DRAFT – 6/14/2011

Minutes of the UWRF Faculty Senate for June 14, 2011, Volume 36, Number 2

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<th>Representation</th>
<th>Term Expires 2012</th>
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<th>Term Expires 2014</th>
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<td><strong>CAFES</strong></td>
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<td>Michael Middleton</td>
<td>Ian Williams</td>
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<td><strong>CAS</strong></td>
<td>David Rainville</td>
<td>James Madsen*</td>
<td>Patricia Berg</td>
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<td>(Eileen Korenic)</td>
<td>Larry Harred*</td>
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<td>Brad Mogen</td>
<td>Kris Butler*</td>
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<td><strong>CEPS</strong></td>
<td>Todd A. Savage</td>
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<td>Donald Stovall</td>
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<td><strong>CBE</strong></td>
<td>Hossein Najafi</td>
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<td><strong>4th Division</strong></td>
<td>Barbara Stinson</td>
<td>Kristie Feist*</td>
<td>Thomas Pedersen</td>
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<td>Ashley Olson*</td>
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<td><strong>At-Large</strong></td>
<td>Dawn Hukai</td>
<td>Wes Chapin</td>
<td>Dennis Cooper</td>
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<td>Robyne Tiedeman*</td>
<td>Stephen Reed</td>
<td>Jane Harred*</td>
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<td>(John Heppen)</td>
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<td>(Coni Gehler)</td>
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<td>Marshall Toman</td>
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<td><strong>Chancellor's</strong></td>
<td>Fernando Delgado*</td>
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<tr>
<td><strong>Designee</strong></td>
<td>(Michael Miller)</td>
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* Absent
() Substitute

Agenda, June 14, 2011

Call to Order: The meeting was called to order at 3:30 p.m., 129 Wyman Education Building

1. Seating of Substitutes
   Michael Miller for Fernando Delgado
   Coni Gehler for Jane Harred
   Eileen Korenic for James Madsen
   John Heppen for Robyne Tiedeman
The seating of the substitutes was approved by consensus of the Faculty Senate.

2. Approval of both sets of minutes from the May 4, 2011 meetings of the Faculty Senate

A motion to approve both sets of minutes from the May 4, 2011 meetings of the Faculty Senate was made by David Rainville; it was seconded by Barbara Stinson. The motion passed by consensus of the Faculty Senate.

Reports:
Chair’s Report (Wes Chapin, CAS)

Basic Processes:
- The annual edition of the UWRF Faculty and Academic Staff Handbook will be updated to include recently passed motions in preparation for its scheduled August implementation.
- The Senate Website will likely be converted over the summer to the new template being used by UWRF.
- The Executive Committee will present a list of committee charges for the next Senate meeting. The goal is to create a comprehensive list of activities so the Senate and campus community have the opportunity to learn about the main initiatives undertaken by shared governance. If you have suggestions, please, send them to the Chair for possible inclusion.

Senate Motions:
- The Senate passed resolution 2010-2011/07 regarding the textbook rental program. The Chancellor indicated that there would be no privatization of the textbook rental service for the upcoming academic year. It is not clear what will occur for the 2012-13 year but we will ask our Learning Resources Committee to monitor the situation.
- The Senate passed motion 2010-2011/57 requesting a one-time $200,000 pool for equity adjustments. This motion was vetoed by the Chancellor, who indicated the budget uncertainties facing the UWRF was his primary concern.
- All other recent motions have been signed with the exception of motion 2010-2011/59 requesting a revision of the equity-pool criteria. That motion is on the Chancellor’s desk, and I would expect a decision soon.

Senate Appointments:
- Multiple solicitations were sent by the former and current Senate leadership. Approximately 20-25 percent of tenure-track faculty and academic staff volunteered for a position (or were already on a committee). In most cases, there was one volunteer to serve as a committee chair. The exceptions were Academic Programs and Policy, where we had three volunteers, and General Education, also three possibilities. In both cases, most of the extra “volunteers” were willing only if someone else could not be identified to serve as chair.
- The form you see is a work in progress. It will require updating and revision as we identify additional committees, and so on.
- There are still open slots: Calendar Committee, Fourth Division (1), General Education, CEPS (1), Information and Instructional Technology Council, CAS
(1), CEPS (1), Instructional and Learning Technologies Committee, CEPS (1), Institutional Competition Committee, At-large (2), Academic and Non-Academic Staff Council’s Misconduct Appeals Hearing Committee, Academic Staff (1-nomination from ASC), At-Large (2). There may be others, as we learn about staffing changes, and identify new openings.

