Educational Studies Department Meeting  
April 17, 2013  
3:00 p.m.-5:00 p.m.  
MW 320 - Ruesser Room

Allen Trent (out of town)

John Kambutu opened department meeting and welcomed all members at 3:00 p.m. via the Aver/OVN system. Announced that UW/CC is closed due to snow and roads closed the last two days.

K. Roxas moved to approve agenda. All approved.

A. Jaime moved to approve March 15, 2013 minutes. K. Roxas seconded. All approved.

Chair's report

- **Congratulations to:**
  - Michelle … Outstanding Service award
  - Jenna… Outstanding Teaching award
  - Jeasik…. 2 Post-Docs approved (August 2013—August 2014)
  - Angela… Successful Shepherd Symposium

- **Budget Report** (Michelle Hansen)
  - Thanks to all for tightening spending in several ways this past year- decrease in travel expenses, less copies done, decrease in use and purchasing of supplies, decrease in postage and other expenses- we have been able to resume our computer replacement rotation of two computers in the last month and will be in the black at the end of our fiscal year the end of June, 2013
  - Will need to stop using the p-card for purchases by May 17, 2013 through the new fiscal year July 1st, 2013. If you have any travel arrangements to book please contact Michelle prior to May 17th

- **Fall 2013 teaching schedules**—(see course load handout)
  - “ALL courses are expected to meet minimum registration numbers (as defined previously for the College) and those which are below face possible cancellation on a schedule that will be set this summer and shared with all DHs. Teaching assignments will be revised to fill the faculty member’s load if a course is cancelled. In general, grad level courses are approved for one-time delivery if under-enrolled, but repeated under-enrolment increases the likelihood of cancellation. Under no circumstances will we offer a grad course with enrollment less than 6.” …Kay
  - Changed EDST 2480-02 Fall 13 from Denver to UW Lab School for K. Roxas
  - A. Jaime will be teaching EDST 1500 Fall 13
  - J. Shim will be teaching all ESL courses
  - Alyssa Schwartz (GA) has been moved from EDST 2480 to two section of EDST 3550
  - Please contact John for any further corrections or additions

- **Spring 2014 teaching schedule meet teaching load**
  - Please send John your email requests to begin working on the Spring 14 draft
  - Make sure teaching load is taken care of- usually less hours in the fall and meet full load in the spring
  - Be aware of possible course cancellations- need minimum of 13 undergrads and cap increased from 25 to 40 in some courses
  - John will need to clarify if this also applies to Outreach online and OVN courses

- **CPM requests—due to Dean 4/25**
  - John reported from Dean Kay Persichitte that due to budget cuts no new positions will be approved. In case we feel a need we can propose a strong rationale to Kay. If someone resigns, we may need this. We have one week to submit a proposal. At this time, all agree to think about this for the next academic year
  - Will bring back this discussion in Fall 14

- **UP4 final drafts—due 5/10**
  - John will submit final draft to the Dean by 5/10/13
  - Please email John if you have any changes to add prior to this date

Committee Reports

- J. Cho reported the Research Sub-committee is considering adding one more research course from 2 to 3 in requirements
- J. Kambutu reported that the C&I committee have all finished their term except J. Cho who has completed 2 years and will be requesting the C&I Dept. Head chairs to fill this position if possible
• A. Jaime has completed 4 years (one extra year) of the At-Large position
• Please contact John if you would like to serve in one of these positions

EDST Academic Plan- due to Dean’s office May, 2013
• Flagship document
  o Will discuss Flagship in May 7th meeting as a working document for planning
  o A. Chang move to use the flagship document as a working document. A. Jaime seconded. All approved.
• Goal 1:
  o Action Item 1- how are we doing?
  o Change CEID to ed TPA and LiveText
  o Need to highlight publications on website- talk to John about monthly updates
  o Working with Community Colleges- 2450-2480
  o Working with Chicano Studies
  o Take out statement with Community Colleges?
  o Expand research projects to teaching projects, teaching across disciplines
  o EDST 2480- accept transfers- articulation with Community Colleges
  o Given we teach foundation courses- what can we do to build and improve relationships with Community Colleges?
  o Relationship between UW and CC’s is very interesting- must be careful to enhance our work and foster collaboration
  o Maybe move CC’s in Action 5 from Goal 3 to Goal 4
  o John asked that all comments be emailed to him to finalize by April 24
  o Need to share scholarly publications more between our department then share at college level and beyond so we can know each other
  o Make new action item to become part of our culture to share research work

• Item 6- review Flagship document
  o Be more visible campus wide
  o Social Justice minor
  o Get involved in public relations
  o More visible on website

➢ Break into small groups for discussion and brainstorming

Item # 4 group summary- Kevin, Aurora, Jenna, Angela, and Jeasik
  o We have failed this item
  o We need to go outside our boundaries
  o Aurora has experience at LCCC and 10 years of bridging high school and college. Will be in Jackson, WY this summer to pilot a college prep course for part of her research grant
  o Jenna has experience in Rawlins- she spent a semester in 2012 in Rawlins do research and observing ESL high school teachers. They talked about bringing students to campus for a field trip and would be a way to recruit undergraduates
  o Angela suggested getting more involved in Minority Education Day. There are also 2 summer program geared toward ethnic minorities. Also discussed High School Institute (HIS), Summer Bridge and Gear up
  o Ask the Dean about flex funds to bring in students
  o Convert EDST 1500 to be “the” freshman seminar- teach 3-5 sections capped at 24 taught by tenured faculty- ask for CPM
  o Kevin suggested we need to formalize this list and develop connections with these programs and attend events to develop relationships

Item # 6 group summary- Liz, Terry, and Ed
  o Agree that is mixed on the report card- some areas doing well and other areas need work especially in articulation
  o Lack of show and tell with Elementary and Secondary Ed
  o Need to add Social Justice minor
  o Need explicit show and tell for EDST 2450-3000 cross grading, lesson plans, add to edTPA, expand language on human development, teaching and learning
  o John added the reason for the invitation for lunch with Professional Studies was to facilitate communication with other colleagues
  o John suggested that due to budget cuts, we should write for and apply for external grants as a certain percentage comes back to the department- could help department standing in the college

• John asked to please email all these excellent ideas to put in the Academic Plan no later than April 24, 2013
  o Look at action items
○ 4 goals will stay the same
○ 6 action items
○ Evaluate how we did
○ What have we accomplished?
○ How do we add/edit/delete?
○ Met 3 goals, 2 mixed, 1 failed
○ Add Social Justice minor as one of our action items

A. Jaime motioned to adjourn. K. Roxas seconded. Adjourned at 5:05 p.m.

Respectfully submitted,

Michelle Hansen