



Faculty Senate • [http://www.uwrf.edu/faculty\\_senate/welcome.html](http://www.uwrf.edu/faculty_senate/welcome.html)

Senators: Chair – David Rainville , Vice Chair – Dennis Cooper, Secretary – Kris Hiney, Executive Committee – John Heppen, Todd Savage

Date: April 17, 2010  
To: Faculty Senate and University Community  
From: David P. Rainville, Faculty Senate Chair  
Subject: Agenda for Faculty Senate Meeting April 21, 2010

The 2009-2010 Faculty Senate will meet on Wednesday, April 21, 2010 at 3:30 P.M. in Room 334 (Willow River Room) of the University Center. Faculty Senators who cannot attend should arrange for a substitute and notify Kristina Hiney at [Kristina.hiney@uwrf.edu](mailto:Kristina.hiney@uwrf.edu).

Agenda: April 21, 2010

**Call to Order:**

1. Seating of Substitutes
2. Introduction of Polly Kleven, L.T. E. for Faculty Senate
3. Approval of Minutes of April 7, 2010

**Reports:**

Chairs Report

Other Reports:

1. Report from Stephen Reed - UURF Web Site Redesign Update
2. Report from Information and Instructional Technologies Council - Brad Mogen

**Unfinished Business:**

None

**New Business Consent Agenda:**

1. Approval of Program Changes from AP&P (James Zimmerman - Chair)
  - a. Change in the name of Women's Studies to Women's and Gender Studies. This also requires a new designator WGST (replacing WMST) on all co-listed and stand alone courses. Note: Graduate Courses in minor needing new WGST designator to replace WMST (WMST 589/689/789 , Topics an Women's and Gender Studies).
  - b. New Program in Sustainable Agriculture Minor

### **c. Sustainable Studies - Change in Minor**

#### **New Business:**

1. A **motion** The Executive Committee to appoint the following chairs the indicated Faculty Senate Committees for 2010-2011 (these appointments are being made as they have release time associated with them):

Joy Benson -CBE, - Assessment Committee

This appointment requires reappointment to the committee (2010-2013)

David Rainville - CAS, Faculty Welfare and Personnel Policies Committee

This appointment requires appointment to the committee (2010-2013)

2. A **motion** from the Faculty Compensation Committee (Stephen Olsen, Chair) and faculty Welfare and Personnel Policies Committee (Brad Mogen, Chair) to approve a

A Self-Funding, Uniform Campus Compensation Policy for Summer Session, Winter Session (J-Term), Fully on-line, Hybrid, Internship and Independent Study, Research and Reading Courses.

The policy is as follows:

**A Self-Funding, Uniform Campus Compensation Policy for Summer Session, Winter Session (J-Term), Fully on-line, Hybrid, Internship and Independent Study, Research and Reading Courses.**

#### **1.0 MISSION STATEMENT:**

Summer session and J-term courses and programs will be offered to expand academic access for UW-RF students and to allow faculty and staff to support and enhance student-learning opportunities. Courses and programs offered will be guided by the Goals and Initiatives set forth in the University Operational Plan as well as the Strategic Plan which include, but are not limited to, Goal 1: Create a Culture of Learning and Goal 7: Invest in Human Resources. Academic units will refer to the spirit of the Strategic Plan when choosing course offerings that meet the needs of various learner constituencies, such as currently matriculated students, working professionals, life-long learners, regional businesses, organizations and agencies and under-represented and minority populations. All program and course offerings will be based on a model that is fiscally sustainable. The procedures set forth in this paper are intended to allow UWRF to offer, over the course of an academic year, the broadest possible mix of classes to meet our diverse learner

population needs, provide students greater opportunity to graduate within four years, and compensate faculty and staff in a manner commensurate with their rank and the revenue they generate.

## **2.0 OVERVIEW/BACKGROUND:**

Prior to 2003 (and the development and implementation of the UW-RF Strategic Plan), summer session courses were taught on a compensation model that was proportional to a faculty member's 9-month academic year salary up to a maximum of 2/9 (0.2222) of that salary. A full summer session load was considered to be 8 credits and course enrollments of 18 students were required for instructors to receive full compensation. Courses with fewer than 18 students were taught at a reduced rate as individually negotiated with the respective Deans. This policy changed in 2003, without Faculty Governance input or consultation, to a per-credit rate model with built in salary plateaus. The result of this change was faculty and staff teaching courses for significantly less compensation as well as the introduction of a tremendous disincentive to offer classes whose enrollments were above the designated plateau levels, or below reasonable compensation enrollments. This, along with other reasons, has resulted in a stagnant summer session program. With the introduction of the Wisconsin Growth and Educational Attainment Initiatives, it is imperative that UW-RF leverage our talent and physical resources more affectively to reach our goals and expand student opportunities. Enhancing our summer school and J-term offerings will play a significant role in reaching our objectives and better serve our student body by offering additional scheduling flexibility.

The express purpose of this policy is to align our summer session/J-term compensation policy with the overall Goals and Initiatives set forth in the Strategic Plan while specifically addressing Goal 7.1.3: "Develop and Implement a new summer and J-term session salary schedule/model". It is a model that, among other things:

- gains legitimacy as a result of percolating up through the shared governance process;
- is consistently applied across all colleges and listed programs;
- fairly compensates faculty and staff for their time and expertise;
- eliminates arbitrary pay plateaus;
- modestly rewards faculty and staff for their differential time in service;
- provides incentive for faculty, staff and administration to create a viable and vibrant summer session program that generates revenue;
- redistributes the enrollment pressures to help relieve and address the workload creep (SP Goal 7.2.3) seen throughout the academic year created by the Wisconsin Growth Initiative (and the upcoming Educational Attainment Initiative), which currently requires units to overpopulate lectures and laboratories during the regular academic year;
- encourages colleges to collaborate and develop a reliable and predictable summer session/J-term schedule for advising and planning purposes;

