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Senators: Chair – Wes Chapin , Vice Chair – Ogden Rogers, Secretary – John Heppen, Executive Committee – Glenn Potts, Brenda Boetel

Date: November 8, 2006
To: Faculty Senate and University Community
From: Wes Chapin, Faculty Senate Chair
Subject: Tentative Agenda for Faculty Senate Meeting November 8, 2006

The 2006-2007 Faculty Senate will meet on Wednesday November 8, 2006 at 3:40pm in the Regents Room of the Student Center. Faculty Senators who cannot attend should arrange for a substitute and notify John Heppen at john.heppen@uwrf.edu
http://www.uwrf.edu/faculty_senate/

Agenda November 8, 2006

Call to Order:

Seating of Substitutes
Recognition of Invited Guests
Approval of Minutes from November 1, 2006

Reports:

Unfinished Business:

New Business:

Proposal 1: Motion from the Academic Standards Committee to replace section 8.2.20 of Chapter VIII Academic Standards, Procedures and Policies of the *UW-River Falls Faculty/Academic Staff Handbook* with the language below, and to have the Registrar's Office format the attached form to be consistent with UW-RF forms.

Proposal 2: First reading of a joint motion from General Education and Academic Program and Policy Committees to amend Section A.4 and Section K.2.g of Article III Standing Committees of 3.3 Faculty Bylaws in Chapter III Organization of the Faculty and Staff of the *UW-River Falls Faculty/Academic Staff Handbook*

Proposal 3: A motion from Faculty Welfare and Personnel Policies Committee encouraging the Human Resources unit at UW-RF to incorporate the Committee's recommended revisions into the final draft of the campus Criminal Background Check policy.

New Business Miscellaneous:

Adjournment:

Minutes of the UWRF Faculty Senate for November 1, 2006 Vol. 31 No. 9.

Members:

Representation	Term Expires 2007	Term Expires 2008	Term Expires 2009
CAFES	Bob Baker	Laine Vignona	
CAS	Wes Chapin	Patricia Berg	Peter Johansson
	Larry Harred	John Heppen	
	Barbara Werner		
COEPS		Ogden Rogers**	Michael Miller
CBE			Glenn Potts
4th Division	Cara Rubis	Gregg Heinselman	Sarah Egerstrom
At Large		Brenda Boetel (Jr)	Melissa Wilson (Jr)
	Karl Peterson (Jr)	Dawn Hukai (Sr)	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 Regents Room of the Student Center.

Seating of Substitutes: none

Guests: Lisa Wheeler, Mark Kinders, Jude Rathburn, Jim Madsen, Hossein Najafi, Mike Kahlow, Jeffrey Rosenthal, Kristen Hendrickson.

Approval of Minutes: The minutes from October 18, 2006 were approved by general consent.

Chair's Report: Wes Chapin announced an agenda change. The Chair's report will be moved to the end of the meeting so reports by Committee Chairs could be given first.

Other Reports:

Hossein Najafi from Instructional Learning and Technology gave a report on their activities.

- Reviewed, revised and approved Faculty Computer Replacement plan and procedures.
- Reviewed and recommended technology setup for two new tech classrooms.

- Approved initiative and tasks for SPG3.
- In the process of completing the task charters.
- Will tackle the charges assigned to the committee by the senate once the SPG3 charters are completed.

Lisa Wheeler from ITS reported on their activities. Their main task has been responding to the report from the external review. They have a steering committee of 18 members. ITS has a redesign project with a monthly task plan. Lisa Wheeler also reported that transporting grades from D2I to eSiS is coming.

Mike Kahlow from External Relations reported the committee's activities. The committee has been assigned 20-21 charges and it is too much for one committee and Mike Kahlow suggested some redistribution of duties. The committee has been able to address the following issues: increase faculty and staff awareness of important actions being proposed at the state level; assist with Faculty and Staff contact with appropriate state officials; to improve the state government's knowledge of the effects of their actions on the students and staff at UW-RF. Additionally they have assisted Mark Kinders with the following: to be responsible for recommending and inviting the speakers for the Fall and Spring commencement exercises and to coordinate this effort with the offices of the Registrar and the Chancellor; to function as the Honorary Degree Committee; to advise the director of the Foundation and the Director of Development and Alumni.