Budget:

- The Wisconsin Legislature might act on the budget as early as today (i.e., June 14, 2011), although action is more likely later this week. It appears the Madison spin-off will not occur, but UWRF will be subject to the same or greater budget cuts as proposed in spring.
- The request to explore the removal of Supplemental Health Insurance Conversion Credit Program is not included in the budget, as a memo from Cynthia Archer, Deputy Secretary, shows. All faculty members should have received this memo in an email from Donna Robole.
- The Republic leadership has passed a motion to remove WiscNet. This was first brought to the attention of the Executive Committee by Michele McKnelly (Thank you!), and we responded by writing a resolution and sending it to our elected officials and media outlets. This resolution was used as a model by UW-Milwaukee, and was put onto the agenda for possible discussion and Senate approval.
- It appears that the spinoff of Madison is dead. If that is correct, it also appears that the UW-System will reappropriate the budget cuts and comprehensive institutions, such as UWRF, will have larger, longer-term, permanent base-budget reductions. The amount is not certain, but it should be known shortly after the budget is finalized. It is expected this will range from several hundred thousand dollars in additional cuts, up to possibly three-quarters of a million dollars.
- According to Assembly Speaker Jeff Fitzgerald, the removal of collective bargaining rights will be included in the biennial budget, unless the Wisconsin Supreme Court acts very soon to support the bill that was passed previously, repealing rights. The Senate could choose, today, to write a resolution opposing this if it wishes. An easy way to do this would be to reaffirm the Senate’s position in resolution 2010-2011/4.

UW-System:

- President Reilly has asked that governance bodies provide input to the President’s Advisory Committee on Roles of UW System Administration. I received this request a couple of days ago. Essentially, if we, as a governance body, would like to provide input regarding how we believe UW-System should be reorganized, I can send a formal position to System in my capacity as faculty representative. They would like it by June 17, 2011. Individual responses from UW System faculty and staff be submitted through the website or emailed to advisory@uwsa.edu.
- UW Madison Chancellor Biddy Martin just announced she is taking a position as President of Amherst College in MA.
Vice Chair’s Report (Marshall Toman, CAS)

Dawn Hukai, Vice Chair of the 2010-2011 Faculty Senate, has passed on a large number of files to me, for which I am greatly appreciative. These files will help me in my role as Vice Chair of the 2011-2012 Faculty Senate.

Other Reports

Michael Miller (Associate Vice Chancellor for Academic Affairs and Graduate Studies) spoke on behalf of the Academic Programs and Policies Committee (Jim Zimmerman, Chair) regarding pending revisions to the UWRF program prioritization process, which also incorporates the program audit and review process that has been in place on campus.

David Rainville (Faculty Senator) reported to Faculty Senate that collective bargaining planning activities on campus are moving forward despite action taken by the state restricting collective bargaining rights.

Unfinished Business:

No unfinished business was addressed at this meeting.

Consent Agenda:

1. Motion from the Academic Program and Policies Committee (Jim Zimmerman, Chair) to accept the proposed changes to the graduate program in school counseling

2. Motion from the Academic Program and Policies Committee (Jim Zimmerman, Chair) to accept the proposed suspension of the Ethnic Studies minor

3. Motion from the Academic Program and Policies Committee (Jim Zimmerman, Chair) to accept the proposed changes in the Digital Film and Television program

4. Motion from the Academic Program and Policies Committee (Jim Zimmerman, Chair) to accept the proposed changes in the Professional Writing program

5. Motion from the Academic Program and Policies Committee (Jim Zimmerman, Chair) to accept the proposed changes in the Women’s and Gender Studies minor

6. Motion from the Executive Committee (Wes Chapin, Chair) to conduct an independent review of a Non-Tenure Decision (as per 4.4.3.1 of the Handbook).

NOTE: Committee consists of a non-voting chair, and five voting members. The first six members will comprise the committee. There are a couple of individuals who have significant restrictions on their schedule. The additional members are alternates.

   1. Chair, David Rainville (non-voting), UW-River Falls Professor
   2. Michael Eierman, UW-Oshkosh, Professor and Chair of the Information Systems Department; Director, MSIS [eierman@uwosh.edu]
   3. Bruce Lo, UW-Eau Claire, Professor, Management Information Systems Department (only available June 17-30). [LOBW@uwec.edu]
4. Steven Schlough, UW-Stout, Professor and program director of Information and Communication Technologies M.S. (former Senate Chair, must be done by June 24 or after July 5) [SchloughS@uwstout.edu]
5. Brahma Dathan, Metropolitan State University, Chair and Associate Professor, Department of Information and Computer Sciences [Brahma.Dathan@metrostate.edu]
6. Paul Ambrose, UW-Whitewater, Associate Professor in the Department of Information Technology and Business Education, and Co-Director of the Wisconsin Center for IT Services [ambrosep@uw.edu]
7. **Alternate:** David Munro, UW-Whitewater, Associate Professor in the Department of Information Technology and Business Education [munrod@uw.edu]
8. **Alternate:** Thomas Hilton, UW-Eau Claire, Professor and Chair of the Management Information Systems Department [HILTONTS@uwec.edu]
9. **Alternate:** Anthony Keys, UW-Eau Claire, Associate Professor, Department of Information Systems [keysac@uwec.edu]

7. Motion from the Executive Committee (Wes Chapin, Chair) to approve the addition of up to three additional members to the Mission/Vision/Values Taskforce

8. Motion from the Executive Committee (Wes Chapin, Chair) to approve summer, and fall, ad hoc strategic planning task force appointments. These taskforces will expire no later than the end of the 2011-2012 academic year. The Mission/Vision/Values task force faculty appointments are contingent upon their acceptance of the appointments (several are pending).

