



Date: January 16, 2007  
To: Faculty Senate and University Community  
From: Wes Chapin, Faculty Senate Chair  
Subject: Tentative Agenda for Faculty Senate Meeting January 16, 2007

The 2006-2007 Faculty Senate will meet on Tuesday January 16, 2006 at 3:15pm in Room 334 of the University Center. Faculty Senators who cannot attend should arrange for a substitute and notify John Heppen at [john.heppen@uwrf.edu](mailto:john.heppen@uwrf.edu)  
[http://www.uwrf.edu/faculty\\_senate/](http://www.uwrf.edu/faculty_senate/)

Agenda January 16, 2007

**Call to Order:**

Seating of Substitutes  
Recognition of Invited Guests  
Approval of Minutes from December 20, 2006

**Reports:**

**Unfinished Business:**

**New Business:**

Proposal 1: Second reading of a motion from the Executive Committee to move the Calendar Committee to Chapter III of the Handbook (i.e. to the list of committees in alphabetical order, renumbering/re-alphabetizing all of the committees in Chapter II and Chapter III as necessary), and approve the revised committee description. (see attached p.5)

Proposal 2: Second reading of a motion from the Executive Committee to move the Affirmative Action Advisory Committee to Chapter III of the Handbook (i.e. to the list of committees in alphabetical order, renumbering/re-alphabetizing all of the committees in Chapter III as necessary), approve the committee's description, and to amend the committee description of the Faculty Welfare and Personnel Policy Committee as indicated below. (see attached p.7)

Proposal 3: Motion from the Executive Committee to confirm the following appointment terms (in bold), effective immediately to the Affirmative Action Advisory Committee: (see attached p.8 )

Proposal 4: Second reading of a motion from the Executive Committee to create a new Diversity Committee by dissolving five current committees into one new committee.

1. Dissolve the Multi-Cultural Advisory Committee, the Plan 2008 Committee, the Inclusivity Initiative Committee, the Commission on the Status of Women, and the University Committee on Lesbian, Gay, and Bisexual Concerns, effective immediately,
2. To remove from the *Handbook* the committee descriptions of the Multi-Cultural Advisory Committee, the Commission on the Status of Women, and the University Committee on Lesbian, Gay, and Bisexual Concerns,
3. To renumber/re-alphabetize the effected sections accordingly,
4. To maintain the Multi-Cultural Advisory Committee members as part of the ad hoc Strategic Planning Working Group until the latter is disbanded,
5. To form a new Diversity Committee as defined below,
6. To place said committee description into the Senate by-laws, Article III, in alphabetical order, renumber/re-alphabetizing as appropriate, and
7. To ask the Diversity Committee to report to the Senate during spring 2008 regarding whether its membership and duties are appropriately defined or require revision.

(see attached p.9 )

Proposal 5: Second reading of a motion from the Faculty Senate Executive Committee to approve the following appointments, terms, and chair as indicated in bold to the new Diversity Committee. (see attached p.10 )

Proposal 6: Second Reading of a motion from the Executive Committee creating a combined Learning Resources Committee and disband the following committees. (see attached p.11 )

1. To dissolve the Instructional Improvement, Library, and Visiting Professor Committees, effective at the end of the 2006-07 academic year,
2. To remove from the Handbook the committee descriptions for these committees,
3. To renumber/re-alphabetize the effected sections accordingly,
4. To form a new Learning Resources Committee as defined below,
5. To place said committee description into the Senate by-laws, Article III, in alphabetical order, renumber/re-alphabetizing as appropriate, and
6. To ask the Learning Resources Committee to report to the Senate during spring 2008 regarding whether its membership and duties are appropriately defined or require revision.

Proposal 7: Second reading of a motion from the Executive Committee to amend Chapter III of the *Handbook*, replacing the current language for the Athletic Committee with the language below, to renumber/re-alphabetize the chapter appropriately, to make the changes to both the committee's duties and the terms for student and faculty members effective immediately and to make the membership structure changes effective at the time appointments to committees occur during spring 2007. (see attached p. 13)

Proposal 8: A motion from the University Curriculum Committee to approve new course proposal and course transmittal documents (see attached p. 17).

Proposal 9: A motion from the Assessment Committee to approve the Academic Program Assessment Timeline (see attached p. 18 ).

**New Business Miscellaneous:**  
**Discussion regarding Strategic Planning Prioritization:**  
**Adjournment:**



**Minutes of the UWRF Faculty Senate for December 20, 2006**

**Vol. 31 No. 14.**

<b>Representation</b>	<b>Term Expires 2007</b>	<b>Term Expires 2008</b>	<b>Term Expires 2009</b>
<i>CAFES</i>	Bob Baker	Laine Vignona (Kelly Cain)	
<i>CAS</i>	Wes Chapin	Patricia Berg	Peter Johansson (Charlie Rader)
	Larry Harred	John Heppen	
	Barbara Werner**		
<i>COEPS</i>		Ogden Rogers	Michael Miller (Teresa Kruiuzenga )
<i>CBE</i>			Glenn Potts
<i>4th Division</i>	Cara Rubis	Gregg Heinselmann**	Sarah Egerstrom
<i>At Large</i>		Brenda Boetel (Jr) (David Trechter)	Melissa Wilson (Jr) (McKenna Schumacher)
	Karl Peterson (Jr)	Dawn Hukai (Sr) (Arpan Jani)	David Rainville (Sr)
	Nan Jordahl (Sr)		Terry Ferriss (Sr)
	Charlie Hurt*		

- \* Chancellor's Designee
- \*\* Absent
- () Substitute

**Call to Order:** W. Chapin called the meeting to order at 3:40 p.m in the Alumni Room of South Hall.

**Seating of Substitutes:** Kelly Cain for Laine Vignona, Charlie Rader for Peter Johansson, David Trechter for Brenda Boetel, McKenna Schumacher for Melissa Wilson, Arpan Jani for Dawn Hukai, Teresa Kruiuzenga for Michael Miller.

