Date: June 6, 2012
To: Faculty Senate and University Community
From: Wes Chapin, Faculty Senate Chair
Subject: Agenda

The 2012-2013 Faculty Senate will meet on June 12, at 3:30 p.m. in WEB 117.

Attachments:
1. Minutes from 5-2-2012
2. APP 1: Broad Field Science Education Major
3. APP 2: CHEM Program Change
4. APP 3: CHEM Ed Program Change
5. APP 4: Outdoor Ed Program Change
6. APP 5: Business Administration, Management Option Program Change
7. APP 6: Exercise and Sport Science Program Change
8. APP 7: COMS Major-Minor Program Change
9. APP 8: ECON Major-Minor Program Change
10. APP 11: HORT Major Program Change
11. APP 12: BAS Presentation
12. APP 13: BAS Transmittal Forms
13. APP 14: Corey BAS External Review
14. APP 15: Hellerud BAS External Review
15. APP 16: Kirking BAS External Review
16. APP 17: Provost Letter to APP
17. APP 18: Rogers BAS Internal Review
18. APP 19: Sandmann BAS External Review
19. APP 20: UWRF BAS Exec Summary
20. APP 21: UWRF BAS Planning Format
21. 2012 Sustainable Campus Community Plan
22. Graduate Studies Administrator Position Description

NOTE: the 2012 Climate Action Plan was emailed to senators on May 17 by Marshall Toman.

Call to Order

Approval of Minutes

Reports
Consent Agenda

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

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

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

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

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

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

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

8. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Business emphasis of the Horticulture major. Details in an attachment APP 11.

9. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed creation of a Bachelor's of Applied Sciences program with concentrations in Law Enforcement, Geographic Information Sciences, and Computer Science. Details in the ten documents attached, APP 12-21.

Note: the 10 documents include the signed transmittal forms and documents utilized for entitlement to plan and other steps within the UW System process. The executive summary and planning document function as the narrative for the proposed program.

10. Motion from the Executive Committee (Wes Chapin, Chair) to approve the appointment of Kris Hiney as a 2012 fall semester substitute on the Faculty Senate for Dennis Cooper.
11. Motion from the Executive Committee (Wes Chapin, Chair) to approve the appointment of James Graham as a 2012 fall semester substitute on the Faculty Senate Executive Committee for Dennis Cooper.

12. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to approve the membership of the screening committee for Manager of Transfer Credits/U.Select Lead.

   (1) Kelly Browning, Registrar's Office, Assistant Registrar, Chair
   (2) Ellen Schultz, College of Business and Economics, Academic Adviser
   (3) Earl Blodgett, College of Arts and Sciences, Assistant Dean/Faculty Member, Physics
   (4) Robert Coffman, College of Arts and Science, Faculty Member, Math

Unfinished Business

First Readings

1. Motion from the Affirmative Action Advisory Committee (Jennifer Borup, Chair) to change its Handbook description.

Current Faculty Handbook Description

III - Section D – Affirmative Action Advisory Committee

This committee is established under the requirements of Regent Policy Document 17-4G (former 75-5) that requires, in part, that each UW institution “establish and maintain an affirmative action committee (or committees, as appropriate) composed of faculty, academic staff, classified employees, and students to advise the administration on affirmative action needs and concerns, and to assist affirmative action directors in designing and implementing programs.”

1. Membership: Five faculty (if possible, one faculty member should hold the rank of lecturer), the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action, the Director of Human Resources or designee, a member of the classified staff, an academic staff member, and a student.

2. Term of Office: Three years for faculty and academic staff, one to two members appointed each year. One year for students.