- create confidence in an expanded array of summer course offerings that will allow students and advisors to build these courses into their long-term plan , permitting them to graduate early should they so choose;
- makes more efficient use of campus physical and technological resources;
- should expand summer session course offerings to increase student scheduling flexibility thereby making summer session a more desirable student option, and;

### **3.0 COMPENSATION POLICY GUIDING PRINCIPLES AND REQUIREMENTS:**

- 3.1 Summer Session, Winter Session (J-term), Fully On-line, Hybrid, Internship, Independent Study, Research, and Reading Compensation Policy guiding principles and requirements.
  - 3.1.1 All courses and programs will be offered through a sustainable self-funding, revenue-generating fiscal model.
  - 3.1.2 Class size during Summer and Winter sessions should be set to a similar level as those offered during the regular academic year
  - 3.1.3 Compensation, fringe and overhead will be based on the WI resident undergraduate/graduate tuition revenue generated based on the official class enrollment at the end of the first day of class of week two for summer session/J-term courses.
  - 3.1.4 18% flat overhead on gross program revenues defined as the total Wisconsin resident undergraduate/graduate tuition revenue only. Gross program revenue does not include any state GPR dollars, special course fees, on-line fees etc.
  - 3.1.5 35% fringe to be paid out of gross program revenue on salary dollars only.
  - 3.1.6 There are three compensation tiers to modestly acknowledge and reward differences in rank.
  - 3.1.7 The policy will apply consistently to: on-campus undergraduate and graduate classes, as well as hybrid, fully on-line, internships, independent study and independent research/reading courses across all colleges.
  - 3.1.8 Compensation will increase along with tuition increases.
  - 3.1.9 There is no \$12,000 overload salary cap during summer session as academic year (9 month) faculty are not on contract per UWSA ACPS 4, UPG-4 and Section 16.417(2) of the Wisconsin Statutes.

- 3.1.10 The \$12,000 overload salary cap applies to faculty/staff teaching J-term.
- 3.1.11 Faculty are restricted to earning no more than a total of 2/9 of their annual contractual salary unless they receive written permission from the Dean of the college as the Chancellor designee per UWSA F29.
- 3.1.12 Deans and department chairs will offer summer session/J-term courses that complement, not displace or negatively impact, academic year offerings.
- 3.1.13 The minimum class size will be determined at the discretion of the Dean after consultation with the instructor and/or department chair.
- 3.1.14 The Dean's Summer Session/J-term Support Fund will be used to help augment small classes, start up offerings, special marketing, etc. Each Dean will determine the appropriate use of the fund to support their Summer Session/J-term offerings.
- 3.1.15 A portion of the Summer Session/J-term Support Fund will be used to offset the cost of departmental offerings and to create a modest incentive to offer additional courses by providing \$200 of increased S&E per course credit each time a course is offered (\$600 for a 3 credit course).
- 3.1.16 Payment will be determined at the beginning of week 2 of the course. This time period is chosen for two reasons: a) most J-term and many SS courses are three weeks in length, and b) students in courses that last 3-4 weeks long can receive a 100% tuition refund up to the end of week one per UWSA F44.
- 3.1.17 The campus will submit a formal System request to officially eliminate the 6-9 credit summer tuition plateau for undergraduates. {Do graduate students have the same plateau issue??}
- 3.1.18 Policy will be reviewed every two years to assure it is meeting the stated objectives. Any proposed changes to the model must come through the Faculty Compensation Committee who would then forward them to Faculty Senate.
- 3.1.19 Study Abroad and Outreach/Continuing Education offerings are addressed in a separate policy.

#### **4.0 UNIT RESPONSIBILITIES:**

- 4.1 Deans of the Academic Colleges

- 4.1.1 College Deans will set appropriate class numbers and size limits to meet the objectives of this policy and to assure that courses normally offered during the academic year are not negatively affected. Deans will be responsible for covering expenditures beyond the amount collected via tuition/fee revenue.
- 4.2 Registrar's Office
  - 4.2.1 The Registrar's office will be responsible for coordinating and scheduling all summer session and winter course offerings.
  - 4.2.2 The Registrar's office will post a two-year working summer and J-term course schedule in consultation with the colleges.
- 4.3 Outreach and Graduate Studies
  - 4.3.1 The Office of Outreach and Graduate Studies will be responsible for managing only those courses offered through Outreach.
- 5.0 **COMPENSATION POLICY:**
  - 5.1 Compensation for teaching summer session, winter session (J-Term), fully on-line, hybrid, internship and independent study, research and reading courses is based on a simple formula tied to gross tuition revenue and will be consistently applied to faculty and staff across all colleges. Compensation will be calculated based on formula that shares a percentage of gross tuition revenue, as defined under 3.1.4. As this is a self-funding model, campus overhead (18% of gross tuition revenue) along with fringe benefits (35% of gross tuition revenue) must also be covered.
 

There are three compensation tiers to acknowledge differences in rank. These tiers represent percentages of gross tuition revenue retained by the instructor and are 48% (assistant professors and academic staff/adjuncts), 50%(associate professors {should we include Senior Lecturers here???}), and 52% (full professors).
  - 5.2 The tiers and an example for establishing compensation under this policy assuming a class of 20 students are attached in spreadsheet form.

Financial Foundation Project: Brad Mogen, Brad Caskey and Katrina Larsen

**2. A motion** from the Executive Committee to approve the following Responsible Conduct and Research Policy (This comes from the Institutional Review Board and

Animal Care and Use Committee, Bill Campbell is responsible for its introduction). This is required for NSF Funding.

## **University of Wisconsin-River Falls Administration Policy on Responsible Conduct of Research**

### **I. Policy**

Beginning on January 4, 2010, all undergraduate and graduate student researchers and postdoctoral researchers at the University of Wisconsin-River Falls who are supported by funding, in full or in part, from the National Science Foundation for research or education activities must participate in and successfully complete training in the responsible conduct of research. Student researchers supported by other funding sources, such as internal or external grants, may also be required by their faculty mentors to engage in responsible conduct of research training.

