**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, December 9, 2022**

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

*Present:* Edric Johnson, Kristen Linzmeier, James Hartwick, Lucy Heimer, Wade Tillett, Jenna Cushing-Leubner and *Stephanie Berto*

WebEx: Dwight C. Watson, Kelly Pankratz, Yao Fu, Liesl Gapinski, Andrew Hurie, Annie Stinson, Ozgul Kartal, Karla Saeger, *Veronica Soria-Martinez,* Carmen Rivers, and Denise Roseland,

Absent/excused: *Kelly Hatch and Julie Minikel-Lacocque*

Minutes Recorder: Stephanie Berto reviewed by Lucy Heimer

*Lucinda Heimer, C&I Department Chair called the meeting to order at 11:04 am*

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

* Congrats all the proposals passed the COEPS curriculum process
* Lucy offered thanks for those who traveled and appreciated those who stayed safe at home due to weather. At this time of year there is great pressure and she is grateful for friends and colleagues to celebrate and support the highs and lows. Please be well.
* Wade announced he is a Grandpa for the 1st time
* Reminder to send our students well wishes as the take the Wifort exam this month

1. **Announcements**

* Admin Council (see below c, d)
* C&I Office Updates
* Reminder to dept about fall 2023 courses due in google doc
* No C&I students workers during winter break
* Hiring one new student worker for C&I, Brooke will graduate in December 2022
* Chancellor Candidate Open Forums
* Two more OF’s next week at 3 pm in Hyland.
* Faculty raised concerns about the forums not being recorded to watch at a more convenient time-see email follow-up from Lynn Gilbertson on explanation from search committee
* Spring 2023 class/staff updates
* Lucy and Stephanie are tracking enrollment to better determine what we need as we shift from old course sequences to the new. Thanks so much for your patience as we learn to monitor and manage sections through caps to balance sections.
* Enrollment across many education programs at the state and national levels are down so even though we may be lower it’s not indicative of our quality or rigor. Thanks for your hard work.
* Advising team is working hard to support the shifts with redesign please continue to give feedback.
* UWW Holiday Celebration Monday, Dec 12th 2-4 UCC
* Other updates
* There is $775 left in the library fund to use, link [here](https://libguides.uww.edu/c.php?g=548052&p=3760728) to order
* Graduation is this Saturday 12/17 - discussion re: timing and regalia

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

Motion to approve minutes/second: Gapinski/Linzmeier

Abstain:0

Opposed: 0

Minutes approved

* 1. SPBC - graphic and review of google doc (Lucy & Annie) 30 min
     1. The graphic was shifted to PPT slides and shared both bar and venn diagrams.
        1. The designs were shared to survey whether the representations are helpful.
        2. Details were missing re: correct verbiage and program representation.
     2. The discussion included ideas for sharing either via google slides or creating ‘shared drive’ for all docs (meeting minutes/agenda/shared work like this graphic) or Canvas. We will try to do both - post on the C&I Canvas page and also create a Google drive (Denise offered to help with this).
  2. EDI Discussion
     1. The links are included below and we will need to create a committee or maybe with current EDI reps that could work as our C&I committee but all will be shared at the forum. Stay tuned for more outreach.
     2. <https://docs.google.com/document/d/1ztHCgYM52zu96avBe13vw0KZpQWRbw2b/edit>
     3. [Goals & Objectives Table- Curriculum Instruction.docx - Google Docs](https://docs.google.com/document/d/1ztHCgYM52zu96avBe13vw0KZpQWRbw2b/edit)
     4. [Link](https://uwwtw.instructure.com/courses/348904/files/55066042?module_item_id=16818564) to IE&D Inclusion Statement

