

UNIVERSITY OF WISCONSIN – SUPERIOR
Educational Leadership
Minutes

Date: October 8, 2009

Location: Mc Caskill 110E

Time: 1:00 p.m.

Present: Dr. Clark-Chair, Dr. Suzanne Griffith, Dr. Jennifer Christensen, Dr. Rhoda Robinson, Ms. Susan Bailey, Dr. Cathy Pulkinen, Mr. John Paul, Dr. Wendy Kropid (arrived at 1:30pm), and Ms. Mary Jo LaValley

Absent: Ms. Terri Kronzer, Dr. James Geidner,

Guest: Mr. Peter Nordgren

Call to order: Dr. Orvin Clark, Chair, called the meeting to order at 1:00 p.m.

1. A motion to approve the agenda was made by Christensen and seconded by Pulkinen Yeah 5, Nay 0, abstain 0, motion carried.
2. A motion by Robinson, seconded by Christensen to approve the minutes of October 1, 2009. Discussion
 - A motion by Griffith, seconded by Christensen to amend the minutes of October 1, 2009. Yeah 5, Nay 0, abstain 0, motion carried.
 - A motion by Griffith, seconded by Christensen to approval the minute of October 1, 2009 as amended. Yeah 5, Nay 0, abstain 0, motion carried
3. Textbook Orders - Vaughn Russom
 - Instructions on how to use the new textbook ordering system was handed out.
 - Accounts have been set up for everyone in the EdL Department.
 - A demonstration on online textbook ordering was presented by Vaughn Russom.
 - Vaughn suggested you bookmark the textbook ordering website.
 - If you have Distance Learning classes and on campus classes you will have to order for both. The same thing goes for multiple sections.
 - Contact Vaughn or Mary Jo for desk copies information.
4. Budget status
 - EdL received an appropriation based on what was spent last year, approximately \$20,000. However it is still less than half of what the individual departments had before due to the new allocation system.
 - A special request for an additional \$6,000 for the CACREP accreditation has been submitted.
 - Only essential supplies should be requested. Clark stated that all purchases require prior approval.
 - Griffith asked for an update on the university budget. No new updates have been received in October.
 - Christensen asked what the process is for ordering a video. Clark said to send an email to Mary Jo with all the information needed and state the use for the item and an order will be placed.
 - Nordgren stated that the library could replace/purchase a video through our department allocation fund.
 - Clark stated that the more we can use Grant and other sources would be appreciated.
 - Christensen asked if we have an individual travel stipend. Clark said no. Travel will be based upon need and priority. Faculty Development Grants or CETL (Center for

Excellence in Teaching and Learning) are two sources where faculty can apply for a travel stipend.

- Clark stated that travel would be looked at on a case-by-case basis. He would like to have a discussion after catalog on who intends to go to where and for what reason. He is hoping to align a budget for those amounts.
- Nordgren stated that some conferences have been funded through Distance Learning.

4. 2010-2012 Catalog discussion.

- Pulkinen handed out the TED preliminary catalog copy and stated she had help from Christensen and Robinson.
- Clark stated that Anne Carlson has the documents on Title II. Clark said he will check on what the requirements are in terms of Title II.
- Clark stated that anything in the Catalog is policy and anything in the Handbook should be procedural.
- Robinson talked about the standards and where they could/would be published. For example on the website.
- Christensen stated that one of the reason people want a paper copy is that some people don't have access to the internet.
- Griffith stated that students are guided by the catalog they enter in under.
- Clark suggested that maybe the wording could say something like "subject to periodic changes by the State of Wisconsin". He went on to say we have been criticized for the catalog saying one thing and the handbook for saying something different.
- Griffith said that CACREP stated that we have to stay with what is in the catalog.
- Robinson was in favor of saying that the "Teacher Education Student Handbook is available at..." this would help cut down on the wording.
- Robinson stated that they had incorporated the decisions that the department had made earlier.
- Christensen stated that students will need a B- in each of the entry level courses.
- Clark would like to see the official Criminal Background form used and it should be a national background check.
- It was stated that the Electronic Portfolio could/should be Chalk and Wire because there is a template and set standards in a consistent format. This will be looked into further.
- Clark asked Pulkinen to highlight the substantial changes and that everyone should go back and read through the copy.
- Clark stated that process is to have individual presentations on each section, then a review of all programs (October 29, 2009) before voting and forwarding to Al Miller. He went on to say if someone wants to separate out something for individual action they can do so. He asked that faculty email Pulkinen with any questions on the TE section of the catalog.
- Clark stated that the new prefix for all sections of the Educational Leadership Department will be EDLD.

Adjournment: The meeting was adjourned at 2:30p.m.

Respectfully submitted by Mary Jo LaValley

Minutes approved at the 10-22-09 meeting.