**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, May 13th, 2022**

**10:45am-12:45pm, In-Person**

**Present In-person:** Annie Stinson, Melanie Schneider, Jenna Cushing-Leubner, Wade Tillett, Julie Minikel-Lacocque, Dwight Watson, Kristen Monday, Ozgul Kartal, May Vang, Yao Fu, Liesl Gapinski, Carmen Rivers, Kelly Pankratz, Edric Johnson, Courtney Luedke, Kristen Linzmeier Denise Roseland, & Karla Saeger

**Present via WebEx:** James Hartwick and Lucy Heimer

**Absent/Excused:** Kelly Hatch, May Vang, Carmen Rivers and Kristen Monday

**Minutes Recorder:** Stephanie Berto reviewed by Lucy Heimer

Lucinda Heimer, C&I Department Chair called the meeting to order at 10:46 AM.

1. **Updates and check in.** 
   1. Lunch time celebrations! Melanie Schneider retirement, Yao Fu-Academic Advising Award

* A celebration and gratitude of everyone in the C&I department, flowers were given out to each faculty/staff member present. Times are tenuous and the grace of and support in our interactions is appreciated.
* Other celebrations mentioned were: Ozgul publishing a book “ Global Perspectives and Practices for Reform-Based Mathematics Teaching”. It was announced that Dr. Andrew Hurie was hired for the ESL/BE position and a staffing request has been submitted to fill the science faculty vacancy.
  1. Sunshine fund update
* There is $180 left in the Sunshine fund and it was decided how to split the remaining funds for the 2021/2022 academic year ($100 to Dream Scholars/$84 gift cards). New funds will be collected starting in fall.

1. **Announcements**
2. Miguel Aranda- Whitewater Unified School District School Board gave a presentation regarding WUSD and UWW partnerships.
3. Admin/Deans/Chairs Council updates

* New Associate Dean announced-Andrea Ednie
* Chair positions are being reviewed at the Provost level in terms of length of time in the role, evaluation of the chair etc. Look for a qualtrics survey to give feedback.

1. Meeting dates for 2022-2023 2nd Friday, time 11-1?

* New time for 2022-2023 academic year will be 2nd Friday of each month from 11:00-1:00 PM

1. C&I Office Updates

* Spring 2023 courses due May 13
* Stephanie’s summer schedule-Stephanie working remotely M/F
* Student workers-done for the academic year
* Chair Eval to complete by May 18th

1. Other updates

* Concerns were raised of having new faculty serve on committees for their first year at UWW. It was also suggested for new faculty to have input on who they have on their mentor committee, based on what their needs are or the support they need. These assignments are often based on tenured faculty availability - in the past we had limited tenured faculty (or sabbaticals), going forward we may have more flexibility,

1. **Action Items, Discussion & Activity**
   1. Approve minutes April 8th, 2022

Motion to approve minutes/second: Wade Tillett/Annie Stinson

Discussion: faculty names added to being present at meeting

Abstain:0

Opposed: 0

Minutes approved from April 8, 2022

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

* Organizational Meeting discussed executive committee members staying in positions for 2022-2023
* Topics discussed were: increase in salaries, the use of professional development funds, and summer teaching stipends

1. **COEPS Committees Reports**
   * 1. International Education Committee (Melanie)-No Updates
     2. Student Scholarship Committee (Edric, Courtney, Kristen)-No Updates
     3. Faculty/Staff Awards Committee (Ozgul)-May 15th evals are due, results announced in June
     4. Strategic Planning and Budget Committee (Annie)-Academic report is now in draft form
     5. Technology Committee (Carmen)-No Updates
     6. Inclusive Excellence and Diversity Committee (Jenna)

* Committee will be working on the diversity statement this summer to present in the fall to COEPS.
* JEDI (Justice, Education, Diversity and Inclusion) certificate was discussed (continuing education/graduate school) in K-12. Reach out to Dwight with further questions on the certificate.
  + 1. Constituency Standards (Lucy)
* Past Chair of CC, Scott Peters is leaving UW Whitewater
* For P&T, departments are key decision makers. Discussions will continue re: dept, college and univ level standards.
  + 1. College Curriculum (Denise,Yao)-No Updates
    2. TELFE (Kristen, Yao, Karla)-No Updates
    3. Salary (May, James)
* Committee is now called the Compensation Committee