**Guests:** Don Betz

**Approval of Minutes:** The minutes of December 13, 2006 were approved as corrected by general consent.

**Chair's Report:**

- Wes Chapin reported that if there is no objection, Proposal 9 on the agenda would be moved and placed second on the agenda.
- Wes Chapin reported that motions 31-35 were signed by the Chancellor. The first meeting of Faculty Senate for the Spring Semester will be either on Wednesday January 24, 2007 or Tuesday January 16, 2007.
- Wes Chapin reported he expects a proposal to bring a ROTC program to campus and that the Federal Government requires that institutions which receive federal funding to have ROTC on campus and that ROTC has rights to office space and to submit proposals.

**Unfinished Business:** none.

**New Business:**

Proposal 1: Motion from the Calendar Committee Academic Program & Policy Committee that UWRF adopt a class schedule with 50-minute MWF class periods and 75-minute TR class periods. The proposed change would maintain the features of the current 14-week balanced calendar. Sara Egerstrom and Nan Jordahl first and seconded the motion respectively. Bob Baker stated his opposition to the motion because of minutes of instruction and appearances. Charlie Hurt spoke in favor of the motion. Terry Ferriss spoke in favor of the motion citing faculty workload and quality of instruction over quantity of instruction. Charlie Hurt stated that NCA accreditation is more concerned about learning outcomes than minutes of instruction and that the 50 minute periods have been vetted with local legislators who had no issue with the reduction and that 50 minute periods are the national norm and that the administration will work with the Chemistry Department. Arpan Jani addressed issues of technology and laboratory time with students. Karl Peterson reported a summary of the discussion within the Calendar Committee and the listening sessions held on campus. David Rainville spoke in opposition to the motion stating that time is needed to work with students and that it would hurt Chemistry. Dennis Cooper addressed the issue. Dennis Cooper spoke against the motion stating his belief that the current calendar is not broken and the loss of minutes of instruction. John Heppen mentioned that UWRF's proposed calendar would be very similar to UWEC and UW-Madison's calendar and spoke in favor the motion based on having a ninth period of instruction beginning at 4:00pm and that the extra hour for faculty teaching 12 hours could be used for other duties such as teaching preparation, research, and service and the new calendar would be consistent with the growth agenda mandated by system and the appeal it could have to new and junior faculty. Joe Eggers,

Student Senate President, addressed the issue and stated that students did have concerns about academic issues, but that they would adjust to the new time periods. Terry Ferriss stated that quality of instruction and length of the school year are more important than minutes of class periods. Steve Kelm chair of APP stated the debate of APP was similar to debate of the Calendar Committee and spoke against the motion. Charlie Hurt said that his office will work with Chemistry to help Chemistry meet ACS compliance. Kelly Cain asked if any other departments are in a similar situation. Wes Chapin replied only Chemistry. The motion passed with a vote of 16 yes to 3 no and 0 abstentions.

Proposal 9: Motion regarding Exemplary Service Awards. David Trechter and Bob Baker first and seconded the motion respectively. Chancellor Don Betz spoke to the issue. Don Betz stated that he did not wish to totally reject Motion 24 regarding Exemplary Service Awards and wanted to bring the issue back to the Senate. Don Betz spoke about the history of the awards at UW-Madison and its purpose to enhance compensation so faculty would not leave. Glenn Potts asked if this was a motion to amend something previously adopted. David Trechter stated that there was precedent to disapprove a motion and send it back to Faculty Senate with a memo. Glenn Potts asked Wes Chapin if he was confident the word the motion appropriately. Wes Chapin replied yes. Glenn Potts stated that this motion was essentially the same as the motion (Motion 24) previously passed. Terry Ferriss asked questions about how the money would be put in base salary and would future raises be based on salary with or without the award amount. Senators responded that EPA money would become a permanent part of base salary and used to calculate raises. Don Betz stated that the award money portion of salary would be separated when a person leaves. The motion carried unanimously with 19 yes votes 0 no votes and 1 abstention.

Glenn Potts made a motion to postpone all remaining items on the agenda until the next Faculty Senate meeting. The motion passed by general consent.

**Discussion regarding Strategic Planning Prioritization:** Wes Chapin stated that further discussions would occur in January before the beginning of classes for Spring Semester.

**Adjournment:** Ogden Rogers moved to adjourn at 5:23pm. John Heppen seconded and it passed by general consent.

**Second Reading of a Motion: to move the Calendar Committee to Chapter III of the Handbook (i.e. to the list of committees in alphabetical order, renumbering/re-alphabetizing all of the committees in Chapter II and Chapter III as necessary), and approve the revised committee description.**

### **Calendar Committee**

1. **Membership:** Five faculty members appointed by the Faculty Senate (one from each college and the Fourth Division), the Provost (or designee), the Registrar (or

designee), the Director of Outreach (or designee), the Director of Graduate Programs (or designee), and a student appointed by the Student Senate.

2. **Term of Office:** Three years for faculty and academic staff, one to two members appointed each year. One year for students.

3. **Duties:**

A. To provide calendar recommendations to the Faculty Senate using the following guidelines:

- 1.) The academic calendar shall conform in its entirety to the faculty contract period of 39 contiguous weeks per academic year, including Fall and Spring Semesters.
- 2.) One semester credit consists of approximately 750 minutes of class time plus appropriate work outside of class, not including final exams.
- 3.) Under the balanced calendar framework, both Fall and Spring semesters shall each consist of one week of pre-class advising, 14 weeks of classes, one week of final exams, and one week of grading, for a minimum length of 17 weeks per semester. The two semesters, plus five weeks of interims, Spring Break, and administrative weeks, shall constitute the 39-week academic year.
- 4.) The scheduling of a study day is required between the last day of regular classes and the first day of final exams every semester.
- 5.) The deadline for submission of final course grades to the Registrar's Office shall be not less than five full working days (not including Saturdays, Sundays, and holidays) after the last day of final exams.

