Educational Studies Department
Meeting Minutes
Friday, November 22, 2013
10:00 am – 11:20 am
Ruesser Room


Absent: Liz Simpson (absent with apology)

Guests: Christi Hutchison and Michael Day

John opened the meeting at 10:07am.

I. Approval of Agenda & Welcome

John asked that Allen be added under VII. News/Personals, as he has also been working on external funding with Liz, Angela, and Terry. Aurora moved approval of the agenda as amended. Ed seconded. Motion carried.

II. Approval of Minutes

Allen moved approval of the October 25, 2013, meeting minutes. Ed seconded. Motion carried.

III. Department Head Report – John Kambutu

A. EDST 2480 (approved background checks) & 3000 (WTEP application) prerequisites – Christi Hutchison

Christi brought forward a request from the Office of Teacher Education (OTE) to update the Course Action Request Forms (CARFs) for EDST 2480 and EDST 3000. For EDST 3000, the current prerequisites include the completion of a WTEP application, which is no longer necessary given the recent change to technology-assisted WTEP application process. For EDST 2480, a background check is required as a prerequisite, but it is not formally listed as such. The system screens for prerequisites and is working well, although it does sometimes cause some frustration for students who are currently enrolled in prerequisite classes.

Allen added that, for EDST 3000, the plan was to see if WTEP technology-assisted system worked before committing to it, and since it is working, it would make sense to update the CARF. He volunteered to draft the CARF for 3000.

Kevin moved to update the course description for EDST 3000 to remove the prerequisite of the WTEP application. Ed seconded. Motion carried.

Allen moved to update the course description for EDST 2480 to include the prerequisite of an approved background check on file with OTE. Jeasik seconded. Motion carried. Angela volunteered to draft the CARF for EDST 2480.
Christi updated the department on current enrollments for Spring 2014. Enrollments are down a little bit for 2480, but she believes this will increase once students finish 2450 this semester. All but one of the sections for 3000 are full. Kevin suggested that we may want to consider adding another section for 3000, since we went from 4 to 3 sections this year. Stephanie will send EDST’s tentative Summer 2014 schedule to Christi.

B. Other

- Thank you...
  John thanked the department for “staying the course” and continuing to do quality work during the changes that have occurred this semester. He saw people asking themselves what they could do for their department and were engaged throughout the semester. This mindset and focus should be celebrated. We are now starting to get external feedback about how well we are doing. Terry added that faculty from Secondary Education have told her how well prepared students have been, especially with lesson planning, after taking EDST classes. John has received emails from faculty about how much they enjoy their jobs. Keep up the good work!

- Meeting with Michael Day, Interim Dean
  John met with Michael Day this week and reported that Michael emphasized that he is here to facilitate the work that is already being done in the college and that he has no agenda. Michael had met with former President Sternberg and with Vice President McGinity, and they had assured him that they also have no agenda for the College of Education and that, at the moment, there are no planned changes to the college’s T&P process.

  As the T&P representative, Audrey reiterated that nothing has changed, and we should continue to do what we were hired to do. She also added that we do need to recognize that we are in a strange time and that we need to get our successes out there. If we’re invisible, it looks like we’re not doing anything. There was some discussion about a Footprint document that will be coming out that shows some of UW’s impact. We seriously need to think about how to share our work. Ed added that we need to make sure that our mission and our work is presented in a simplified way which can be understood by anyone.

  Allen added that we have heard some general critiques coming through the Trustees, but we’d like to have more specific feedback so we can work on tackling these critiques. Both Allen and Jenna have heard of some strong backlash against common core. John suggested that because Wyoming is a satellite state, which is compared to various other states, there may not be much hard data out there. Audrey added that there are a few very vocal people who hold strong views about some programs in the College of Education, especially those that prepare principals and superintendents. John suggested that we bring Michael into this conversation to help us strategize.

- New dean... consulting firm in place
  The consulting firm for the dean search has visited. The next step will be to form the hiring committee, and once formed, the firm will be able to move forward. Audrey asked about the job description. John said there will be college-wide meetings where questions can be asked and faculty will be listened to. Information from these meetings will be brought to the search committee who will then use it to write the job description. John reported that according to the
consulting firm’s representative, it is possible that the Vice President for academic affairs will either form the search committee or delegate the task to the interim dean, College of education.

- **Fall 2014 teaching schedules**

  John passed around a copy of the draft Fall 2014 teaching schedule and asked for feedback. There will be many changes between now and Fall.

- **Proposals for Professional Studies R.S. (due 1/26)**

  The Professional Studies department is asking for proposals for a Research Symposium that they will be holding in March. This would be a great place to share our work and research.

