Date: June 1, 2012
To: Faculty Senate Executive Committee and University Community
From: Wes Chapin, Senate Executive Committee Chair
Subject: Agenda, Senate Executive Committee Meeting

The 2012-2013 Senate Executive Committee will meet on June 5, at 9:00 a.m. in 353 KFA.

Attachments:
1. Minutes from 4-25-12
2. Graduate Studies Administrator Position Description
3. APP 1: Broad Field Science Education Major
4. APP 2: CHEM Program Change
5. APP 3: CHEM Ed Program Change
6. APP 4: Outdoor Ed Program Change
7. APP 5: Business Administration, Management Option Program Change
8. APP 6: Exercise and Sport Science Program Change
9. APP 7: COMS Major-Minor Program Change
10. APP 8: ECON Major-Minor Program Change
11. APP 9: Ag Studies email and letter from CHEM
12. APP 10: Ag Studies Program Change
13. Memo from Chemistry regarding the Ag Studies proposal
14. APP 11: HORT Major Program Change
15. APP 12: BAS Presentation
16. APP 13: BAS Transmittal Forms
17. APP 14: Corey BAS External Review
18. APP 15: Hellerud BAS External Review
19. APP 16: Kirking BAS External Review
20. APP 17: Provost Letter to APP
21. APP 18: Rogers BAS Internal Review
22. APP 19: Sandmann BAS External Review
23. APP 20: UWRF BAS Exec Summary
24. APP 21: UWRF BAS Planning Format

Call to Order

Approval of Minutes

Reports
Chair

Sustainability Working Group’s Climate Action Plan
An 87-page document stands behind a forthcoming resolution regarding UWRF’s attempts to be further environmentally friendly. The document was forwarded May 17 to Senate members prior to any agenda that would include a Climate Action Resolution.

**ATOD**

1. The Chancellor's Advisory Council on Alcohol, Tobacco, and Other Drugs is requesting four faculty (one from each college) to be named to serve on the Chancellor's Advisory Council on Alcohol, Tobacco, and Other Drugs. Four faculty have indicated an interest and willingness to serve, but of course, this would up to Faculty Senate: Todd Wilkinson from the College of Arts and Sciences; Stacy Furness from the College of Education and Professional Studies; Brian Schultz from the College of Business and Economics; Holly Dolliver from the College of Agriculture, Food and Environmental Sciences. **BACKGROUND:** Chancellor Van Galen, Marshall Toman, Gregg Heinselman, Keven Syverson, and Alice Reilly-Miklebust met on May 21. Alice presented the group with a history of ATOD on this campus and similar bodies on other campuses throughout the UWS. It was suggested that the Faculty Senate Executive hear a similar report, and leading members of ATOD are happy to attend such an Exec meeting if asked.
   a. **Vision:** To create a sustainable campus community where the harmful effects of alcohol, tobacco, and other drugs are minimized.
   b. **Mission:** To serve as an advisory council to the Chancellor and the campus on alcohol, tobacco, and other drug issues impacting campus and the community.
   c. **Purpose:** The Council will review, evaluate, and forward to the Chancellor recommendations on initiatives, efforts, and policies, and serve as an advocate for these issues.

**Other reports.**

**Unfinished Business**

- None.

**New Business**

**Motions from Committees**

1. **Motion from the Ad hoc Committee on Graduate Studies (Michael Harris Chair, with Brenda Boetel, Joseph Gathman, Mark Gillen, Karen Klyczek, Darryl Miller, David Rainville, and Michael Miller) to recommend**

   1. that the Graduate Studies Administrator (see accompanying suggested position description) chair the Graduate Council. The Graduate Studies Administrator should be a member of the Deans Council at a level parallel to a Dean.
2. that the Graduate Council become an administrative committee parallel to the College Executive/Chairs Committees that currently exist on campus. Membership should consist of the Graduate Program Directors or their designees.

