School Meeting
August 16, 2013

Present: Frank Adams, Johanna Barnes, Liane Bode, Lisa Bye, Janice Dinsmore, Steve Dinsmore, Sherry Dorman, Laura Franklin, Mary Hansen, Casey Hurner, Joni Irlmeier, Brook Jech, Karla Jensen, Tama Kastrup, Branis Knezevic, Dennis Lichty, Lucy McDonald, Judy Moeller, Jim Ossian, Craig Pease, Paula Peterson, Liesel Powicki, Molly Schroeder, Tim Sharer, Phyllis Spethman, Bob Sweetland, Sara Walsh, Chris Tee Weixelman, Tina Wickersham, Keith Willis

Absent: Barb Black, Kathleen Conway

Meeting called to order at 11:01 a.m.

1. **Jason Barelman from Career Services**—Jason introduced herself to the new faculty and explained what her job entails. She is available to come talk to the education classes about all kinds of things related to their career: job skills, credential file, job search, resume building, interviewing skills, etc. Please contact Jason at Career Services if you would like her to visit any of your classes or if you have any questions.

2. **Welcome & Introductions**—Dr. Lichty welcomed the faculty and staff to a new academic year here at WSC. Dr. Lichty introduced our new office assistant, Karla Jensen. She comes to us from Student Financial Services down in Hahn. All other faculty and staff introduced themselves.

3. **Reports**
   
   **EDFL**—Due to extremely high enrollments, Dr. Ossian and Craig Pease submitted a request to obtain another full time faculty for the School Administration program. The proposal has been approved by the VPAA and the President. We are waiting on board approval. If approved, we may be doing another search.
   
   **CLSP**—The counseling department will head up a search for the additional full time tenure-track position they received last year. Also, the Special Education faculty have been busy restructuring the Special Education program. They will submit a proposal to the Academic Policies this fall. They hope to offer a K-6, 7-12, and K-12 option for our students. The program will be much more user friendly as well. (See written report below for more details).
   
   **Graduate Studies/NENTA**—Dr. Sharer informed the faculty that the list of students included in his report will be absent from classes for APL training on Sept. 24-26th. Please excuse them as usual, however, they are not excused from any homework due or assigned on those dates. Dr. Sharer will not be sending this out again. See attached report for more details.
   
   **Field Experience & Certification**—Almost all the current student teachers are on the job now. Phyllis volunteered WSC to be a pilot school for a statewide student teacher evaluation form. We will have our college supervisors fill out our form as well as the proposed statewide form this year. Phyllis feels this is a step in the right direction and it will lead to a statewide use. It has a lot of similarities to our current assessment. Also, there will be a webinar this fall in regards to the new content testing that will affect our secondary students. Our current Early Childhood students will continue taking the EECIA test. Finally, Phyllis sent out the results of the survey that they had the spring student teachers complete. The students were asked what they felt were gaps in the preparation that WSC provides to their students. What did they feel they were lacking when student teaching?
The results indicated lots of statements about: special education, multicultural students, state assessments, technology, guided reading, and classroom management. If you didn’t get that email, please contact Phyllis for paper copies of the results. See report below for more information.

**Building Updates**—Brook informed the faculty of some of the changes that have taken place in the building over the summer. See report below for more information.

4. **Committees**—Dr. Lichty has appointed Phyllis Spethman (Chair), Joni Irlmeier (EDFL), Craig Pease (Ed Admin), and Casey Hurner (SPD) to be the PPC policies committee. They will be working on putting our policies we follow in writing. We will be having several meetings throughout the school year on to approve these as they get them written. Another committee that will be forming is a New Faculty Orientation committee. Dr. Lichty would like the new faculty to be on this because they know what we are lacking in this area and they can suggest things that they wish they had as a new faculty member. So members of this committee will include Sara Walsh, Casey Hurner, Chris Tee Weixelman, etc.

5. **Travel Authorizations and Expense Reimbursements**—New faculty are starting out on the new electronic system and it is located in Firefly where you see your paystubs, W2’s, etc. All faculty can start submitting electronic TA’s at any time. Be sure to fill out all information and all expenses that you are requesting to be reimbursed. Another new change, all faculty that travel are required to have the Defensive Driving Course. Contact HR to complete that if you haven’t already. Faculty will be allotted up to $950.00 for travel this year. More funds are available for national presentations from the VPAA. Dr. Lichty mentioned that he is required to check the phone bills over as well. If he has questions, he will contact you. Dr. Lichty also reminded faculty that personal copies/faxes are not allowed. If they need personal copies/faxes made, then they must go to somewhere like Copywrite or from your own home.

6. **Discussion Items**—The school needs to determine a policy on the following things:
   a. How many times students will be allowed to retake the PPST
   b. How many times students will be allowed to student teach
   c. Will students be allowed to take courses while student teaching?

   Faculty are to discuss this over the next month and these will be voted on at the next meeting.

7. **Signatures**—Please sign any documents for the college legibly. If not, please print your name next to the signature so whomever needs to identify the signature, knows who signed the form.

8. **Retirements**—Dr. Lichty asked any faculty who are planning to retire prior to the start of next school year, please submit a letter as soon as possible. That way, we can get the search process early. We have had failed searches and we need to plan for these things and have ample time to get the best possible candidates.

9. **Items to Complete**—Brook reminded the faculty to:
   a. Pay the social fund dues $50.00 for faculty, $25.00 for support staff
   b. Sign up for the Monthly Social
   c. Brook will bring you an Advisee Load sheet to sign if you haven’t already.
   d. Fridays & Just Juniors—Dr. Lichty stated that all faculty need to help with the campus visits throughout the year. Even if you have class, try to make arrangements for the first half of class and do some visits every once in a while to help bear the load. Dr. Lichty has pre-assigned faculty to the Fridays and Just Juniors to ensure that the new faculty are paired up with experienced faculty. If you need to make a change, you will be responsible for finding your replacement and please ensure no new faculty are together at these events for this year. Let Karla know if you make any changes. Dr. Lichty plans to at least look at class scheduling and trying to not have as many classes at 11:00 and 2:00 so that we can have that time open for visits and possibly school meetings as well. We don’t know if this is possible, but it is worth looking into.
10. Other

The meeting was adjourned, 12:10 p.m.
Minutes Respectfully Submitted by Brook Jech.