1. **Department Committee Reports:** 
   1. Curriculum & Scheduling (Yao Chair)-No updates, no new proposals

* Reminder to submit curricular changes for fall and committee looking at schedule of when proposals are due, but need to wait until University schedule comes out. Revisit dates in early fall.
  1. Personnel & Policy (Liesl Chair)
* Presentation on C&I Handbook on Canvas
* Discussed the updates that were made to this Canvas page [link](https://uwwtw.instructure.com/courses/143878) here
  1. MSEPS Council (Wade)
* Department approval for teaching in the MSEPS cohorts in Fall (CVs attached)

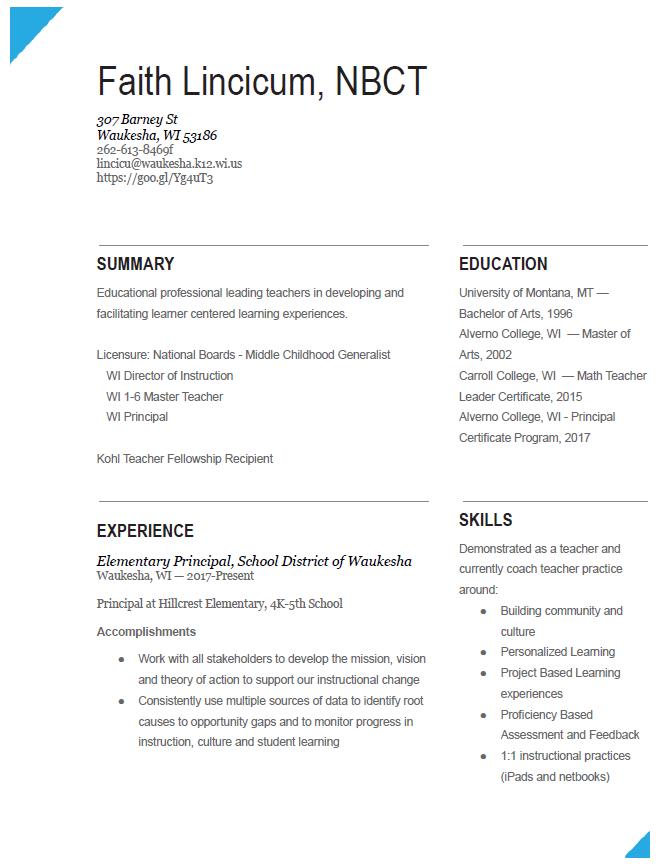
Motion moved to approve Faith, Tierra and Rachel to teach MSEPS courses:

