

University of Wisconsin - Superior

Educational Leadership Department

Minutes

DATE: Wednesday, August 31, 2011
TIME: 1:00PM
PLACE: Swenson 2045 Resource Room
PRESENT: Ms. Terri Kronzer, Chair, Ms. Amy Carpenter, Dr. Orvin Clark, Dr. Mary Churchill, Dr. Suzanne Griffith, Dr. Carol Hulce, Dr. Mary Lee-Nichols, Ms. Susan Masterson, Dr. Terry McGlasson, Dr. John Paul, Ms. Sandy Wallgren, Mr. Sebastian Witherspoon, and Ms. Mary Jo LaValley.

1. Motion by Griffith seconded by Masterson to move agenda item #5 (New Business) to the first agenda item. Yeah, 12, Nay 0, Abstain 0.
 - A. Motion by Clark seconded by Griffith to adopt EDAD Personnel Rules. Yeah 12, Nay 0, Abstain 0.
 - B. Motion by McGlasson seconded by Clark to grant Academic Staff voting rights except for faculty personnel decisions. Yeah 12, Nay 0, Abstain 0.
2. Motion by Clark seconded by McGlasson to approve the minutes of May 12, 2011. Yeah 12, Nay 0, Abstain 0.
3. Kronzer reviewed Department Mission and Value Statement and asked the department for input.
4. Educational Leadership Professional Code of Conduct
 - A. Expectations for Chair – Kronzer talked about what has been accomplished and what she hopes to accomplish this academic year.
 - B. Expectations for Department – Kronzer talked about what was expected of the faculty; i.e. Department meetings, class schedule, and office hours are mandatory.
5. Chair Announcements
 - A. Overview of campus initiatives – Handouts were reviewed and Kronzer stated we are in good shape.
 - B. Faculty evaluation process & timelines - Hulce and Paul will have two evaluations one this spring and one in the fall because this is their second year.
 - C. Syllabi language - Language is on the Provost web site. Kronzer stated faculty need to announce in their class that there is no more administration drops. This is the student's responsibility.
 - D. Open Houses – Sept 30th all school reunion.
 - E. Swenson 2045 – This room is for student use. Department meetings will be scheduled in one of the Swenson Hall conference rooms. Kronzer will approve Swen 2045 usage.
 - F. Code of Conduct for Ed Leadership students – Kronzer will develop a Code of Ethics form that the students will sign.

- G. Program and Faculty Initiatives and Department Strategic Planning – Kronzer will be meeting with the different programs. Kronzer asks you to keep her in the loop so she can continue editing Weave Online.
 - H. Budget Requests – Department budgets have been reduced. Kronzer will try to accommodate individual requests.
 - I. Committee Assignments:
 - 1) John Paul – Grad Council Counseling Rep
 - 2) Orvin Clark – Chair Graduate Council, EDAD Rep
 - 3) Suzanne Griffith – Grad Council MSE Rep
 - 4) Suzanne Griffith - Academic Affairs
 - 5) Terri Kronzer - Faculty Senate
6. Fall Semester Due Dates
- A. Weave Online Department report. September 15, 2011
 - B. Class Schedule-September 23, 2011
 - C. Textbook Orders September 23, 2011
 - D. New catalog copy- November
7. For the Good of the Order
- A. Assessment update – Due dates are October 14 and December 9. Faculty will work on their assessment work in their program meetings.
 - B. Department meetings will be the 2nd and the 4th Thursday of each month from 1:00-3:00p.m.

Meeting adjourned at 4:20 p.m.

Minutes approved at the 09/22/11 meeting.