B. To provide policy recommendations regarding both the calendar and calendar scheduling to the Faculty Senate.

Old Language

### **2.6.2 Calendar Committee**

The Calendar Committee consists of the Registrar (or designee), the Director of Outreach, the Director of Graduate Programs, a student appointed by the Student Senate, a representative of the Provost's Office and five faculty members appointed by the Faculty Senate for three-year terms: one from the College of Agriculture, Food and Environmental Sciences, one from College of Arts and Sciences, one from the College of Business and Economics, one from the College of Education and Professional Studies and one from the Fourth Division. When constructing the calendar, the committee shall incorporate the following guidelines:

1. The academic calendar shall conform in its entirety to the faculty contract period of 39 contiguous weeks per academic year, including Fall and Spring Semesters.
2. One semester credit consists of approximately 750 minutes of class time plus appropriate work outside of class, not including final exams.
3. Under the balanced calendar framework, both Fall and Spring semesters shall each consist of one week of pre-class advising, 14 weeks of classes, one week of final exams, and one week of grading, for a minimum length of 17 weeks per semester. The two semesters, plus five weeks of interims, Spring Break, and administrative weeks, shall constitute the 39-week academic year.
4. The scheduling of a study day is required between the last day of regular classes and the first day of final exams every semester.
5. The deadline for submission of final course grades to the Registrar's Office shall be not less than five full working days (not including Saturdays, Sundays, and holidays) after the last day of final exams.

**Second reading of a motion: to move the Affirmative Action Advisory Committee to Chapter III of the Handbook (i.e. to the list of committees in alphabetical order, renumbering/re-alphabetizing all of the committees in Chapter III as necessary), approve the committee's description, and to amend the committee description of the Faculty Welfare and Personnel Policy Committee as indicated below.**

### **Affirmative Action Advisory Committee**

This committee is established under the requirements of Regent Policy Document 75-5 that requires, in part, "Establish and maintain an affirmative action committee (or committees, as appropriate) composed of faculty, academic staff, classified employees, and students to advise the administration on affirmative action needs and concerns, and to assist affirmative action directors in designing and implementing programs."

1. **Membership:** Five faculty (if possible, one faculty member should hold the rank of instructor), the Assistant to the Chancellor for Equity and Affirmative Action, the Director of Human Resources or designee, a member of the classified staff, an academic staff member, and a student.
2. **Term of Office:** Three years for faculty and academic staff, one to two members appointed each year. One year for students.
3. **Duties:**
  - C. To advise the University administration and the Equity and Affirmative Action Office on issues and concerns relevant to equal opportunity for all employees and applicants for employment.
  - D. To advise the University administration and the Equity and Affirmative Action Office on programs designed to ensure equal opportunity to all employees and applicants for employment.

- E. To review policies, at either the Committee’s own initiative or upon request, dealing with affirmative action and equal opportunity in employment.
- F. To communicate issues raised within Affirmative Action Advisory Committee meetings to the appropriate group(s) (e.g. University Administration, academic or administrative units, governance groups, the University community at large, and so on).
- G. To provide policy recommendations to University Governance groups (e.g. the Faculty Senate, and the Academic Staff Council).

**Section J - Faculty Welfare and Personnel Policies Committee**

1. Membership: Seven faculty with at least one each from the following, provided sufficient volunteers exist: academic staff and/or the rank of instructor, assistant professor, associate professor, professor; and two students. The Assistant to the Chancellor for Equity and ~~Compliance~~Affirmative Action, the Provost ~~& Vice Chancellor's or Provost's~~ designee, the Vice Chancellor for Administration and Finance or designee, the Director of Human Resources or designee, and the Special Assistant to the Chancellor are all ex-officio, nonvoting members.
2. Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring.
3. Duties:
  - a. To develop, continuously evaluate, recommend, and inform the faculty of policies and procedures relating to:
    - ~~1) equity and compliance;~~
    - ~~2) appointments and dismissal (academic year, summer, and extension);~~
    - ~~3) promotions and determination of rank;~~
    - ~~4) personnel evaluations and recommendations;~~
    - ~~5) tenure;~~
    - ~~6) sick leaves, leaves of absence, faculty development leaves, etc.;~~
    - ~~7) faculty working conditions; and~~
    - ~~8) fringe benefits.~~
  - b. To consider and recommend such additional guidelines and/or policies as may be conducive to faculty welfare.
  - c. To consult with the Executive Council of the Student Senate on items of mutual interest involving 1), 2), 3), ~~and 4) and 5)~~ under a. above.
  - d. To provide to any member of the unclassified staff consultation and advice on the application of the Wisconsin Administrative Code, Chapter UWS 8, Unclassified Staff Code of Ethics.
  - e. To develop policies and procedures ~~which that~~ shall, at a minimum, provide:
    - 1) standards concerning the use of University facilities and personnel in connection with outside activities;
    - 2) standards concerning absence from regular duties for the purpose of engaging in outside activities;
    - 3) guidelines identifying types or categories of outside activities which may result in a material conflict of interest; and
    - 4) for such reports of anticipated outside activities as are necessary to insure compliance with UWS 8.04.
  - f. To develop and monitor the use of an instrument to report outside interests and activities of faculty and academic staff as required under UWS 8.025.

**Motion from the Executive Committee to confirm the following appointment terms (in bold), effective immediately:**

<b>Affirmative Action Advisory Committee</b>						
Members *	Required Status	Voting Status	Name	Rank	Term ends	Confirming body
Faculty	At-large	Voting	Walters,	N/A	2006-07	Faculty

			Bonnie			Senate
Faculty	At-large	Voting	Copp, Brian	N/A	2007-08	Faculty Senate
Faculty	At-large	Voting	Kilian, Claire	N/A	2008-09	Faculty Senate
Faculty	At-large	Voting	Kalms, Ruth	N/A	2006-07	Faculty Senate
Faculty	At-large	Voting	Ford, Patti	N/A	2007-08	Faculty Senate
Assistant to the Chancellor for Equity and Affirmative Action	Assistant to the Chancellor for Equity and Affirmative Action	Voting	Hajewski, Vicki	N/A	Indefinite	N/A
Director of Human Resources	Director or designee	Voting	Sader, Wendy	N/A	Indefinite	Director of Human Resources
Classified Staff Representative	At-large	Voting	Foster, Mary	N/A	2006-07	
Academic Staff Representative	At-large	Voting	Alvarez, Linda	N/A	2006-07	Academic Staff Council
Student	At-large	Voting		N/A	2006-07	Student Senate
* If possible, one faculty member should hold the rank of instructor.						