3. that the Faculty Senate develop a Graduate Studies Curriculum Committee for the purpose of:
   a. Providing a forum for the critical reading of, and response to, new graduate course proposals and all substantial changes to existing graduate course proposals.

   Graduate course proposals would initially be approved at the department/program level, and subsequently approved by the College Dean, Graduate Studies Curriculum Committee, University Curriculum Committee, and Faculty Senate.

   b. Providing a forum for the critical reading of, and response to, new graduate program proposals and all substantial changes to existing graduate programs.

   Graduate program proposals would initially be approved at the department/program level, and subsequently approved by the College Dean, Graduate Studies Curriculum Committee, University Curriculum Committee, Academic Program and Policy Committee, and Faculty Senate.

4. that members of the Graduate Curriculum Committee are graduate faculty currently teaching in graduate programs.

NOTE, not part of the motion: The Graduate Council has in the past served the dual role of an Administrative Committee and a Curriculum Committee. The recommended structure is consistent with both State statutes and the University of Wisconsin-River Falls Constitution.

2. Motion from the Faculty Welfare and Personnel Policy (David Rainville Chair) that the Instrument below (Student Rating of Teaching Effectiveness) is to be administered to access teaching effectiveness for all courses (traditional classroom and online courses) as required. The instrument is to be administered online via Qualtrex or other electronic means (not in the classroom) with the results to be collected and disseminated as the current instrument is (Survey Research Center). This motion is to be effective in the fall 2012-2013 semester.

   Student Rating of Teaching Effectiveness

   Questions: These questions are to be responded to using a 1-6 Likert Scale.
   1. The instructor displayed thorough knowledge about the material being taught.
   2. The instructor treated me fairly and with respect.
   3. The objectives/learning outcomes for the course were clear.
   4. I felt comfortable asking questions and/or expressing opinions using course communications tool (email, chats, threaded discussions, etc.)
   5. The instructor was available (electronically, by phone, or in person), for meetings and consultations.
   6. The required tests, quizzes, projects, papers, reports, and other activities allowed me to demonstrate my learning.
7. The instructor provided effective and timely feedback regarding exams, quizzes, and other assignments.
8. Course concepts were presented in ways that helped my learning.

For instructor feedback only:
9. I was satisfied with the technical assistance available, i.e. helpdesk, online tutorials, etc. If not, please explain.
10. What did you like best about the course?
11. How could your experience have been improved?
   These questions are open ended.

3. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Broad Field Science Education major. Details in attachment APP 1.

4. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Chemistry major. Details in two attachments, APP 2 and APP 3.

5. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Outdoor Education minor. Details in an attachment APP 4.

6. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Business Administration major, Management option. Details in an attachment APP 5.

7. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Health and Human Performance major, Exercise and Sport Science option. Details in an attachment APP 6.

8. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Communication Studies major and Communication Studies minor. Details in an attachment APP 7.

9. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Economics major and Economics minor. Details in an attachment APP 8.

10. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Agricultural Studies major. Details in two attachments: APP 9 and APP 10.

11. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Business emphasis of the Horticulture major. Details in an attachment APP 11.
12. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed creation of a Bachelor's of Applied Sciences program with concentrations in Law Enforcement, Geographic Information Sciences, and Computer Science. Details in the ten documents attached, APP 12-21. Note: the 10 documents include the signed transmittal forms and documents utilized for entitlement to plan and other steps within the UW System process. The executive summary and planning document function as the narrative for the proposed program.

13. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to approve the faculty member of the Strategic Plan Progress Committee (SPPC).