3. Duties:
   a. to advise the University administration and the Office of Equity and Affirmative Action on issues and concerns relevant to equal opportunity for all employees and applicants for employment
   b. to advise the University administration and the Office of Equity and Affirmative Action on programs designed to ensure equal opportunity to all employees and applicants for employment
   c. to review policies, at either the Committee’s own initiative or upon request, dealing with affirmative action and equal opportunity in employment
d. to communicate issues raised within Affirmative Action Advisory Committee meetings to the appropriate group(s), e.g., University administration, academic or administrative units, governance groups, the University community at large, and so on
e. to provide policy recommendations to University governance groups, e.g., the Faculty Senate and the Academic Staff Council

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

3. Duties
   a. to advise the University administration and the Office of Equity, Diversity and Inclusion on issues, policies and programs relevant to affirmative action and equal opportunity in the retention and recruitment of all employees and applicants for employment.
   b. To communicate issues raised within the Affirmative Action Advisory Committee meetings to the appropriate group(s), e.g., University administration, academic or administrative units, governance groups, the University community at large, etc.
   c. to provide policy recommendations to University governance groups, e.g., the Faculty Senate, Academic Staff Council, and Classified Staff Advisory Council.

New Business

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

The following is for informational purposes only. By motion 2011-12/74 the SPPC was established (Dec. 14, 2011). The following people will fill the designated positions.
   1. the Faculty Senate Chair, ex-officio (Wes Chapin),
   2. a faculty member appointed by Senate:
   3. an Academic Staff nominee (confirmed by Senate): Wendy Helm (Note: The Senate confirmed the Academic Staff nominee by motion on May 2nds.)
   4. a tenured academic administrator appointed by the Provost: Dean Dale Gallenberg
   5. a member of the Cabinet appointed by the Chancellor who will chair: Provost Fernando Delgado
   6. a student member appointed by the Student Senate (TBD),
   7. an ex-officio, non-voting support staff person: Wendy Stocker

2. Discussion and Consideration of the 2012 Climate Action Plan and the 2012 Sustainable Campus Community Plan, from the Sustainability Working Group (Kelly Cain, Chair).
Note: the 2012 Climate Action Plan was forwarded to senators in May, and the 2012 Sustainable Campus Community Plan is attached.
3. Motion from the Ad hoc Committee on Graduate Studies (Michael Harris Chair, with Brenda Boetel, Joseph Gathman, Mark Gillen, Karen Klyczek, Darryl Miller, David Rainville, and Michael Miller) to adopt the following proposal, and to authorize the Vice Chair to include it in Chapter III of the Handbook, Section four and renumber/reletter as needed.

1. that the Graduate Studies Administrator (see accompanying suggested position description) chair the Graduate Council. The Graduate Studies Administrator should be a member of the Deans Council at a level parallel to a Dean.

2. that the Graduate Council become an administrative committee parallel to the College Executive/Chairs Committees that currently exist on campus. Membership should consist of the Graduate Program Directors or their designees.

3. that the Faculty Senate develop a Graduate Studies Curriculum Committee for the purpose of:

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

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

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

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

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

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

4. Motion from the Faculty Welfare and Personnel Policy (David Rainville Chair) that the Instrument below (Student Rating of Teaching Effectiveness) is to be administered to assess teaching effectiveness for all courses (traditional classroom and online courses) as required. The instrument is to be administered online via Qualtrex or other electronic means (not in the classroom) with the results to be collected and disseminated as the current instrument is (Survey Research Center). This motion is to be effective in the fall 2012-2013 semester, and will be reviewed by the Faculty Welfare and Personnel Policy Committee no later than
spring 2014. The Vice Chair is authorized to place this instrument into Chapter III, section 4 of the *Handbook*, and renumber/reletter as needed.

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

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

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

Academic Programs and Policy Committee
- Faculty At-Large: Kurt Leichtle
- Faculty At-Large: Reza Raghozar
- Faculty At-Large: Anthony Varghese

Academic Standards
- Faculty At-Large: Bob Coffman
- Faculty at-Large: Kevin McLaughlin

Advising Committee
- Faculty CAFES: David Trechter
- Faculty CAS: David Furniss

Affirmative Action Advisory Committee (If possible, one faculty member should hold rank of instructor)
- Faculty At-Large:
- Faculty At-Large:
- Faculty At-Large:

Assessment Committee
- Faculty CAS: No volunteer
- Faculty CEPS: No volunteer
- Faculty CEPS: No volunteer
- Faculty 4th: Heidi Southworth

Athletic Committee
- Faculty, Female: Debra Allyn

Calendar Committee
- Faculty CAFES: Ian Williams

Disability Advisory Committee
- Faculty At-Large: Kathleen Hunzer
- Faculty At-Large: Logan Kelly

Diversity and Inclusivity Committee
- Faculty At-Large: Rhonda Petree
- Faculty At-Large: Jorge Bonilla

External Relations Committee (Must include at least one faculty member from each college and 4th)
- Faculty At-Large: George Dierberger
- Faculty At-Large: Pascal Ngoboka
- Faculty At-Large: Imtiaz Moosa
- Faculty At-Large: Kris Hiney

Faculty Hearing, Grievance, and Appeals Committee (Must include at least one faculty member from each college and 4th, and should if possible include one representative from every tenured track)
- Faculty At-Large: Hamid Tabesh
- Faculty At-Large: Geoff Scheurmann
- Faculty At-Large: Suzy Rogers

Faculty Compensation Committee (One from each rank)
- Faculty At-Large: Brenda Boetel (Assoc. Prof)
- Faculty At-Large: Brad Mogen (Prof)

Faculty Welfare and Personnel Policies Committee (One form each rank)
- Faculty At-Large (NEED an Assoc. Professor but had no volunteer with this rank
- Faculty At-Large: Magdalena Pala (Professor)
- 2 Students

General Education and University Requirements Committee
- Faculty CAS: Lisa Kroutil
- Faculty CBE: Dawn Hukai

Learning Resources Committee
- Faculty: Stacey Stoffregen
- Faculty: Rhonda Petree
- Faculty: Sandy Ellis

Recruitment, Admissions and Retention Committee (One from each rank)
- Faculty At-Large: Sean Dooley, CAS (Assoc. Prof)
- Faculty At-Large: Todd Hubbs, CAFES (Assist. Prof)
Technology Council
- Faculty CAS: Andris Straumanis
- Faculty CEPS: No volunteer

Technology Services Committee
- Faculty At-Large, Mialisa Moline

University Web Committee
- Faculty At-Large CEPS: Ogden Rogers

University Curriculum Committee (One faculty member from each college)
- Faculty at-Large: Alexandru Tupan
- Faculty at-Large: Daniel Linwick

Chancellor’s Award Committee for Academic Staff
- Maureen Olle-Lajoi (4th) – 2012-13

Chancellor’s Award Committee for Students (all terms are 2012-13)
- CAFES: Veronica Justen
- CBE: Marina Onken
- CAS: Jennifer Willis-Rivera
- CEPS: Mary Janicke

Experience China
- Kris Tjornehoj, 2012-13
- Brad Mogen, 2012-14
- Cheng-chen Huang, 2012-15
- Brenda Wright, 2012-15
- Geoff Scheurman, 2012-14
- THERE WERE 5 more faculty on this last year, but no more volunteers

Facilities Development
- Darryl Miller
- Joel Peterson

Wisconsin in Scotland Advisory Council
- Brian Huffman

6. Motion from the Faculty Welfare and Personnel Policies Committee (David Rainville, Chair) to approve an administrator evaluation form, and to authorize the Vice Chair to include it in Chapter III of the Handbook, Section four and renumber/reletter as needed.

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

PURPOSE:
The procedures shall:

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

PROCEDURES

1. The faculty (defined as faculty and academic staff, excluding limited appointees) in cooperation with the Office of the Chancellor of UWR F and in consultation with the appropriate appointing office participates in periodic review of the Chancellor, the Provost, the Vice Chancellor of Administration and Finance, the deans of the colleges, and all limited appointees.
2. A six-member committee (Administrative Feedback Committee or AFC) will be annually elected with one member from each college, one member at large from either college and one member from the academic staff. Staggered three years terms are recommended. The function of the committee will be the coordination/administration of the faculty review of administrators.
3. The Chancellor, the Provost, the Vice Chancellor of Administration and Finance, the deans, assistant deans, associate deans of the four colleges, and all limited appointees will be evaluated by their constituent faculties (as defined by AFC) in their third year of service and every three years thereafter by their constituent faculties.
4. The AFC assumes responsibility for the design and approval of an evaluation procedure. This procedure will be developed in consultation with the administrator, the appropriate appointing officer, and a faculty member (to be designated by the administrator to be evaluated and approved by the AFC) from the constituent faculty who will be participating in the review. The faculty member who is designated by the administrator and approved by the AFC will receive the final report of the review. The procedure for review should include minimally, a questionnaire in which faculty are asked to comment on and indicate their level of satisfaction with the administrator’s performance. The questionnaire is to be distributed to all constituent faculty members and collected before the end of the first semester of the third, sixth, ninth, etc. years. Sample questionnaire will be made available for review from the administrative assistant of the Faculty Senate.
5. Members of the AFC, with the help of the administrative assistant of the Faculty Senate will use the completed review materials (i.e., questionnaires and any other data or information solicited from the faculty by the AFC) to compile a preliminary report which summarizes the results. The report will include the number and percentage of faculty reporting.
6. The AFC’s preliminary report of the review will be distributed to the administrator(s) being evaluated. The administrator(s) shall have fifteen (15) working days within which to review and respond to the committee’s report. The AFC shall have ten (10) working days to examine and response received from the administrator(s) being reviewed and to make additions or corrections to its final report.

7. The AFC will distribute its final report to the administrative assistant to the Faculty Senate (electronically) who will distribute it (electronically via Qualtrex (or any successor survey tool) such that it may not be copied) to the administrator(s) being evaluated, the appointing officer, the faculty member designated by the administrator(s) being evaluated and approved by the AFC, and to the department chairs within an administrator’s unit. In the case of the Chancellor, Provost, and Vice Chancellor of Administration and Finance, the faculty group receiving the final report will be entire Faculty Senate. All copies distributed shall not be duplicated, and must be clearly marked as confidential and do not duplicate. Faculty from the college or unit are encouraged to contact either their department chair or a Faculty Senator to review the AFC’s final report. Additionally a copy of the report shall be placed into the personnel file of the individual reviewed.

8. It would be appropriate that the appointing officer of the individual(s) being reviewed shall inform the AFC no later than twenty-eight (28) calendar days after receipt of the final report of the review of any and all actions that have been taken, or are planned, in response to the report.

9. The AFC shall forward its final report of its activities to the Secretary of Faculty Senate along with a summary of any known actions that have been taken, or are planned, in response to the report, prior to the first meeting of the Faculty Senate in the following academic year.

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

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

- Title did not accurately reflect the content of the policy. There are other policies that handle "Other Academic Matters".
- Questions or complaints involving sexual or racial discrimination or harassment are handled in a separate policy and should not be referenced in this policy.
- Currently there is no faculty review of a student's complaint. The change to include a sub-committee of the Academic Standards Committee fulfills this void.
- Student's should not be limited to bringing just one member of the University Community to process meetings. For example, a student may want to include another student and/or a parent(s) and/or legal counsel. Individuals should be able to be University or non-university members.

If passed by Faculty Senate, the policy should be implemented beginning Summer 2012 and replace the current 8.2.18 policy statement in the Handbook.
CURRENT
8.2.18 Student Appeal of Grades or Other Academic Matters

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

CURRENT WITH EDITS IN – TO SEE WHERE CHANGES ARE MADE
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Proposed revision would read:
8.2.18 Student Appeal of Grades

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

Problems arising from clerical error or other problems not related to equity in grades are to be handled through the College Dean's office. Information and other particulars concerning the grading system can be found in the current University Catalog. The faculty member may not change a student's grade after it has been recorded in the Registrar's Office except in the event of an error, which must be reported on a form supplied by the Registrar's Office. The form must contain a written explanation of the error and must be signed by a Dean.

Miscellaneous Business

Adjournment