December 11, 2014

To: Dean Van Galen, Chancellor
    116 North Hall
    University of Wisconsin-River Falls

From: David P. Rainville, Chair
       Faculty Senate
       University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2014-15/42

At the December 10, 2014 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2014-15/42 was passed and is effective immediately. The motion is forwarded to you for your action.

A motion from the Executive Committee to accept the attached screencast (prepared by Alexandru Tupan) useful to explain how to properly download the PDF form being used for course transmittals/proposals. Several people have had difficulties with the form – for instance, they open it with viewers embedded in browsers that kill some of the programs in the form. Alex believes it may be helpful to make this video available showing the process. It is appropriate to place the video next to the course proposal form on the Faculty Senate’s website.

Approved ✓

Disapproved

Dean Van Galen, Chancellor

12/17/14 Date