**Background.** Training undergraduate, graduate, and postdoctoral researchers in the responsible conduct of research is consistent with UWRF's mission, its strategic plan, and the commitment of faculty to encourage collaborative interaction and promote excellence in teaching and learning. This policy also complies with the America Creating Opportunities to Meaningfully Promote Excellence in Teaching, Education, and Science (COMPETES) Act (42 U.S.C.1862o-1), Section 7009.

### **II. Procedures**

The plan to train undergraduate students, graduate students, and postdoctoral researchers in the responsible conduct of research involves: identification, training, and verification. The Provost, in consultation with the Director of Grants & Research, will be the university official responsible for compliance with the responsible conduct of research plan.

**Identification.** The Director of Grants & Research will take the lead in notifying faculty of their obligation to ensure their student, graduate student, and postdoctoral researchers receive appropriate training in responsible conduct of research as part of their research projects. In turn, faculty mentors will contact appropriate undergraduate students, graduate students, and postdoctoral researchers to inform them about responsible conduct of research training and timelines for successful completion.

**Training and Verification.** UWRF's responsible conduct of research training emphasizes instructional areas suggested by the U.S. Department of Health and Human Services, Office of Research Integrity and guidelines from the National Institutes of Health. Responsible conduct of research training may occur in three components.

**Component I:** All undergraduate students, graduate students, and postdoctoral researchers whose research is supported by NSF will be required to complete interactive online tutorials created by the Center of Materials and Devices for Information Technology Research (<http://www.responsibleresearch.org>). Tutorials 1.0 through 3.5

will be completed sequentially, though they need **not** be completed in one sitting. The amount of time to complete the interactive online tutorials is estimated to be between one and three hours. The undergraduate students, graduate students, and postdoctoral researchers should complete the tutorials individually and on their own schedule, either prior to or in the early weeks of their research work.

Interactive online tutorials overview researchers' rights and obligations; collaboration, communication, and grants management; and intellectual property. More specifically, they address core elements of:

Data management

- Conflict of interest
- Research misconduct
- Responsible authorship
- Mentor/trainee relationships
- Collaborative science

By design, the interactive online tutorials have a built-in system for verification. During registration, identified undergraduate students, graduate students, and postdoctoral researchers provide their email address and indicate an affiliation with UWRF. Upon completion of the tutorials, the Director of Grants & Research will receive automated notification.

**Component II:** Undergraduate and graduate student researchers who will be involved in conducting experiments with human or animal subjects may require additional training in the responsible conduct of research training. Faculty mentors will determine whether or not supplementary, specialized training must be completed and which areas need to be addressed. The undergraduate students, graduate students, and postdoctoral researchers should complete the additional training individually and on their own schedule, either prior to or in the early weeks of the paid research work.

Human subjects training is available online through the Collaborative Institutional Training Initiative (CITI) program (<https://my.gradsch.wisc.edu/citi/index.php>). Undergraduate students, graduate students, and postdoctoral researchers provide verification of completion as required by the Institutional Research Board.

Animal welfare training includes an online session through the Research Animal Resource Center (RARC) (<https://pegasus.rarc.wisc.edu/training>) and attendance at an Animal Care and Occupational Health and Safety session. Undergraduate students, graduate students, and postdoctoral researchers provide verification of completion as required by the Institutional Animal Care and Use Committee.

**Component III:** In future, federal, state, or institutional rules may require that all undergraduate student, graduate student, and postdoctoral researchers must engage in individualized instruction related to responsible conduct of research as part of their working relationship with faculty mentors. Once those rules apply, primary responsibility for devising and providing training that is appropriate for the content, context, and discipline of the research will be the responsibility of faculty mentors. Faculty mentors



will submit a verification letter annually to the Director of Grants & Research confirming that the undergraduate and graduate students whose research they supervise were adequately prepared in the responsible conduct of research.

The Director of Grants & Research will notify faculty mentors of instances of noncompliance with the responsible conduct of research plan and recommend a course of action and timeline for fulfilling requirements. In addition, the Director will be available to answer questions about the responsible conduct of research plan, direct faculty mentors to relevant online resources, and provide linkages to key campus contacts. This responsible conduct of research plan is part of UWRF's ongoing commitment to passing along high ethical standards to the next generation of scholars.

**3. A resolution** from the Executive Committee to approve the following policy concerning Fulbright Fellowships (This resolution was prepared by Marshall Toman, UWRF Fulbright Coordinator):

WHEREAS the University of Wisconsin System, as stated its policy (ACIS 7.2) recognizes "the value of faculty and academic staff developing global competency," and

WHEREAS UW System through ACIS 7.2 requires that each "home institution should consider incentives to encourage its faculty and academic staff to participate in programs abroad," and

WHEREAS UWRF, within its strategic plan, has as one its top four goals "To Expand Global Literacy & Engagement," and

WHEREAS it is expressly stated in the UWRF mission statement that UWRF will "... help students learn so that they are successful as productive, creative, ethical, engaged citizens and leaders with an informed global perspective," and

WHEREAS it is critical to this state and nation, in a highly interconnected and globalized world, that we educate a globally competent workforce and citizenry, and

WHEREAS when faculty are more globally aware and experienced through international travel, living, and educational opportunities, they will better educate students to have a more informed global perspective, and

WHEREAS, currently, faculty and staff who apply for and receive a teaching or research Fulbright grant do not know how accepting such a grant will affect their tenure and benefits at UWRF, and

WHEREAS the proposal will assist UWRF in complying with the above initiatives, and

WHEREAS the proposal will promote administrative transparency, and

WHEREAS the proposal will further promote UWRF as a leader in internationalizing

UW System Campuses,

THEREFORE BE IT RESOVLED THAT UWRF will develop and publish a policy that makes clear and creates an incentive for faculty to accept Fulbright teaching and research grants.