Mark Kinders from Public Affairs reported their activities. Mark reported that the upcoming election will be important on future funding of the UW System. He also reported on the creation of a Falcon Action Network to lobby public officials on behalf of the University. Mark reported that the audit of the sick leave issue will most likely reflect positively on the UW System.

Jeff Rosenthal from Instructional Improvement reported on that committee's activities. The committee is working on the best and proper use of instructor evaluations. Feedback from the strategic planning process revealed that student mental and physical health is a growing concern.

Chairs Report II: Wes Chapin reported that the Chancellor Betz has signed all motions from the faculty senate and that President Reilly has spoken favorably of the growth resolution passed by the faculty senate and it is being passed around to other faculty senates in the system. Wes Chapin also reported that there will be a process to bring more committees under the governance structure and that some committees will be restructured and that needs to happen soon since there will be call for committee volunteers in the Spring.

Unfinished Business: none

New Business:

Proposal 1: A motion from the Assessment Committee to approve the Assessment Plan Elements document and the rubric for Evaluating Assessment Plans was made by Barbara Werner and seconded by John Heppen. Jude Rathburn spoke to the issue. Questions were raised on the assessment process and the use of direct and indirect methods of assessment of programs. It was mentioned that one assessment measure could be used for more than one objection, but that each objective had to have one direct and one indirect measure and that not all outcomes had to be assessed every year. The main point was to have a working plan and showing that each department had at least an evolving plan for assessment. Terry Ferriss asked about resources needed to carry out assessment. Jude Rathburn and Charlie Hurt responded that part of the assessment process is to make recommendations to Deans and the Provost about what resources are needed to properly meet the outcomes and measure them. The motion passed unanimously.

Proposal 2: A motion for the Faculty Senate Executive Committee to accept the resignation of Kim Mogen from the Institutional Animal Care and Use Committee (IACUC) and approve Scott Ballantyne as her replacement was made by Karl Peterson and seconded by Peter Johansson. The motion passed by general consent.

Proposal 3: A motion from the Academic Policy and Program Committee to approve the Interdisciplinary Minor in the College of Education and Professional Studies was made by Bob Baker and seconded by John Heppen. Faye Perkins spoke to the issue. The motion passed unanimously.

Proposal 4: A motion from the Faculty Salary Committee to approve guidelines for the Exemplary Performance Awards was made by Karl Peterson and seconded by Sarah Egerstrom. Jim Madsen and Kristen Hendrickson spoke to the issue. The faculty salary committee recommended that the awards become part of base salary. Questions and concerns from faculty were about the reliability of the funding from year to year, the fairness of the issue in regards to salary compression, and whether or not it is more fair for the awards to be a one-time bonus. Jim Madsen and Kristin Hendrickson responded the purpose of the awards from the state legislature was to keep faculty and offer salaries that were competitive on a national average. Nan Jordahl made a motion to amend the main motion by adding the line, 8. Preference will be given for new monies to those who have not previously received an award. It was seconded by Patricia Berg. The motion to amend passed by a vote of 15 yes and 2 abstentions. A friendly amendment to insert “for new monies” was accepted. Bob Baker made a motion to call the question/previous question to end debate. The motion was seconded by Larry Harred. The motion failed to achieve a 2/3 vote with 7 yes votes and 7 no votes. Debate continued on the floor. The main motion passed by a vote of 10 yes and 6 no with 1 abstention.

Chair’s Report III: Wes Chapin reported that there will be a budget request from the Faculty Senate to the administration for help in maintaining open meeting laws, faculty handbook updates, and help with the duties required of the Executive Committee. Wes Chapin also reported on future discussions regarding sabbaticals. Questions were asked about the lack of general education courses for the multidisciplinary and global

requirements. Wes Chapin stated that he would relay those concerns to the APP and General Education committees.

New Business Miscellaneous: none

Adjournment: John Heppen made a motion to adjourn at 5:23pm and Glenn Potts seconded the motion. The meeting was adjourned by general consent.

Respectfully Submitted,

John Heppen
Secretary of the UW-River Falls Faculty Senate

Motion from the Academic Standards Committee to replace section 8.2.20 of Chapter VIII Academic Standards, Procedures and Policies of the UW-River Falls Faculty/Academic Staff Handbook with the language below, and to have the Registrar's Office format the attached form to be consistent with UW-RF forms.