By motion 2011-12/74 the SPPC was established (Dec. 14, 2011). The following people will fill the designated positions.
1. the Faculty Senate Chair, ex-officio (Wes Chapin),
2. a faculty member appointed by Senate: Background: the Exec Committee’s previous nominee put forward at the May 2nd meeting was thought to be chosen by an insufficiently democratic process. Volunteers were solicited on May 3 via campus-wide email. Joy Benson, Kurt Leichtle, Michelle McKnelly, Robin Murray, and Marshall Toman volunteered. The Senate confirmed the Academic Staff nominee by motion on May 2nd.)
3. an Academic Staff nominee (confirmed by Senate): Wendy Helm
4. a tenured academic administrator appointed by the Provost: Dean Dale Gallenberg
5. a member of the Cabinet appointed by the Chancellor who will chair: Provost Fernando Delgado
6. a student member appointed by the Student Senate (TBD),
7. an ex-officio, non-voting support staff person: Wendy Stocker

14. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to approve the membership of the screening committee for Manager of Transfer Credits/U.Select Lead.
(1) Kelly Browning, Registrar's Office, Assistant Registrar, Chair
(2) Ellen Schultz, College of Business and Economics, Academic Adviser
(3) Earl Blodgett, College of Arts and Sciences, Assistant Dean/Faculty Member, Physics
(4) Robert Coffman, College of Arts and Science, Faculty Member, Math

15. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to constitute the search and screen committee for a Director of Grants/Research.
BACKGROUND: Molly van Wagner is the interim director whose tenure will be extended to May of 2013. Having the committee structured later (by the fall)
would be acceptable. The position will involve working with faculty and staff in preparing research grants and contracts; working with faculty and administrative staff to be compliant with federal and system regulation; working with the university IRB and IACUC (human subjects and animal care committees); collaborating with other offices on student collaborative and undergraduate research initiatives and activities; being the UWRF point person to System on matters pertaining to grants, contracts, and extramural funding. Some thoughts on academic staff (first working with the Provost and with AS Council): Laura Walsh (CAFES)—who interacts frequently with the Research Office; Cindy Yunker (Controller's Office)—the Director of Grants/Research handles pre-award budget and can make Cindy's job (she has handles post-award budget set up) either easier or harder; Katrina Larsen (Outreach)—there is work and synergy that cuts across both offices but since Research Director is on AA team it would be good to have a staff person there as well.

16. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to approve the membership for various standing committees.

17. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to charge…with the creation and maintenance of a University Syllabus Page that would be referred to by faculty on their actual syllabi and form an official part of the informative process of each faculty member’s syllabus. BACKGROUND: The motion from the Affirmative Action Advisory Committee (Jennifer Borup, Chair), Disability Committee (Florence Monsour, Chair), and the Diversity and Inclusivity Committee (Cyndi Kernahan, Chair) to place several statements on a University Syllabus Page passed at the May 2 meeting intentionally did not address the creation or maintenance of a University Syllabus Page.

Current Faculty Handbook Description

III - Section D – Affirmative Action Advisory Committee
This committee is established under the requirements of Regent Policy Document 17-4 (former 75-5) that requires, in part, that each UW institution “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 lecturer), the Assistant to the Chancellor for Equity, Compliance, 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:**
   a. to advise the University administration and the Office of Equity and Affirmative Action on issues and concerns relevant to equal opportunity for all employees and applicants for employment
   b. to advise the University administration and the Office of Equity and Affirmative Action on programs designed to ensure equal opportunity to all employees and applicants for employment
   c. to review policies, at either the Committee’s own initiative or upon request, dealing with affirmative action and equal opportunity in employment
   d. 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
   e. to provide policy recommendations to University governance groups, e.g., the Faculty Senate and the Academic Staff Council

Suggested changes:

1. **Membership:** Five faculty (if possible, one of those 5 should hold the rank of Instructional Academic Staff), the Assistant to the Chancellor for Equity, Diversity and Inclusion, the Director of Human Resources or designee, a member of the classified staff, an academic staff member, and a student.. (Note change in title of Asst. to the Chancellor)

3. **Duties**
   a. to advise the University administration and the Office of Equity, Diversity and Inclusion on issues, policies and programs relevant to affirmative action and equal opportunity in the retention and recruitment of all employees and applicants for employment.
   b. To communicate issues raised within the 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, etc.
   c. to provide policy recommendations to University governance groups, e.g., the Faculty Senate, Academic Staff Council, and Classified Staff Advisory Council.

