School Meeting  
October 22, 2014


Absent: Casey Hurner

Meeting called to order at 8:00 a.m.

1. General Updates—Brook announced that the schedule will be a PDF online and will be a rather large document. It is not to be printed this time. It is searchable so if you are looking for things then you can go to “Find” and type in what you are looking for. It will take you directly to that within the document. Independent/Directed Study contracts will be mailed out on November 4th so watch for them in the mail if you are currently facilitating a directed/independent study this term. From now on, any time you miss classes for things such as doctoral program meetings, etc. or for personal reasons, an email to the dean is all that is necessary. No Travel Request is needed. Only things that are work related require a Travel Request. Leave Requests must be done though in these circumstances (through Firefly).

2. Dean—Dr. Lichty announced that any diversity activities being done in classes must be emailed to him as soon as possible. This is just as has been done in past years. The committee for the Office Assistant has been put together and includes: Brook Jech (chair), Dr. Dennis Lichty, Dr. David Harycki, Dr. Joni Irlmeier, Dr. Branis Knezevic, and Vickie Loofe. They have received 9 applicants and have begun reviewing them.

3. CSLG—Dr. Knezevic announced that the department will all be gone the next two days at a conference. They are also taking 3 Graduate Assistants with them as well. Dr. Willis announced that he has submitted his letter of retirement at the end of this academic year.

4. EDFL—Dr. Ossian gave an update on the School Administration position. They are on target and hope to have someone hired for the Spring 2015 semester.

5. NENTA/APL—Dr. Sharer just finished his informational meetings for NENTA. HE had 41 applicants attend but on average, one-third of the applicants don’t qualify. 11 of the applicants qualify now and 16 will qualify at the end of the fall semester, assuming they pass their classes and get through the level. Dr. Sharer will be sending out a list of names to all of the faculty asking for feedback. He would like to have feedback by Tuesday of next week so that he can get the letters out, etc.

6. Graduate Studies—Dr. Irmeier and Dr. Sharer plan to work on putting together a plan to offer the Reading and Writing PK-6 or 7-12 supplemental endorsement for our undergraduates. The current Reading Specialist is only allowed at the graduate level by NDE.

7. Field Experience—Phyllis brought back the policy that was discussed in last month’s meeting in regards to content testing. All faculty agreed that the word “candidacy” needed to be changed since it does not accurately describe our graduate administration students (who are included in the policy). Another change will reflect a more positive approach in policy wording and state what WSC
requires, rather than what it will not accept. Dr. Adams motioned to approve the policy with the agreed upon changes. Dr. Sharer seconded the motion. Motion carried with all in favor. The Field Experience Office has only 2 placements for this fall that they are waiting to hear back on. Phyllis expressed concerns with having placements not finalized this late in the semester. She was worried that the students will have a hard time getting their hours in at this point. Phyllis informed the faculty about a meeting that she attended recently where the chair of education shared their vision for education in Nebraska. Some of the things mentioned included, but are not limited to: early childhood programs, accountability through advanced accreditation, blended classrooms, AQUEST, local control, access to quality education, collaboration, and transition to teacher programs. Although the three public hearings are over, Phyllis stated that you can still contact a senator with feedback. We are working on scheduling a meeting that will be required for our faculty to attend. We are inviting the secondary education faculty as well. Phyllis and Joni will share more about that vision and what it entails and Dr. Harycki will give an update on Chalk and Wire. We have 112 students signed up to student teach in the Spring 2015. Dr. Irlmeier mentioned that she has heard groups talk that we need to add a class on how to be a teacher in blended classrooms. UNO is currently developing such a course. Either way, it is important for the faculty at WSC to learn about it. ESU is hosting a meeting in January about Blend Ed and has invited any and all faculty from WSC to attend the meeting. Phyllis encouraged faculty to go to ESU 1 or ESU 8 website and check out their professional development opportunities. We need to take advantage of what they offer in these areas.

8. Other—Dr. Harycki reported that he is currently waiting on ITE to give him the go ahead before he can make any more changes in eportfolio. They need to fill back data and we cannot put in any student information until that is completed. ITE has stated that they would like to see all common assessments in one table as well, so Dr. Harycki is working on that.

The meeting was adjourned, 8:55 a.m.
Minutes Respectfully Submitted by Brook Jech.

Attachments at end of this document.
Student Travel

Any time a class meets off campus or leaves campus, **besides for the designated field experience hours in the classes listed below**, one of the following processes must be completed at a **minimum of 5 days prior to travel**:

A. Faculty or adjunct member is traveling or attending with the students.
   1. Faculty member submits their own Travel Request through Firefly.
   2. Each student of the class must fill out an Assumption of Risk Form for a Single Trip.
   3. Send the signed forms to the VPAA office along with a print out of the class roster and the submitted travel request.

B. Students are going without the faculty or adjunct member.
   1. All students must fill out a Travel Authorization form.
   2. All students must fill out an Assumption of Risk form for a single trip.
   3. Send the signed forms to the Dean’s Office to be signed and then sent over to the VPAA office.

All forms related to Student Travel are found at the following location:  
G:\wscdocuments_and_forms\Accounting and Accts Payable\Student Travel for Faculty Use

Examples: Class going to Ikes Lake for service learning, class meeting at a place of business, etc.
**ANY and ALL field experiences must be approved through the Field Experience Office.** It is vital that we check to see that all necessary paperwork has been completed to ensure the safety of not only our students, but the students they will be working with.**

Designated Field Experiences
Covered by the Blanket Waiver through Field Experience Office

- EDU 150 (25 hours in schools)
- EDU 275 (Stanton or Wakefield Visit)
- EDU 302 (Millard Visit)
- EDU 310 (Winside or Wakefield Visit)
- EDU 335 (40 hours in schools)
- EDU 414 (80 hours in schools)
- EDU 430/530 (Wayne or Wakefield Visits)
- EDU 435 (40 hours in schools)
- SPD 361 (120 hours in schools)

Liability Insurance Provider Policy Update

Report actual and potential claims to the dean. The dean will then report to the VPAA, who will report to the System Office to determine if they need to submit to the insurance provider. Catastrophic incidents need to be reported, which include concussions. The insurance company will be able to protect us better if they know about situations ahead of time that may result in a claim. Both verbal and written notifications are reportable, however, only situations that we can verify will be reported. Use your judgment on determining if you need to call 911. If an emergency, call 911 and contact administration after the incident. If it is not an emergency, Campus Security should be notified. The safety committee is meeting again and will be working to update the cards that are posted in each room.