NOTES

C&I Department Heads Meeting
Monday, March 28, 2016 · 2:30-4:30PM
McWhinnie, room 113a and AVER
In attendance: Kate Welsh, Michelle Buchanan, Jenna Shim, Suzanne Young, Kristin Lanouette
Via AVER system: John Kambutu

A) Review and approve last meeting’s minutes
   a. Report on Action Items:
      □ Judy took notes at the last meeting, action items included making agenda for faculty meeting
      1. Check marks on action items mean they are completed; boxes mean I don’t know if they’ve been completed
      2. Feb 22nd notes approved

B) MB asked for clarification about why Action Research might be a prerequisite for Midpoint EDCI 5400. Because students do a lit review, it helps if they’ve taken action research, but it was agreed those courses could be taken concurrently.

C) 2:45 pm Jenna Shim’s email, intensive weekends EDCI 5430-60
   a. It’s deceptive to offer the course online, but require in-person weekends
   b. The ESL program is getting more undergraduate, International and PhD students who are located in Laramie, so intensive weekends tend to be in Laramie to accommodate the largest number of students. Suzie and Jenna had talked about when the program is larger, perhaps it could be split into two sections. To grow the program, Jenna can work with Outreach to create marketing materials, work to recruit students outside of Laramie. Jenna is already working with the Partnership to create marketing materials relative to the upcoming conference.
   c. Cindy Brock, Tao Han, Amy Roberts and Jason Hendryx could all potentially help teach ESL courses
   d. Current numbers and locations are in printed notes. It was decided to list the location as TBD, Jenna can monitor where the students are from who register for the course and decide where to hold the intensive weekends. Kate recommended she go by state quadrants, NE, NW, SE, SW.
   e. KL will change the fall 2016 location to TBD

D) 3:00 pm Suzie Young, Master’s capstone course email, EDCI 5890/5090
   a. 5890 is an independent study number, 5090 is a Master’s Capstone number. Adult Ed uses 5090, as does Instructional Technology and Ed Leadership
   b. It was agreed that C&I submit a CARF to begin using EDCI 5090 as Master’s Capstone Plan B, but this will need to be emailed and approved to all C&I Faculty

E) Suzie Young’s additional items
   a. GAships, they last 3 years and don’t all expire at the same time. If all doc students, there are 15. Cuts equal one Master’s student. Suzie will send out proposal form for revisions. Program needs vs student needs, can’t just divide equally by departments. C&I as a group will get together and write something about program needs, student recruiting needs, it will be decided at the meeting.
      1. April 18th, 3-4:30 pm with Suzie, Mary Alice and C&I Heads
b. Evaluations – EvalKit has certificate of completion, Suzie was thinking if they were course by course it could be used as extra credit or something, attendance incentive, competition among faculty, use classroom set of computers, each faculty can figure out their own way to increase response numbers

c. Department Heads will send a letter to their faculty letting them know to push evaluations, Kate asked for department heads to be emailed students names who have not responded

d. Faculty can also write their own special questions specific to their course

F) Admissions committee
   a. Each head will bring to their department meetings and will come back with names of potential new committee members, the committee will choose its own chair
   b. JK will send an email to current committee (Tim, Jenna, Tammy and Andrea) to thank them and let them know they are released

G) Joanie James included on EDCI 5500 team

H) Fall 2016 EDCI 4761 scheduling conflict
   a. Steve will teach Tuesday 4:10-7pm, KL will email the change

I) PhD Math Education to MA, student issue: JK will email student a response, not eligible to apply because no K-12 teaching experience

J) Kristin’s work schedule

K) De-brief faculty meetings – moved to next meeting

Next Meeting:

Monday, April 4, 1:30-3:30 pm