**Department of Curriculum and Instruction**

**Department Meeting Minutes**

**Friday, January 14, 2022**

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

**Webex**

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

**Absent/excused:**Kelly Hatch

***Minutes Recorder:*** Stephanie Berto/Lucy Heimer

Lucinda Heimer, C&I Department Chair called the meeting to order at 10:47 AM.

1. **Updates and check in.**

* Faculty and staff members shared stories of how they spent their winter break
* A suggestion was made to download the Libby app to access UW System audible books

1. **Announcements**
   1. Reminders from Stephanie

* Fall 2022 courses are being entered into WINS, if there are changes on modalities to courses please email Stephanie directly.
* Student workers come back next week and work Monday-Thursday, and if you have projects for them to work on you can add them to this google doc:<https://docs.google.com/spreadsheets/d/1NIzKtFM9z6UqmVLySPGxSUKk1lsROVx06BWx5dWD2ds/edit?usp=sharing>
  1. Cards for Kelly Hatch
* Kelly Hatch says hello and thanked everyone for the cards she has received
* Next dept meeting in February Lucy will have blank cards available for faculty & staff to write a message to Kelly and send to her.
  1. Communication/survey
     1. Thank you-Lucy thank everyone for completing the qualtrics survey she sent out and she reviewed some of the feedback she received.
* The survey will remain open through the month
  + 1. COEPS has an annual Chair Eval survey and other colleges are looking for something univ wide
  1. Forum updates
     1. Budget
* Lucy and Stephanie will be meeting with Robin, Lana, and Renee to talk about budgets for 2022-2023 and Lucy will follow-up when she has more information on budgets.
  + 1. LP reports
* Currently there are 24 reports and 5 in C&I at various stagesIt was acknowledged that work is already being done within the C&I department.
  + 1. Check out DPI licensing report - Canvas
* UW Whitewater is the number one institution for overall teaching licenses
  + 1. NCBI
* Contact Julie ML if you are interested in having an NCBI workshop for your class or outside of class, check the [website](https://www.uww.edu/ncbi) for upcoming spring workshops.
* It was encouraged to add NCBI workshop as extra credit for a course and the hope is to have this critical work communicated across the campus and impact campus culture.
  + 1. DEI stmt
* The diversity statement operationalization group is planning to meet with every department this semester to compile information and ideas shared and present to admin.
  + 1. A session on mental health/veteran/etc was offered.
  1. Future meeting topics
     1. Modality <https://www.uww.edu/registrar/schedule-of-classes/instruction-mode>
     2. Supervision calculation, virtual/F2F (TELFE)
     3. Staffing models - faculty senate/provost reviewing shifts
     4. Class size/caps
     5. Sunshine and moonshine club
     6. Marketing programs - UWW website questions/concerns and updates from Jeff Angileri
* Marketing was also mentioned as far as enrollment numbers, and UWW being on the legislative agenda for a renovation for Winther
  1. New Instructors hired - Welcome Dr. Rachel Caloia (Reading 462), Shannon Frye (Reading 362), and thank you to Kelly Pankratz for shifting her schedule and teaching Reading 462 for spring 2022
  2. COVID
     1. Mask mandate - Robin
* Cloth masks are no longer effective and Robin has offered to give N95 and K95 masks to staff & faculty that need them.
* It was suggested to have signs in Winther on masking policies and to encourage students to wear N95 or to be double masked.
  + 1. Covid hotline https://www.uww.edu/warhawks-are-back
  1. Other updates

1. **Action Items, Discussion & Activity**
   1. Approve minutes December 10, 2021

