Educational Studies Department Meeting Minutes
University of Wyoming
College of Education

August 24, 2012

Present: Tim Rush, Terry Burant, Jenna Shim, Jeasik Cho, Ed Janak, Aurora Chang, Kevin Roxas, Angela Jaime, Audrey Kleinsasser, John Kambutu (via conference phone). Also present: Christina Moore, as recorder, in the absence of Michelle Hansen (on personal leave).

The meeting was called to order at 9:00 a.m. in ED 117.

1. Welcome
   The Educational Studies faculty was welcomed back by T. Rush.

2. Meeting Schedules
   The October meeting will be rescheduled due to several conferences being held at the same time. The meeting will now be held Friday, October 26, 2012 from 9:30-11am. The rest of the monthly meeting dates will stand, but with a time change to 9-11am.

3. Sabbaticals
   The call will be September 14. Requests are due in the Dean’s Office October 1 and Academic Affairs November 2nd by 5:00pm.

4. Budget
   The Section 1 budget will be the same as last year, $32,000.00. The revolving account is good, but given the threat of cuts by the Governor, we must be cautious in spending from that account. The money may be needed next fiscal year to make up for shortfall in Section 1 (State funding). Dean’s funds to support student travel to the Wind River Indian Reservation were combined, in July 2011, with Section 1 budget and spent for other purposes as part of Section 1. Thus, we overspent our budget last FY by a large amount. Reasonable requests will be honored. Travel is $1,500 per person per year. At the end of the year, if someone hasn’t spent their total, it will be made available to others, if requested. Regarding CPM requests Ed Studies placed 4th on the list. The College had five vacated positions last year, and will conduct searches for the top three positions this year.

   D.J. Yocom will be teaching two sections of EDST 2450. EDST 1500 is being taught by Meaghan Nolte. A. Jaime asked if EDST 2480 was still going to Denver this year? They didn’t go to the Reservation last year. T. Rush said it will go on as usual. There was $17,000 allocated last year for travel and $15,000 this year. T. Rush asked if A. Jaime would send him a note with an estimate of what it would cost to absorb the travel to Cheyenne? E. Janak pointed out that the Cheyenne practicum is different because most of those students live there and the times of the practicum are negotiated between them and the practicum teacher. T. Rush noted he would like to keep the Cheyenne travel and possibly absorb the Denver trips into that. J. Shim will give T. Rush a description of how the Rawlins/Denver trips work.
With regard to the Xerox costs, last year Ed. Studies was higher than Elem. Ed. T. Rush suggested using the scanner feature of the machine to cut costs.

5. Outreach COE Funding
A link was provided in the agenda sent electronically. If you have any questions, please refer to that. T. Rush is not sure how it will end up, but it will be watched closely for the next 15 months.

6. Courses
Live Text assessment training and support will be done by Maureen Walker. Regarding the EDST 2450 CARF Course Descriptions, T. Rush wants to get this completed in the next couple of weeks. Changes need to be made in the course catalog including the removal of the geriatric development course and revise the EDST 3000 prerequisite statement. Banner can check all but one of the criteria, so this will relieve the staff of this duty.

7. UW Catalog Edits
The link is provided for the Tenure and Promotion dates and deadlines. Candidates will be identified September 4 and first year packets will be due December 14. Department members are asked to be available to help A. Chang.

8. Committee Assignments
Assignments will remain the same as last year. A. Trent is requesting a volunteer for the TPA task force. They will help implement the TPA process with students and faculty. T. Burant volunteered. E. Janak volunteered to help with the task force on advising evaluation.

9. Important Discussions
Additional issues that needed to be discussed were brought up at this time. T. Rush asked if there were additional issues that need to be discussed? A. Jaime asked for clarification on the EdD retreat. What happens next?
E. Janak asked if there will be a task force regarding the Post Bac this year? How the program was designed and is being implemented are two different things. T. Rush asked if he would put the discussion items into a memo to Allen Trent with copies to the C&I department heads.
A. Kleinsasser brought up the point that Ed Studies is the only program that doesn’t graduate students and therefore, the department needs to be thinking about academic planning issues. The idea that anyone can teach these courses is not correct. Ed studies needs to hold on to their courses and make sure they remain taught by faculty with the best qualifications for teaching them.
E. Janak will work up a memo about housing the post bac in Ed Studies A. Jaime asked if the leadership of C&I to Leslie Rush permanent? She mentioned in the by-laws it is stated that the Ed Studies department head is the C&I dept head. T. Rush was not aware of that, but will check.
T. Burant is chairing the Teaching and Learning Symposium this year. She asked if anyone is familiar with a speaker who has specialty in neuroscience to let her know. T. Rush suggested Jeb Schenck. A Jaime said it may be good to combine the Teaching and
Learning Symposium with the Shepherd Symposium to have more attendance. That was agreed.

A. Jaime is on the procedures committee with Leslie Rush, Kate Welsh and Linda Hutchison. She said they are all ahead with the requirements and website development. She would like to call a meeting of curriculum studies to help her with this.

The meeting was adjourned at 10:40am.