

MINUTES (approved)
UW-Oshkosh Department of Social Work
October 1, 2019

Attendees: Tea Charapata, Carol Collien, John Cross, Audra Eggum, Colleen Hansen, Jon Hudson, Gabe Loiacono, Renee Pasewald, Jim Power, Mary Weeden, Amy Williams

Guests: Art Munin, Kiersten Karlsen, Holly Ludwig Callaghan

Meeting called to order at 1:00pm

1. **Approval of 9.17.2019 meeting minutes.** Jon moves for approval; Mary seconds. Motion approved unanimously.
2. **Dean of Students regarding out-of-class letters.** Discussion of what out of class letters from the Dean of Students cover and how this intersects with individual class policy/course syllabus. Students are accountable to course assignments and responsibilities even in the event of an excused absence. Art Munin recommends putting specific make-up expectations and student responsibilities in this regard into the syllabus. Ultimately, students are accountable to this syllabus. Dean of Students office emphasizes that abuse of out of class letters is rare- the vast majority of students who provide these do so in good faith. Faculty is encouraged to contact the Dean of Students office with any questions in this regard.
3. **Summer 2020 planning.** SW 704 and SW 710 are required summer offerings. Jon is interested in SW 704 and Amy is interested in SW 710. Jim would like to teach an MSW elective on Gerontology as this is an expertise members of the Community Advisory Committee expressed the most interest in and need for. This would be SW 795. If any faculty are willing to teach such courses for a reduced CAS, they should email the chairs and Renee letting them know this. The department aims to approve summer offerings by the October 15, 2019 Department meeting.
4. **Continuing academic staff renewal policy discussion.** Review of proposed policy. Teaching and service expectations are the same as faculty. Direct service or practice can be in place of research for continuing academic staff. Several edits: the Community Liaison Committee is now the Community Advisory Committee; BSW field coordination is .25 FTE and MSW field coordination is .5 FTE (these are CSWE minimums). Faculty is requested to submit any additional changes to the chairs by October 6, 2019. The Department's handbooks should also be reviewed to ensure they are current. Faculty is reminded to submit at least one peer evaluation per term. Reviewer should be at instructor's status or higher. Tenure track faculty can seek evaluations from outside of their home department as well.

5. **Scheduling SW 167 for January interim.** Class is scheduled as a hybrid with Jim and Audra co-teaching. Both are requesting CAS over credit release.
6. **Scheduling Spring 2020.** There are several ad hoc possibilities for Spring 2020- SW 167, SW 703, SW 724.
7. **Update on ad hoc staff search for Spring 2020.** SW 167 has an interested applicant lined up. Renee and Colleen have been in touch with several potential candidates for the MSW courses. Summer 2020 is staffed (see item 3).
8. **Status of Faculty Search.** One new applicant for Assistant Professor level. John is drafting an application receipt letter to go out to current applicants by mid-October. Telephone interviews can begin being scheduled after 11/1/2019.
9. **Budget updates.** Nothing to report.
10. **Continuing education opportunities.** Colleen shares presenter for approval: Renee Wilber. Amy moves for approval, Jon seconds. Approved unanimously.
11. **Curriculum updates.** Nothing to report.
12. **Items from co-chairs.** Academic Structure Committee is requesting to attend a Department meeting to discuss options for Social Work Department's placement in alternate academic structure. Department will discuss this internally at 10/15 meeting and formally invite the committee to 10/29 meeting.
13. **Items from the floor.** Colleen seeks interest for participating in Homecoming office decorating contest. The theme is Hollywood. Anyone interested should reach out to Colleen; SSWA may also assist with this.
14. **Adjournment.**

Adjourned at 2:21

Respectfully Submitted,
Renee Pasewald
Academic Department Associate