Minutes of the UWRF Faculty Senate Executive Committee Meeting for January 11, 2012

Present: Wesley Chapin (Chair; CAS); Marshall Toman (Vice Chair; CAS); Todd A. Savage (Secretary; CEPS)

Absent: Dennis Cooper (At-Large; CAFES); Hossein Najafi (At-Large; CBE)

Agenda – January 11, 2012

The 2011-2012 UWRF Faculty Senate Executive Committee met on Wednesday, January 11, 2012 from 1:05 p.m. to 1:40 p.m. in 353 Kleinpell Fine Arts Building.

Call to Order and Approval of Minutes

1. Call to order

   The meeting was called to order by Wes Chapin (Chair) at 1:05 p.m.

2. Approval of the minutes from the December 19, 2011 meeting of the Faculty Senate Executive Committee

   The approval of the minutes of the December 19, 2011 Faculty Senate Executive Committee meeting occurred by consensus of the Committee.

Reports

Chair’s Report (Wes Chapin, CAS)

Wes stated that most of what he would report on is contained in this agenda, thus, Wes did not provide an official report.

Vice Chair’s Report (Marshall Toman, CAS)

Marshall indicated he has been waiting for the online calendar to be populated with our spring course schedules and from what he has gathered, it probably will not occur automatically. This circumstance should be reported to the rest of campus. Additionally

Unfinished Business

1. Committee Appointments

   - Technology Council (CEPS)
   - Program and Audit Review Committee (CEPS)
   - International Programs Committee (CEPS)
   - Ad hoc committee on Graduate Studies (three at large faculty, three faculty with graduate faculty status with experience on the Graduate Council, and a faculty chair), volunteers: Logan Kelly (CBE), Joe O’Kroy (CEPS), Mark Gillen (CEPS), Michael Harris (CEPS), Joseph Gathman (CAS), Tim Buttles (CAFES)
• Gay Ward (CEPS) will serve as a one-semester (i.e., spring 2012) replacement for Margaret Phinney (CEPS) on the ad hoc Experience China committee, as Margaret is retiring January 2012.

This item will appear of the agenda for the January 17, 2012 meeting of the Faculty Senate.

2. Motion from the ad hoc Committee on Veterans Recognition (Sandy Ellis, Chair) that the following language be placed into the Faculty and Academic Staff Handbook in Chapter 3, section 4 (the Vice Chair will title and renumber appropriately). This motion will take effect ??? (note: need information from Academic Standards regarding this proposal-they will continue work on this in early spring).

“Veterans graduating from the UWRF should be recognized with red, white, and blue tassels attached to their caps at commencement. Eligibility for the red, white, and blue tassels would include any graduating student currently serving in the military, having served in the military, or who has received a ROTC commission.”

This item may appear of the agenda for the January 17, 2012 meeting of the Faculty Senate.

New Business
1. Motion from the Advising Committee (Kiril Petkov, Chair) and Faculty Welfare and Personnel Policies Committee (David Rainville, Chair) to amend the Faculty and Academic Staff Handbook.

December 19, 2011

TO: Wesley Chapin, Chair, Faculty Senate

FROM: David Rainville, Chair, Faculty Welfare and Personnel Policies Committee

CC: Kiril Petkov and Magdalena Pala

RE: Changes to Faculty and Academic Staff Handbook

The Faculty Welfare and Personnel Policies Committee proposes the following changes to Chapters 4 and 8 as they pertain to the definition of advising and the responsibilities of advisors and advisees. The proposed changes were approved unanimously at the December 16, 2011 meeting of FWPP. Please note that there are changes from what was sent to FWPP from the Advising Committee.

The changes from the current language in the Handbook appears in bold print, and is also accompanies with the current language that it is to replace.

To FH 8.7
Adding a one-sentence, new opening paragraph:
Advising is a process by which faculty and designated persons assist students in successfully navigating the course options and requirements that lead to the attainment of their academic career goals.

To FH 8.7, first line:
Delete “or counseling”

Faculty responsibility: A major part of the teaching responsibility is in the advising or counseling of students the faculty has in class or those assigned as advisees. For that purpose, each faculty member should be available at specific times. Early in the semester, faculty members should post near their offices and send to the Dean of the College a schedule of those hours during which they are available for consultation with students. The hours listed should be in sufficient number and varied during the days so that any student has an opportunity for consultation.

