I. Call to Order

The meeting was called to order at 10:36 a.m.

Present:

(Committee Members):  David Allen, Miren Boehm, Erica Bornstein, Martha Carlin, Sheila Feay-Shaw, Erin Winkler

(Non-Committee Members):  Vicky Everson, Tracey Heatherington (Ex Officio), Tiffany Nation

Absent:  Jennifer Clippert, Marija Gajdardziska-Josifovska (Ex Officio), Shelleen Greene, Seyed Hosseini, Jennifer Jordan, Jennifer Kehl, Hamid Ouali

Guests:  Lorena Terando (L&S), Garry Davis (L&S), Fred Eckman (L&S)

II. Announcements

Martha Carlin distributed the Program Review Sign Up sheet and asked the subcommittee members to please sign up for two program reviews and one certificate review if they had not signed up already.

There were no other announcements.

III. Approve Minutes from the September 19, 2016

Martha Carlin requested the correction of the wording of abstain in the last paragraph of agenda item VII.

A motion was made and seconded to approve the minutes as recorded from the September 19, 2016 meeting. The minutes were approved as distributed and passed unanimously with one abstraction.

IV. Translation 2015 – 2016 Certificate (Mid-Cycle) Review

Erica Bornstein served as the internal reviewer. She reported to the subcommittee that she had read the self-study and met with Lorena Terando, Translation Certificate Program coordinator. She reported that overall the program was doing great with limited resources. An issue that the program is experiencing is loss of faculty that are not being replaced due to budget cuts. She reported that the program has a lot of potential here at UWM as a professional/international program.

Bornstein recommended that the program should continue.

Martha Carlin asked Lorena Terando if there were any concerns that she would like to address to the subcommittee concerning the program review.

Terando reported that the certificate program is the pathway to the Master’s program. The certificate is designed for those who have a Master’s, PhD, or have been in the working field for 15 or 20 years and would like to capitalize on their existing language skills. She reported that the program is the only program that offers other languages other than Spanish. The program does not teach language. The program teaches translation and interpreting.

The subcommittee asked that the self-study be revised to include a section or appendix of potential audiences for Master’s and certificate programs.

The recommendation to continue was motioned, seconded with amendments to the self-study, and passed unanimously.

V. Linguistics MA/PhD Program Review Report
Martha Carlin asked for clarification of the acronym TESOL. Garry Davis clarified that the acronym’s definition is Teaching English to Speakers of Other Languages. Carlin recommended that the self-study be revised to spell out TESOL.

David Allen served as the internal reviewer for the program review. He reported to the subcommittee that the program is very strong. He totally agrees with the external report. He attended the meetings of the faculty and graduate students and was very impressed by the program. The external reviewers raised concern about faculty retiring and not be replaced and they also questioned the funding of the graduate students. They felt that the program was trying to do too much with too little resources. They recommended that the program work on their vision and where the department is going. Allen felt that some of the recommendations from the external reviewers are more easily done than others.

Allen was very impressed with faculty being on board for the recommendations of the external reviewers. He stated that the program has worked on ideas of where the department is going in the future and revised their vision statement. He stated that the faculty is very devoted.

Allen pointed out that the program felt that there was one error in the external report concerning publications. Overall Allen informs the subcommittee that the program is very strong and he recommends that it continues.

Martha Carlin asked Garry Davis, Department Chair and Fred Eckman, Grad Rep if there were any concerns that they would like to address to the subcommittee concerning the program review.

Garry Davis first thanked internal reviewer David Allen. Davis also thanked the Graduate School for all of their assistance with the program review.

Davis stated that he thought that there was a misunderstanding concerning the publications. He stated that this is the program’s initial 5-year program review and the amount of student publications is the correct amount for a 5-year year period.

He stated that the external reviewers were very thorough and provided good effort and insight.

Sheila Feay-Shaw questioned faculty status. Fred Eckman informed the committee that there will be one retirement in the next couple of months. This retirement will be a real loss for the department. The retirement is of the only distinguished professor in the department. The department will not be able to recruit for this position. Allen stated that the external reviewers were very worried about this retirement because Garry Davis only has a ½ appointment.

Sheila Feay-Shaw recommended that moving forward for the next review that the program revise their vision statement. David Allen informed the subcommittee that the staff is very clear on the vision.

Garry Davis also informed the subcommittee that the program will be promoting three to associate professor and that this will be a benefit due to all three being of a young age and creating a young team.

The recommendation to continue was motioned, seconded with amendments to the self-study, and passed unanimously.

VI. Program Review Sign Up Updates

Martha Carlin again asked the subcommittee to please sign up for two program reviews and one certificate review if they had not signed up already.

The subcommittee discussed the need to review and revise the GFC documents related to the program and certificate reviews.

Martha Carlin asked Tiffany Nation to please distribute the GFC Doc No 951 and GFC Doc No 1360 to the subcommittee. She also asked that a link to past program and certificate review be sent to the subcommittee.
The subcommittee discussed the need for a template for writing internal reports for program and certificate reviews. Sheila Feay-Shaw volunteered to create a template format for the subcommittee’s review.

VII. Other Business

David Allen informed the subcommittee that he was asked by Associate Dean Moyer to leave the room during the College and Letters & Sciences Administration meeting. He stated that he waited 45 minutes outside the meeting and then was invited back into the meeting by Associate Dean Moyer. Allen questioned is there a procedure in the GFC Doc No 951 that states that the meeting only include the Associate Dean and external reviewers.

Tracy Heatherington informed the subcommittee that she would discuss this incident with Marija Gajdardziska-Josifovska.

The subcommittee agreed to permanently change the meeting times from 9:00 a.m. – 10:30 a.m. to 10:30 a.m. – 12:00 p.m. due to teaching scheduling conflicts among the majority of the subcommittee members.

VIII. Adjourn

The meeting adjourned at 11:47 a.m.