

UNIVERSITY OF WISCONSIN – SUPERIOR
Educational Leadership Department
Minutes

Date: October 13, 2010
Location: McCaskill 110E
Time: 1:00 PM
Present: Ms. Terri Kronzer – Interim Chair, Dr. Suzanne Griffith, Dr. Carol Hulce, Mr. Terry Mc Glasson, Dr. John Paul, Mr. Sebastian Witherspoon, Ms. Michelle Vinoski Dr. Orvin Clark, Ms. Anne Carlson, and Ms. Mary Jo LaValley.
Absent: Dr. Cecile Somme (due to illness), Ms. Susan Masterson (due to teaching class)

1. Approval of Minutes:

Motion by Mc Glasson seconded by Hulce to approve the minutes of September 15, 2010. Yeah, 5, Nay 0, Abstain 0.

2. Chair Announcements:

- a. Final Exam Policy – There are official times. A final must be given or an accumulating activity during the time the final exam is scheduled. Graduate courses will hold their exam during the last class. Exceptions to this policy must be approved by the Vice Chancellor for each exemption sought. No student may reschedule examinations. Kronzer will get back to faculty on when the last class should be held for graduate courses.
- b. Classes will be held through Wednesday evening the day before Thanksgiving.
- c. To change the grade **I**, or **IP** you can send an email to Suzanne Finckler. To change a letter grade you still have to go over to the registrar's office.
- d. Opening week - Official opening is the Tuesday after Martin Luther King Day which is **Tuesday, January 18, 2011** however Friday, January 14, 2011 is scheduled as a department day. The EdL Department will be meeting on **January 14, 2011** because by January 30, 2011 we have to submit a three year strategic plan. This will have to include all of our costs if we want any money from the budget. The budget will be built off of the strategic plans.
- e. WEAVE online is the software used to record the strategic plans.
- f. On November 19, 2010 we have to submit a one year strategic plan. Kronzer will be meeting with the programs separately.
- g. Classes start on **January 24, 2011**.
- h. For Spring and Summer 2011 Susan Masterson has agreed to be the Teacher Ed Coordinator.
- i. Kronzer will meet with the Provost to review our three job descriptions on Friday, October 15, 2010. Counseling, Teacher Ed/EDAD, and Coordinator.
- j. Study lounge (Cope Center) is closing and we have been asked to be out by November 1, 2010. Twelve faculty cubicles will be installed for the Barstow faculty moving into Mc Caskill.

- k. The EdL copier is moving to our lounge **Mc 101**. The supply room has moved to **Mc 110**. You can put in a key request form or ask Mary Jo to let you in the supply room.

3. Graduate Council Representative:

- a. Clark stated that the Graduate Council is reviewing their Charter and will keep everyone informed.
- b. Kronzer announce that we have a number of students that do not have a plan of study. A list is being put together as to who does not have a plan of study. Also there is a Green Sheet coming out which is called Program Completion Sheet.

4. Academic Affairs Representative:

- a. Griffith passed out a handout on what was discussed at the undergraduate Academic Affairs Council.
- b. Griffith reported that the proposed I and IP were not approved but tabled for later discussion.
- c. On-campus student access to Distance Learning courses needs approval from the Advisor and Chair is proposed. Would drop the instructor's signature.

5. Incomplete and In Progress:

- a. Kronzer reported that all incompletes prior to this semester will change to an NC or (no credit). The student will have to take the course over and pay for the course again. A student with an Incomplete, after this semester, will have their grade convert to an F if not finished up in the next semester.
- b. IP grades are for those courses that cannot be completed in one semester.

6. For the Good of the Order:

- a. Jenice Kienzle Meyers brought to John Paul with a new course proposal. The course is for UWS students to work with at risk youth. Kronzer will speak with Meyers regarding this course.
- b. Kronzer asked if the once a month meetings are good. Kronzer is meeting with programs weekly so everyone agrees it works out fine.
- c. Clark asked about repeating classes. Kronzer stated that unless a student gets a W (withdraw) the student can't repeat the class. This needs to be cleaned up. Hulce believes it should be on an individualized basis. Clark feels the department needs a policy in place with an appeals process or petition available to students.
- d. Only D and F grades need to be put into PeopleSoft for Midterm for undergrad courses. The instructor enters the grade and then changes the "Not Reviewed" to "Ready to Review" in PeopleSoft. The needs to do this even if there are no D or F grades to enter. This is so the Registrar's Office knows you have looked at the Roster.

The meeting was adjournment at 1:55 p.m.
Respectfully submitted by Mary Jo LaValley
Minutes approved at the 11/10/10 meeting