**Second reading of a motion from the Executive Committee to create a new Diversity Committee by dissolving five current committees into one new committee.**

1. Dissolve the Multi-Cultural Advisory Committee, the Plan 2008 Committee, the Inclusivity Initiative Committee, the Commission on the Status of Women, and the University Committee on Lesbian, Gay, and Bisexual Concerns, effective immediately,
2. To remove from the Handbook the committee descriptions of the Multi-Cultural Advisory Committee, the Commission on the Status of Women, and the University Committee on Lesbian, Gay, and Bisexual Concerns,
3. To renumber/re-alphabetize the effected sections accordingly,
4. To maintain the Multi-Cultural Advisory Committee members as part of the ad hoc Strategic Planning Working Group until the latter is disbanded,
5. To form a new Diversity Committee as defined below,
6. To place said committee description into the Senate by-laws, Article III, in alphabetical order, renumber/re-alphabetizing as appropriate, and
7. To ask the Diversity Committee to report to the Senate during spring 2008 regarding whether its membership and duties are appropriately defined or require revision.

**Diversity Committee**

1. Membership: Four faculty members, the University’s Inclusivity Initiative Pointperson (appointed by the Faculty Senate), an academic staff member appointed by the Academic Staff Council, the

Multicultural/Disadvantaged Coordinator, the Director of the Academic Success Center (or designee), the Assistant to the Chancellor for Equity and Affirmative Action, and two students.

2. Term of Office: Three years for faculty and academic staff, one-third appointed each year. One year for students.

3. Diversity and diverse, for the purposes of this committee's responsibilities, include race, national origin, religion, socio-economic status, age, culture, gender, gender identities, and sexual orientation.

4. Duties:

- a. Recommend recruitment and retention policies and programs that encourage the development of a diverse university community.
- b. Seek ways to encourage faculty and academic staff development focused on diversity issues.
- c. Assess reports and information on the campus climate as it relates to diversity issues and make appropriate recommendations for improvement.
- d. Review the status and progress of the University's strategic diversity initiatives and make appropriate recommendations.
- e. Establish and maintain communication links between the committee and relevant student organizations so that committee members stay aware of campus issues and events.
- f. Provide guidance on policy decisions related to diversity issues to the Faculty Senate.
- g. To seek ways to encourage infusion of diversity content into the University curriculum and courses.
- h. Identify and refine pathways and strategies for eliminating inequities in educational opportunities and outcomes.
- i. Provide appropriate recommendations to facilitate the professional advancement of diverse populations.
- j. Represent the needs and interests of diverse campus populations to the broader community.
- k. Review and recommend approval of reports related to UW-System diversity initiatives.

**Second reading of a motion from the Faculty Senate Executive Committee to approve the following appointments, terms, and chair as indicated in bold to the new Diversity Committee:**

<b>Diversity Committee</b>						
Members	Required Status*	Voting Status	Name	Rank	Term ends**	Confirming body
Faculty	At-large	Voting	<b>Cynthia Kernahan</b>	N/A	<b>2006-07</b>	Faculty Senate
Faculty	At-large	Voting	<b>Hedahl, Gorden (CHAIR)</b>	N/A	<b>2007-08</b>	Faculty Senate
Faculty	At-large	Voting	<b>Hamilton, Hilree</b>	N/A	<b>2008-09</b>	Faculty Senate
Faculty	At-large	Voting	<b>Ngoboka, Pascal</b>	N/A	<b>2006-07</b>	Faculty Senate
Inclusivity Initiative Point Person	At-large	Voting	<b>Manke, Mary</b>	N/A	<b>2007-08</b>	Faculty Senate
Academic Staff	At-large	Voting		N/A	2008-09	Academic Staff Council
Multi-Cultural / Disadvantaged	Multi-Cultural / Disadvantaged	Voting	Fry, Blake	N/A	Indefinite	N/A

Coordinator	Coordinator					
Director of the Academic Success Center or Designee	Director of the Academic Success Center or Designee	Voting	George, Phil	N/A	Indefinite	Director of the Academic Success Center
Director of Enrollment Services or Designee	Director of Enrollment Services or Designee	Voting	<b>Brady, Carolyn</b>	N/A	Indefinite	Director of Enrollment Services
Assistant to the Chancellor for Equity and Affirmative Action	Assistant to the Chancellor for Equity and Affirmative Action	Voting	Hajewski, Vicki	N/A	Indefinite	N/A
Student	At-large	Voting		N/A	2006-07	Student Senate
Student	At-large	Voting		N/A	2006-07	Student Senate

**Second Reading of a motion from the Executive Committee creating a combined Learning Resources Committee and disband the following committees.**

1. To dissolve the Instructional Improvement, Library, and Visiting Professor Committees, effective at the end of the 2006-07 academic year,
2. To remove from the Handbook the committee descriptions for these committees,
3. To renumber/re-alphabetize the effected sections accordingly,
4. To form a new Learning Resources Committee as defined below,
5. To place said committee description into the Senate by-laws, Article III, in alphabetical order, renumber/re-alphabetizing as appropriate, and
6. To ask the Learning Resources Committee to report to the Senate during spring 2008 regarding whether its membership and duties are appropriately defined or require revision.