**Environmental Scan Taskforce**

<table>
<thead>
<tr>
<th>One member of the Strategic Planning Coordinating Group</th>
<th>Glenn Potts (Sponsor)</th>
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<tbody>
<tr>
<td>One Faculty member appointed by Faculty Senate</td>
<td>Marina Onken</td>
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<tr>
<td>One Member appointed by the Chancellor</td>
<td>Fernando Delgado</td>
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<td>One Student appointed by Student Senate</td>
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<tr>
<td>Academic Staff Member appointed by the Chancellor in consultation with the Chair of Academic Staff Council and approved by Faculty Senate</td>
<td>Katrina Larsen</td>
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</table>
| 2-4 members at large to be appointed based on their expertise in the field of strategic planning in general and one of the taskforces in particular. | Andriel Dees
Blake Fry
Debra Allyn |

**SWOT Analysis Taskforce**

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<thead>
<tr>
<th>One member of the Strategic Planning Coordinating Group</th>
<th>Jennifer Borup (Sponsor)</th>
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<tr>
<td>One Faculty member appointed by Faculty Senate</td>
<td>Joy Benson</td>
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<td>One Member appointed by the Chancellor</td>
<td>Brad Caskey</td>
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<td>One Student appointed by Student Senate</td>
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<tr>
<td>Academic Staff Member appointed by the Chancellor in</td>
<td>Melissa Wilson</td>
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consultation with the Chair of Academic Staff Council and approved by Faculty Senate

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<th>2-4 members at large to be appointed based on their expertise in the field of strategic planning in general and one of the taskforces in particular.</th>
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<tr>
<td>Dale Braun</td>
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<td>Molly Van Wagner</td>
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<td>Travis Tubré</td>
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<td>Dave Trechter</td>
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Communication and Events Planning Taskforce

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<tr>
<td>Alice Reilly-Myklebust (Sponsor/Co-Leader)</td>
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<td>Dale Gallenberg</td>
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<th>One Student appointed by Student Senate</th>
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<td>Cara Rubis</td>
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<td>Deb Toftness</td>
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<td>Steve Reed (Project Co-Leader)</td>
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Mission/Vision/Values

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<td>Kimberly Gould</td>
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<td>Gregg Heinselman</td>
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<td>Claire Kilian</td>
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<td>Kristin Tjornehoj</td>
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<tr>
<td>Nan Jordahl</td>
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<td>Tylor Halvorson</td>
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The motions under the Consent Agenda carried by the consensus of Faculty Senate.

First Readings:
1. Motion from the International Programs Committee (Marshall Toman, Chair) to change the IP Committee duties description [as amended by the Executive Committee (i.e., the insertion of the last sentence)] in the UWRF Faculty and Academic Staff Handbook. The proposed change is to add a new duty to the
International Programs Committee, after current item d and re-letter the remaining duties. This change will take effect immediately upon final approval and be incorporated into the 2011-2012 UWRF Faculty and Academic Staff Handbook.

To act as an advisory body to the Director of Global Connections and, to this end and in order to assist in the timely review of Education Abroad courses, to schedule bi-weekly meetings at the beginning of each semester and to appoint a Vice Chair of the committee who, in the absence of the chair, could convene the committee within as expeditious a time as possible. In its advisory capacity, the committee can be convened by the chair, or in the event of the chair’s unavailability, the vice chair, at any regularly scheduled meeting or at a special meeting requested by the Director of Global Connections. Also, in order to assist in its advisory capacity, “Global Connections Advisory Issues” shall be a running agenda item, and the Director of Global Connections can suggest the chair or vice chair invite any visitor to the committee who may have special knowledge in regard to any particular advisory issue. Such decisions shall be reported to the Faculty Senate in a timely manner.

2. Motion from the Faculty Welfare and Personnel Policies Committee (Brad Mogen, Chair) to change the FWPP Committee Description. This change will take effect immediately upon final approval and it will be incorporated into the 2011-2012 UWRF Faculty and Academic Staff Handbook.