Below is a draft proposal which is not being introduced for approval at this time:

DRAFT

## **UWRF Policy Regarding Fulbright Grants to Teach or Research Abroad**

### **Background**

To encourage UWRF faculty to apply for and accept Fulbright grants, we ought to know what can and will be done. Faculty give up money and often additional household income if a partner accompanies them or visits for extended periods; these faculty come back ready to enrich the campus climate and extend the curriculum. These faculty deserve to know what will happen on this campus if they are selected for this prestigious grant ahead of their actually receiving one.

In the past, a faculty member who was offered a Fulbright tripped a switch that set off a scrambling to cobble together some ad hoc agreement that would enable a faculty member to accept the grant. An example occurred in 1997 when the CAS dean enabled a faculty member to continue his UWS health coverage and even pension credit. When the same question was asked in 2008, no one knew what could be done (some System guidelines were suspected of having changed and people were not sure of a work-around); that grant was ultimately declined in part because of this lack of a policy. Now, again, in 2010 a faculty member is faced with deciding whether to accept a Fulbright Senior Lecturing Position in combination with a sabbatical grant, and an ad hoc decision was needed and arrived at through a specific request.

**We need a policy.**

### **Procedure**

To that end Brent Greene and/or I have visited with the knowledgeable staff on campus: Kristen Hendrickson (Budget Director) on March 11, Deb Koehler (Human Resources) on March 12, and Connie Smith (Risk Management) on March 18. All believed that the following proposal was workable from their perspectives.

### **Proposed Policy**

Faculty who wish to accept a Fulbright grant will be continued in their present salary and benefits by UWRF through the mechanism of turning over to UWRF the cost of replacing their teaching services for the duration of the Fulbright.

### **Details**

(1) It is assumed that the faculty member on such a “Fulbright Reassignment” (a “leave of absence” mischaracterizes the reassignment and may create difficulties in

maintaining the faculty member on health and pension plans) continues to work for UWRF in developing contacts abroad.

(2) It is further assumed that the faculty member will return to UWRF at the conclusion of the reassignment to enrich the campus with the experience. To that end, and following a similar stipulation in UWRF's sabbatical guidelines, a faculty member must remain in the employment of UWRF for two semesters for every semester in which full salary was maintained or pay back to UWRF the difference between the teaching costs covered and the remainder of the salary paid by UWRF.

(3) This policy is intended as an incentive for faculty to apply for and accept a grant for up to one year. The policy does not apply necessarily if a Fulbright grantee were offered a consecutive continuation of the abroad experience, either through the Fulbright Commission or through the foreign home university. Such cases would be subject to negotiation between UWRF administration and the faculty member. However, the Fulbright Commission allows two life-time grants, and a second grant separated by a minimum of three years from the first, would be subject to this policy.

(4) The current (2010) teaching replacement cost is figured at approximately \$1,560 per credit to cover instruction (figured at \$1,300 per credit) and benefits (multiply by 20%) for a replacement instructor. Thus, the teaching costs expected to be covered by the Fulbright grantee would be capped at and normally be \$18,720 (12 x \$1,560) per semester. However, in a given department, the faculty member's teaching assignment in a given year might not need to be fully covered (not 100%, not the full 12 credits per semester). In such a case, the teaching replacement cost would be less.

(5) Full salary paid by UWRF will ensure continued health coverage. Fulbright grantees receive health coverage adequate to treat of a broken leg in country. But if anything major is detected while the grantee is abroad, continuing health coverage is important.

(6) Full salary paid by UWRF will ensure continued life insurance, income continuation, and other coverage.

(7) Full salary paid by UWRF will ensure continued pension credit. Since in fact faculty will be working to enrich Wisconsin and the UWS, this continuation is appropriate.

### **Institutional Benefits**

1. An additionally internationalized campus.
2. Re-energized, re-tooled, and pedagogically reoriented faculty to better serve our students.
3. Compliance with UWRF goal, in its strategic plan, "to expand global literacy and engagement."
4. Additional conformity to UWS goal "to consider incentives to encourage ...faculty and academic staff to participate in programs abroad."
5. Administrative transparency.
6. Recognized leadership in a local, System, and national priority.

### **Fulbright Grants and Sabbaticals**

There are circumstances where faculty apply for sabbaticals with the hope of receiving a Fulbright grant that will help them carry out the sabbatical. In such cases, the following provision (#4) in the sabbatical guidelines will apply: "A faculty member may seek additional grants specifically for travel or unusual living expenses incidental to the Sabbatical Program without restriction by the full compensation maximum."

(<http://www.uwrf.edu/facdev/Sabbatical.php>) Those who receive both the sabbatical and the Fulbright grant thus maintain their sabbatical status, which guarantees the faculty member's continuation of benefits, and such grantees may retain the entire amount of the Fulbright grant even if the combination of sabbatical grant and Fulbright grant exceeds 100% of salary. Furthermore, the stipulation that the faculty member return for one year to UWRF following a sabbatical will apply in such cases, not a longer term.

### **Fulbright Grants and Tenure**

Similar to sabbatical grants, which currently acknowledge continued service to the UWRF in the evaluation of the application, Fulbright grants are perhaps best pursued by professors above the rank of assistant professor. Nonetheless, the intent of the policy is to create incentives for internationalizing UWRF. To that end, departments are encouraged to work with any junior faculty who may become Fulbright grantees in regard to the tenure process. Such accommodation may include, for example, by mutual agreement, the stopping of the tenure clock, subject to UWS guidelines, and should include at minimum a frank and documented conversation regarding the effects of the grantee's accepting such a grant on the department's view of the tenure-track candidate's tenure-ability.