1. **University Updates** (committees/faculty senate)
   * 1. Faculty Senate Updates - Ozgul-No updates
     2. GERC - (Dwight?) - Officially assigned to this committee in the spring and will report after that.
     3. Others
2. **COEPS Committees Reports (The notes below were typed in google by faculty/staff reps)** 
   * 1. International Education Committee (Dwight)-Met and we discussed the passport ready program to encourage students to get their passports. We also looked at the courses slated for Australia in Counselor Education and Jamaica in Special Education. Are there any signature international programs in C&I?
     2. Student Scholarship Committee (Edric, Annie, Kristen)
        1. Scholarship window open. Closes in Feb.
     3. Faculty/Staff Awards Committee (Ozgul)-Applications will be reviewed to determine who will be put forward as the COEPS nominee for the Roseman Award in the January, 20, 2023 meeting. Also, outstanding student support awards will be reviewed. Next nomination period is Apr 1-May1.
     4. Strategic Planning and Budget Committee (Annie) **Nothing new from the the College Committee**
        1. Small group discussions (see action items)
     5. Technology Committee (Carmen) - nothing new, we meet again next Tuesday
     6. Inclusive Excellence and Diversity Committee (Jenna)
     7. Constituency Standards (Lucy) Meeting now to review all P&T decisions for the college. Will be wrapped up by Dec 15th and on to Provost.
     8. College Curriculum (Denise) - **Congratulations ALL! All course and program changes proposed in program redesigns have passed COEPS Curriculum Committee on 12/8 and are on to the UCC’s 1/8/23 Meeting for approval...the last stop before Fall 2023 implementation.**
     9. TELFE (Kristen, Yao, Karla)

No TELFE meeting for Dec.

* + 1. Salary *(*Liesl, James) - No additional information since the last meeting.

1. **Department Committee Reports:** 
   1. Curriculum & Scheduling (Edric, Kristen L.)
      1. Program and course votes
      2. Working on calendar for Spring meetings.
   2. Personnel & Policy (James) - No additional information since the last department meeting.
   3. MSEPS Council (Sarah Beth [Liesl & Dwight]) - Discussed courseleaf revisions (Multicultural Children’s & Young Adolescent Literature; widen list of electives for C&I emphasis), developing list of graduate course offerings by semester & modality that are open for graduate students in different programs to take, flier for advertising programs (C&I, Reading, Library) & recruiting teachers taking course to teach in the PIE program.
   4. Secondary Program Coordinators (Denise) - Nearly all LP reports in; curriculum changes in motion for all the proposed programs; ***rest is needed by all***. During spring semester, we will map out how we teach out existing programs as we enroll students in the new programs (anticipating the biggest strain will be Spring 2024/Fall 2024/Spring 2025).
   5. Reading/Literacy (Dwight) - We will be meeting today at 1:00 today, December 9, 2022. I will report next meeting about our discussion.
   6. Elementary/Middle Education (Yao) Met this morning to discuss about program plans and transition
   7. ECE (Carmen) - NAEYC
      1. Accreditation Peer Review dates are set for March 5-8th, 2023
      2. Working on program redesign - hoping to submit DPI LP before spring semester begins
      3. Portfolio Showcase is next Friday - come between 3-4 at the CEC to see student’s work and congratulate them
      4. Working on writing position description for my replacement
   8. ESL/BE (Jenna)
   9. Business/Marketing Ed. (*Karla*, Denise) - Karla is on sabbatical Spring semester
   10. HELEAD (Marijuana)
   11. Search and Screen (Liesl) - completed assessment tool for minimums & desired criteria, requested missing material(s) from applicants, reviewed mins to determine 3 of initial 12 applicants would be eliminated, retook ‘revised’ unconscious bias training. If you have not already, ***please consider sending the announcement below to your networks*** to help advertise this position widely & cc Liesl on the email or send a screenshot of your post (for Human Resources record) [hohenshl@uww.edu](mailto:hohenshl@uww.edu) :

The Department of Curriculum and Instruction at the University of Wisconsin-Whitewater seeks applications for an assistant professor tenure-track position in Science Education K-12 beginning August 2023. Application materials are requested by **January 20, 2023**. Please consider sharing widely with your networks. For additional details see,

<https://www.uww.edu/employment/academic-staff-instructional/posting?listing=2285>

* 1. CORE (Andrew, Veronica)
     1. Writing group: Please send Andrew or Verónica an email if you would like CORE to review and provide feedback on your scholarship-in-progress
     2. Scholar tips
     3. C&I Faculty Research Interest
     4. Presentations on research interests

**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**