December 12, 2017

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

From: Mialisa Moline, Chair
      Faculty Senate
      University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2017-18/67

The following motion was approved unanimously, with 22 in favor, 0 opposed, and 0 abstentions, by the Faculty Senate on December 6, 2017:

Motion from the Executive committee (Mialisa Moline, Chair) to approve the following committee charges: see attached document file.

☑ Approved

Disapproved

Dean Van Galen, Chancellor

12/14/17

Date
Committee Charges

Affirmative Action Advisory: Please review the “Teacher of the Year” and “Advisor of the Year” award recipients by field of expertise and gender. If readily available, also review the selection criteria and processes; and if appropriate, also consider drafting recommendations to the chancellor regarding teacher of the year selection criteria or considerations. If appropriate, consider drafting recommendations to the advising committee regarding advisor of the year selection criteria or considerations.

Advising: please review, discuss, and recommend either moving forward with the following motion or re-crafting it or taking no action. Executive committee is under the impression that this committee is now selecting recommendations for advisor of the year for the chancellor.

2.8.18 Advisor of the Year Committee
2.8.18.1 Charge: to select a recipient for the Advisor of the Year award.
2.8.18.2 Selection Procedure
The Advising Committee will collect the nominations. The committee’s selection will not solely be based on the number of nominations received but will also take into account students’ and alumni comments in order to address disparity in advising loads in different departments. The committee’s annual recommendation to the Chancellor will consist of a single academic advisor’s name.

Section C – Advising Committee
1. Membership: Four faculty members: one from the College of Agriculture, Food and Environmental Sciences, one from the College of Arts and Sciences, one from the College of Business and Economics, one from the College of Education and Professional Studies; Pre-Major/Exploratory Advisor, New Student and Family Programs representative, and one student - appointed by Student Senate.
2. Term of Office: Three years for faculty, one year for students.
3. Duties:
a. to examine and develop innovative and/or experimental programs for advising students deemed at risk
b. to evaluate periodically the student academic advising system and recommend changes that will increase the system’s effectiveness
c. to recommend policies for implementing new advising programs and improving current ones
d. to serve in an advisory capacity for activities that involve academic, career, and personal counseling
e. to encourage recognition of the importance of advising as a part of faculty responsibility and to recommend and revise procedures for evaluating faculty participation in advising
f. to collect nominations for “Advisor of the Year,” and make a recommendation to the Chancellor consisting of a single academic advisor’s name. Note: The committee’s selection will not solely be based on the number of nominations received but will also take into account students’ and alumni comments in order to address disparity in advising loads in different departments.

Faculty Welfare and Personnel Policy:

1. Consider the following request from the Provost: “The Deans would like our teaching load policy to state that there’s a limit of teaching 3-credits during J-term, unless an exception is approved by the Chair and Dean. If the FWPP Committee could look at this, that would be great.”

2. Consider drafting a motion for the Handbook that requires each department to develop a policy regarding office hour expectations. While UWRF requires office hours to appear on syllabi, apparently those faculty who do not keep office hours (because their department does not require it) have no office hours to post on their syllabi. Consider requiring a base minimum from each department. Consider adding language regarding the teaching of online and hybrid courses and online office hours.
3. Consider revision to 4.4.12 that explicates that one going up for early tenure does not get to go up for tenure again later (on the standard schedule) because not getting approved for tenure also means not being retained.

**Academic Standards:**

1. Clarify (through contact with Faye Perkins) whether or not UWRF has a uniform process for requesting approval for student absence notification, and whether or not this “administrative policy” has been vetted through Faculty Senate. If not, begin that process. Feel free to also contact Mialisa if you have questions about this charge. She has an email discussion thread that may be informative.

2. Consider the value of recommending, or not recommending, a maximum number of student absences per fall or spring semester for sanctioned university events. If the committee finds this idea of value, please forward a recommendation to the Executive Committee for consideration by Faculty Senate.

3. Consider the following request from Wes Chapin for the setting of an attendance policy (see attached)
Motion to amend chapter 9 of the Faculty and Staff Handbook to create an attendance policy

Current Language:

9.2.13 University Sponsored Off-campus Activities and Field Trips

Criticism arises due to the interruption of student programs by off-campus activities, especially during the spring term. Staff members can lessen criticism by careful scheduling. Scheduling field trips on Saturday is recommended or, if a weekday is essential, varying the hours and the days. Such activities should not be scheduled during the final exam period or one week prior to final examinations.