**Learning Resources Committee**

1. Membership: Five faculty members, a representative of the Faculty/Academic Staff Development Board, the Provost (or designee), the Director of the Library (or designee), the Director of the Foundation (or designee), and two students.
2. Term of Office: Three years for faculty and academic staff, one-third appointed each year. One year for students.
3. Duties:
  - A. To initiate and conduct activities that enhance teaching and learning.
  - B. To work cooperatively with the Faculty/Academic Staff Development Board (e.g. helping to plan the programs for fall and spring faculty development days).
  - C. Receive advance notice of significant issues and changes that may affect the mission of the Library and effectively communicate these to the faculty and staff.
  - D. Provide a mechanism for input regarding the library's collections, services, faculty and students needs, etc.

- E. Receive annual summaries of the library budget and periodic updates as significant changes are made to the budget.
- F. Advocate on behalf of the development of the library's resources and services.
- G. Administer a Visiting Professor Grant from the University of Wisconsin-River Falls Foundation, using the following process (The Committee may modify this procedure as appropriate to facilitate the search and to assure fairness in the selection process):
  - 1.) The Committee will solicit nominations from all of the academic departments of the University for potential visiting professors who have outstanding academic credentials, can remain a minimum of three days, and whose presentations may have appeal to a reasonable portion of the University community.
  - 2.) Departments will submit their nominations with supporting background information.
  - 3.) The Committee will select a candidate, providing preference to candidates from disciplinary areas and/or colleges not recently represented by visiting professors, and may request that the sponsoring department(s) initiate contact with the candidate to obtain a curriculum vita and to determine the feasibility of the candidate's visit.
  - 4.) The Committee will submit a proposal to the UW-RF Foundation requesting the funds needed for travel, lodging, meals, honorarium, and so on.
  - 5.) After the visiting professor has been selected, the academic department(s) most relevant to this person's discipline, with assistance from the Committee, should organize activities for the visit (e.g. public lectures) within a schedule designed to provide students, faculty, and staff opportunities for informal conversation and discussion with the Visiting Professor

Current language for the three committees:

**Section M- Instructional Improvement Committee**

- 1. Membership: Seven faculty, the Provost & Vice Chancellor or the Provost & Vice Chancellor's designee, the faculty representative to the Undergraduate Teaching Improvement Council, the chair of the Teaching Committee of the Faculty/Academic Staff Development Board, the chair of the University-wide Initiatives Committee of the Faculty/Academic Staff Development Board, and three students.
- 2. Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring; one year for students.
- 3. Duties:
  - a. To initiate and conduct such activities that might be of general value to the faculty in order to enhance teaching and learning.
  - b. To work cooperatively with the Faculty/Academic Staff Development Board to implement specific programs consistent with duties such as helping to plan the programs for fall and spring faculty development days.

**Section O - Library Committee**

- 1. Membership: Six faculty, at least one from each College, the Director of the Library, Academic Staff representative [FS 03/04 #28], and two students.
- 2. Term of Office: Three years for faculty and staff [FS 03/04 #28], one-third appointed each year; two years for students, one being appointed each year.
- 3. Duties: [FS 03/04 #28]
  - a. Receive advance notice of significant issues and changes that may affect the mission of the library and effectively communicate these to the faculty and staff.
  - b. Provide a mechanism for input regarding the library's collections, services, faculty and students needs, etc.
  - c. Receive annual summaries of the library budget and periodic updates as significant changes are made to the budget.
  - d. Advocate on behalf of the development of the library's resources and services.

**Section S - Visiting Professor Committee**

1. Membership: Two faculty from the College of Arts and Sciences, one from the College of Agriculture, Food and Environmental Sciences, one from the College of Education and Professional Studies, one from the College of Business and Economics and a designee of the Director of Foundation, Alumni and Development.
2. Term of Office: Four years, with one quarter of the membership being appointed each year.
3. Duties: The duties of this Committee are directed toward the administering of a Visiting Professor grant from the University of Wisconsin-River Falls Foundation.
  - a. Initially, the Committee selects the person to be brought to campus as a Visiting Professor, ideally for a minimum of three days. To begin the selection process, the Committee will solicit nominations from all of the academic departments of the University. Departments will submit their nominations with some background information. The Committee will attempt to select a candidate who has outstanding academic credentials and whose presentations may have appeal to a reasonable portion of the University community. The Committee may request that the sponsoring department make the initial contact with the candidate to obtain a curriculum vitae and to determine the feasibility of the candidate's visit. The Committee will then submit a proposal to the UW-RF Foundation requesting the funds needed for travel, lodging, meals, honorarium, etc. The Committee may modify this procedure as may be appropriate to facilitate the search and to assure fairness in the selection process.
  - b. Once the Visiting Professor has been selected, the academic departments most relevant to this person's discipline should take over the arranging of events and schedules for the visit. The Visiting Professor Committee should work with these departments to help to schedule public lectures and other events in connection with the Visiting Professor's appearance. Together the Committee and the departments should try to arrange a schedule designed to give students and faculty opportunity for informal conversation and discussion with the Visiting Professor.
  - c. The Committee should strive to ensure that the discipline areas represented by the Visiting Professors change from year to year so that the interests of all of the Colleges are fairly represented.

**Second reading of a motion from the Faculty Senate Executive Committee to amend Chapter III of the *Handbook*, replacing the current language for the Athletic Committee with the language below, to renumber/re-alphabetize the chapter appropriately, to make the changes to both the committee's duties and the terms for student and faculty members effective immediately and to make the membership structure changes effective at the time appointments to committees occur during spring 2007.**

Proposed language:

1. Membership: Four faculty (with equal representation of women and men), the Student Senate Athletic Representative and one additional student from the Student Athletic Advisory Committee (with equal representation of women and men), the Athletic Director, the Senior Woman Athletic Administrator, The Chair of Health and Human Performance, the women's and men's Faculty Athletic Representatives (FAR), and the Assistant to the Chancellor for Equity and Affirmative Action.
2. Terms of Office: Three years for faculty with one-third being appointed each year. Students should be appointed on an annual basis.
3. Duties:
  - a. Review and remain current on the policies prescribed by the NCAA and WIAC.
  - b. Approval of the final recommendations regarding how the money received from the Student Senate is budgeted.