EXISTING LANGUAGE

Section M – Faculty Welfare and Personnel Policies Committee
[FS 06/07 #85]
1) Membership: Seven faculty members, with at least one each from the following, provided sufficient volunteers exist: Academic staff and/or the rank of lecturer; assistant professor; associate professor; professor; and two students. The Assistant to the Chancellor for Equity; Compliance; and Affirmative Action; the Provost or Provost’s designee; the Vice Chancellor for Administration and Finance or designee; the Director of Human Resources or designee; and the Special Assistant to the Chancellor are all ex-officio, nonvoting members.

2) Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring.

3) Duties
   a. to develop, continuously evaluate, recommend, and inform the faculty of policies and procedures relating to:
      1) equity and affirmative action
      2) appointments and dismissal (academic year, summer, and extension)
      3) promotions and determination of rank
      4) personnel evaluations and recommendations
      5) tenure
      6) leaves of absence, faculty development leaves, etc.
7) faculty working conditions
   b. to consider and recommend such additional guidelines and/or policies as may be conducive to faculty welfare
   c. to consult with the Executive Council of the Student Senate on items of mutual interest involving 1), 2), 3), and 4) under a. above
   d. to provide to any member of the unclassified staff consultation and advice on the application of the Wisconsin Administrative Code, Chapter UWS 8, Unclassified Staff Code of Ethics
   e. to develop policies and procedures that shall, at a minimum, provide:
      1) standards concerning the use of University facilities and personnel in connection with outside activities
      2) standards concerning absence from regular duties for the purpose of engaging in outside activities
      3) guidelines identifying types or categories of outside activities that may result in a material conflict of interest, and
      4) for such reports of anticipated outside activities as are necessary to insure compliance with UWS 8.04
   f. to develop and monitor the use of an instrument to report outside interests and activities of faculty and academic staff as required under UWS 8.025.

REVISED LANGUAGE

Section M – Faculty Welfare and Personnel Policies Committee
[FS 06/07 #85]
1) Membership: Seven faculty members with at least one each from the following, provided sufficient volunteers exist: academic staff and/or the rank of lecturer, assistant professor, associate professor, professor; and two students. The Assistant to the Chancellor for Equity, Compliance, and Affirmative Action, the Provost or Provost’s designee, the Vice Chancellor for Administration and Finance or designee, the Director of Human Resources or designee, and the Special Assistant to the Chancellor are all ex-officio, nonvoting members.
2) Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring.
3) Duties
   a. to develop, continuously evaluate and recommend (and forward) to Faculty Senate policies and procedures, and equity issues relating to:
      1) appointments
      2) dismissal
      3) promotions and determination of rank
      4) personnel evaluations
5) tenure
6) leaves of absence, faculty development leaves, etc.
7) faculty working conditions

b. to consider and recommend such additional guidelines and/or policies as may be conducive to faculty welfare
c. to consult with the Executive Council of the Student Senate on items of mutual interest involving 1), 2), 3), and 4) under a. above
d. to provide to any member of the unclassified staff consultation and advice on the application of the Wisconsin Administrative Code, Chapter UWS 8, Unclassified Staff Code of Ethics
e. to develop policies and procedures that shall, at a minimum, provide:

1) standards concerning the use of University facilities and personnel in connection with outside activities
2) standards concerning absence from regular duties for the purpose of engaging in outside activities
3) guidelines identifying types or categories of outside activities that may result in a material conflict of interest, and
4) for such reports of anticipated outside activities as are necessary to insure compliance with UWS 8.04 to develop and monitor the use of an instrument to report outside interests and activities of faculty and academic staff as required under UWS 8.025.

3. Motion from the Executive Committee (Wes Chapin, Chair) to add new language to the Preface of the Faculty and Academic Staff Handbook’s as outlined below. This change will take effect immediately upon final approval and be incorporated into the 2011-2012 Faculty and Academic Staff Handbook:

Insert the following bold language in the preface after Chapter 3, 3.3 Faculty By-Laws

<table>
<thead>
<tr>
<th>Chapter/Section</th>
<th>Initiating Body</th>
<th>Placed onto the Faculty Senate Agenda by</th>
<th>Faculty Senate Readings</th>
<th>Faculty Senate Voting Rule</th>
<th>Chancellor’s Signature</th>
<th>Other Approvals</th>
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<tr>
<td>3.4 Policies, Procedures, Processes, and Guidelines</td>
<td>Any “body” authorized to place items onto the Senate agenda</td>
<td>Any “body” authorized to place items onto the Senate agenda</td>
<td>Contingent upon type of motion</td>
<td>Contingent upon type of motion</td>
<td>Required</td>
<td>Contingent upon type of motion</td>
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4. Motion from the Executive Committee (Wes Chapin) to accept technical corrections to the Tech Council subcommittee memberships as indicated below in bold. This change will take effect immediately upon final approval and be incorporated into the 2011-2012 Faculty and Academic Staff Handbook.

