Educational Studies Department
MEETING MINUTES
Friday, September 19, 2014
9:00 am – 11:00 am
Education 117


Absent: Ed Janak and Kyoung Ho Lee (absent with apology)

John opened the meeting at 9:02am.

I. Welcome & Approval of Agenda

John asked for additions to the agenda, and proposed an addition to department head’s report. Items K- Fall/Spring Courses and L- Sabbatical Leave added. Terry moved approval of the agenda as amended. Jeasik seconded. Motion carried.

II. Approval of Minutes

Angela moved approval of the April 28, 2014 meeting minutes. Jenna seconded. Motion carried.

III. Announcements

A. September … Happy Birthday, Audrey!

IV. Leslie Rush

A. Faculty’s statewide work

Leslie reported that the Dean’s Office is continuing to collect information on faculty’s work around the state, using a Google Form located at http://tinyurl.com/qhnw6rn. There is also an interactive map on the College website which has pins around the state as well as internationally where our faculty are doing work. She encouraged faculty to share their work.

B. Recruitment & meet with students

Leslie told the department about an opportunity to participate in “Stampede Days.” These are campus visits that are scheduled throughout the semester. Staff and faculty are encouraged to meet with groups of prospective students. OTE won’t be able to handle all of the visits, so Leslie asked faculty to let her know if they are interested in participating. Students and parents can find out about Stampede Days by talking with Admissions or with OTE. Faculty will be provided with a check sheet/script to work from. OTE currently has spaces scheduled in Ed Annex and Wyo Hall.

Leslie also provided an NCATE accreditation timeline. Site visits will occur in 2016.

Jenna asked Leslie if ESL graduate students should be required to buy LiveText. Leslie suggested bringing the issue to C&I and the Leadership Council. It is also possible for ESL program to collect data via Google Docs.

V. Department Head’s Report – John Kambutu

A. Welcome back & a happy, productive 2014/15 year

B. EDST Department fall meeting schedule

- Friday, October 17, 9am-11am
- Friday, November 14, 9am-11am
- Friday, December 12, 10am-1pm (lunch will be provided)

C. Tenure & Promotion
i. **UW calendar (T&P packets due 12/5, review meeting on 12/17)** ... course evaluations available 12/15 (see procedural memo for full calendar: [http://www.uwyo.edu/aca
daffairs/faculty-resources/tenure_promotion.html](http://www.uwyo.edu/aca
daffairs/faculty-resources/tenure_promotion.html))

Because of the changes to the academic calendar, T&P timeline is also impacted. Therefore, T&P review packets are due in the department by December 5.

ii. **Course Evaluations ... Alan Buss looking into the possibility of modifying current completion system**

However, course evaluations won’t be available until December 15. But because grades won’t be submitted yet, faculty cannot see their own course evaluations until grades are submitted. Our Department T&P meeting will be held on December 17, 9am-11am.

iii. **“Formalize” them for all faculty to participate ... could use technology (videoing self teaching, etc.)- Ed**

As Ed was unable to attend the meeting, this will be moved to the next meeting.

iv. **Other:**

1. **Faculty Peer Evaluation – Schedule them ASAP.... Think reviews from outside faculty**

There was also discussion at a meeting originally scheduled between Academic Affairs, department heads and the college’s T&P committee (Academic Affairs unable to attend). So, those in attendance expressed an interest in having faculty seek peer reviewers outside of the College. This is a recommendation, but not a requirement.


As the department is short 4 faculty, John thanked faculty for stepping up and doing more than usual. The same will be required this year during T&P review process. John thanked faculty for always taking the T&P process seriously, but given that this year the department will have only five faculty doing reviews and voting at department’s level, John requested faculty to devote more time to T&P and to provide detailed feedback. Providing detailed and objective feedback is important because reviews from the department sets the tone as the packets move forward along in the T&P review process.

- **Allen will participate**

Allen will be returning from sabbatical to participate in T&P.

- **Kate Welsh (external reviews)**

Both Jeasik and John are coming up for reviews for full professor. While John is chairing Jeasik’s reviews, the dean’s office has invited Kate to handle John’s external reviews. She will write a summary of his external reviews, but will not attend the department’s T&P meeting.

D. **College of Education 100 Year Anniversary**

i. **Michael’s 23 county tour update**

Michael has visited 8 counties already. He says he has met a lot of teachers and community members, and it is going very well.

ii. **100 Years of Teacher Fashion Show & Professional Clothing Swap – Terry Burant**

Terry reported that they will be having a historical fashion show on November 10 in the Ed. Auditorium. Judy Catchpole and Larry Stewart will be the masters of ceremony. Two History students have been doing independent studies to help research and organize the event. They are also working with the Lab. School and will do a dance number. Also, on December 6, Kappa Delta Pi (KDP) will be sponsoring a professional clothing swap with fashion advisors. Students can make
donations if they wish, but all of the clothing will be free. KDP will decide what to do with any donations and are looking at the possibility of setting up a scholarship fund. Terry will be sending out announcements and reminders as the events get closer.