To FH 8.7.3:
Delete old text, immediately below:
8.7.3 Advisor/Advisee Agreement [FS 97/98 #27]
Advisors should hand the following document to their advisees when this relationship is established. The document informs students what is expected of them and what they can expect from their advisor.

Replace with:
At the initial meeting of an advisor and an advisee, the advisor should make the advisee aware of an advisor’s responsibilities and those of the advisee as stated in 8.7.3.1 and 8.7.3.2 (below).

To FH 8.7.3.1 & 8.7.3.2
Delete old text, immediately below
8.7.3.1 Responsibilities of Advisors in the Advising Process
The advisor's responsibility is to:
1. Meet with new advisees in order to become familiar with their educational and career objectives.
2. Meet with advisees at least once each semester to develop a plan of studies, help interpret catalog statements regarding requirements, schedule courses, and evaluate progress toward meeting academic and career goals.
3. Read advisees' grade reports and keep files with all pertinent information sent by the Registrar (uniform standards of confidentiality and security regarding files must be maintained).
4. Direct advisees experiencing academic difficulties to appropriate sources of assistance.
5. Encourage advisees to obtain information about extracurricular on-campus activities, organizations, internships, scholarships, as well as career opportunities and graduate programs.

8.7.3.2 Responsibilities of Students in the Advising Process
The student's responsibility is to:
1. Become familiar with General Education, graduation and program requirements and monitor progress toward fulfillment of these requirements.
2. Schedule an appointment with his or her advisor in advance of the registration date and come prepared for this meeting with a course schedule and a draft of the next semester's class schedule.
3. Schedule an additional appointment with his or her advisor when in academic difficulty, before declaring a major or before withdrawing from the University.
4. Seek his or her advisor's assistance with academic decisions rather than expecting advisors to make these decisions. The student must accept responsibility for the decisions that he or she (the student) makes.
5. Seek information about on-campus activities related to his or her major (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and graduate programs.

Replace with:

8.7.3.1 Responsibility of Advisors in the Advising Process
The advisor’s responsibility is to:
1. Meet with advisees at least once each semester, review their Degree Progress Reports with them, make them aware of their progress at that point in their academic career, acquaint them with any new information and options, and help them interpret requirements and schedule courses.
2. Keep files with all pertinent information (uniform standards of confidentiality and security regarding files must be maintained).
3. If necessary, direct advisees experiencing academic difficulties and having specific issues to appropriate sources of assistance.
4. Encourage advisees to obtain information about extracurricular on- and off-campus activities, organizations, internships, scholarships, as well as about career opportunities and graduate programs.

8.7.3.2 Responsibility of Students in the Advising Process
The students’ responsibility is to:
1. Become familiar with General Education, graduation, and program requirements and monitor their progress toward fulfillment of these requirements.
2. Meet with advisor in advance of each semester’s registration date and come prepared for the meeting with a tentative course schedule.
3. In special cases, such as academic difficulty, declaring a (new) major or minor, withdrawing from the university, etc., schedule an additional appointment with the advisor.
4. Seek advisor assistance with academic decisions rather than expecting the advisor to make the decisions. Students must accept responsibility for the decisions made by them.
5. Seek information about on-campus activities related to their major (clubs, teams, organizations) as well as internships, scholarships, graduate programs, and other career opportunities.

To FH 4.3.2.1 (c1):
Delete “advising” in second paragraph.

(c1) Effectiveness in teaching. This section is to apply to any academic unit (department) faculty member whose appointment normally involves a teaching component. Each academic unit (department) will draw up in writing a set of teaching expectations to be used as a guideline for all of its teaching staff in carrying out their teaching duties.

Teaching expectations shall include, but not be limited to, classroom teaching and its ancillary activities such as advising, testing, professional consultations with students on class progress and with colleagues on curriculum revision and development, class preparation and syllabus writing, and maintaining familiarity with technology. These activities and their relative importance are to be clearly defined in departmental guidelines. The teaching effectiveness criteria for faculty also shall be used to evaluate academic staff with teaching appointments.

