

University of Wisconsin - Superior

Educational Leadership Department

Minutes

DATE: Thursday, December 8, 2011
TIME: 1:00PM
PLACE: Swenson 1058 Conference 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, Dr. Susan Masterson, Dr. Terry McGlasson, Ms. Sandy Wallgren, and Ms. Mary Jo LaValley.
EXCUSED: Dr. John Paul

1. Motion by Clark seconded by Lee-Nichols to approve the minutes of November 17, 2011. Yeah, 10, Nay 0, Abstain 0.
2. Chairs announcements:
 - A. Possible mandate about no out of state travel for awhile.
 - B. We received \$1,500 per faculty for phone, supplies, etc. On the January 13, 2012 meeting we will talk about what our Mission is and how we will support the travel.
 - C. Kronzer asked the department members to complete a survey about powering the buildings down between the Holidays.
3. New Business:
 - A. McGlasson talked about guidelines that were put together and how you can make your office, classroom, and teaching policies more friendly to the LGBT community.
 - B. Masterson asked for the department program outcomes and how they are being assessed. The 3-5 Year Assessment Plan, will show the outcomes of our program, what we are going to be assessing, and how are we going to use that for continual improvement processes.
 - C. Detailed Plan for Sp 2012 Student Learning Assessment asks how we are going to assess the first outcome. Masterson stated that we are in good shape and that we just need to produce these documents.
 - D. Ad Hocs – Kronzer would like a packet put together for Ad Hocs and have some kind of orientation explaining what our expectations are.
 - E. TED Catalog – Masterson stated that no action is needed at this time.
 - F. Distance Learning Evaluations. Kronzer wants to clean up student evaluations. She is looking for good feedback. Kronzer wants consistency.
 - G. Supplies and paper for Resource Room (Swenson 2045). Students are not allowed to get supplies from the supply room. We will look into having the printer networked to the students account for print credits.
 - H. Agenda for January 13, 2012 meeting. Laura Jacobs will be invited to our January 13 department meeting. If you have any agenda items please forward to Kronzer or LaValley.

4. Academic Affairs:
 - A. Griffith asked the department to review the recommendations of the BA/BS Committee and that it is put on the agenda for January 13.
 - B. The learning goals for the General Education Program are too vague. Motion by Griffith seconded by Clark to send back to the General Education Committee to further develop the learning goals. Yeah, 10, Nay 0, Abstain 0.
5. Graduate Council:
 - A. Orv Clark reported Catalog changes are done.
 - B. The next step is to complete the development of the marketing plan.
 - C. A draft of specific guidelines for Ad Hoc is being developed. If you have any comments send them to Griffith.
6. For the Good of the Order:
 - A. Commencement – we all have to be there.
 - A. Congratulations to Suzanne Griffith on a good job with First Year Seminar.
 - B. Salvation Amy Family – Please select the gift you will be purchasing, wrap it and have to Mary Jo by Dec 20th.
7. Meeting adjourned 2:45p.m.

Respectfully submitted by Mary Jo LaValley
Minutes approved at 1-19-12 meeting