- c. Review of budgeted funds, statements, gate receipts, and expenditures of the Athletic Department. Review and audit report.
- d. Promote athletic programs and develop relations with other institutions.
- e. Recommend policies for the improvement of the athletic programs and facilities of the University. Increase involvement in the areas of responsibility in athletic programs.
- f. Recommend to the Faculty Senate candidates for appointment as Faculty Athletic Representatives (FAR's).
- g. Notify all head coaches and the Recreation Leadership Coordinator of forthcoming athletic committee meetings and agenda items.
- h. Review equity issues involving men's and women's athletics.

Current language:

**Section E – Athletic Committee**

1. Membership: Six faculty and six students (with equal representation of men and women), the Athletic Director and the Associate Athletic Director, the Chair of the Department of Health and Human Performance, the Men's and Women's Athletic Conference Representatives to the Wisconsin Intercollegiate Athletic Conference (WIAC) and the Assistant to the Chancellor for Equity and Compliance. Ex-officio, non-voting members: all coaches and the Assistant Director of the Leadership Center (Recreation and Wellness).
2. Term of Office: Six years for faculty with one-sixth being appointed each year. Two years for students with half one-half being appointed each year.
3. Duties:
  - a. Review and remain current on the policies prescribed by the NCAA and WIAC.
  - b. Approval of the final recommendations as to how the money received from the Student Senate is to be budgeted.
  - c. Review of budgeted funds, statements, gate receipts, and expenditures of the Athletic Department. Review and audit report.
  - d. Must approve unbudgeted, unscheduled athletic events which involve University intercollegiate athletic teams.
  - e. Promote athletic programs and develop relations with other institutions.
  - f. Recommend policies for the improvement of the athletic programs and facilities of the University. Increase involvement in the areas of responsibility in athletic programs.
  - g. Recommend to the Chancellor candidates for appointment as faculty representatives to WIAC.
  - h. Assist the Chancellor of the University, the Athletic Director, and the Chair of the Department of Health and Human Performance in interviewing and recommending personnel for coaching positions.
  - i. Review equity issues involving men's and women's athletics.

New terms are in bold:

<b>Athletic Committee *</b>						
Members	Required Status	Voting Status	Name	Rank	Term ends	Confirming body
Faculty	Female	Voting	Werner, Barbara	N/A	2011-12 <b>2008-09</b>	Faculty Senate
Faculty	Male	Voting	Weiss, Tom	N/A	2006-07	Faculty Senate
Faculty	Female	Voting	Davis, Tricia	N/A	2008-09 <b>2006-07</b>	Faculty Senate

Faculty	Male	Voting	Keen, Kerry	N/A	2007-08 <b>2006-07</b>	Faculty Senate
Faculty	Female	Voting	Crotty, Teri (CHAIR)	N/A	2010-11 <b>2007-08</b>	Faculty Senate
Faculty	Male	Voting	Henderson, Bill	N/A	2009-10 <b>2007-08</b>	Faculty Senate
Athletic Director	Athletic Director	Voting	Bowen, Rick	N/A	Indefinite	N/A
Associate Athletic Director	Associate Athletic Directors	Voting	Ford, Patti	N/A	Indefinite	N/A
Chair of Health and Human Performance	Chair of Health and Human Performance	Voting	Perkins, Faye	N/A	2007-08	N/A
Men's Athletic Conference Rep. to WIAC	Men's Athletic Conference Rep. to WIAC	Voting	Mulvey, Jim	N/A	At the pleasure of the Chancellor	Faculty Senate recommendation to the Chancellor
Women's Athletic Conference Rep. to WIAC	Women's Athletic Conference Rep. to WIAC	Voting	Rebhuhn, Barbara	N/A	At the pleasure of the Chancellor	Faculty Senate recommendation to the Chancellor
Assistant to the Chancellor for Equity and Affirmative Action	Assistant to the Chancellor for Equity and Affirmative Action	Voting	Hajewski, Vicki	N/A	Indefinite	N/A
Student	Female	Voting		N/A	2007-08 <b>2006-07</b>	Student Senate
Student	Male	Voting		N/A	2007-08 <b>2006-07</b>	Student Senate
Student	Female	Voting		N/A	2007-08 <b>2006-07</b>	Student Senate
Student	Male	Voting		N/A	2006-07	Student Senate
Student	Female	Voting		N/A	2006-07	Student Senate
Student	Male	Voting		N/A	2006-07	Student Senate
Assistant Director of the Leadership Center (Recreation and Wellness)	Assistant Director of the Leadership Center (Recreation and Wellness)	Ex officio, non-voting	Sagen, Kurran	N/A	Indefinite	N/A
Head Coach	Basketball,	Ex	Berkhof,	N/A	Indefinite	N/A

	Men's	officio, non- voting	Jeff			
Head Coach	Basketball, Women's	Ex officio, non- voting	Hovet, Cindy	N/A	Indefinite	N/A
Head Coach	Cross Country, Men's	Ex officio, non- voting	Glover, Dan	N/A	Indefinite	N/A
Head Coach	Cross Country, Women's	Ex officio, non- voting	Glover, Dan	N/A	Indefinite	N/A
Head Coach	Football	Ex officio, non- voting	O'Grady, John	N/A	Indefinite	N/A
Head Coach	Golf	Ex officio, non- voting	Perry, Reid	N/A	Indefinite	N/A
Head Coach	Hockey, Men's	Ex officio, non- voting	Freeman, Steve	N/A	Indefinite	N/A
Head Coach	Hockey, Women's	Ex officio, non- voting	Cranston, Joe	N/A	Indefinite	N/A
Head Coach	Soccer	Ex officio, non- voting	McKuras, Sean	N/A	Indefinite	N/A
Head Coach	Softball	Ex officio, non- voting	Perkins, Faye	N/A	Indefinite	N/A
Head Coach	Swimming, Men's	Ex officio, non- voting	Henderson, Bill	N/A	Indefinite	N/A
Head Coach	Swimming, Women's	Ex officio, non- voting	Henderson, Bill	N/A	Indefinite	N/A
Head Coach	Tennis	Ex officio, non-	Lueck, Lee	N/A	Indefinite	N/A

		voting				
Head Coach	Track & Field, Men's	Ex officio, non-voting	Brennan, Martha	N/A	Indefinite	N/A
Head Coach	Track & Field, Women's	Ex officio, non-voting	Brennan, Martha	N/A	Indefinite	N/A
Head Coach	Volleyball	Ex officio, non-voting	Ford, Patti	N/A	Indefinite	N/A
* Membership shall need to be updated at the time 2007-08 committee appointments occur to reflect changes passed by the Faculty Senate December 20, 2006.						