Students will not be penalized for missing class in order to participate in University-sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours, etc.) as approved by sponsoring Department and the Provost and Vice Chancellor for Academic Affairs or designee. Such activities should not be scheduled during the final exam period or one week prior to final examinations. Prior written notice of the student’s absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.

Departments sponsoring such events are responsible for obtaining the Provost and Vice Chancellor’s approval prior to an event for it to be determined as sanctioned. Faculty should consult the Provost’s website for details regarding the process required to obtain approval for a university sponsored off-campus activity or field trip. [FS 13/14-19]

9.2.13.1 Policy on Class Absence due to Military Service

Students shall not be penalized for class absence due to required military obligations, as long as such class absence does not exceed 10% of course contact hours. Special permission for additional time may be granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The instructor is responsible for providing reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. In all cases, the student is responsible for completing all course requirements.

Proposed Language is below.

Notes (not part of the motion):
1. The current 9.2.13 is being replaced with new “attendance” language (i.e. “Attendance Policies”).
2. The current 9.2.13 is being moved to 9.2.13.4. No changes in the language in the language being moved is recommended.
3. 9.2.13.1 is all new language. This is taken partially from UWGB policy language, UW-La Crosse, and UWRF administrative policies (see appendix for relevant language).
4. 9.2.13.2 is all new language designed to ensure we are in compliance with Title IX requirements.
5. 9.2.12.1 has been renumbered to 9.2.12.3. No other changes to this section are proposed.

9.2.13 Attendance Policies

9.2.13.1 General Student Attendance Responsibilities

A student is expected to attend all class sessions, and must be registered for class before attending. Students should also be mindful of class attendance policies for each of their classes. These details are available in each class syllabus.

If, for any reason, a student is unable to attend the first meeting of any class, he or she is responsible for notifying the instructor(s), in writing, of the reason for nonattendance and indicate intentions to complete the course. Failure to attend the first meeting of any class may result in an administrative drop by the instructor. For on-line classes, faculty will be monitoring whether a student has logged into and participated in the course in some way within the first 48 hours of the semester, and failure to participate may result in an administrative drop by the instructor.

If a student is absent, the student must contact all of her/his instructors directly and in a timely manner (e.g. email, telephone call, or in person). It is the student’s responsibility to contact each instructor for make-up work, etc.

If a student is incapacitated, a representative should contact the Provost’s Office (phone: 715-425-3700; email: provost@uwrf.edu). That office will inform the instructors involved of the absence. This serves as notification only, not necessarily a formal excuse.

Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The instructor is responsible for providing reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. In all cases, the student is responsible for completing all course requirements.

Students should consult section 9.2.17 and 9.2.18 of the Faculty and Staff Handbook for additional information related to how non-attendance affects grades.

Students should also consult the other sections of 9.2.13 of the Faculty and Staff Handbook for additional information about attendance policies.

Failure to attend class does not alter financial obligations. Registered students are obligated to pay all fees and penalties (e.g. tuition and student fees, late fee, finance charges).
9.2.13.2 Title IX Accommodations

Student retain any and all Title IX or other compliance protections related to class attendance. Title IX prohibits discrimination based on parental status. Students who are parents or who are pregnant are protected from discrimination under parental status (34.C.F.R.106.40(a), and may request the following: a larger desk, breaks; during class; a stool or chair instead of standing; temporary access to elevators; rescheduling tests or exams; housing or residential living accommodations; excused absences for pregnancy or related conditions (both male and female); submitting work after a deadline missed due to pregnancy or childbirth; allowing excused absences for parenting students (male and female) who need to take their children to a doctor’s appointment or to take care of a sick children; accommodations involving lab classes, which should be determined on a case by case basis in consultation with the academic department; or alternate course materials if necessary. Following the foundation of ADA, which provides the basis for reasonable academic adjustments, reasonable accommodations are determined in conjunction with the students, the Manager of Ability Services, the faculty member, the Title IX Coordinator, and any appropriate medical personnel. Regardless of the need for the accommodations, the fundamental alterations to a course, the specific academic degree, or university requirements will not be approved. UWRF will work with students to accommodate pregnancy and parenting responsibilities; however, the students must be mindful of their responsibilities as a student.

9.2.13.3 Policy on Class Absence due to Military Service

Students shall not be penalized for class absence due to required military obligations, as long as such class absence does not exceed 10% of course contact hours. Special permission for additional time may be granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The instructor is responsible for providing reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. In all cases, the student is responsible for completing all course requirements.