Current:
Section O: I – Instructional and Learning Technology Committee

2. Membership (15 total):
   a. Chair of ILTC (faculty member appointed by Faculty Senate)
   b. Vice-Chair of ILTC (DoTS – CIO Appointment)
   c. CEPS (1) (Faculty Senate Appointment)
   d. CAS (1) (Faculty Senate Appointment)
   e. CAFES (1) (Faculty Senate Appointment)
   f. CBE (1) (Faculty Senate Appointment)
   g. Faculty at-large (2) (Faculty Senate Appointment)

Proposed:
2. Membership (15 total):
   a. Chair of ILTC (faculty member appointed by Faculty Senate annually from the faculty list below: b-g)
   b. Vice-Chair of ILTC (DoTS – CIO Appointment)
   c. CEPS (1) (Faculty Senate Appointment)
   d. CAS (1) (Faculty Senate Appointment)
   e. CAFES (1) (Faculty Senate Appointment)
   f. CBE (1) (Faculty Senate Appointment)
   g. Faculty at-large (3) (Faculty Senate Appointment) [amend to say 3 instead of 2]

Current:
Section O: II – Technology Services Committee

2. Membership (13 total):
   a. Chair of Technology Services Committee ()
   b. Vice-Chair of Technology Services Committee (faculty member appointed by Faculty Senate)
   c. Faculty at-large (2) (Faculty Senate Appointment)

Proposed:
2. Membership (13 total):
   a. Chair of Technology Services Committee (DoTS – CIO Appointment)
   b. Vice-Chair of Technology Services Committee (at-large faculty member appointed by Faculty Senate annually from the faculty below: c)
   c. Faculty at-large (3) (Faculty Senate Appointment) [amend to say 3 instead of 2]

Current:
Section O: III – University Web Committee

1. Purpose: The University Web Committee provides coordination and oversight for all content, applications, and services integrated into the university’s Web site or associated with the Web site. This committee also assures that the policies and procedures regarding the university’s Web site exist, are followed, and are current.

2. Membership (18 total):
   a. Chair of University Web Committee (DoTS – CIO Appointment)
   b. Vice-Chair of University Web Committee (faculty member appointed by Faculty
Proposed:
2. Membership (18 total):
   a. Chair of University Web Committee (DoTS – CIO Appointment)
   b. Vice-Chair of University Web Committee (faculty member appointed by Faculty Senate annually from the faculty list below: c-g)
   c. CEPS (1) (Faculty Senate Appointment)
   d. CAS (1) (Faculty Senate Appointment)
   e. CAFES (1) (Faculty Senate Appointment)
   f. CBE (1) (Faculty Senate Appointment)
   g. Faculty at large (1) (Faculty Senate Appointment)

Re-letter remaining items.

New Business:
1. Resolution from the Executive Committee (Wes Chapin, Chair)
   
   Dennis Cooper made a motion to endorse this resolution per Article VI, Section D, Number 5 of the UWRF Constitution; Marshall Toman seconded this motion. The motion carried unanimously. Wes Chapin (Chair) will forward this resolution to various entities (e.g., media outlets, state representatives, etc.) for their information.

   A Resolution in Support of Wisconsin Taxpayers by Saving Money with WiscNet*

   Whereas, on Friday, June 3, 2011, the Wisconsin Legislature's Joint Committee on Finance passed motion 489 that contained a provision that would eliminate WiscNet as a department or office within the UW-Madison Department of Information Technology and eliminate $1.4 million in funding for WiscNet for 2012-13; and

   Whereas, WiscNet provides vital broadband network access to all public institutions of higher education including the UW System (UW), Wisconsin technical colleges and many private colleges and universities in Wisconsin, 95% of public libraries and 80% of school districts; and

   Whereas, without WiscNet, these institutions would be forced to seek Internet services from private telecommunications providers. All schools and public libraries could see a significant average cost increase greater than the current costs through WiscNet; and

   Whereas, Wisconsin taxpayers benefit from millions of dollars in savings through the services WiscNet provides to these educational institutions; and

   Whereas WiscNet embodies the “Wisconsin Idea” and has fostered collaboration between higher education, K-12 education and public libraries for the past 16 years that will disappear; and
Whereas, motion 489 could undermine the ability of UW faculty members to receive grants and conduct their research; therefore,

Be it resolved that the University of Wisconsin River Falls Faculty Senate request a motion be introduced to delete sections 23-26 of Motion 489 on the floor of the legislature before the budget bill is approved by the legislators and sent to Governor Walker for his signature; and

Be it further resolved, that the University of Wisconsin-River Falls Faculty Senate requests the Wisconsin Legislature restore WiscNet funding so this cost-effective internet service for all Wisconsin institutions of higher education, K-12 schools, and public libraries remains viable.