E. Budget... Stephanie

Stephanie gave an overview of the budget. She and John have discussed a budget for the year based on spending from last year. The department also has monies in the revolving and summer funds accounts that can be used based on need and department's authorization. Each faculty will receive $1,500 in travel/professional development support. Stephanie said that she will keep basic supplies stocked but asked that if faculty need something in particular to please let her know. She also reminded them to go electronic when they can. We are in a very good position, thanks to thoughtful spending. John thanked faculty for cutting back when they can and being good stewards, but also reminded them that if they need something, don’t hesitate to ask. If the GA’s would like to request travel money, they can first go through C&I, and the department may be able to match funds. For department meetings, Angela said there used to be a time when faculty would pair up and provide food and suggested we could think of doing that again.

F. Committee Assignments

With Allen on sabbatical and research leave, we will need someone to serve on the Technology Committee for one year. Terry volunteered. There are also two vacancies on the ACGE and Diversity Committees. Angela volunteered to replace Jeasik on the ACGE Committee, and Jeasik volunteered to replace Liz on the Diversity Committee.

G. Updating the Website... Stephanie

Stephanie asked faculty to send her any updates they have for their webpages. If they have any projects, publications, conference work, experiences, photos, etc. that they would like to include on the website, please send them her way as well. The website can be a place to tell the community what our faculty are doing and provide our own narratives. Angela suggested, maybe we could do a newsletter each semester just for Ed Studies as a place to highlight what we’re doing. Audrey said that the Partnership distributes 1,300 electronic copies of their newsletters; it is a lot of work and a big responsibility.

Audrey also told the faculty about Saturday U, which is a way for people outside UW to get exposure to the University. For the past six years, it was sponsored by the Wyoming Humanities Council and was therefore limited to the humanities departments. Although the Outreach School has now taken it over, the College of Education is not involved. John asked faculty to think about what would be the most effective way to get out what we do. Audrey suggested more communication across campus; many other colleges don’t understand what we ask our students to do, and view our faculty as all doing the same thing.

H. Office Hours

John reminded faculty to maintain their office hours and post them in a visible place.

I. Sexual Harassment

A brochure and fact sheet on sexual harassment were distributed with the agenda, and Stephanie passed out “United in Safety” cards with emergency support information. John reminded faculty that there is a power differential within faculty/student, faculty/staff, and faculty/faculty relationships and to be cognizant of our actions. Stephanie attended a workshop on sexual harassment and shared with faculty that all UW employees must report any and all instances of sexual harassment that they observe or are told about to the Office of Diversity and Employment Practices. There are confidential places on campus where students can go to get support, including the STOP Violence Program, councilors, medical personnel, and other support groups. She suggested keeping the “United in Safety” cards on your desk to give to any students who may need assistance.

J. Grade Scale ... Pluses & minuses
The Department had originally decided to have discussions within the course cohorts, but may want to look at the possibility of having a consistent policy across the Department. May be worth talking about before the Spring semester starts. We can continue the conversation at the next meeting or in the Spring semester, but for now, we'll keep it the way it is.

K. Fall/Spring Courses

Ed and Allison Haynes will be teaching EDST 3000 in the Spring, and Nichol Bondurant and Angela R. will be teaching EDST 2480 in the Spring. Angela J. and Angela R. asked about the 2480 schedule for Spring and the possibility of using compressed video. Stephanie will send Angela R. the course times we currently have her scheduled for. Jeasik asked to speak with John regarding coverage of EDST 3550 in the Spring.

L. Sabbatical Leave

Sabbatical leave requests are due to the Dean’s Office on September 30. Please have your requests to John by September 23.

VI. Search Committees

A. EDST Searches ... Progress, recruitment strategy, etc.

i. Assistant Professor positions – Jeasik Cho & Angela Jaime

J easik reported that the committee is waiting for formal approval of the position descriptions from the Dean’s Office and is working on the Search Plan form to submit as well. He asked that faculty send him any ideas of where to advertise. There will be a table at NNER to help advertise, and Audrey will also be hosting a Wyoming Night. The Dean’s Office has a banner and pins which we could use. Angela asked if the department would be willing to support faculty who help advertise at conferences over the $1,500 travel budget. John suggested that we discuss this at the next meeting.

ii. APL position – Jenna Shim & Terry Burant

Jenna reported that the committee’s first meeting will be next Tuesday, September 23 at 5pm. They will have a draft of the job description prior to that and will refine it at the meeting.

Jenna also informed faculty of the two other search committees she is serving on, the Elementary Education position to replace Tim Rush and the Literacy Endowment Chair to replace George Kamberelis. If faculty have anything they would like her to bring up at those committee meeting, please let her know.

B. Dean’s Search – John Kambutu

John reported that names have been forwarded to Academic Affairs for the Dean’s Search Committee. There will be 11 committee members, 6 of which will be from the College of Education.

VII. Summer Reflections & Looking Forward ... What's next for 2014-2015?

John asked that this item be saved for the next meeting.

VIII. Important Dates

- Sept 22 – Integrating Games into Curriculum – Dr. Carr-Chellman, 6pm (reception at 5:30pm), Ed Auditorium
- Sept 24 – Advising 101 Brown Bag Session, 12pm in ED 4, sponsored by OTE
- Oct 7 – C&I Faculty Meeting, 3:30-5pm, location TBD
- Oct 8 – Leadership Council meeting, 9am

Jenna reminded faculty that the Literacy Conference is next week, Friday and Saturday. Please encourage your students to attend.
IX. Adjournment

Adjourned at 11:00am.

____________________
Stephanie Ksionzyk
Office Associate