Educational Studies Department  
Meeting Minutes  
Friday, September 13, 2013  
10:00 am. to 12:00 p.m.  
Ruesser Room


1. **Agenda approval**- all approved.

2. **Minute approval**- Kevin motioned to approve the 8/23/13 minutes. Angela seconded. All approved.

3. **Welcome to Dr. Kim, Sanghan**- Jeasik introduced Dr. Kim. He has been here for a short time and has an interest in social justice. Jeasik also introduced Dr. Lee. Both will be here for a minimum of one year. Please invite them to experience all aspects of our culture. Also please think of them for speaking engagements to undergrads and grads about their research. Suggested a round table of the whole department sharing research. Continue to leave Weds. from 1-2 p.m. open for this.

4. **Summer reflections and a major goal for 2013-14 academic year**- went round the table and all shared reflections of time with family, summer trips, activities, teaching, projects, and preparing for teaching.

5. **Head report**
   a. **Search for Office Associate**- Stephanie Ksionzyk will be joining us Mon. Sept. 16th.
   b. **Canvas to replace eCompanion**- this will start Spring 14 and will replace eCompanion. UW will save $300,000 with Canvas. 26 faculty are currently training and Angela will become a trainer.
   c. **Budget-Extramural funding/External grants**- there was a 6% cut compared to last year. The department will keep travel funds at $1,500. This year’s budget is $3,000 short from last year with 2 more faculty. Will be using revolving funds for approved items.
      ➢ Will need to be proactive for external funding
      ➢ Liz attended a grant writing seminar and has templates to share. Coe Library has a foundation link- Liz will send out to all for funding sources
      ➢ Liz and Angela will organize meetings
      ➢ Suggested to invite Jackie Leonard from SMTC to collaborate
      ➢ Angela will send out link to Info Ed Grants and Contracts search engine
d. **Peer reviews** – T&P requirement and in the Academic Plan. Use teaching observation and feedback form- John will send this out to all. Ask endowed chairs to visit and include in T&P packet. Good to schedule a pre-teaching meeting. This is used in the T&P packet in supporting documents section. Minimum of 1x a year.

e. **Lunch with Professional Studies on 9/25**- please plan on attending. 11:45-1p.m. in ED 117.

6. **Committee reports**
   a. Angela... Shepherd Symposium: April 2 to 5th, 2014- working on revamping titles, keynote speakers, etc.
   b. Ed.....USP freshman seminar- there is a new USP for 2015. Work on embedding courses in new USP. Suggested teaching 2480 as a human culture course- USP committee will be working on this during Fall 13.
      - Liz motioned to vote to move forward in seeking USP Human Culture designation for EDST 2480. Allen seconded. All approved.
      - Aurora motioned to move forward in seeking USP requirement for EDST 3000. Angela seconded. All approved.
      - Freshman seminar- see 1st paragraph for pilot Fall 14.
      - Angela moved to approve syllabus for freshman seminar course for Ed to take forward. Liz seconded. All approved.
      - Think about offering EDST 2450 strategically as USP requirement and vote at next meeting.

7. **“Flagship” department… Angela and Ed Facilitating (please bring copies (attached) of “Flagship document, Mission statement & EDST Academic Plan)**- please review and focus on one statement for further discussion.
   - Will discuss flagship department at future meetings
   - Time for strategic planning with plans of new president/provost with business model
   - Continue this discussion between now and next meeting as we do not house a major or minor
   - Continue informal conversations- suggest Weds. at 1-2 p.m. with understanding that this will be the Oct. meeting focus- strategic planning with in College Of Education
   - Need to figure out networking
   - Will also discuss land grant universities for next meeting

8. **Lunch followed in honor of Michelle’s service to our department.**

Allen moved to adjourn. Liz seconded. Meeting adjourned at 1:00 p.m.

Respectfully submitted,
Michelle Hansen