OLD 8.2.20 Language:

8.2.20 Repeated Courses

A student may repeat any course in which a grade of 'D', 'F', 'U', or 'W' was earned. The last grade earned when a course is repeated is used when computing the grade point average. If a student repeats a course and earns a lower grade, the lower grade will be used in the computation of the grade point average. The original grade will remain on the student's transcript. Courses MAY NOT be retaken at another institution to raise your UW-RF GPA. Transfer credits generally apply toward graduation; however, grades for these courses will not be calculated into your grade point average. This policy is effective immediately.

Proposed 8.2.20 Language

8.2.20 Repeated Courses

A student may repeat a course in which a grade of 'C-', 'D+', 'D', 'F', 'XF', 'U', or 'W' was earned.

Students may request to repeat courses in which other grades were received only if there are extenuating circumstances. To request this exception, a Course Repeat Exception form must be completed and approved by the student's advisor, the chair of the department offering the course, and the student's dean **BEFORE** your registration for the course.

The original grade will remain on the student's transcript. The new grade will replace the previous grade when computing the grade point average (GPA). If a student repeats a

course and earns a lower new grade, the lower new grade will be used in the computation of the GPA.

The University does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule.

Courses may not be retaken at another institution to raise your UWRF GPA. Transfer credit generally applies toward graduation. However, grades for these courses will not be calculated into your UWRF cumulative GPA.

Note: If a student withdraws from a course taken as a “Repeat,” the original grade earned will be reinstated in the overall GPA calculation.

Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility. Students receiving veterans’ benefits may not count in benefit level determination those credits for which D’s were previously earned.

CONTENT DRAFT
Course Repeat Exception Form

Policy: The form shall be used to request the opportunity to repeat a course in which the student earned grades other than C-, D+, D, F, XF, U, or W. Courses with the grades listed above may be retaken without using this form.

Instructions to student:

- 1) State the reason for wanting to repeat the course.
 - 2) Obtain the comments and signatures indicated on the form
 - 3) Make an appointment with the Dean of the College offering your degree.
 - 4) If the repeat is approved by the Dean, you will be allowed to register.
-

Student's Reasons for Request

Signed _____ Date _____
Advisor's Recommendations

Signed _____ Date _____
Recommendations of the Department offering the course (typically the chair's recommendation)

Signed _____ Date _____

Actions: Approved

Not Approved

First reading of a joint motion from General Education and Academic Program and Policy Committees to amend Section A.4 and Section K.2.g of Article III Standing Committees of 3.3 Faculty Bylaws in Chapter III Organization of the Faculty and Staff of the UW-River Falls Faculty/Academic Staff Handbook

Article III Standing Committees

Section A - Academic Program and Policy Committee

Membership: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost & Vice Chancellor or the Provost & Vice Chancellor designee, and four students.

1. Term of office: three years for faculty, one-third to be appointed each year; one year for students.
2. Duties:
 - a. To establish the goals and objectives of the undergraduate curriculum of the University.
 - b. To establish the goals and objectives of the graduate curriculum of the University in consultation with the Graduate Council.
 - c. To examine and evaluate the overall curriculum of the University for possible improvements, to recommend revisions, and to initiate suggestions for study and action.
 - d. To examine and recommend to the Faculty Senate proposals for new graduate degree and certificate programs, undergraduate minors and majors, general education, American cultural diversity and global perspective courses, and any other new academic programs. Graduate programs will be forwarded to the Academic Program and Policy Committee by the Graduate Council. [FS 03/04 #21]
 - e. To examine and promote the development of new, experimental, and innovative curricular programs and offerings at both the graduate and undergraduate level.
 - f. To examine and recommend to the Faculty Senate proposals for substantial changes in graduate degrees and certificate programs and undergraduate majors and submajors.
 - g. If the committee rejects a proposal for a new program from a Department or the Graduate Council, that body may request a vote on the proposal by the Faculty Senate. If rejected, the Faculty Senate will supply the department or Graduate Council with a summary of its reasons.
 - h. To approve the plan for assessment of General Education submitted by the Assessment Committee. The Assessment Committee will assess General Education every ten years in conjunction with and prior to the campus visit by the re-accreditation team of the Higher Learning Commission of the North Central Association of Colleges and Schools.
3. Procedure: The committee shall, in consultation with the Provost and Vice Chancellor, coordinate university-wide programs as specified under “Duties” above and require reports from faculty responsible for conducting such programs as requested.
4. Recommendations dealing with ~~general education~~, diversity, new graduate and undergraduate programs and majors/minors are approved by Academic Policy & Program, Faculty Senate, the Provost & Vice Chancellor, and the Chancellor, in that order.