*Thank you to Michele McKnelly for presenting this resolution for consideration.

A motion to endorse this resolution was made by Dawn Hukai; it was seconded by David Rainville. The motion carried unanimously (17 of 17 voting members present at this point in the meeting).

2. Motion from the Executive Committee (Wes Chapin, Chair) to approve 2011-2012 committee membership and chair appointments as outlined in the associated document accompanying these minutes.

A motion to approve 2011-2012 committee membership and chair appointments was made by Dennis Cooper; it was seconded by Brad Mogen. The motion carried unanimously (17 of 17 voting members present at this point in the meeting).

3. Motion from the Academic Standards Committee (Terry Ferriss, Chair) to accept the proposed revision of 8.2.8 Drop and Add policy as outlined below.

Proposed revision in **8.2.8 Drop and Add Policy**

Forwarded by the 2010-2011 Academic Standards Committee, May 2, 2011.

**Background:** The problem with the current policy is that student’s frequently do not know how they stand academically in classes after the first 6 weeks. Many students find out 7 or 8 weeks into the semester that they are doing poorly in the class and would like the opportunity to drop the class. Currently that requires going through the add/drop process which is technically reserved for use in cases of verifiable, non-academic reasons.

In addition, the number of late drop requests due to students wanting to drop after they get their first grade in a class is significantly large and creates a lot of extra workload and processing for a lot of people.
OLD policy reads:

8.2.8 Drop and Add Policy

Students can drop or add online without a faculty signature during the first seven calendar days of the term (as long as there is space available).

To drop or add a class after the first five days of class, students must obtain a drop-add card from the Office of the Registrar and get their advisor's signature and the instructor's signature on the form. Classes may not be added after the first five days of class except with permission of the instructor and advisor.

Students can drop a class during the first 15 days of the semester without any record on their transcript.

Students can drop a class within 16-30 days with "W" recorded on their transcript.

If a student drops a class after 30 days, it will be considered a late drop and must be approved by the respective Dean's Office.

Only one "W" will be allowed to appear on the transcript of any student in a given class or course.

Proposed NEW POLICY would state:

8.2.8 Drop and Add Policy

Students can drop or add online without a faculty signature during the first 7 calendar days of the term. To drop or add a class after the first 7 calendar days of the term, students must obtain a drop-add card and get their instructor's signature and the advisor's signature on the form. Students can drop a class during the first 15 class days of the semester without any record on their transcript. Students can drop a class within 16-50 class days with "W" recorded on their transcript. Students may initiate a late drop after 50 class days for verifiable, non-academic reasons. A late drop requires the completion of the Late Drop Form, including approval from the Dean’s Office associated with the student’s major. For classes meeting for less than a full term, the drop dates will be prorated accordingly.

A motion to accept a new Drop and Add policy as outlined above was made by Dawn Hukai; it was seconded by Michael Middleton. Marshall Toman then made a motion to amend this proposed policy in the manner below; Pat Berg seconded this motion.

Change from:

“Students may initiate a late drop after 50 class days for verifiable, non-academic reasons.”
**Change to:**

“Students may initiate a late drop after 2/3 of the scheduled course time has elapsed for verifiable, non-academic reasons.”

*Barbara Stinson then moved to have this policy returned to committee for further action; Marshall Toman seconded this motion. This motion carried by consensus of the Faculty Senate.*

4. Motion from the Executive Committee (Wes Chapin, Chair) to include the following in Chapter III of the Faculty and Academic Staff Handbook, and to authorize the Vice Chair of Faculty Senate to renumber the section accordingly, if necessary. This motion will take effect and be included in the 2011-2012 Faculty and Academic Staff Handbook upon final passage. [NOTE: These were the policies used by the Senate at the last Senate election]

Senate Officer Elections:

Nominations shall be taken for each position on the Executive Committee (i.e. those defined in the Constitution). Senators may either nominate themselves, or other senators. Prior to the vote, every candidate will have an opportunity to address the Senate and respond to any questions that might be posed. After all presentations for a specific office are completed, voting shall commence. A majority of the votes cast is necessary for a candidate to be declared the winner. Any ballot that results in a majority shall suffice to elect a winner. However, if no candidate receives a majority after one round, the top two candidates shall be placed onto a new ballot. If, at any stage, there is a tie, it shall be broken by random lot (e.g. coin toss, or other mechanism agreed upon at the time of the election by the candidates involved if more than two candidates are tied).

