

**MINUTES (approved)**  
**UW-Oshkosh Department of Social Work**  
**September 3, 2019**

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

**Not Present:** Amy Williams

Meeting called to order at 1:07pm

1. **Approval of 6.4.2019 meeting minutes.** Renee will re-send minutes to department members. Item tabled until September 16.
2. **Proposed meeting dates for Fall 2019.** Dates shared on agenda; please adjust for Tuesdays. Adjusted meeting dates are: September 17, October 1, October 15, October 29, November 12, November 26 (tentative), December 10, 2019. Interim and Spring meeting dates will be determined later.
3. **Update on Academic Staff Search.** Discussion of SW 167 Interim scheduling. Options include moving it to the evening and offering to an ad hoc, offer it as an online or hybrid class, or having Dr. Powers and Prof. Eggum team teach it. Spring 2020 course vacancies will be finalized on the September 16 meeting.
4. **Update on Faculty Search.** Faculty Search ads posted. Deans Office is eager to move quickly on qualified candidates. The goal is to schedule visits for Chair candidates in November or early December 2019. Currently the search committee is advised to prioritize review of candidates for Chair; if an Assistant professor candidate has five or more years of experience, they may be also viable Chair option.
5. **Faculty and staff renewals.** Renewal documents should include SOS results from every class taught, every term. Peer evaluations should be done at least one time per semester. Evaluations should be completed by someone at your status or higher. It is an option, and in some cases desirable, to seek an evaluator outside of your home department. Interim co-chairs are willing to complete evaluations of faculty as able. Faculty renewals are usually due around January 10. Keep an eye on email reminders and mailboxes for correspondence about exact due dates.
6. **Committee assignments.**
  - a. Search Committee: Colleen Hansen, Jon Hudson, Jim Power (Chair), Mary Weeden, Amy Williams
  - b. Grad Council: Mary Weeden (Jon Hudson as alternate)
  - c. Community Advisory Committee: Carol Collien (Chair), Audra Eggum, Colleen Hansen, Jim Power

- d. Curriculum Committee: Carol Collien, Colleen Hansen, Jon Hudson, Mary Weeden, Amy Williams
  - e. Field Committee: Carol Collien, Audra Eggum (Chair), Colleen Hansen, Jim Power, Mary Weeden, Amy Williams
  - f. MSW Admissions Committee: Jon Hudson, Jim Power, Mary Weeden
7. **Course Scheduling Spring 2020.** Spring 2020 scheduling should be finalized by September 17. Starting September 6, students can begin viewing Spring 2020 and planning their schedules. It is in everyone's best interest to finalize teaching assignments as soon as possible. Renee will send the spreadsheet of the 19-20 course schedule for everyone's consideration. The Department is advised to begin thinking about the 2020-2021 schedule now so there is time to make a mutually agreeable plan. Jim expressed interest in teaching a Summer 2020 elective; Mary advocated for offering more electives overall, and Colleen encouraged the Department to prioritize consistency in BSW field from Fall 2019-Spring 2020. Mary asked when Cost Recovery revenue from the MSW program would be distributed to the Department under the new budget model; this revenue could support increased course offerings.
8. **STEP Opportunities.** The program exists to help fund employment of students as faculty research assistants. Faculty should explore this program if they are interested.
9. **Budget Updates.** Currently there is no faculty checkbook for the 19-20 year but Supplies and Expense allocations and Student Worker budgets have been shared. There is funding to hire a student, and this may be pursued.
10. **Continuing Education opportunities.** Two new Continuing Education instructors to approve:
- a. Al Rolph: Understanding Poverty (4.5 CEHs)
  - b. Courtney Steuer: Trauma and Addictive Behaviors in Youth 4.5 CEHs)
- Colleen entertained motion for approval. Mary seconds. No further discussion. Both approved.
11. **Curriculum updates.** Nothing to report.
12. **Items from co-chairs.**
- a. Continuation Committee. A request was made for a continuation committee. An executive session will be scheduled to discuss this.
  - b. Department members need to develop renewal expectations for fixed-term renewal instructors, as this department now has people in that category. This should be drafted within a month for Department consideration and vote by personnel committee and the faculty. The Social Justice program has a policy that may be a good model. The Clinical Professor policy is also in need of revision to more accurately fit the unique role this title has in Social Work.
13. **Items from the floor:**

- a. Field courses for the BSW program have uneven enrollment and therefore uneven compensation. Department members discuss possible solutions to address this. John discourages moving students with the start of term so close. Enrollment will stay as it is.

Adjourned at 2:30

Respectfully Submitted,  
Renee Pasewald  
Academic Department Associate