Section K – **General Education Committee** [FS 03/04 #17]

1. Committee Structure: Responsibility for supervising the General Education Program at the University of Wisconsin – River Falls will be undertaken by a faculty committee comprised of the following voting membership: proportional representation of the faculty by college (determination to be based on FTE) not to exceed 10 faculty members appointed by Faculty Senate for three year terms, plus two student members appointed by the Student Senate. Each academic college must have at least one representative. Non-voting representatives will include a representative from the Office of the Vice Chancellor for Academic Affairs, the Assessment Committee, the Academic Programs and Policies Committee, the Library, and the Registrar's Office.
2. Committee Functions:
 - a. Promote and support the General Education program on the UWRF campus.
 - b. Define and review the policies for the General Education course submission procedure.
 - c. Approve/disapprove courses for the General Education program and communicate these decisions to the campus community.
 - d. Ensure that the Assessment Committee assesses the General Education Program every 10 years and recommends changes.
 - e. Carry out a review of General Education courses on a 5-year cycle.
 - f. Evaluate all assessment results and provide feedback to all relevant parties.
 - g. Recommend changes in the General Education structure to the ~~Academic Programs and Policies Committee~~ Faculty Senate.
 - h. Promote opportunities for faculty development related to General Education.
 - i. Develop processes and procedures for removal of General Education courses from the curriculum.
 - j. Determine whether or not the course offerings for each General Education goal are sufficient to meet student needs.

Memorandum

To: Wes Chapin, Chair, Faculty Senate
From: Brad Mogen, Chair, Faculty Welfare and Personnel Policies Committee
Cc: John Heppen
Date: November 3rd, 2006
Re: Criminal Background Check Policy

Criminal Background Check Policy

Wes,

After extensive discussion, the Faculty Welfare and Personnel Policies Committee has passed a motion encouraging the Human Resources unit at UW-RF to incorporate the Committee's recommended revisions into the final draft of the campus Criminal Background Check policy. The final draft of the policy we voted on, which incorporates our suggested revisions, is attached for consideration by Senate. Note that the adoption of a Criminal Background Check policy will probably entail a change in wording of the Faculty Handbook.

BACKGROUND CHECK POLICY

Purpose

The University of Wisconsin – River Falls is committed to providing a safe and effective environment for employees, for students, and for all who may visit the campus. Therefore, effective 10/16/06, it is the business practice of the University of Wisconsin – River Falls to conduct background checks on all final candidates for positions. This applies to faculty, academic staff, classified and limited term positions. Applicants will be notified that background checks are conducted, and the checks will take place prior to an offer of employment being made. Generally, the previous 7 -10 years of an applicant's background will be checked.

Insert

In recognition of the importance of completing searches in a timely manner, background checks and identification of final candidates with potential conflicts must be completed within three business days of the notification of Human Resources of the final candidates for a position.

Notification/Authorization

Applicants will be notified during the application process on-line, that background checks are done. The home page of the University's employment site states: "The University of Wisconsin – River Falls does background checks on all final candidates for all positions." Applicants will complete and submit an electronic version of the "Disclosure and Release of Information Authorization" form while applying on-line. A hard copy of this form signed by the applicant, needed for audit purposes, will be collected when the candidate comes to campus for an interview. When necessary, the special form authorizing international checks will also be collected at the time of the interview.

Screenings Applied

Checks will be done using the current State databases in Wisconsin and Minnesota, and the services of Verifications, Inc., an outside vendor for more extensive searches. Costs will be handled centrally within Human Resources, but program revenue departments will be charged back.

- 1) All final applicants will have a SSN trace done as an instant check. (\$4.00)
- 2) Final applicants for Classified and Limited Term positions will then be searched through available State databases (Wisconsin and Minnesota) for criminal charges/convictions. (\$5.00/state) Childcare providers will be searched through the State of Wisconsin Department of Health and Family Services (\$7.50). If the applicant has lived in another state and county in the previous 7 years, then a check for convictions/charges in that county will be done (\$13.50/county).
- 3) Final applicants for Academic staff and faculty positions will be checked for each county of residence within the past 7 years. (\$13.50/county) Additionally, applicants will be checked in the National Criminal Record Locator (\$5.10). For international candidates, the International Criminal database will be checked.
- 4) On all final applicants, information revealed may lead to additional checks – for example, the Sexual Offender Registry (\$3.10).
- 5) When filling budget, accounting, or financial specialist positions, a credit check will also be done (\$9.75)

Insert

The University of Wisconsin - River Falls will not modify searches as a result of the expense associated with criminal background checks.

