Educational Studies Department  
MEETING MINUTES  
Friday, February 21, 2014  
9:00 am – 11:00 am  
Education 117

Present: Terry Burant, Aurora Chang, Jeasik Cho, Angela Jaime, John Kambutu, Liz Simpson, Allen Trent, Alissa Schwartz, and Stephanie Ksionzyk  
Absent: Ed Janak, Audrey Kleinsasser, Kevin Roxas, and Jenna Shim (absent with apology)  
Guests: Leslie Rush

John opened the meeting at 9:05am.

I. Welcome & Approval of Agenda  

II. Approval of Minutes  
Angela moved approval of the December 6, 2013, meeting minutes. Liz seconded. Motion carried.

III. USP Implementation – Leslie Rush  
Leslie distributed a University Studies Checklist for Faculty and went over the new USP approval process and timeline. The new forms will be available on the USP website beginning this afternoon. There are two sets of approval processes, depending on the type of outcome category. The approval process for H, PN, Q, and V designations are at the College level; it would start at the department, then go to ACTE, and then to the Leadership Council. For FYS, Com1, and Com2, the process would continue on to the University Committee for approval.

EDST 1230, our First Year Seminar (FYS) has already gone through the process at the College level and was tabled at the University Committee meeting because, at the time, they had not established an approval process. We will be able to teach the course in Fall 2014 since it has been approved as a course; it just does not have a USP designation.

Regardless, the new USP does not go into effect until Fall 2015. The approval process will be all electronic with the form in a table format, instead of an essay. There is a word limit to the table boxes which will allow for succinctness. A new syllabus will also need to be submitted with the form. There will be upcoming training sessions.

We may want to consider revising EDST 2450 and/or 2480 to fit Human Culture (H) and EDST 3000 to fit Communication 2 (Com2). We probably won’t need to revise both EDST 2450 and EDST 2480 since we require our students to take both courses. Allen asked if we have a course with a USP designation, would we need to open it up to all students? Leslie replied that students would still need to meet the prerequisites to be admitted into a course. It would be harder for other majors to get into 2480 due to the prerequisites. There are benefits of having other majors take Education classes, and also there are benefits of Education students taking courses outside of the College.

To offer courses with a USP designation in Fall 2015, they will need to go to the University Committee by October 1, 2014. The department will need to approve course forms and syllabi at our March meeting, so ACTE can approve them by the end of this semester to make that deadline.
IV. Department Head Report – John Kambutu

A. Budget

- Current & Projected – Stephanie Ksionzyk

Stephanie provided an overview of the three budget accounts. The current balance of our Legislative account is $11,000. Taking into consideration operating expenses and if we continue spending as we have been, she estimates we will have $150 left by the end of the fiscal year. In almost every expense category, we have been under budget, and she thanked the department for cutting expenses and spending sensibly. Unexpected expenses are the reason we will only have about $150 at the end of the fiscal year. However, we also have approximately $34,700 in our revolving account and $34,000 in our Summer School account. These funds carry over from year to year, but we need to be careful about how we use them. They provide a great safety net for us. However, we need not live as if we are poor. All in all, we are in a really good place with our budget.

- Travel

Currently, the department provides $1,500 to each faculty member to use for the year’s travel. However, this is sometimes not enough to cover one conference. There’s a need for additional support for faculty travel, and John asked the department how we should approach this. Liz suggested that depending on the department values, for example if we value international participation, we should build that into our plan/budget. We should start thinking strategically, to the future. Alissa suggested that those who know they will not use all of their travel money could also donate it to others. Faculty could also send in to the department a list of what conference they are planning to attend, including a budget shortfall so they can possibly get additional funding from the donated monies. Another idea that has come up is to open up a designated travel account where faculty can put in money, for example from teaching summer classes, rather than being given a paycheck, and Stephanie could keep track of these funds.

- Requests for extra funding

John suggested that faculty that need extra travel funding this fiscal year could submit a request to him in writing/email. We would prepare a spreadsheet, totaling the needs of the department. Depending on the need, some of the Summer School account money could be used to fund travel requests. Angela moved that we transfer up to $4,000 from Summer School funds to the Legislative account to help support Faculty travel for the 2013-14 fiscal year only.. Allen seconded. Motion carried.

B. Department’s need for Fall of 2014

- Congratulations to Allen for his sabbatical approval!

- Congratulations to Ed on his election as Faculty Senate Chair!

- Graduate Assistantship… Alissa’s term is ending

Allen, Ed, and Alissa will not be here in Fall 2014, so there will be classes that need to be covered. John suggested maybe we could bring Alissa on as an Adjunct, or bring Reagan in to teach 3000. He asked that we be thinking about what to do, and we’ll talk about this issue again at the March meeting.

- Enrollment caps in our courses

John asked that the course cohorts talk about enrollment caps and determine if they need to be changed. Also please consider any resource needs. For instance, if we create more sections, we will need to find someone to teach them. Stephanie will email the current caps to the department, and we will have a discussion in March.