*A motion to accept the proposed addition to the Faculty and Academic Staff Handbook as outlined above was made by Dennis Cooper; it was seconded by Brad Mogen. The motion carried unanimously (17 of 17 voting members present at this point in the meeting).*

5. Motion from the Executive Committee (Wes Chapin, Chair) to include the following in Chapter III of the Faculty and Academic Staff Handbook, and to authorize the Vice Chair of Faculty Senate to renumber the section accordingly, if necessary. This motion will take effect and be included in the 2011-2012 Faculty and Academic Staff Handbook upon final passage. [NOTE: Policy changes are in bold]

Senate Committee Chair Appointments:

Chair appointments for several committees include reassignment time (Motion 2009-10/36): Academic Policy and Program (0.25 for one semester), Assessment Committee (0.25 for one semester), Faculty Welfare and Personnel Policies Committee (0.25 for one semester), General Education and University Requirements Committee (0.25 for two semesters), Information and Instructional
Technology Council (0.25 for one semester), and University Curriculum Committee (0.25 for two semesters). Appointments to these assignments will be made near the end of the fall semester preceding the appointment year, or as soon as practical in spring semester, to allow departments to modify course schedules and/or hire replacements appropriately.

A motion to accept the changes to the Senate Committee Chair Appointments policy as outlined above was made by Ian Williams; it was seconded by John Heppen. The motion carried (15 yeas; 0 nays; 1 abstention of voting members present at this point in the meeting).

6. Motion from the International Programs Committee (Marshall Toman, Chair) to insert the following language in Chapter 3, Section 4 of the UWRF Faculty and Academic Staff Handbook. This change will take effect and be included in the 2011-2012 Faculty and Academic Staff Handbook upon final passage.

General policy: Education abroad leaders should be active tenure-line faculty. Junior faculty members should be encouraged to develop new education abroad courses or take over existing programs. Retirees should be considered only if their courses meet UWRF’s strategic needs, and there is no alternative.

A motion to accept the changes to Chapter 3, Section 4 of the Faculty and Academic Staff Handbook as outlined above was made by Dennis Cooper; it was seconded by Brad Mogen. Marshall Toman then moved to amend the motion as outlined below; Barbara Stinson seconded this motion.

Change from:

“Education abroad leaders should be active tenure-line faculty.”

Change to:

“It is preferable that education abroad leaders be active tenure-line faculty members.”

The motion carried unanimously (16 of 16 voting members present at this point in the meeting).

Dennis Cooper then made a motion to amend the policy as indicated below; Ian Williams seconded this motion. The motion carried unanimously (16 of 16 voting members present at this point in the meeting).

Change from:

“Junior faculty members should be encouraged to develop new education abroad courses or take over existing programs.”

and

“Retirees should be considered only if their courses meet UWRF’s strategic needs, and there is no alternative.”
**Change to:**

“Junior faculty members are encouraged to develop new education abroad courses or take over existing programs.”

and

“Retirees will be considered only if their courses meet UWRF’s strategic needs, and there is no alternative.”

**Faculty Senate then returned to the original motion as amended through both processes above. The motion carried unanimously (16 of 16 voting members present at this point in the meeting).**

7. Motion from the Faculty Welfare and Personnel Policies Committee (Brad Mogen, Chair) to include in the UWRF Faculty and Academic Staff Handbook 4.3.2.1 d: “Time on Campus Expectations.” This motion will take effect and be included in the 2011-2012 Faculty and Academic Staff Handbook upon final passage.

**From FWPP Committee: General background information that helped guide our recommendation (informational only, not to be part of the final motion):**

To: David Rainville, Chair, Faculty Senate
From: Brad Mogen, Chair, Faculty Welfare and Personnel Policies Committee (FWPP)
Cc: Kris Hiney
Date: March 26th, 2009

Re: Motion to include in the Faculty Handbook 4.3.2.1 d: Time on Campus Expectations

David,

The Faculty Welfare and Personnel Policies Committee has discussed the issues surrounding the expectations of faculty for maintaining a physical presence on campus. This discussion was initiated because of the vagueness of the Faculty Handbook on the subject, the apparent discrepancies in requirements between departments/colleges, and the confusion it generates during retention votes when there are no established guidelines and this then becomes a matter of “individual interpretation”. It is particularly important that we address this issue in the age of high speed internet which allows faculty and staff to do much of their work remotely and to support the Strategic Planning Goal 2: Model Sustainability Principles. Also, please note there is no linkage between this policy and the 40 hour workweek policy established only for the reporting and monitoring of sick leave.

In order to help clarify these problems, FWPP is forwarding a motion for language to be inserted into the Faculty Handbook and suggest it be inserted as: 4.3.2.1 d. Time on Campus
Among the characteristics of college teaching are the following:

1. College teaching is for the most part self-directed and independent, with most class preparation, writing, reading, note preparation, exam preparation, homework correction, exam correction, etc. done by the instructor working alone.

2. College teaching involves considerable time and place flexibility, with much of the work mentioned above not tied to any particular place or time constraints.

3. College instructors are generally highly educated professionals within their disciplines, able to exercise considerable autonomy in the completion of their duties.