### **Miscellaneous New Business:**

1. Petition from some faculty of COEPS
2. Communication between Governance Groups

### **Adjournment**

# TRANSMITTAL for UNDERGRADUATE PROGRAMS: Changes or Proposals

## INFORMATION

1. Program title: Sustainability Studies
2. Department(s): Plant & Earth Science
3. College(s): Cafes
4. Proposal prepared by: Laine Vignona Date: 3/9/2010

5. Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> New program              | <input type="checkbox"/> Existing program            |
| <input type="checkbox"/> Change in course name    | <input type="checkbox"/> Change in number of credits |
| <input type="checkbox"/> Change in Major          | <input checked="" type="checkbox"/> Change in Minor  |
| <input type="checkbox"/> Change in course content | <input type="checkbox"/> Change in Emphasis/Option   |

6. Other Programs/Departments Consulted (Requires letters of support from all Departments or Programs substantially affected):

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

7. Date of Implementation: Fall Semester 10 Year

8. Have all courses in this program been approved? Yes ☒ No ☐  
If "No," which ones?

9. Attach Request Narrative. (Include description of program before and after proposed changes).

**UNIT APPROVALS:** Requires signatures of all Departments Chairs and Deans whose programs will be affected by the changes or proposal. Signature lines for the affected Departments and Colleges (Noted in 6 above), are on the back of this form. These signatures should be obtained prior to review by all other shared governance levels.

Signature

Date

Department Chair Donovan H. Taylor 11 Mar 2010

College Curriculum Cmtt. Chair \_\_\_\_\_

Dean of College \_\_\_\_\_

University Curriculum Cmtt. Chair \_\_\_\_\_

Academic Policy & Programs Cmtt. Chair \_\_\_\_\_

Faculty Senate Chair \_\_\_\_\_

Provost / Vice Chancellor \_\_\_\_\_

Chancellor \_\_\_\_\_

**NOTE:** The master copy of this transmittal and accompanying documents must be filed in the Provost's office upon final approval. The Provost's office will notify all appropriate administrative offices [Registrar, Dean(s), and Department Chair(s)] of approvals and necessary actions to implement changes.

**TRANSMITTAL for UNDERGRADUATE PROGRAMS: Changes or Proposals**

**DEPARTMENT & COLLEGE APPROVAL SIGNATURES**

	Signature	Date
Department Chair	<u>Donovan H. Taylor</u>	<u>11 Mar 2010</u>
College Curriculum Cmtt. Chair	_____	_____
Dean of College	_____	_____

-----

	Signature	Date
Department Chair	_____	_____
College Curriculum Cmtt. Chair	_____	_____
Dean of College	_____	_____

-----

	Signature	Date
Department Chair	_____	_____
College Curriculum Cmtt. Chair	_____	_____
Dean of College	_____	_____

-----

## Introduction

There has been a recent increase in student interest in the Environmental Studies minor. The faculty associated with the program believe that modernizing the minor to be more focused on sustainability would better serve the needs and interests of the students. There is a need for students across campus to have access to a guided curriculum that builds on their interests in sustainability issues.

Sustainability is a stated goal of the University Strategic Plan: "UW-RF will be a leader in upholding the principles of a sustainable society in which current needs are met without compromising opportunities for future generations. This includes economic, ecological, social justice, and conservation of resource issues that are systemic to every facet of the University." One of the tasks of this goal is to: "infuse broadly defined sustainability issues, as appropriate, throughout the graduate and undergraduate curriculum, including general education, major, minor and elective courses, and in research and scholarly activity, internships and service learning opportunities".

To assist the university in addressing the mandate of the strategic plan, Plant and Earth Science faculty will use their experience and established curricula pertaining to many areas of sustainability including, but not limited to: sustainability theory, issues and management, sustainable community development, sustainable business and product life cycle assessment, sustainable architecture and construction, environmental stewardship including forestry, water quality and land use planning, assessment of environmental impacts of human development, sustainable energy sources and sustainable agriculture production. The Plant & Earth Science committee also consulted all UWRF department chairs for course recommendations.

Together, the above topics represent a broad based, multidisciplinary connection to current national and local sustainability issues. At the government policy level, there has been a recent paradigm shift leading to collaboration among formerly relatively independent agencies, for example, relationships between the Environmental Protection Agency and the Office of Housing and Urban Development for the purpose of developing more sustainable built communities with sufficient community input. Thus, government action has produced new demands in the workforce.

Through outreach and community service activities, as well as national reporting, the Plant and Earth Science faculty have become keenly aware of employer interest in hiring college graduates trained to assist them in their efforts to make their diverse business activities more sustainable and their products more attractive to customers and the general public in an ecologically conservative, socially acceptable and economically profitable manner. Each of the courses included in the revised minor includes the three recognized elements of sustainability: ecological, social and economic.

### **Current Environmental Studies Minor: 22 Total Credits**

#### Required Courses: 10 Credit Hours

(ESM 105 is a prerequisite)

ESM 220 Environmental Sustainability: Theory, Issues and Management 3 Cr.

ESM 303 Environmental Policies and Administration 3 Cr.

GEOG 110 Physical Environment: Patterns and Systems (3) and GEOG 111 Laboratory for Physical Environments: Patterns and Systems (1) 4 Cr. OR

GEOL 101 Introductory Geology (3) and GEOL 102 Introductory Geology Lab (1) 4 Cr.

#### Directed Electives: 12 Credit Hours (6 credits at the 300 level or above)

ESM 109, 151, 251, 351, 377, 490 3 Cr

ESM 300 or GEOG 300 3 Cr.

GEOL 202, 269, 490 1–3 Cr.

(continued on page 2)

GEOL 330 or GEOG 300 2 – 3 Cr.

GEOG 490, 499 1 – 3 Cr.

ENGL 228 3 Cr.

PHIL 303 3 Cr.

CHEM 200 3 Cr.

SOCI 245 3 Cr.

**Proposed Sustainability Studies Minor: 24 Total Credit hours**

Required Courses: 18 Credit Hours

1. ESM 220 Environmental Sustainability: Theories, Issues, and Management 3 Cr.
2. ESM 251 Community Decision-Making, ESM 351 Planning for Sustainable Communities OR SOCI 245 Environmental Sociology 3 Cr.
3. ESM 377 Business Ecology OR ESM 351 Planning for Sustainable Communities 3 Cr.
4. CROP 368 Sustainable Agriculture 3 Cr.
5. GEOL 350 Geological Destinies of Nations 3 Cr.
6. AGECE 450 Introduction to Natural Resource Economics 3 Cr.