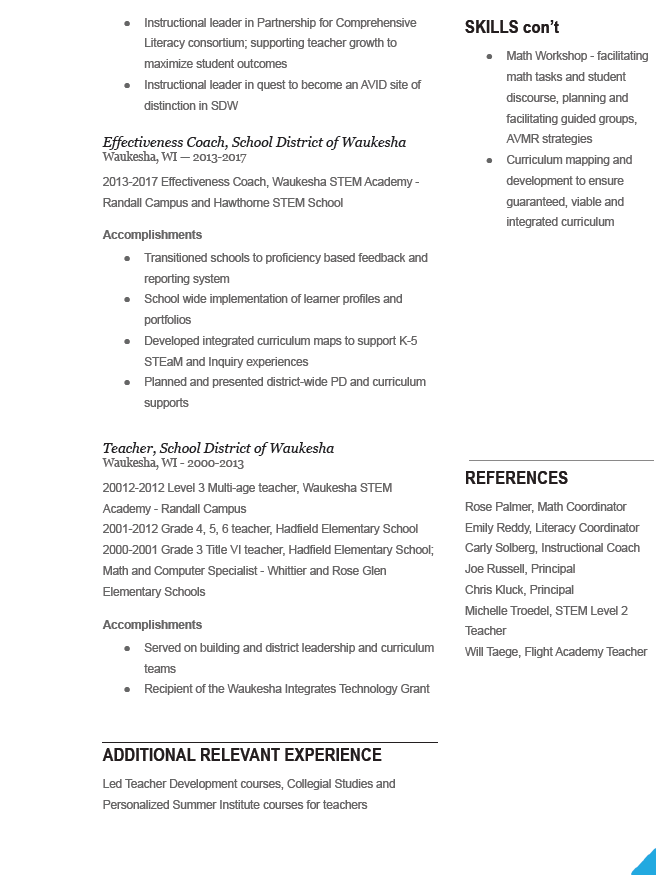
Denise Roseland/Liesl Gapinski

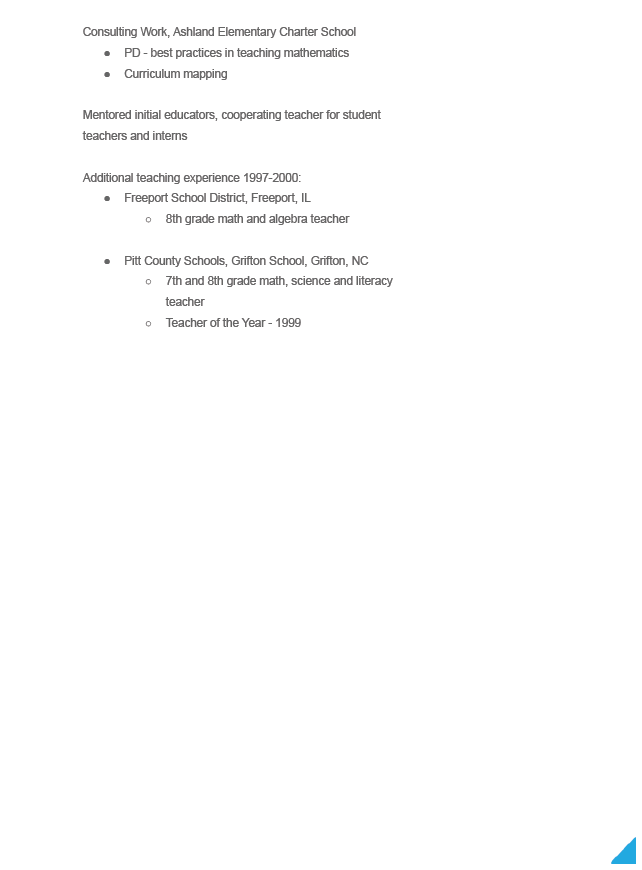
* 1. Secondary Program Coordinators (Denise)-Secondary LP reports are getting closer to be ready for review (Math and English)
  2. Reading/Literacy (May/Kelly/Annie/Kelly P)
* New changes for WIFOR exam were discussed and there will be a WebEx opportunity for students to attend to learn of changes.
  1. Elementary/Middle Education (Yao)-working on LP re-design and ways to update report
  2. ECE (Carmen, Kristen, Lucy)-Working on national accreditation, program re-design and changing program from a 4.5 yr. to a 4 yr program, and the MSE Early Childhood Education Policy program approval was announced.
  3. ESL/BE (Melanie, Jenna, Julie)-Discussed transition issues with books and sharing of google drives as Melanie retires from her position.
  4. Business/Marketing Ed. (Karla, Denise)-Working on re-designing program for LP report.
  5. HELEAD (Courtney)-Looking for a program coordinator while Courtney goes on sabbatical
  6. Search and Screen (2 searches) -Successfully completed the 2 searches!
     1. Art – Edric/Yao
     2. ESL/BE - Courtney
     3. Future search - Science - Liesl
  7. CORE (Wade Chair)
     1. Writing group
     2. Scholar tips
     3. C&I Faculty Research Interest
     4. Presentations on research interests
* Committee reviewed an article that Jenna wrote and gave feedback
* Reminder of bonfire happening Friday, May 13th at Wade’s house at 5:00 PM