4. College instructors carry much of the responsibility and accountability for the effective completion of their work alone and with little, if any, supervision; therefore, it is only fitting that they exercise commensurate authority over how, where, and when they actually perform the work they are responsible and accountable for.

5. College instructors, as a profession, have generally and traditionally enjoyed considerable autonomy in setting their own work schedules and choosing where to perform their work outside the classroom.

It is recognized that effective college teaching also entails the following obligations:

1. To work full-time, at least 40 hours per week, to accomplish all duties and responsibilities of college teaching.

2. To meet faithfully with assigned classes.

3. To be available to students for assistance outside the classroom.

4. To advise students assigned to them on a timely and reliable basis.

5. To meet with colleagues to conduct departmental business.

6. To meet with colleagues to perform governance and service duties for their college and University.

*Time on-campus expectations must be reasonably consistent with the above-listed characteristics and obligations. Furthermore, these expectations must be clearly communicated to all instructors, particularly probationary faculty and academic staff members, when such expectations are used for retention, tenure, promotion, and merit evaluations.*

________________________________________________

**MOTION**

1. Departments may expect instructors to be on-campus for the following:
a. To meet faithfully with their assigned classes;

b. To be available to students outside of class by establishing and maintaining “office” hours. Colleges and their respective departments and program areas may direct that instructors maintain up to a maximum of 0.5 office hours per week per credit taught per semester. For example, an instructor with a teaching load of 12 credits during a semester may be directed to hold up to a maximum of 6.0 office hours per week. Individual instructors may choose, at their sole discretion, to hold more the maximum number of office hours directed by their college, department, or program area.

c. To be available to meet with their advisees, particularly during the advising period of fall and springs semesters. Office hours may be used to help meet this obligation.

d. To be present at departmental, committee, and other meetings necessary to conduct normal University business;

e. To meet all obligations of committees, programs, organizations, etc., in which the instructor has chosen to participate.

2. Beyond those activities listed under number one above, departments and colleges may not impose arbitrary constraints on when or where instructors perform the normal work associated with faculty and instructional academic staff obligations. This prohibition includes any requirement for instructors to perform this work (outside of classes, office hours, and meetings) on-campus. Departments and colleges may not require faculty and instructional academic staff to maintain office hours in excess of this policy.

3. Exceptions to this policy must be explicitly justified as being necessary for accomplishing the mission of the department and/or college, with the burden of proof resting on the department. All exceptions are considered temporary (no longer than one semester). Exceptions must be approved by the respective college dean, whether or not they are agreed to by the instructor(s) affected by the exception. Instructors who dispute the exception may file a grievance with the Faculty Senate Grievance Committee.

4. Department Chairs must clearly communicate to instructors, particularly probationary faculty and staff, departmental expectations regarding time on campus as constrained by this policy.

5. Departments may not evaluate instructors for retention, tenure, promotion, merit, or anything else based on expectations in excess of those denoted in this policy.

_A motion to accept the “Time on Campus Expectations” language as outlined above and to include it in the UWRF Faculty and Academic Handbook was made by John Heppen; it was seconded by Pat Berg. After discussion, Ian Williams then made a motion to refer the policy back to committee for further action; Brad_
Mogen seconded this motion. The motion carried unanimously (16 of 16 voting members present at this point in the meeting).

Miscellaneous Business:
1. Resolution on Collective Bargaining

   David Rainville made a motion to have Faculty Senate endorse the following resolution on collective bargaining; John Heppen seconded this motion. The motion passed (14 yeas; 0 nays; 2 abstentions of voting members present at this point in the meeting).

   **Resolution on Collective Bargaining**

   **WHEREAS**, the UWRF Faculty Senate has repeatedly endorsed the concept of collective bargaining rights for both classified and unclassified staff (most recently in Faculty Senate Resolution 2010-2011/4); and

   **WHEREAS**, Assembly Speaker Jeff Fitzgerald has announced his intention to remove the option for collective bargaining from UWRF faculty and staff in the 2011-2013 biennial budget (if the State Supreme Court does not decide the issue); and

   **WHEREAS**, the elimination of collective bargaining rights has many potential negative consequences for higher education; and

   **WHEREAS**, the Speaker has indicated his intention to have a vote on the biennial budget by Friday, June 17, 2011; therefore

   **BE IT RESOLVED**, the UWRF Faculty Senate opposes the removal of collective bargaining rights; and

   **BE IT FURTHER RESOLVED**, the UWRF Faculty Senate calls upon the Wisconsin Legislature and the Governor to refrain from said collective bargaining rights.

Adjournment:

A motion to adjourn was made by Barbara Stinson; it was seconded by Dawn Hukai. The motion carried unanimously (16 of 16 voting members present at this point in the meeting). The meeting was adjourned at 5:17 p.m.