School Meeting
September 24, 2014

Present: Frank Adams, Johanna Barnes, Kathy Conway, Jan Dinsmore, Steve Dinsmore, Sherry Dorman, Laura Franklin, David Harycki, Tara Hindman, Casey Hurner, Joni Irlmeier, Brook Jech, Karla Jensen, Branis Knezevic, Pamela Langlie-Willers, Dennis Lichty, Judy Moeller, Craig Pease, Liesel Powicki, Mytzy Rodriguez-Kufner, Phyllis Spethman, Sara Walsh, Chris Tee Weixelman.

Absent: Barb Black, Jim Ossian, Tim Sharer, Keith Willis.

Meeting called to order at 8:04 a.m.

1. Dean—Dr. Lichty announced that in order to add future new faculty lines, each department is to put together a 5 year plan. Dr. Lichty encouraged the faculty to be talking about this and exchanging ideas, etc. At a recent President’s Cabinet meeting, it was announced that we are to be reporting potential claims as well as actual claims. So if someone falls and you witness it and they get up and walk away, that is a potential claim. So please contact the dean, who in turn will contact the VPAA. If the situation can be verified, then it will be reported. This will help the insurance companies to better protect WSC. Use your judgment on determining if you need to call Campus Security or 911. If someone passes out, stops breathing, having a seizure, etc. then call 911 and then report. If not a life/death emergency, call Campus Security for all other emergencies.

2. Field Experience—Praxis II Content Testing—Phyllis announced that the TPAC group has decided to put into effect a deadline for students to submit passing scores of the Praxis II Content Test before being allowed to advance to clinical practice (formerly student teaching). This ensures that our students will be eligible for certification prior to their clinical practice. The deadlines will always be:
   a. August 1 for candidates wanting to complete their clinical during a fall term
   b. December 1 for candidates wanting to complete their clinical during a spring term

The first two dates and a memo about this has been put on Chalk and Wire for all students to see. Phyllis reminded faculty that if a student is going to seek certification in another state, they need to check with that state to see what their requirements are. They may have different tests, or score requirements. All students will take their respective content test. The only change is that the Early Childhood Inclusive Education students will have to take the elementary test, as well as the early childhood test. They must take the tests respective to any field and subject endorsements they are seeking. No tests are required for the Middle Grades endorsement or any supplemental endorsement content. (This information is subject to change according to NDE requirements. Please see the NDE website or Phyllis Spethman for more information http://www.education.ne.gov/EducatorPrep/.

Phyllis will be working on the wording of the policy to be sure it is clear this is for anyone seeking any initial teacher certification. She will bring the policy to the October meeting for approval.
3. **Reports**

**EDFL**—Johanna reported that the department has hit the ground running this year. They have prioritized 3 goals that they would like to work on for the year; 1) professional development, 2) Advising, and 3) Technology Integration. The department would like to work with ESU to offer professional development opportunities not only for our faculty but ones that will benefit our students as well. They are looking at ways to improve the advising process. Things such as maybe changing our EDU 110 class to include all education majors rather than just elementary education majors. That way no student is missed in getting certain information out. Also looking at EDU 150 to and the field experience component. How can we diversify the experience they get in that class. They have been taking a look at each class we offer and looking at any overlap (good or bad), the books being used and if we share any books, etc. The department meets every Tuesday, but the first Tuesday of the month is the informational meeting. The next one is scheduled for Tuesday, Oct. 7th at 3:30 in room 218.

**CSLG**—Dr. Knezevic announced the department hopes to submit their self-study this semester. They have been working very hard on the self-study and other CACREP requirements.

**NENTA**—No report because Dr. Sharer is currently at the APL trainings.

**GRADUATE STUDIES**—Joni reported that comprehensive exams are meant to be an intensive window of time allotted for research and writing, with no early preparation. She has discovered that some students are receiving the comp questions early in other departments and that our questions were even in our graduate handbook. We have removed them from our handbook. Please do not give any students the questions ahead of time.

4. **General Updates**—Brook let the faculty know we will be getting the final excel edit of the Spring 2015 schedule this week. We will be contacting the faculty when the schedule is ready for them to stop and review. Please let Brook know if you need to change a room now, rather than later. A new policy on Student Travel was handed out to faculty (see attached). Faculty were told to read the policy. Brook will add to the policy that all Travel Requests, and other paperwork must be in at a minimum of 5 days prior to any travel. Chris Tee Weixelman announced that we are starting a traveling award in our school for those people who go above and beyond their job description and helps the school run as smoothly as possible. We are calling it the “U Rock” award. It was decided to give the award to Karla Jensen and Brook Jech for the first award. Next month, they will decide who is to receive the award next. Karla and Brook were presented a black rock with a “U” painted on it. Chris Tee thanked everyone for their help with everything last week as she was absent with her father’s passing.

**5. Other**—Dr. Harycki reported that he went to the College Center on Monday to meet with the EDU 275 class about Chalk and Wire. After the class, they held an open session for all students over at the College Center. Dr. Lichty informed the faculty that Dr. Harycki is working to translate the documents for our programs at the College Center into Spanish. This will greatly help some of the students whose parents do not speak English. Dr. Harycki announced that there are 4 Elementary Education graduates from the College Center this semester and they are expecting 15 graduates next semester. Also, about 60% of the students there are from Iowa and 40% from Nebraska. Kathy Conway announced that a writing group has been meeting on Thursdays at 2:00. Anyone is welcome to attend these meetings. Finally, Dr. Lichty announced that if anyone asks about an Ag Ed program
here at WSC, we now have a 3 way program agreement between Northeast Community College, WSC, and UNL. Send any and all questions to Dr. Lichty.

The meeting was adjourned, 8:53 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:\wsccdocuments_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.