- At-Distance Head… How are we doing?

The At-Distance Head progress report was distributed with the agenda. As we get to the start of the second year of having an At-Distance Head, please provide feedback and reflect on how the At-
Distance Head is working out and how we can improve, and return to Stephanie by March 10. We will discuss the compiled responses in March.

C. Academic Plan

- **January 14 Meeting with Tyler S. Spear, Foundation, 307-766-3901 | Cell: 970-554-1600 | Fax: 307-766-9849 | email: SpearT@uwyo.edu**

John met with our Major Gift Officer for the College, and encouraged faculty to talk with him as well.

- **Vision... 20 yr. plan (resources & accountability)**

Michael has asked us to think 20 years, instead of 6, in terms of our academic plan and vision. Please be thinking about this, along with needed resources and accountability process. John reminded us what we do as a department should be tied into our vision, mission and academic plan.

- **Social Justice Minor – Angela Jaime**

The Leadership Council approved the minor in December. Now Angela is in the process of getting the two new courses approved. The question has come up about how to divide credit hours among EDST and other departments. If it is our minor, we should hold the majority of credit hours. The Department and ACTE have approved everything, and the Leadership Council has approved the minor, but not the classes yet. After that, the approval process will go on to the Deans and Directors, and the CARFS will go to the University Committee.

- **Learning Resource Center – Angela Jaime, Liz Simpson, Terry Burant, and Allen Trent**

The next meeting about the Learning Resource Center will be on Friday, February 28. Angela had met with George Kamberelis to discuss any possible intersection with the Literacy Center. The Literacy Center is much more fluid than just reading; they would like to expand to include other programs. George suggested that we be clear on assessment and outcomes for any grant applications. He also offered to pilot the program in the Literacy Center and to provide some resources. He suggested that eventually an off-campus presence would be essential though. Gaining funding through the Foundation can sometimes be a long process. Projects are brought to the Foundation Board and then the board decides what to bring to donors. Maybe we could have Tyler, our Gift Officer, come to one of our department meetings to talk about the process, as well as a grant’s person. It was also suggested that we could use some of our Summer School or Revolving account money to help fund a pilot program. If we have something started, we can build a case for larger grants.

- **Internationalization Efforts in the College – Liz Simpson and Aurora Chang**

Some of the faculty held a meeting to discuss internationalization efforts in the College. Michael provided some background on some of the programs and projects the College used to have. In recent years, there have been individual efforts for overseas projects, but no strategic plan for our students. Are they tapping into these opportunities and to what extent? As a department, Liz suggested that we think strategically about what we want to accomplish and verbalize the benefits in our vision/plan. How do we promote student and faculty movement internationally? The group’s next meeting will be held March 5.

D. Department Get-Together... Accomplishments/Endeavors/Goals

The department will be having a get-together on March 13 at 6:30pm at Corona Village to discuss our accomplishments, endeavors, and future goals and to formally congratulate T&P accomplishments. Family and friends are also invited, though the department will only be able to cover EDST members’ meals.

E. Department meeting in Casper
Let’s think about the possibility of holding a department meeting in Casper and when. Because of weather considerations, Terry felt that holding a meeting in Casper in early fall could be ideal.

**F. FAPS... Due March 14**

**G. Professional Studies Symposium**

John thanked the department for representing Educational Studies and for supporting the Professional Studies Symposium which will be held March 7.

**H. Visiting Scholars Brownbag Presentations**

Our two visiting scholars, Dr. Lee and Dr. Kim will be presenting their research on February 26 and 28 in ED 117. John encouraged faculty to attend.

**V. Degree Works – Christi Hutchison**

This item will be moved to a later date. EDST will be sponsoring the next Brownbag Lunch on Degree Works on March 13; faculty are encouraged to attend.

**VI. Important Dates**

- Feb. 28 – Mary Garland Early Career Fellowship Proposals due in the Dean’s Office
- Feb. 28 – 2nd, 3rd, 4th, 5th, and T&P packets due in Academic Affairs
- March 1-3 – AACTE - Indianapolis
- March 1-3 – Teacher Fair – Hilton Garden Inn
- March 7 – Professional Studies Research Symposium
- March 14 – FAPS due
- April 2-5 – Shepard Symposium – Union

**VII. Announcements**

Angela distributed a brochure about Bently Spang who will be providing art at the Shepard Symposium which will be held April 2-5.

Terry announced that she is organizing a fashion show for the College’s centennial celebration. She is consulting with two historians, and the show will display teaching fashion through the decades. Please let Terry know if you know of anyone who would like to be involved. She is also in the process of organizing a professional clothing swap for students.

**VIII. Adjournment**

Terry moved to adjourn the meeting. Jeasik seconded. Adjourned at 11:10am.

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Stephanie Ksionzyk
Office Associate