18. **Motion from the Faculty Welfare and Personnel Policies Committee (David Rainville, Chair) to approve an administrator evaluation form.**

**POLICY FOR FACULTY FEEDBACK OF ADMINISTRATORS**  
**UNIVERSITY OF WISCONSIN-RIVER FALLS**

**PURPOSE:**

The procedures shall:
1. Provide formative information to administrators for the purpose of improving and reviewing performance;
2. Provide an avenue facilitating communication between faculty and administration by opening a forum that stimulates the independent expression of views of faculty members on administrative performance;
3. Provide faculty input to the appropriate appointing officer concerning the performance of the Chancellor, the Provost, the Vice Chancellor of Administration and Finance, the deans of the colleges, and all limited appointees;
4. Exercise faculty governance;
5. Include administrators in the process of review analogous to what faculty experience.

PROCEDURES

1. The faculty (defined as faculty and academic staff, excluding limited appointees) in cooperation with the Office of the Chancellor of UWRF and in consultation with the appropriate appointing office participates in periodic review of the Chancellor, the Provost, the Vice Chancellor of Administration and Finance, the deans of the colleges, and all limited appointees.
2. A six-member committee (Administrative Feedback Committee or AFC) will be annually elected with one member from each college, one member at large from either college and one member from the academic staff. Staggered three years terms are recommended. The function of the committee will be the coordination/administration of the faculty review of administrators.
3. The Chancellor, the Provost, the Vice Chancellor of Administration and Finance, the deans, assistant deans, associate deans of the four colleges, and all limited appointees will be evaluated by their constituent faculties (as defined by AFC) in their third year of service and every three years thereafter by their constituent faculties. The AFC assumes responsibility for the design and approval of an evaluation procedure. This procedure will be developed in consultation with the administrator, the appropriate appointing officer, and a faculty member (to be designated by the administrator to be evaluated and approved by the AFC) from the constituent faculty who will be participating in the review. The faculty member who is designated by the administrator and approved by the AFC will receive the final report of the review. The procedure for review should include minimally, a questionnaire in which faculty are asked to comment on and indicate their level of satisfaction with the administrator’s performance. The questionnaire

19. Motion from the Academic Standards Committee (Terry Ferriss, Chair) to Revise 8.2.18 Student Appeal of Grades

The Academic Standards Committee has unanimously passed a motion to revise 8.2.18 Student Appeal of Grades or Other Academic Matters as noted below. The proposed changes are recommended based on:

- Title did not accurately reflect the content of the policy. There are other policies that handle "Other Academic Matters".
Questions or complaints involving sexual or racial discrimination or harassment are handled in a separate policy and should not be referenced in this policy.

Currently there is no faculty review of a student's complaint. The change to include a sub-committee of the Academic Standards Committee fulfills this void.

Students should not be limited to bringing just one member of the University Community to process meetings. For example, a student may want to include another student and/or a parent(s) and/or legal counsel. Individuals should be able to be University or non-university members.

If passed by Faculty Senate, the policy should be implemented beginning Summer 2012 and replace the current 8.2.18 policy statement in the Handbook.

