAM Education Middle Level Emphasis (search for STEM/STEAM Education\*) - enhancing the teaching of science and math subjects

● Social Justice Literacy Middle Level Emphasis (search for Social Justice Literacy\*) - enhancing the teaching of social studies and language arts subjects

1. **New Course Proposals –** Yao presented the new course proposals. The new proposals were moved by Annie and seconded by Liesl. The course proposals were approved by the department as listed below.

● New course ELEMMID 318: Integrating the Creative Arts Into Teaching Curriculum in the core (4 credits) Edric (\*this will replace the current ELEMMID 370 which is 5 credits)

● Common course for both emphases: CIGENRL 384: Middle School Curriculum and Instruction (3 credits) Wade (pre-req: added college admission)

**Social Justice Literacy Emphasis**

● CIGENRL 345: Teaching for Visual Literacy and Cultural Understanding (3 credits) Edric (pre-req: added college admission) Social Justice Literacy Middle Level Emphasis

● CIGENRL 365/565: Multicultural Young Adolescent Literature (3 credits) May & Dwight (pre-req: added college admission & READING 360) Social Justice Literacy Middle Level Emphasis

● CIGENRL 450: Performing Justice: Educational Drama for Social Change (3 credits) Edric (pre-req: added senior status) Social Justice Literacy Middle Level Emphasis

**STEM/STEAM Emphasis**

● CIGENRL 400: Pedagogy and Practice of Mathematical Modeling for STEAM Teaching (3 credits) Ozgul (pre-req: added college admission) STEM/STEAM Middle Level Emphasis

● CIGENRL 472: Middle Level STEAM Methods Applying Modeling, Inquiry, & Design (3 credits) Wade (pre-req: added college admission) STEM/STEAM Middle Level Emphasis

1. **Revision of Existing proposals:** Yao discussed and then Liesl moved and Edric seconded the revisions. The listed revisions were approved.

● Change pre-req of READING 462 Yao (Currently, READING 360 or READING 361 is listed as the pre-req of READING 462; change this to “READING 360 and READING 461; add the course component & hour)

● Remove pre-req of CIGENRL 350 Jenna (ESL/BE)

● ELEMMID 363 (both) X Yao

● ELEMMID 324 (both)X Yao & Liesl Note: Removed this portion of the pre-req for 324: RESTRICTED TO STUDENTS WITH CURRICULUM ELEMENTARY EDUCATION MAJOR

● READING 360 (both)X Yao

● READING 461 (both) X Yao

● ELEMMID 425 (both) x Ozgul

**II. Secondary Education**

* 1. **James Hartwick**: The Secondary Social Studies program has three new course proposals for the revised program requirements: Edric moved and Anne seconded. The department approved the Social Studies revisions.

● SECNDED 340 Inquiry in Social Studies

● SECNDED 425 New SS Methods Course

● CIGENRL 420 the 1 cr. Pre-student teaching Field Studies Seminar to replace SECNDED 460

* 1. **Wade Tillet**: Courseleaf proposal and 4-year plan for revisions to the Secondary Math Program. Wade explained the courses. Edric moved and Anne seconded. The department approved the Mathematics revisions

● EDBSE Math: Mathematics Education (Secondary Math Revisions)

○ Revised UWW Secondary Math ED 4 year plan

* 1. **Liesl G:** The 3 science BSE proposals are “informational” for C & I. Approved by COEPS Committee on 11/3. Also reviewed by L&S. Liesl explained they science program changes. These revisions were previously approved.

● Physics Science Ed

● Biology Science Ed

● Chemistry Science Ed