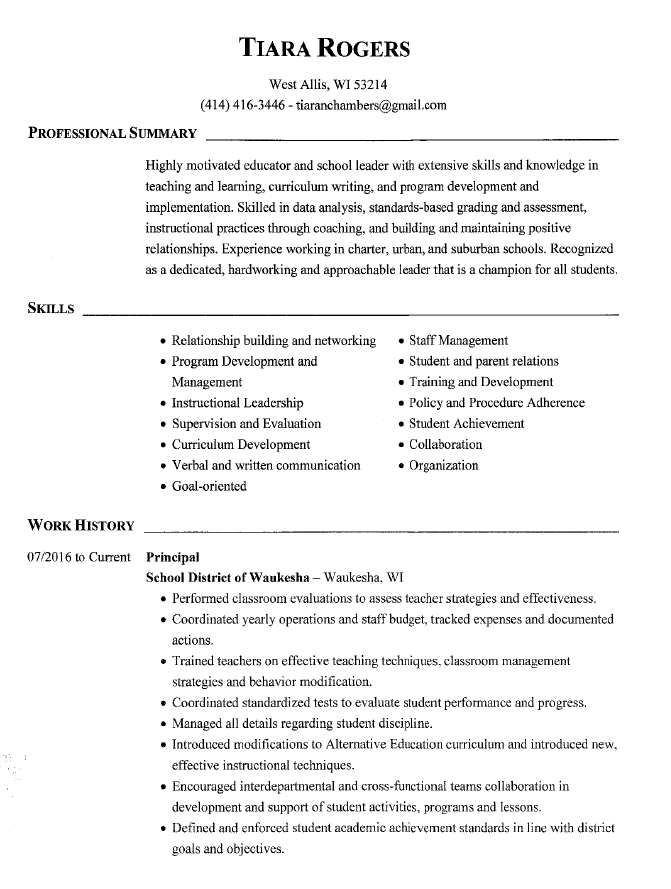
**Materials Distributed (attached and/or handout at the meeting)**

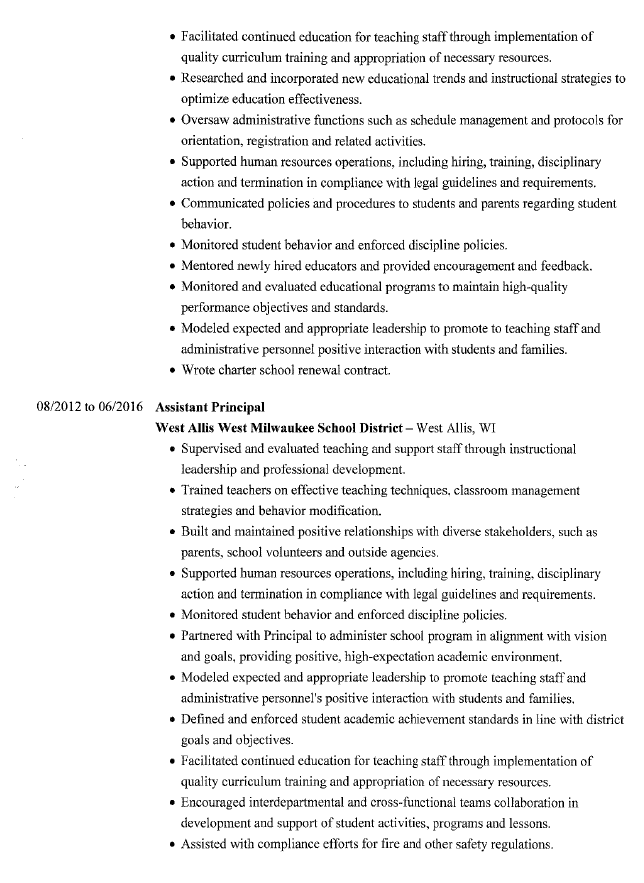
Kristen Linzmeier moved to adjourn, Ozgul Kartal seconded, meeting adjourned at 11:55 AM