Students who choose ESM351 to meet requirement (2) must take ESM 377 to meet requirement (3)

Directed Electives: 6 Credit Hours to Total 24 Credit Hours

ESM 109, 251\*, 300, 303, 305, 343, 351\*, 377\* 2 – 3 Cr.

GEOG 366 3 Cr.

GEOL 202, 269, 330 3 Cr.

SOIL 325 3 Cr.

AGEN 325 3 Cr.

ENGL 228 3 Cr.

CHEM 200 3 Cr.

SOCI 245\* 3 Cr.

\*This course counts as EITHER a requirement or a directed elective.



#### H. Request Narrative for Transmittal for Graduate Programs: Changes or Proposals

The program currently called Women's Studies requests a change in name to Women's and Gender Studies. This change creates a more expansive frame under which to write courses as well as reflecting changing scholarship in this interdisciplinary area of study over the last twenty years. The change also reflects the content of the program as it currently stands.

In conjunction with changing the official name of the program, we would like to change the course designator from WMST to WGST on all our co-listed and stand-alone classes.

This change was approved by the Women's Studies Steering Committee in a February 4, 2009 meeting, attended by members of Physics, English, SACJ, Psychology, and Political Science.

#### **Graduate Courses in minor needing new WGST designator to replace WMST:**





WMST 589/689/789: Topics in Women's Studies (please change to "Topics in Women's and Gender Studies")

**TRANSMITTAL for GRADUATE PROGRAMS: Changes or Proposals**

**I. INFORMATION:**

- A. Check all that apply: Existing Program ☒ New Program ☐  
Name Change ☒ Credits Change ☐ Substantial Change in Curriculum ☐  
B. Program Title: Women's Studies to Women's and Gender Studies  
C. Department(s) (Originating): N/A  
D. College(s) (Originating): College of Arts and Sciences  
E. Programs / Departments Consulted (Requires letters of support from all Departments or Programs substantially affected):  
1) 2)  
3) 4)  
F. Date of Implementation: Fall Semester 2010 Year  
G. Have all courses in this program been approved? Yes ☒ No ☐ If "No", which ones?  
H. Attach Request Narrative attached

**II. UNIT APPROVALS:** Requires signatures of all Department Chairs and Deans whose programs will be substantially affected by the changes or proposal. Signature lines for the affected Departments and Colleges (noted in "E" above), are on the back of this form. These signatures should be obtained prior to review by all other shared governance levels.

	Signature	Date
Department Curriculum Committee Chair (optional)		
Department/Program Chair		11-30-'09
College Curriculum Cmtt. Chair	NA	
Dean of College		11/30/09
Graduate Council Chair		12/17/09
University Curriculum Cmtt. Chair		2/12/10
Academic Policy & Program Cmtt. Chair		
Faculty Senate Chair		
Provost / Vice Chancellor		
Chancellor		

\*NOTE: The master copy of this transmittal & accompanying documents must be filed in the Provost's office upon final approval. The Provost's office will notify all appropriate administrative offices [Registrar, Office of Graduate Studies, Dean(s), Department Chair(s)] of approvals & necessary actions to implement changes.

## TRANSMITTAL for UNDERGRADUATE PROGRAMS: Changes or Proposals

### INFORMATION

1. Program title: Sustainable Agriculture Minor
2. Department(s): Plant & Earth Science
3. College(s): CAFES
4. Proposal prepared by: William Anderson Date: 10/26/2009
5. Check all that apply:

<input checked="" type="checkbox"/> New program	<input type="checkbox"/> Existing program
<input type="checkbox"/> Change in course name	<input type="checkbox"/> Change in number of credits
<input type="checkbox"/> Change in Major	<input type="checkbox"/> Change in Minor
<input type="checkbox"/> Change in course content	<input type="checkbox"/> Change in Emphasis/Option
6. Other Programs/Departments Consulted (Requires letters of support from all Departments or Programs substantially affected):

1. Animal Science	3. Sociology, Anthro & Criminal Jus
2. Agricultural Economics	4. Ag Engineering Technology
7. Date of Implementation: Spring Semester 2010 Year
8. Have all courses in this program been approved? Yes ☐ No ☒  
If "No," which ones? ANSC 389 Special Topics: Sustainable Animal Prod
9. Attach Request Narrative. (Include description of program before and after proposed changes).

**UNIT APPROVALS:** Requires signatures of all Departments Chairs and Deans whose programs will be affected by the changes or proposal. Signature lines for the affected Departments and Colleges (Noted in 6 above), are on the back of this form. These signatures should be obtained prior to review by all other shared governance levels.

	Signature	Date
Department Chair	<u>Donavan H. Taylor</u>	<u>3 Dec 2009</u>
College Curriculum Cmtt. Chair	<u>Peter J. Rayne</u>	<u>3-3-2010</u>
Dean of College	<u>[Signature]</u>	<u>3.4.10</u>
University Curriculum Cmtt. Chair	<u>Barbara S. Nielsen</u>	<u>3/30/10</u>
Academic Policy & Programs Cmtt. Chair	_____	_____
Faculty Senate Chair	_____	_____
Provost / Vice Chancellor	_____	_____
Chancellor	_____	_____

**NOTE:** The master copy of this transmittal and accompanying documents must be filed in the Provost's office upon final approval. The Provost's office will notify all appropriate administrative offices [Registrar, Dean(s), and Department Chair(s)] of approvals and necessary actions to implement changes.

## Sustainable Agriculture Minor

### Minor Requirements (24-25 credits)

#### Required courses (12 credits):

- CROP 368 (Sustainable Agriculture) 3 cr.
- ESM 220 (Environmental Sustainability: Theories, Issues and Management) 3 cr.
- AGECE 450 (Introduction to Natural Resources Economics) 3 cr.
- SOCI 245 (Environmental Sociology) 3 cr.

