**Department of Curriculum and Instruction**

**Department Meeting Agenda**

**Friday, April 8th, 2022**

**10:45am-12:45pm, WebEx**

***Present WebEx:*** Melanie Schneider, Jenna Cushing-Leubner, Dwight Watson, Lucinda Heimer, Ozgul Kartal, May Vang, Yao Fu, James Hartwick, Liesl Gapinski, Carmen Rivers, Kelly Pankratz, Edric Johnson, Courtney Luedke, Wade Tillett, Annie Stinson, Denise Roseland, & Karla Saeger

**Late/excused:** Kristen Linzmeier

**Absent/excused:** Kelly Hatch, Kristen Monday, & Stephanie Berto

***Minutes Recorder:*** Edric Johnson reviewed by Lucy Heimer

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

1. **Updates and check in.**

* Kelly Pankratz – Stride Walk (April 30) – Kelly Hatch will be there – Contact Kelly Pankraz if you need any updates
* There will also be the opportunity to send support to Kelly’s family – Nellie and Robbie. Please see Stephanie or Lucy for more information and cards will be in the copy room.

1. **Announcements**
   1. Schneider Emerita Resolution

* Reviewed, voted, and supported Dr. Melanie Schneider’s Emerita Resolution (Jenna moves, May seconds, all voted yes)
  1. Graduation May 14 (3 pm) and May 15 (morning) ceremonies
     1. <https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_bQHAV1Ac8AzWdFA>
  2. Summer contracts 5/17-8/23
  3. Summer advising Stephanie will forward questions to the contact below and they may forward questions that come in for your related program
     1. Summer Session I – May
     2. Summer Session II – Edric
     3. Summer Session III- Denise
     4. Summer Session IV- Annie
  4. Fall staffing/hires/advising master sheets
* Lucy is working on this and gathering and getting instructional contracts needed.
  1. Department meeting function discussion
     1. Training/workshops
        1. Pride Center – Perhaps the department could get involved
        2. NCBI – potentional workshops at the department and/or classroom level
     2. Hopeful for the month of May meeting to be more of social
  2. Admin/Deans/Chairs updates
     1. Chancellor Henderson resignation; John Chenoweth will be Interim Chancellor; Robin Fox will be Interim Provost; Lana Collen-Klingenberg will be Interim Dean; Associate Dean will be an internal search
     2. Retitling
* Impacted our administrative support – honoring – Instead of ADA, it will be Department Assistant (potentially across the college)
  + 1. Office coverage summer
* Individual offices will be covered. There may be centralized represenation on the second floor (e.g. staff may rotate to field questions).
  + 1. DPI visit Jenna Buchner April 29 8-3:30. Please plan to attend for impacted programs. E-mail lists and discussion groups. <https://dpi.wi.gov/news/subscribe-email>
    2. COEPS Canvas Communication page is very helpful. Please periodically check that and Lucy will also review and send communication updates to the department as reminders.
    3. COEPS awards due May 1
       1. Innovation award
       2. McClellan Teacher of Distinction Award (by student nomination & Deans office invitation only)
       3. Outstanding Advising Award (by student nomination & Deans office invitation only)
       4. Outstanding Research Award
       5. Outstanding Service Award
       6. Outstanding Student Support Recognition Award (no application, it is by nomination only)
    4. Applications for the Faculty Sabbatical program. Due date for proposals is September 19, 2022
       1. [2023-2024 UWW-Faculty-Sabbatical-RFP.pdf](https://uwwtw.instructure.com/courses/348904/files/46200670/download)
    5. COEPS Fall Forum, "Learning Together," will be held IN PERSON at the Community Engagement Center on Thursday, August 25th from 8:30 - 2:15 - **C&I Dept Mtg to follow 2:30-4:30** (TBD) – Let Lucy know if this date/time will not work for you for now save the date.
  1. Other updates

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

* (May 1st, Ozgul 2nd, all voted yes to approve)