The most important performance criterion will be effectiveness in teaching. Effectiveness in teaching will be assessed through peer evaluations, student evaluations, the faculty member’s teaching portfolio, and any other appropriate means of evaluation as approved by a majority of the academic unit’s (department’s) teaching staff.

To FH 4.3.2.1. (c3):
Add to “contributions … include but are not limited to” “if assigned as advisor, perform duties as outlined in 8.7.3.1).

a. (c3) Contributions. Significant contributions at the departmental, College, University, community, state, national, or international level in categories other than those identified above. Such activities include, but are not limited to, advising campus organizations; participating in faculty governance; sharing professional expertise with government, business or private non-profit entities; participation in non-academic local, regional, national, and international organizations whose aims parallel the professional interests of the faculty.

To FH 4.4.4.5.3. (c):
Add “student advising”

University Service and Outreach: may include committee participation and leadership (department, college, University), student club advising, and extension and outreach responsibilities.

This item will be on the agenda for the January 17, 2012 meeting of the Faculty Senate.
2. Motion from the Calendar Committee (Karl Peterson, Chair) to approve a summer session schedule for 2012

Summer Session 2012 DRAFT – Updated 12-22-2011

Information to Know:
- The session names reflect the week of summer (1 to 14) and the length of the session in weeks (1, 2, 3, 4, 7 or 14). For example, Session Name 1-4 refers to a session that starts week one and runs for four weeks. It starts on Monday, May 21, and ends on Sunday, June 17.
- Be aware that sessions 2-1 and 7-1 are one-week sessions that contain a University holiday. Monday, May 28, 2012 and Wednesday July 4, 2012 are University holidays.
- One-week courses must meet on the first day of the session.
- Courses longer than one week in length must meet during the first week of the session, but do not need to meet on the first day of the session. Courses do not need to run the entire session. For example, if a course is five weeks long, it could be offered in Term 1-7. In that case, it needs to start the week of Monday, May 21, but would end the week of June 18 (after five weeks).
- Grades will be due no later than 3:00pm on the seventh business day following the last day of the session.
- Courses should be scheduled into a session that matches the desired course length. If no session matches the desired course length, then a session of the nearest longer length should be chosen.
  - Courses of 12-14 weeks go in session 1-14.
  - Courses of 9-10 weeks go in sessions 1-10 or 3-10.
  - Courses of 8 weeks go in sessions 1-8, 3-10 or 5-8
  - Courses of 5-7 weeks go in sessions 1-7, 4-7 or 7-7
  - Courses of 4 weeks go in sessions 1-4, 5-4 or 9-4.
  - Courses of 3 weeks go in sessions 1-4, 4-3, 5-4, 7-3, 9-4 or 10-3
  - Courses of 2 weeks go in sessions 1-2, 3-2, 5-2, 7-2, 9-2 or 11-2
  - Courses of 1 week go in sessions 1-1, 2-1, 3-1, 4-1, 5-1, 6-1, 7-1, 8-1, 9-1, 10-1, 11-1, 12-1, 13-1 or 14-1.

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Some version of this item will be on the agenda for the January 17, 2012 meeting of the Faculty Senate (the Calendar Committee is addressing some tweaks that need to be made to this proposed calendar).

3. Motion from the Executive Committee (Wes Chapin, Chair) to approve the draft Strategic Planning Initiatives (material to be provided before the Senate meeting)

   This item will be on the agenda for the January 17, 2012 meeting of the Faculty Senate.

4. Other motions from other Faculty Senate committees

**Miscellaneous New Business**

1. Motion to amend a motion previously approved (i.e., FS Motion #75 – Textbook Services) motion. Specifically, the Faculty Senate will be asked to consider the following language be attached to FS Motion #75:

   “The existing university-based textbook rental system will continue to be used for at least five years, and a review of this practice will occur in year five of that five-year period. Also, the administration and Faculty Senate can jointly agree to review prior to that time.”

   This item will appear on the agenda for the January 17, 2012 meeting of the Faculty Senate.

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2. Motion to approve the recent nominations of David Rainville (CAS) and Kurt Leichtle (CAS) to ad hoc UW-System committees

   This item will appear on the agenda for the January 17, 2012 meeting of the Faculty Senate.

Adjournment

   Adjournment of the Faculty Senate Executive Committee meeting occurred by consensus of the committee. The meeting was adjourned at 1:40 p.m.