#### Directed electives (12 credits):

Select two from the following:

- ANSC 389 (Special Topics: Sustainable Animal Production) 3 cr.
- ANSC 365 (Poultry Production) 3 cr.
- ANSC 366 (Swine Production) 3 cr.
- ANSC 367 (Beef Production) 3 cr.
- ANSC 368 (Sheep Production) 3 cr.
- CROP 263 (Forage Crop Production) 3 cr.
- CROP 363 (Pasture Production) 3 cr.
- CROP 468 (Organic Production Systems) 3 cr.
- DASC 306 (Dairy Production) 3 cr.
- ESM 343 (Woodlot Management) 3 cr.
- HORT 327 (Vegetable Science and Production) 3 cr.
- HORT 347 (Fruit Science and Production) 3 cr.

Select one from the following:

- AFES 310 (Agricultural Human Resource Management) 3 cr.
- AGECE 360 (Farm Management) 3 cr.
- AGECE 361 (Horticultural Business Management) 3 cr.
- AGECE 445 (Land Use and Sustainable Agriculture Law) 3 cr.
- AGECE 495 (Special Problems in Ag Economics: Direct Marketing) 3 cr.

Select one from the following:

- AGEN 325 (Alternative Energy Systems) 3 cr.
- CROP 451 (Integrated Pest Management) 3 cr.
- ESM 305 (Environmental Impact Assess) 3 cr.
- SOIL 440 (Soil and Water Conservation) 4 cr.

## Request to Create a Minor in Sustainable Agriculture in the College of Agriculture, Food and Environmental Sciences

The Department of Plant and Earth Science is formally requesting authorization to create a Minor in Sustainable Agriculture.

This new college minor will be overseen by the Crop and Soil Science faculty as well as other interested faculty. This proposed minor, as described in the attached document, would expose students to an interdisciplinary approach to agriculture that balances economic viability, agricultural productivity, environmental stewardship and rural community vitality.

We believe that it is important to offer this Minor in Sustainable Agriculture at this time because:

- society in general, and government and business/industry in particular, are increasingly focused on issues of sustainability, and we need to prepare our students for this changing world;
- universities and colleges across the country are responding to this trend by increasing their offerings of programs, courses, and degrees that address principles of sustainability in general;
- specifically in agriculture, many universities and colleges across the country have responded to this trend by creating programs in sustainable agriculture but as of yet there is only one other institution, University of Minnesota, in the Midwest that offers a sustainable agriculture minor (see "Educational and Training Opportunities in Sustainable Agriculture, US Colleges and Universities, June 2009, on USDA's website at [http://www.nal.usda.gov/afsic/pubs/edtr/EDTRCollegesP\\_T.shtml](http://www.nal.usda.gov/afsic/pubs/edtr/EDTRCollegesP_T.shtml) )
- UW-RF students interested in sustainable agriculture currently have limited degree-related options: 1) to pursue a Sustainable Agriculture option within the Crop and Soil Science Major, which precludes many seeking broader exposure to sustainable agriculture, or 2) to graduate from UW-RF and pursue a Masters in Sustainable Community Development with a focus on agriculture;

The proposed curriculum for the Minor in Sustainable Agriculture is attached.





Department of Animal and Food Science • College of Agriculture, Food and Environmental Sciences • (715) 425-3704 • Fax (715) 425-3785

DATE: December 3, 2009

TO: Bill Anderson  
Department of Plant and Earth Science

FROM: Steve Kelm   
Chair, Department of Animal and Food Science

RE: Support for proposed Sustainable Agriculture minor

The Department of Animal and Food Science supports the creation of a new academic minor in Sustainable Agriculture. Departmental faculty and staff had the opportunity to review the proposed content of the minor (October 26 draft). Members of our Department had two suggestions to consider as modifications to the content of the minor.

1. Addition of DASC 306 (Dairy Production) to the first group of directed electives. Currently, the Sustainable Animal Production systems course is listed along with three additional animal production courses. The DASC 306 course seems like another logical option for interested students.
2. Addition of a course that focuses on food processing, safety, and sustainability. It was pointed out that many courses within the proposed minor focus on production of raw product only, yet many individuals who are practicing sustainable agriculture are also direct marketing these products to the general public. Although a suitable course to meet this need within the minor is not available at this time, this may be a suitable addition in the future.

Thank you for requesting our feedback and continued luck within the approval process.

Cc: Dale Gallenberg, CAFES Dean  
Don Taylor, Chair – Department of Plant and Earth Science

UNIVERSITY OF WISCONSIN-RIVER FALLS  
410 S. Third Street • River Falls, WI 54022-5001 • USA



Agricultural Engineering Technology • College of Agriculture, Food and Environmental Sciences  
(715) 425-3985 • Fax (715) 425-3785 • [agengtech@uwrf.edu](mailto:agengtech@uwrf.edu)

To: Bill Anderson, Department of Plant and Earth Science  
From: Dean Olson, Chair Agricultural Engineering Technology   
Date: 12/3/2009  
Re: Proposed Sustainable Agriculture Minor

---

After reviewing your proposal to create a new Sustainable Agriculture minor, the Agricultural Engineering Technology Department expresses its support and encourages you to proceed through the curriculum process. It appears that this new minor will be beneficial to interested students. If anyone has questions about the Agricultural Engineering Technology Department's position on this proposal, please have them contact me at [Dean.ivan.olson@uwrf.edu](mailto:Dean.ivan.olson@uwrf.edu) or at 3985.

UNIVERSITY OF WISCONSIN-RIVER FALLS

410 S. Third Street • River Falls, WI 54022-5001 • USA

---

Re: Proposed Sustainable Ag Minor

**Subject:** Re: Proposed Sustainable Ag Minor  
**From:** Tim Nissen <tim.e.nissen@uwrf.edu>  
**Date:** Thu, 03 Dec 2009 16:49:20 -0600  
**To:** William Anderson <william.anderson@uwrf.edu>

Thanks Bill—we try to teach it once a year so that would easily allow for the minors. My main concern was that we would need to offer it every semester meaning something else would not be taught but it doesn't sound like that should be an issue.