**A motion from the University Curriculum Committee to approve new course proposal and course transmittal documents**

**Proposed changes to the Course Proposal form:**

- 1) Rearranged locations of check boxes for changes to courses.
- 2) Added a box for changes to the prerequisites of a course.
- 3) Added text to the box for a change in the course content.
- 4) Added an "other" change box.
- 5) Added locations for separate undergraduate and graduate prerequisites.
- 6) Added a location to declare the grading format to be used in the course.
- 7) In item 8, added a suggestion to attach a sample syllabus for the outline of the course content.

**Proposed changes to the Graduate Transmittal form:**

- 1) Added a clarification that College curriculum committees only need to review "slash" courses, not graduate-only courses.
- 2) Added two boxes for the Dean's office to check: One to state that resources exist to staff the course, and one to show permission to not offer a final exam.
- 3) Changed "Signature of Graduate Council" to "Director of Graduate Studies."

**Proposed changes to the Undergraduate Transmittal form:**

- 1) The title was changed to reflect the usage of the form.
- 2) Removed "and submitted to the Curriculum Committee of the College of " from the first section.

- 3) Added two boxes for the Dean's office to check: One to state that resources exist to staff the course, and one to show permission to not offer a final exam.
- 4) Changed "reviewed, and recorded" to "and approved" to reflect the updated language in the by-laws for the UCC.
- 5) Added "Registrar" to the list of offices to be notified when a course is approved.

**Motion from the Assessment Committee to approve the Academic Program Assessment Timeline.**

## Academic Program Assessment Timeline

All documents will be sent from the department chair or program coordinator to the Assessment Coordinator for distribution to the appropriate Deans and Directors, Provost, and Assessment Committee.

<b>Date</b>	<b>Step Completed</b>
End of Fall '06-'07	Update Assessment Plan to follow the Assessment Documents passed by Faculty Senate on November 1, 2006.
Spring '06-'07	Collection of data, analysis of data, and report written following the approved report elements.
May 11, 2007	Assessment Report due.
Fall and Spring '07-'08	Implement program and assessment changes. Continue collecting and analyzing data.
Last class finals, Spring '08	Assessment Report due.
Each Academic Year after that:	<ol style="list-style-type: none"> <li>1. Implement changes</li> <li>2. Collect data</li> <li>3. Analyze data</li> <li>4. Assessment Report due the last day of finals spring semester</li> <li>5. Update Assessment Plan to reflect changes</li> </ol>

### Background & Rationale

Faculty Senate Motion 2002-2003/22 established the following timetable for the development and implementation of Program Assessment Plans:

<b>Date</b>	<b>Step Completed</b>
End of spring semester, '03	1. Identify draft program level student learning outcomes.
Fall semester, '03	<ol style="list-style-type: none"> <li>1. Complete curricular map.</li> <li>2. Begin data collection.</li> </ol>

Spring semester, '04	<ol style="list-style-type: none"> <li>1. Draft assessment plan in place.</li> <li>2. Continue data collection.</li> </ol>
Academic year '04-05	<ol style="list-style-type: none"> <li>1. Continue data collection.</li> <li>2. Revision of plan as needed.</li> <li>3. Take action on results.</li> </ol>
Academic year '05-'06	<ol style="list-style-type: none"> <li>1. Continue data collection.</li> <li>2. Revision of plan as needed.</li> <li>3. Take action on results.</li> </ol>
Academic year '06-'07	<ol style="list-style-type: none"> <li>1. Assessment plans informing teaching.</li> <li>2. Program self study.</li> </ol>
Academic year '07-'08	<ol style="list-style-type: none"> <li>1. Assessment plans informing teaching.</li> <li>2. NC accreditation.</li> </ol>

We are in the academic year '06-'07 where assessment plans are supposed to be informing teaching and programs are to be doing a self study.

Conducting an audit of the assessment plans that were handed in during Spring 2005, it doesn't seem like departments are close to following with this time-line. Since Faculty Senate just approved the new Assessment Documents, and with the new Provost starting we think it is important to revisit this time-line that was previously approved by Faculty Senate.

Provost Hurt has asked that departments have updated assessment plans in by the end of the Fall 2006 semester; with data collection being done this spring semester (Spring 2007), and an assessment report prepared and handed in the last day of finals Spring 2007. The assessment report will be an annual report that continues to inform teaching.

<b>COURSE PROPOSAL</b>	
UNIVERSITY OF WISCONSIN-RIVER FALLS	
Course submission sequence:	Undergraduate only – College Curriculum Committee then UCC
	Graduate only – Graduate Council then UCC
	Slash courses – College Curriculum/Graduate Council then UCC

**Department Name:** \_\_\_\_\_  
**Subject Code:** \_\_\_\_\_ (e.g., ART, ENGL, CJ)  
**Course Number:** \_\_\_\_\_  
**Credits:** \_\_\_\_\_  
**Course Title:** \_\_\_\_\_  
**Abbreviated course title (maximum of 25 characters):** \_\_\_\_\_

