Minutes of the UWRF Faculty Senate Executive Committee Meeting for January 25, 2012

Present: Marshall Toman (Chair; CAS); Todd A. Savage (Secretary; CEPS); Dennis Cooper (At-Large; CAFES); Hossein Najafi (At-Large; CBE); Patricia Berg (CAS)

Agenda – January 25, 2012

The 2011-2012 UWRF Faculty Senate Executive Committee met on Wednesday, January 23, 2012 from 2:06 p.m. to 3:25 p.m. in the History Seminar Room in Kleinpell Fine Arts Building.

Call to Order and Approval of Minutes
1. Call to order

   The meeting was called to order by Marshall Toman (Chair) at 2:06 p.m.

2. Approval of the minutes from the January 11, 2012 meeting of the Faculty Senate Executive Committee

   The approval of the minutes of the January 11, 2012 Faculty Senate Executive Committee meeting occurred by consensus of the Committee.

Reports
Chair’s Report (Marshall Toman, CAS)
A new student organization, SALSA, has been formed and approved by the university. The emphasis of the organization has to do with sustainability and agriculture.

Other Reports
No other reports were presented at today’s meeting.

Unfinished Business
1. Committee Appointments
   - Technology Council (CEPS)
   - Program and Audit Review Committee (CEPS)
   - International Programs Committee (CEPS)
     1. Gay Ward is being recommended to serve out Margaret Phinney’s term (spring 2012 through the end of spring 2013)

   The faculty member listed above is being recommended to serve on this committee and her name will be forwarded to the Faculty Senate for its approval at its February 1, 2012.
• **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)
  
  1. **Brenda Boetel** (CAFES); **Tim Buttiles** (CAFES); **Bob Coffman** (CAS); **Ken Ecker** (CEPS); **Joe Gathman** (CAS); **Mark Gillen** (CEPS); **Mike Harris** (CEPS; Chair); **Logan Kelly** (CBE); **Karen Klyczek** (CAS); **Darryl Miller** (CBE); **Joe O’Kroy** (CEPS); **David Rainville** (CAS)

  *The faculty members listed in bold above are being recommended to serve on this ad hoc committee and their names will be forwarded to the Faculty Senate for its approval at its February 1, 2012.*

  2. 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*. (Note: The minutes from the January 11, 2012 meeting of the Faculty Senate Executive Committee indicated this item would appear on the agenda of the January 17, 2012 meeting of the Faculty Senate; it was not on that agenda).

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. (e):
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 February 1, 2012 meeting of the Faculty Senate.

3. Motion from the ad hoc Committee on Veterans Recognition (Sandy Ellis, Chair) that the following language be placed into the UWRF Faculty and Academic Staff Handbook in Chapter 3, section 4 (the Vice Chair will title and renumber appropriately). This motion will take effect at a time to be determined. [Note: Need information from the Academic Standards Committee (Terry Ferriss, Chair) 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.”

An e-mail message has been sent to the Academic Standards Committee (Terry Ferriss, Chair) for clarification on the status of this potential motion. This item will not appear on the agenda for the February 1, 2012 meeting of the Faculty Senate.

New Business
No new business was addressed at today’s meeting.

Miscellaneous New Business

1. Pat Berg (CAS) has resigned as parliamentarian and the Faculty Senate Executive Committee is recommending that James Graham (CAFES) be appointed to serve in this regard for the remainder of the current academic year.

   This recommended appointment will be on the agenda for the February 1, 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 3:25 p.m.