Tim

On 12/3/09 4:12 PM, "William Anderson" <william.anderson@uwrf.edu> wrote:

Thanks, Tim. Whatever input you might have will be very welcome. In response to your question regarding potential number of minors, I would guess a handful at first, and perhaps as many as 20 annually over the next five years?? We have another initiative (minor) in the works more specifically related to Environmental Sustainability, and that may dilute the numbers of minors in our Sustainable Ag minor. How often is the course currently taught? (I'm being lazy -- I could look that up) If we do come up with 20 minors totally (that's about five freshmen, five sophomores, five juniors, etc.), I'd say the course could be offered every fourth semester! How many students currently enroll in the course, and how often is it taught? Again, thanks for your thoughts and input, as well as your willingness to work with your colleagues despite no more departmental meetings until January. Bill

Dr. Timothy E. Nissen wrote:

Bill,

We just met yesterday so we won't meet again until January. I don't see an issue with the course and I'll be glad to run it by everyone via email then give you official notice. In the meantime if you could tell me how often the course would have to be taught and what you see as the possible number of minors I will include that when I send it around as those are questions that I'm sure will come up.

Tim

William Anderson wrote:

Tim, the Plant and Earth Science has proposed the addition of a Sustainable Agriculture Minor to the curriculum. Earlier, I worked with Ed Robins in terms of a suggested Sociology course that made sense (to us) to include among the required courses. I was under the impression that he was chair of Sociology/Anthro/CrimJus, and that's one of the reasons I called him for his input. I had been waiting for his letter of support, figuring that he would have taken it to the department by now, but received his response (below) this morning.



I'm attaching the proposed new minor. The chairs within CAFES have provided input and are preparing support letters. I need one from you, if you are OK with the inclusion of SOCI 245 (Ed's suggestion) in the required course list. We want to ensure that students minoring in sustainable ag become more knowledgeable about both environmental and social issues related to sustainability. Ed felt that would be the best course.

I know you probably don't have time to get the department together before tomorrow's meeting. But, if you are OK with the inclusion of SOCI 245 in this newly proposed minor, I'd appreciate a letter of support sometime in the near future. I apologize for my misunderstanding about the current chair -- I guess I had better update my campus phone book!

Thanks for whatever you can do whenever you are able. Call me if you wish (425-3941). Bill Anderson

----- Original Message -----

Subject: Re: Proposed Sustainable Ag Minor

Date: Thu, 03 Dec 2009 11:04:30 -0600

From: Edward Robins <[edward.a.robins@uwrf.edu](mailto:edward.a.robins@uwrf.edu)>

<<mailto:edward.a.robins@uwrf.edu>>

To: William Anderson <[william.anderson@uwrf.edu](mailto:william.anderson@uwrf.edu)>

<<mailto:william.anderson@uwrf.edu>>

References: <[4B17ECB0.3070209@uwrf.edu](mailto:4B17ECB0.3070209@uwrf.edu)>

<<mailto:4B17ECB0.3070209@uwrf.edu>>

Bill: I can't recall why I am being asked to support the minor. I don't offer the environmental soc course, and I am no longer Chair of the department (that would be Tim Nissen). I'd be happy to support your effort otherwise.

Ed

William Anderson wrote:

> Hi, Ed. The CAFES Curriculum Committee is meeting tomorrow and my  
> proposed Sustainable Ag minor is on the agenda. I haven't received a  
> letter of (hopefully) support from you yet. Would you have a chance  
> to get one to me prior to the 1:00 meeting? Hopefully, you have  
> discussed it with others in your department. I'll attach another copy  
> for you. Thanks much.  
> Bill

**Example of Summer Session/J-term undergraduate 3 credit class using the *fully implemented* 50% average salary model: 20 students.**

Total Gross Tuition Revenue: (20 students X \$223.49 per credit x 3 credits) = **\$13,409.40**

	Tier 1 Assistant/Adjunct	Tier 2 Associate	Tier 3 Full
Percentage of gross revenues	48%	50%	52%
Salary	\$6,436.51	\$6,704.70	\$6,972.88
	(50% increase over AP-43) (56.3% increase over AP-43) 62.54% increase over AP-43 (current AP-43 salary=\$4,290 (4.17% increase over Tier 1) (4.0% increase over Tier 2) (8.3% increase over Tier 1)		
18% overhead	\$2,413.69	\$2,413.69	\$2,413.69
35% fringe	\$2,252.78	\$2,346.65	\$2,440.51
Total fringe + overhead	\$4,666.47	\$4,760.34	\$4,854.20
Fringe + overhead as a percentage of total revenue	34.80%	35.50%	36.20%
Total Salary + Fringe + Overhead	\$11,102.98	\$11,465.04	\$11,827.08
Deans Summer Session Support Fund	-\$11,102.98	-\$11,465.04	-\$11,827.08
Deans SS Support Fund as a percentage of the total revenue	#DIV/0!	#DIV/0!	#DIV/0!

(Note: These percentages would probably be a low figure as we're not proposing to charge the higher MN tuition rate)

Summer Session/J-term compensation policy will be phased in over 3 years according to the following percentages of gross tuition revenue:

Year 1: 40/42/44%, **or whatever percentages meet the revenue-neutral requirement target with no pay decrease relative to the current AP-43**,

Year 2: 44/46/48%

Year 3: 48/50/52%

Policy Review: The first detailed review of the policy is to be conducted during the fall following the first year of full implementation.

The policy review will be conducted by the Senate Compensation Committee in collaboration with the Office of Integrated Planning.

The review should address such things as fiscal sustainability, total student numbers, total courses offered and their distribution, and an accounting/audit of the Dean's Summer Session Support Fund. The goal is to assure the policy is meeting its objectives.

Any proposed policy changes will be submitted to Faculty Senate along with justification in time for implementation the following summer.