9.2.13.4 University Sponsored Off-campus Activities and Field Trips

Criticism arises due to the interruption of student programs by off-campus activities, especially during the spring term. Staff members can lessen criticism by careful scheduling. Scheduling field trips on Saturday is recommended or, if a weekday is essential, varying the hours and the days. Such activities should not be scheduled during the final exam period or one week prior to final examinations.

Students will not be penalized for missing class in order to participate in University-sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours,
etc.) as approved by sponsoring Department and the Provost and Vice Chancellor for Academic Affairs or designee. Such activities should not be scheduled during the final exam period or one week prior to final examinations. Prior written notice of the student's absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.

Departments sponsoring such events are responsible for obtaining the Provost and Vice Chancellor's approval prior to an event for it to be determined as sanctioned. Faculty should consult the Provost's website for details regarding the process required to obtain approval for a university sponsored off-campus activity or field trip. [FS 13/14-19]
Appendix: Sources for language

**UWGB**

http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations/#Absence and Attendance

Absence and Attendance Policies

Class Attendance

A student is expected to attend all class sessions. Failure to attend class does not alter academic or financial obligations. If, for any reason, a student is unable to attend classes during the first week of the semester, he or she is responsible for notifying the instructor(s), in writing, of the reason for nonattendance and indicate intentions to complete the course. Failure to attend classes during the first week of the semester may result in an administrative drop by the instructor. Registered students are obligated to pay all fees and penalties as listed on the fee schedule.

**UW-La Crosse**

http://catalog.uwlax.edu/undergraduate/academicpolicies/registrationandscheduling/#attendance

**Class attendance**

Students are responsible to their respective instructors for all absences. If a student is absent an extended period of time (over one week), due to illness, family emergency, etc., the student should contact Student Life, 149 Graff Main Hall. That office will inform the instructors involved of the absence. This serves as notification only, not necessarily a formal excuse. It is the student's responsibility to contact each instructor for make-up work, etc. There is no "cut" system. University regulations prohibit excusing students and the dismissal of classes immediately preceding or immediately following scheduled vacation or recess periods except in cases of commonly recognized and extreme emergencies.

**UWRF**

https://www.uwrf.edu/Administration/Provost/upload/Faculty-Notice-Student-Absence-Policy.pdf

Notification to Faculty Regarding Student Absence

The notifying of instructors involving the absence of a student from class is the responsibility of the student. A student who is absent should notify instructors by phone, email, or in person as soon as possible.

If a student is physically or mentally incapacitated due to an illness or accident, a representative should contact the Provost's Office (phone: 715-425-3700; email: provost@uwrf.edu) on the student's behalf.
The Provost’s Office will inform the Dean’s office responsible for that student’s major. The respective Dean’s office will notify instructors of the student’s absence.

**Student Responsibilities Following an Absence**

The student must contact the instructor as soon as he/she is able to do so. The student must also discuss with the instructor any arrangements the instructor might allow for make-up work, make-up exams, or possible assignment adjustments.

**Dean’s Responsibilities Following Notification of Student Absence**

The Dean’s office will assist students in looking at options available when a student is facing an extended absence from class or experiencing difficulty with any aspect of his/her campus life.

**UW-Eau Claire**

[http://www.uwec.edu/DOS/policies/attendance.htm](http://www.uwec.edu/DOS/policies/attendance.htm)

**Class Attendance and Authorized Absence Policies**

**Instructor’s Responsibility**

University Senate action provides as follows: Instructors will maintain student attendance records. The instructor will keep such records for reference during the session and for at least one year following the end of the session.

At the beginning of each course, the instructor must provide students in class a written copy of his/her policy specifying the role of attendance in the instructor’s method for evaluation of student achievement. A copy of the statement must also be given to the instructor’s immediate supervisor. (FS 4/86)

In the event a student is found by an instructor to be absent without explanation for an extended period, usually in excess of one week, this absence is to be reported directly to the Dean of Students Office. The absentees will be contacted immediately in an effort to determine the cause(s) of the absence. The instructor will be informed of their findings (FS 5/71; amended 11/79; amended 10/09). In matters of student absence, the Dean of Students Office is available to assist instructors where there is concern regarding the excessive absence of a student. The office can be of greatest assistance when concerns are brought to our attention early in a semester.