- **UW motor vehicle registration... Office of Risk Management**

  John reminded the department to renew their motor vehicle registration with the Office of Risk Management by December 1, if planning on driving on UW business during 2014.

- **Adding our Adjuncts & Gas to EDST website**

  Jeasik had asked if we have a policy for including (or not including) visiting scholars, graduate assistants, adjuncts, etc. on the EDST website. There was no opposition, so Stephanie will include them on the website.

- **CoEd Thanksgiving Potluck @ 11:30 in Annex 318**

C. **T&P Packets... due 12/20**

IV. **Social Justice Minor – Angela Jaime**

  Angela distributed the updated Social Justice Minor proposal which was brought before the Advisory Council for Teacher Education (ACTE). ACTE was supportive and asked Angela to prepare CARFs and syllabi for the two new courses that will be developed for the minor. Todd Krieger had suggested that EDST 4000 be taken out because it is a requirement for the post-baccalaureates. Also, Angela reported that there was discussion about adding EDST 2480 as an option in place of 4000, but there is concern that Education majors can’t use 2480 for their minor as well. Audrey suggested considering UW-Casper students who would have limited access, if courses are not offered online. Leslie Rush had suggested that all different courses that could be taken within the various concentrations be listed. ACTE approved the proposal contingent that the CARFs and syllabi go through ACTE successfully.

  John voiced concerns about the timing – Will the CARFs and syllabi be ready for the next ACTE meeting on December 11? Angela will send out the CARFs and syllabi for feedback as soon as each class is ready. It would set us back if we can’t get it to ACTE on December 11. From ACTE, it would then need to go to the Leadership Council at their first meeting of Spring semester.

V. **edTPA**

  - **LiveText & Common Assessments – Allen Trent**
Allen reported that EDST is slightly ahead of the curve, as the other CoEd departments haven’t yet discussed incorporating edTPA at their department meetings.

John reported that OTE is beginning to analyze data, and we will need to let Leslie and Maureen know what data we would like to look at. We can begin to use that data to improve our teaching. For each course, one person can be in charge of contacting Leslie and Maureen:

EDST 3000: Allen
EDST 2480: Kevin
EDST 3550: Jeasik
EDST 2450: Liz (Terry will talk with Liz)

Once these data are received, faculty in respective courses will need to have meetings to discuss them. Kevin added that the data will probably come up as raw, and we will need to figure out how to make it useful. John also suggested that we think “big picture”... ways to turn these data into scholarship that can tell people what and how we are doing.

What’s New? – Ed Janak

This item will be forwarded to the December meeting.

VI. Committee Reports

There were no committee reports.

VII. News/Personals

A. External Funding – Liz Simpson, Angela Jaime, Terry Burant, and Allen Trent

This group is looking into establishing a learning resource center for underserved students. They have begun to think about implementation and partnerships and will be looking for feedback at the next department meeting. John added that the draft of this project looks great and is planning to involve the community and fund two graduate students and a director.

B. Other – Michael Day, Interim Dean

Interim Dean Michael Day arrived to introduce himself and answer questions. He assured the department that EDST will remain and will not have any changes. He did not come in with any agenda and is looking to support us in this transition to a new dean.

Allen asked about criticisms outside the university and if Michael could help us in identifying more specifics that we can address. Michael shared his experiences within the Adult Education department and the precarious position that it was in while he was a faculty member. He framed his personal interests of maintaining his position within the context of the common good and understood the need to build and lean on our support groups across campus and outside the university. He doesn’t like being blindsided, and he doesn’t want the faculty to be blindsided either.

Terry mentioned that the 100 Year Anniversary of the College of Education would be a great opportunity to get our work out there, and there are already some great ideas being proposed. Michael wholeheartedly agreed.

Angela asked about the dean selection process and if each department will be included and have a seat on the search committee. Michael does not currently know how the committee will
be formed, nor if every department would be represented on the committee. However, he will advocate strongly for faculty involvement throughout the process.

VIII. Important Dates

- Dec. 1 – UW annual motor vehicle registration (http://www.uwyo.edu/administration/operations/risk-management/vehicle-use-policy-information.html)
- Dec. 9-12 – Finals week
- Dec. 11 – Holiday reception … faculty, staff, retired faculty, 4:00-5:30pm, Hilton Garden Inn
- Dec. 15 – Fall class schedule due in the Dean’s office
- Dec. 19 – Final grades due.
- Dec. 20 – T&P packets due in EDST office

IX. Adjournment

Aurora moved to adjourn the meeting. Kevin seconded. Adjourned at 12:00pm.

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Stephanie Ksionzyk
Office Associate