1. **University Updates** (committees/faculty senate)
   * 1. Faculty Senate Updates – Ozgul

* No updates

1. **COEPS Committees Reports**
   * 1. International Education Committee (Melanie)

* No update
  + 1. Student Scholarship Committee (Edric, Courtney, Kristen)
* Just scored the applications for scholarships
  + 1. Faculty/Staff Awards Committee (Ozgul)
* No update
  + 1. Strategic Planning and Budget Committee (Annie)
* Did not meet
  + 1. Technology Committee (Carmen)
* Discussed replacing desktops in classrooms; does not sound like a done deal; decision may be based on room by room and how they are utilized.
* Panasonic projectors might be replaced with Smart Boards as they are getting old. Should we be spending more money on Smart Boards if they are being used. Jon Spike would like to get feedback. Stay tuned for a potential survey of needs.
  + 1. Inclusive Excellence and Diversity Committee (Jenna)
* Summer work on working with the new Dean team on short term and long-term goals. Google link is still available but no longer reviewed for edits, you can send edits to Jenna and she will move it forward.
  + 1. Constituency Standards (Lucy)
* No updates
  + 1. College Curriculum (Denise,Yao)
* No updates
  + 1. TELFE (Kristen, Yao, Karla)
* Did not meet. No updates.
  + 1. Salary (May, James)
* Did not meet. No updates.

1. **Department Committee Reports:** 
   1. Curriculum & Scheduling (Yao Chair)

* No proposals, did not meet. Expecting a lot of changes in the fall. Please watch for meeting calendar so both department and college deadlnes are met.
  1. Personnel & Policy (Liesl Chair)
* Working on handbook and reviewing supervision
  1. MSEPS Council (Wade)
* Looked over some advisory council data related to outreach. 40% of schools offer financial incentive for advanced degrees
  1. Secondary Program Coordinators (Denise)
* Last month, talked through the last push for LP reports
  1. Reading/Literacy (May/Kelly/Annie/Kelly P)
* No updates
* May preparing for sabbatical
  1. Elementary/Middle Education (Yao)
* Revised LP report to the major licensure courses
  1. ECE (Carmen, Kristen, Lucy)
* Reducing credits to degree; unsure about submitting an LP report; continue to work on accreditation and plan to submit in September; Jean will be leaving due to lack of grant funding
* Lucy – Masters for Early Childhood Policy online degree will be starting fall 2022 with an asynchronous module this summer (existing K add on license) (30 credit program)
* If you have students interested in field study and indigenous communities, let Lucy know.
  1. ESL/BE (Melanie, Jenna, Julie)
* Offering bilingual teaching course this summer (all web-based synchronous), teachers can take through continuing education; preservice teachers can take this. Questions, consult Jenna
* Revisions of the program will take place in the upcoming year
  1. Business/Marketing Ed. (Karla, Denise)
* Graduation recruitment is at its peak for recruitment
* Karla preparing for sabbatical
  1. HELEAD (Courtney)
* First hood ceremony (and mini ceremony on the 14th)
* Courtney preparing for sabbatical
  1. Search and Screen (2 searches) - Both offers are at the same stage
     1. Art – Edric/Yao - Abby gave the green light to announce, but it was error.
     2. ESL/BE – Courtney – It can’t be announced yet
     3. We are excited to have both candidates join C&I in the fall
     4. Future search - Science – Liesl
  2. CORE (Wade Chair)
* April 22nd is the next meeting. Try to contact Wade and send work at least a week prior if you can.
* Plan to propose a bon fire (moonshine), Wade’s house (he will send address), bring materials to burn (the frustration that comes with scholarship like rejection letters for example). Here is Wade’s address: W7695 Bluff Rd. Whitewater, WI; Happy Hour 5:00, bonfire at 6:00

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

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

**May 13 (F2F) Location? Starin Park? Possible locations – Stay tuned**

**Move to Adjourn (Edric); May (2nd); All voted yes.**