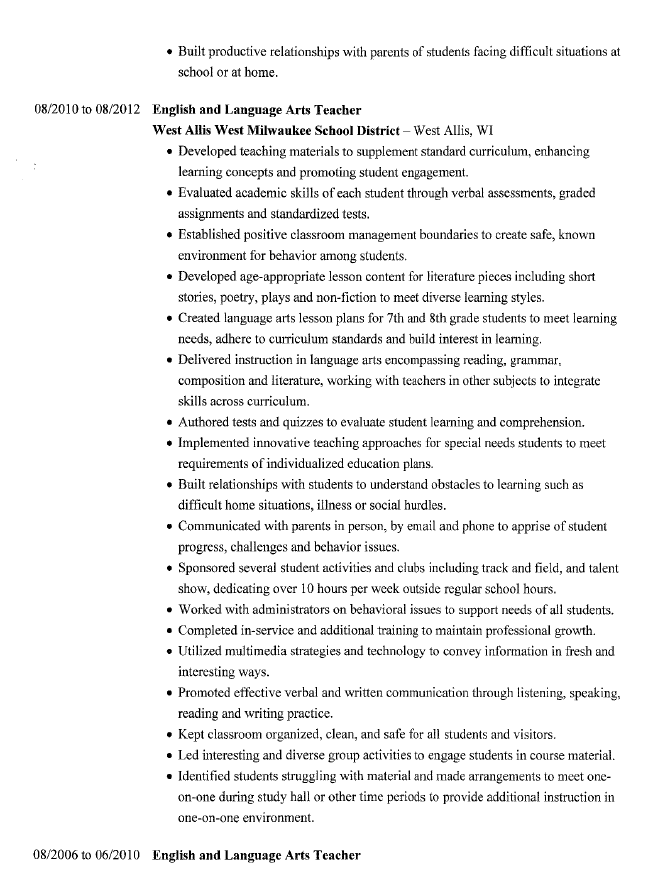
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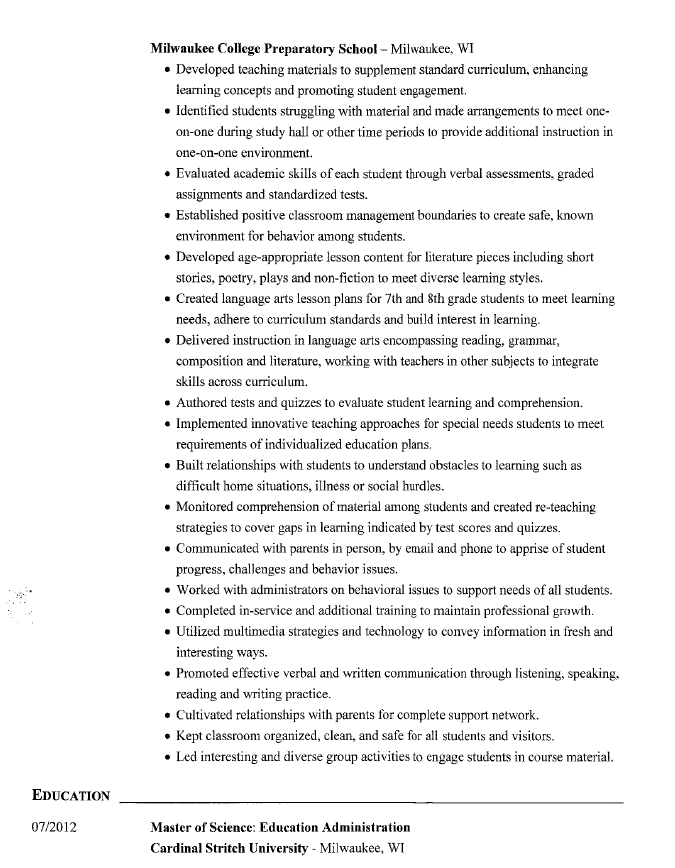
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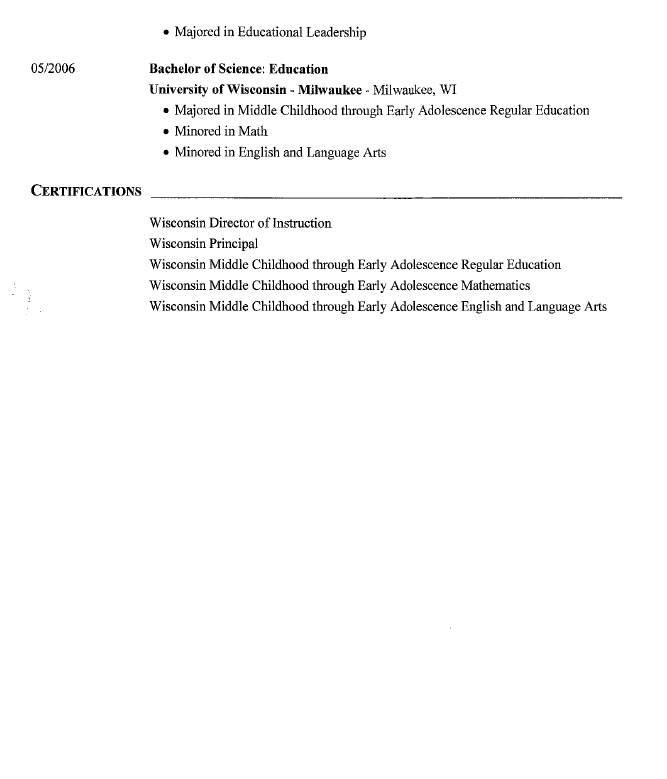
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