**CURRENT**

**8.2.18 Student Appeal of Grades or Other Academic Matters**

The presumption is that grades are correct as assigned, unless there is clear and convincing evidence supporting an allegation of inequity in grading practices. The student bringing the complaint bears the burden of proof when initiating an informal or formal appeal process. Grading practices based on classroom standards as outlined in the class syllabus and applied to all students equally are not subject to complaints. Appeal of a grade must be made within one semester (not counting summer) of receiving the grade. If a student wishes to make a complaint concerning a grade or other academic matters, the student should first discuss the matter with the instructor of the course involved. If the matter is not satisfactorily settled, the student should then discuss the matter with the chair of the department in which the course was offered. If the matter is not satisfactorily resolved by the chair, the student should then make a written complaint to the Dean of the College in which the course was offered, including a clear statement of the problem and arguments or evidence to support the student's complaint. The Dean will discuss the matter with the student, faculty member and chair, and will attempt to resolve the matter and render a decision. A final complaint in written form may be made to the Provost and Vice Chancellor for Academic Affairs. The student may be accompanied by another member of the University community to any stage of the complaint process. Questions or complaints involving sexual or racial discrimination or harassment should be brought to the attention of the Associate Vice Chancellor for Student Affairs and/or the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action. Problems arising from clerical error or other problems not related to equity in grades are to be handled through the College Dean's office. Information and other particulars concerning the grading system can be found in the current University Catalog. The faculty member may not change a student's grade after it has been recorded in the Registrar's Office except in the event of an error, which must be reported on a form supplied by
the Registrar's Office. The form must contain a written explanation of the error and must be signed by the Dean.

CURRENT WITH EDITS IN – TO SEE WHERE CHANGES ARE MADE

8.2.18 Student Appeal of Grades or Other Academic Matters

The presumption is that grades are correct as assigned, unless there is clear and convincing evidence supporting an allegation of inequity in grading practices. The student bringing the complaint bears the burden of proof when initiating an informal or formal appeal process. Grading practices based on classroom standards as outlined in the class syllabus and applied to all students equally are not subject to complaints. Appeal of a grade must be made within one semester (not counting summer or J-term) of receiving the grade. If a student wishes to make a complaint concerning a grade or other academic matters, the student should first discuss the matter with the instructor of the course involved. If the matter is not satisfactorily settled, the student should then discuss the matter with the chair of the department in which the course was offered. If the matter is not satisfactorily resolved by the chair, the student should then make a written complaint to the Dean of the College in which the course was offered, including a clear statement of the problem and arguments or evidence to support the student's complaint. The Dean will discuss the matter with the student, faculty member and chair, and will attempt to resolve the matter and render a decision. A final complaint in written form may be made to the Provost and Vice Chancellor for Academic Affairs. An appeal committee, as a subset of the Academic Standards Committee, will hear the complaint and make a recommendation to the Provost's Office. The student may be accompanied by another member of the University community to person(s) of their choice at any stage of the complaint process. Questions or complaints involving sexual or racial discrimination or harassment should be brought to the attention of the Associate Vice Chancellor for Student Affairs and/or the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action. Problems arising from clerical error or other problems not related to equity in grades are to be handled through the College Dean's office. Information and other particulars concerning the grading system can be found in the current University Catalog. The faculty member may not change a student's grade after it has been recorded in the Registrar's Office except in the event of an error, which must be reported on a form supplied by the Registrar's Office. The form must contain a written explanation of the error and must be signed by the a Dean.

Proposed revision would read:
8.2.18 Student Appeal of Grades

The presumption is that grades are correct as assigned, unless there is clear and convincing evidence supporting an allegation of inequity in grading practices. The student bringing the complaint bears the burden of proof when initiating an informal or formal appeal process. Appeal of a grade must be made within one semester (not counting summer or J-term) of receiving the grade. If a student wishes to make a complaint concerning a grade, the student should first discuss the matter with the instructor of the course involved. If the matter is not satisfactorily settled, the student should then discuss the matter with the chair of the department in which the course was offered. If the matter is not satisfactorily resolved by the chair, the student should then make a written complaint to the Dean of the College in which the course was offered, including a clear statement of the problem and arguments or evidence to support the student's complaint. The Dean will discuss the matter with the student, faculty member and chair, and will attempt to resolve the matter and render a decision. A final complaint in written form may be made to the Provost and Vice Chancellor for Academic Affairs. An appeal committee, as a subset of the Academic Standards Committee, will hear the complaint and make a recommendation to the Provost's Office. The student may be accompanied by another person(s) of their choice at any stage of the complaint process.

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20. Other motions from committees (?)

Miscellaneous Business

Adjournment