**Level:**     Undergraduate     Graduate     Both

**Check all that apply:**

- New course
- Change in course number      Previous number: \_\_\_\_\_
- Change in number of credits      Previous credits: \_\_\_\_\_
- Change in course title      Previous title: \_\_\_\_\_
- Change in prerequisites      Previous prerequisites: \_\_\_\_\_
- Change in catalog description **(If checked, include old catalog description in Item 3, page 2.)**
- Change in course content **(If checked, describe the changes in Item 2, page 2.)**
- Proposed for General Education **(If checked, attach Appendix GE)**
- Proposed for University Requirement of Global Perspective/American Cultural Diversity **(If checked, attach Appendix GP and/or ACD)**
- Other: \_\_\_\_\_

**First offering of the new/revised course will be:** \_\_\_\_\_ (term/year)

**Check one:**     Permanent Course     Temporary Course    \_\_\_\_\_ (term/year to be offered)

**Class hours per week:**

Lecture:      \_\_\_\_\_ (1 hour / week = 1 credit)  
 Laboratory:    \_\_\_\_\_ (2-3 hours/ week = 1 credit)  
 Discussion:    \_\_\_\_\_ (1 hour / week = 1 credit)

**Prerequisites:** (Not permitted for General Education courses.)

The prerequisites listed here will be added to the course description in the catalog.

**Undergraduate:**      \_\_\_\_\_  
**Graduate:**      \_\_\_\_\_

**Is the course repeatable for credit?**

Yes     No    If yes, maximum credits: \_\_\_\_ and/or maximum attempts: \_\_\_\_

**Grading format:**       Letter Grades     Pass/Fail

**Relationship of this proposal to the departmental major/minor or program:**

	Undergraduate Major(s)			Undergraduate Minor(s)			Graduate Program		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Required	<input type="checkbox"/>								
Allowed Elective	<input type="checkbox"/>								

Clarification: \_\_\_\_\_

Proposal Prepared by: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

**Please complete the following:**

**1. Duplication**

- a. **State whether or not there is any possible overlap or duplication of course material between this course and existing programs within your college or within the University.**
  
- b. **Please list the departments with whom you have consulted and attach letters from those departments.**

**2. Briefly explain the need for this course (new courses) or the changes in this course (existing courses).**

**3. Catalog description including term(s) offered (F = Fall, Sp = Spring, SS = Summer). Maximum of 50 words please:**

**4. Course objectives:**

**5. General teaching procedure/methodology:**

**6. Evaluation procedures to be used: (If no final exam is planned, written permission of the Dean is required.)**

**7. What distinction is made between the requirements and/or performance for undergraduate and graduate students?**

**8. Outline of course content: (Outline must be sufficiently detailed to clearly indicate content of the course. Attaching a sample syllabus is recommended.)**

**9. Recommendations of materials to be added to the library collections:**

**10. List those books to be obtained from the Textbook Library: (Include complete citation)**

**11. List those books to be purchased by the students:**

**12. Estimated cost to student for materials, supplies, etc:**

\$

**13.1. Does this course reflect any human relations components as identified in the Administrative Code of the Department of Public Instruction?**

- Yes    If yes, please complete Appendix A.  
 No      If no, Appendix A may be omitted.

TRANSMITTAL OF UNDERGRADUATE CURRICULUM/COURSE PROPOSAL

Department/Course Number/Name:

Nature of Proposal:

Proposed Effective Date:

Will course be taught with current staff?  Yes  No

If no, what additions should be made?

Are library holdings adequate?

Individuals(s) preparing this syllabus:

Approved by the department of: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
Signature of Chair

Reviewed and approved by the Curriculum Committee of the College of \_\_\_\_\_ on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Chair

Comments:

Approved by the Dean of the College of \_\_\_\_\_ on \_\_\_\_\_ (date).

Resources exist to staff this class/program.

Permission granted for no final exam, if applicable.

\_\_\_\_\_  
Signature of Dean

Comments:

Reviewed and approved by the University Curriculum Committee on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Chair

Comments:

Approved for general education credit (if applicable) on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Chair,  
General Ed Committee

Comments:

Approved for University Requirement of Global Perspectives or American Cultural Diversity credit (if applicable) on \_\_\_\_\_ (date).

Comments: GP or ACD (circle one)  
AP&P Chair

\_\_\_\_\_  
Signature of Chair,

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NOTIFICATION OF ACTION TO:

Vice Chancellor

\_\_\_\_\_

Dean of the College

\_\_\_\_\_

Chair of the College Curriculum Committee

\_\_\_\_\_

Initiating Department(s)

\_\_\_\_\_

Revised December 2006

Registrar

\_\_\_\_\_

TRANSMITTAL OF GRADUATE COURSE PROPOSAL

Department/Course Number/Name:  
Nature of Proposal:  
Proposed Effective Date:

Will course be taught with current staff?  Yes  No  
If no, what additions should be made?

Are library holdings adequate? Yes  No \_\_\_\_\_ Date  
\_\_\_\_\_

Signature of University Librarian

Individuals(s) preparing this syllabus:

Approved by the department of: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
Signature of Dept.

Chair or Director,  
Masters of Management Program

Reviewed and approved by the Curriculum Committee of the College of \_\_\_\_\_ on  
\_\_\_\_\_ (date).

(This is only necessary for 'slash' courses.)

\_\_\_\_\_  
Signature of College

Curriculum Committee Chair  
Comments:

Approved by the Dean of the College of \_\_\_\_\_ on \_\_\_\_\_ (date).

- Resources exist to staff this class.
- Permission granted for no final exam, if applicable.

\_\_\_\_\_  
Signature of Dean

Comments:

Approved by Graduate Council on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Director of

Graduate Studies  
Comments:

Reviewed and approved by the University Curriculum Committee on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Chair

Slash courses (i.e. 300/500 or 400/600) will be approved or rejected simultaneously.

Comments:

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NOTIFICATION OF ACTION TO: Vice Chancellor \_\_\_\_\_  
Dean of the College \_\_\_\_\_  
\_\_\_\_\_ Chair of the College Curriculum Committee  
\_\_\_\_\_ Initiating Department(s)  
\_\_\_\_\_ Graduate Council  
\_\_\_\_\_ Graduate Studies

\_\_\_\_\_ Revised December 2006