Procedure

~~Information on the application asking for arrest/conviction, and the authorization form for doing a background check with the information it contains (ie, date of birth), will be masked from those engaged in the hiring process. (This is possible through the electronic software, PeopleAdmin). Thus, only members of the Human Resource Department will have access to this information. Human Resources, engaging the services of Verifications, Inc, when necessary, will perform the background check. Should the potential for adverse impact arise, the HR Director and Unclassified and Classified HR Managers will first discuss. The applicant will then be made aware of the findings and the potential for adverse impact. The applicant will also be given a copy of the report and an opportunity to explain any information believed to be inaccurate or incomplete. The matter will then be discussed with the Chair of the Search and Screen Committee (unclassified) or the hiring supervisor/director (classified). If a determination is made not to hire the individual, they will be notified in writing and receive a summary of their rights.~~

Replace with

The Director of Human Resources, engaging the services of Verification Inc. or other appropriate company, is responsible for the background check. Should the HR Director identify information in the background check that may be important, the HR Director and the Unclassified and/or Classified HR Manager will discuss the issue and make a preliminary finding. If the preliminary finding is adverse to the applicant, he/she will receive a written copy of the finding and will be given the opportunity to provide an explanation regarding any part of the finding believed to be inaccurate or incomplete. The HR Director will then review any information received from the applicant and make a final finding. If it is in favor of the applicant, the applicant will be notified that he/she is still an active candidate. If the final finding is that the candidate should be removed from the applicant pool, the Chair of the Search and Screen Committee (unclassified) or the hiring supervisor/director (classified) will be notified and the applicant is removed from the active applicant pool. The Chair of the Search and Screen Committee or the hiring supervisor/director may ask for an explanation and if appropriate, appeal the decision of the HR Director to the Vice Chancellor for Administration and Finance. The decision of the Vice Chancellor for Administration and Finance is final. If the decision is to remove the candidate from the applicant pool, the applicant will be notified in writing and will receive a summary of his/her rights.

When it is determined that an applicant has falsified their application, they will no longer be considered for a position.

When making a determination of a substantial relationship between the findings of arrest/conviction and the job being applied for, the following question will be asked: "Do the essential functions of the job in question present the applicant with an opportunity to engage in criminal behavior similar to the crime(s) which led to the previous conviction or current arrest?" Additional factors to consider include:

- the nature and gravity of the criminal offense
- the time since conviction and/or completion of sentence
- the nature of the duties and responsibilities of the job (required bondability, level of supervision, potential access to buildings, minors, money, other valuables, etc)
- candidate's record of performance and behavior on other recent jobs.

- recurrence of similar offenses

In the event of falsification and/or adverse action for a classified job opening, the Classified HR Manager will handle removal of that applicant's name from Certification or the Registry.

Adverse Action Criteria

- 1) Omission or falsification of any information contained in the Employment Application.
- 2) The following criminal history where the circumstances of the incident(s) substantially relate to the circumstances of the job.
 - a. ~~Criminal charges pending for:~~
 - i. ~~Any felony~~
 - ii. ~~Any drug related charges~~
 - iii. ~~DWI/DUI with a previous DWI/DUI conviction within the previous 12 months, including Boating while intoxicated.~~
 - iv. ~~Any theft.~~
 - b. ~~Any outstanding warrant for an individual's arrest.~~
 - c. Any outstanding felony conviction where sentencing is pending.
 - d. Convictions:
 - i. Conviction of any felony within the previous 12 months.
 - ii. Failure to comply with a court order (i.e., failure to appear) for any felony or misdemeanor conviction.
 - iii. Two or more felony convictions within a 5 year period (separate incidents.)
 - iv. Any misdemeanor conviction involving illegal drugs within the last 12 months.
 - v. Two or more misdemeanor convictions within the last 12 months (separate incidents).
 - vi. Three or more misdemeanor convictions (separate incidents) within a five year period.

Retention of Reports

Printed reports will be kept in Human Resources, in large three-ringed binders with alphabetic dividers. Different binders will be used for each calendar year. Those reports giving rise to possible adverse impact will be kept in a separate binder for that year.