Motion to approve minutes/second: Dwight Watson/May Vang

Abstain:1

Opposed: 0

Minutes approved from December 10, 2021

* 1. **University updates** (committees/faculty senate)
     1. Faculty Senate Updates - Ozgul-Senate began collecting names from the departments for chancellor search which will take place during 2022-2023 academic year
  2. **COEPS Committees Reports**
     1. International Education Committee (Melanie)- No Updates
     2. Student Scholarship Committee (Edric, Courtney, Kristen)
* Encourage students to apply now for scholarships as the deadline is February 22nd.
  + 1. Faculty/Staff Awards Committee (Ozgul)-No Updates (meeting in March)
    2. Strategic Planning and Budget Committee (Annie)
* The deadline to turn in reports is Jan 17th but COEPS turned the following reports: Heritage Program, Masters Degree Program, and the Trauma Education Program
  + 1. Technology Committee (Carmen)-No Updates
    2. Inclusive Excellence and Diversity Committee (Jenna)
* The diversity statement operationalization group will be meeting with all departments this upcoming semester and looking at college climate
* Once the committee receives feedback it will be compiled into a report to give to administration
  + 1. Constituency Standards (Lucy)
* Two new faculty to be hired for fall 2022 so new C&I P&T committees will be formed to support them - service opp
* Constituency Committee looking at document of intent and how it’s used across departments and colleges
* Committee looking into how people write letters at a dept. level and who weighs in on the letters.
* Faculty can create/use a tool for advising efficacy or offer their own evidence.
* Faculty were reminded that there is a post tenure review process as well.
  + 1. College Curriculum (Kelly, Denise)
* Looking into re-evaluating the timeline for the curricular process
  + 1. TELFE (Kristen, Yao, Karla)-No Updates
    2. Salary (May, James)- No Updates
  1. **Department Committee Reports:** 
     1. Curriculum & Scheduling (Yao Chair)
        1. Curricular Process: <https://docs.google.com/document/d/1TSVVNgG1ADatEZBBzrWygn9D45a1Q2kZ/edit?usp=sharing&ouid=113592538304672924276&rtpof=true&sd=true>
* Presentation on the google doc link with the new streamlined process for curricular proposals
* It was noted in the presentation how important it is to plan ahead due to tight deadlines.
  + 1. Personnel & Policy (Liesl Chair)
* Committee met with Nicole Weber, Lana and Stacie Collins to talk about efforts for recruitment
* In spring 2022 the committee will be focusing on forming work groups
  + 1. CORE (Wade Chair)
       1. Writing group
       2. Scholar tips
       3. C&I Faculty Research Interest
* Committee member presented a google scholar workshop at spring 2022 forum
* If any faculty/staff members are interested in submitting a written document for review or want to present on a research interest, please email Wade Tillett by January 28th.
  + 1. MSEPS Council (Wade)
       1. Approval of Mukwonago instructors - co-teaching the Mukwonago MSEPS cohort
* Motion to approve the hiring of the two candidates (Blue and Hoyne) to co-teach the Mukwonago MSEPS cohort this spring 2022

Motion to approve:Stinson/seconded:Roseland

Abstain: 0

Unanimous vote to approve/Motion moved forward

* + 1. Secondary Program Coordinators (James)
* Amy Stevens came to secondary program committee meeting to talk about SPECED programs
* James and Wade met with Jeff Angileri about the UW Whitewater website, and the issues with it and how to make it more user friendly
* The committee raised the questions of SECONDED 460 and if this course will stay if EdTPA is gone?
* Concerns were raised about online field supervision and how it can be overwhelming and the hope to bring back travel to do in-person supervision
  + 1. Reading/Literacy (May/Kelly/Annie/Kelly P)-No Updates (see announcements)
    2. Elementary/Middle Education (Yao)- No Updates
    3. ECE (Carmen, Kristen, Lucy)-Meeting for a redesign retreat, addressing the need for students to complete the program in four years.
    4. ESL/BE (Melanie, Jenna, Julie)
* Discussing topics of ESL/BE redesign
* Committee is working to evaluate the form for COEPS
* P.D. opportunities for ESL/BE minors
  + 1. Business/Marketing Ed. (Karla, Denise)
* Program received a positive audit and review report
* Karla & Denise recently published in scholarly journal
* Two business presentations coming up
  + 1. HELEAD (Courtney)- No Updates
    2. Search and Screen (2 searches)
       1. Art – Edric/Yao
* Application for the search closed in January and candidates for the phone interviews were finalized
* Phone interviews with 4 applicants will start January 21st
* Question was raised of candidates for this position having a MFA degree. Job posting requirements of PhD, EdD, or MFA were discussed. Consideration of a MFA plus experience in teacher Ed programming was reviewed and A motion was made (Courtney/Annie) and later rescinded. to approve opening up the pool of candidates for the Art position to include PhD, EdD, or MFA if the committee deems necessary it is a failed search after January 2022 phone interviews. Discussion included how to note the requirements. MFA would also need to require 3+ years of experience as minimum criteria.
  + - 1. ESL/BE - Courtney
* On campus interviews are set and scheduled for Jan. 26th, Jan. 27th, Feb. 1st, and Feb. 3rd
* There will be live stream of the job talk portion but welcome participants to come in-person, look for more details to follow on job talk information

Edric Johnson moved to adjourn, Yao Fu seconded, meeting adjourned at 12:36PM

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

**CVs to vote on for th MSEPS**

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

**Feb 11(Hyflex), Mar 11 (Hyflex), April 8 (Hyflex), May 13 (F2F)**