DRAFT – 4/13/2011

Minutes of the UWRF Faculty Senate Executive Committee Meeting for April 13, 2011

Present: James Madsen (Chair; CAS); Dawn Hukai (Vice Chair; CBE); Todd A. Savage (Secretary, CEPS); Stephen Reed (At-Large; 4th Division); Jennifer Willis-Rivera (At-Large; CAS)

Agenda – April 13, 2011

The 2010-2011 UWRF Faculty Senate Executive Committee met on Wednesday, April 13, 2011 from 1:35 p.m. to 2:10 p.m. in 114 North Hall.

Call to Order

1. Call to order
   The meeting was called to order by Jim Madsen (Chair) at 1:35 p.m.

2. Approval of the minutes from the March 30, 2011 meeting of the Faculty Senate Executive Committee
   The minutes of the March 30, 2011 Faculty Senate Executive Committee meeting were reviewed. A motion to approve the minutes was made by Dawn Hukai; it was seconded by Jennifer Willis-Rivera. The motion carried unanimously.

Reports

Chair’s Report (James Madsen, CAS)
No Chair’s Report was presented at today’s meeting.

Vice Chair’s Report (Dawn Hukai, CBE)
The at-large ballots are due to Polly Kleven (116 North Hall) this Friday, April 15, 2011 at 4:00; the count will take place Monday, April 18, 2011 at 3:00 in the University Communications conference room (120 North Hall). Nominations for the Termination Committee election will go out Tuesday, April 19, 2011 and they will be due back to Polly Kleven by 4:00 on Tuesday, April 26, 2011. The ballots would go out after that and they will be due back May 5, 2011.

Other Reports
No other reports were presented at this meeting.

Unfinished Business
No unfinished business was addressed at this meeting.
New Business

1. Call for Committee Members
   Discussion took place in regard to gearing up for the call for Faculty Senate committee participation for the 2011-2012 academic year.

2. Charge for Learning Resources Committee (Magdalena Pala, Chair) to evaluate and to make recommendations about the proposed Textbook Rental Program management changes.
   This charge has been forwarded to the Learning Resources Committee for its action.

3. Motion from the Faculty Senate Executive Committee (Jim Madsen, Chair) to add a new section to the Faculty and Academic Staff Handbook Chapter III
   The following recommended additions to the Faculty and Academic Staff Handbook Chapter III will be forwarded to the Faculty Senate for its consideration and action at its April 20, 2011 meeting.

   “3.4 Policies, Procedures, Processes and Guidelines
   Article I
   The purpose of this section of the Handbook is to record all policies, procedures, processes, guidelines, and related items that are not recorded in the Constitution, By-Laws, or other sections of the Handbook. This section is not intended to replace any other section of the Handbook, but to supplement them.”

   AND the motion shall empower the Senate Vice Chair to incorporate all existing policies, procedures, processes, guidelines, and related items that have already been approved by the Senate but are not recorded in the Constitution, By-Laws, or other section of the Handbook.

4. Proposed Change in Faculty and Academic Staff Handbook Article VI:
   (Changes shown in bold)
   The following recommended changes to the Faculty and Academic Staff Article IV will be forwarded to the Faculty Senate for its consideration and action at its April 20, 2011 meeting.

   Article VI - The Faculty Senate

   Section B - Organizational Structure of the Faculty Senate

   1. The faculty, for purposes of organization, shall be partitioned as follows: the College of Agriculture, Food and Environmental Sciences; the College of Arts and Sciences; the College of Business and Economics; the College of Education and Professional Studies; and the remaining division (Fourth Division), composed of faculty within Student Personnel, University Services, and the Library. An annual census of faculty
members shall occur each spring semester and will include all faculty members under contract at the time of the census. The results will be used to apportion seats as follows: Each of the five divisions shall elect one (1) senator for each thirty (30) staff members or major portion thereof. An additional seven (7) senators shall be elected from and by the faculty-at-large.

4. All faculty members under contract at the time of the election shall be eligible to nominate and vote for members of the Senate as provided for in Article VI, Section C of the Constitution.

Miscellaneous New Business
1. Motions from the Academic Standards Committee (Terry Ferriss, Chair) for Faculty Senate to approve the following policy changes:
   a. Recommended changes in the University Sponsored Off-Campus Activities and Field Trips policy (see attached)
   b. Recommended changes in the Academic Suspension and Probation policy (see attached)

   The above motions will be forwarded to the Faculty Senate for its consideration and action at its April 20, 2011 meeting.

Old business
No old business was addressed at this meeting.

Adjournment
A motion to adjourn was made by Dawn Hukai; it was seconded by Jennifer Willis-Rivera. The motion carried unanimously. The meeting was adjourned at 2:10 p.m.
8.2.11 University Sponsored Off-campus Activities and Field Trips

Background: Current policy from the Faculty Handbook is:

8.2.11 University Sponsored Off-campus Activities and Field Trips

Criticism arises due to the interruption of student programs by off-campus activities, especially during the spring term. Staff members can lessen criticism by careful scheduling. Scheduling field trips on Saturday is recommended or, if a weekday is essential, varying the hours and the days. Such activities should not be scheduled during the final exam period or one week prior to final examinations.

Students will not be penalized for missing class in order to participate in University sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours, etc.) as approved by the Provost and Vice Chancellor for Academic Affairs.

Departments sponsoring such events are responsible for obtaining the Provost and Vice Chancellor's approval prior to an event for it to be determined as sanctioned. Prior written notice of the student's absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.

Proposed Version:

8.2.11 University Sponsored Off-campus Activities and Field Trips

Students will not be penalized for missing class in order to participate in University sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours, etc.) as approved by the sponsoring Department and the Provost and Vice Chancellor for Academic Affairs. Such activities should not be scheduled during the final exam period or one week prior to final examinations. Prior written notice of the student's absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.
Current Policy for the Suspension and Probation was passed by Faculty Senate, January 2008. (Motion 2007-08/21)

Proposed policy changes April 2011 are noted on the old policy below.

Academic Suspension and Probation Policy

Good Academic Standing
Students are in good academic standing if they maintain a cumulative resident grade point average of 2.000 or greater.

Academic Probation

Academic probation indicates a level of student academic performance that is below what is required for successful progress towards the completion of a student’s degree program. It is an advisory warning that a student should take action to raise his/her level of achievement to an acceptable level of performance.

Students will be placed on academic probation if:

- They have completed 30 or more credits at UWRF and have earned a cumulative grade point average less than 2.000 at UWRF.
- They have completed less than 30 credits at UWRF and have earned a Fall, or Spring, or Summer semester GPA of less than 1.667.

To maintain enrollment, these students must meet with and establish an academic contract with their academic advisor or academic dean.

An F grade counts as completed credits for the purpose of this policy.

- They are readmitted after having left UWRF while they were on probation or suspended for academic reasons.

Academic Suspension

A suspension action is taken when a student’s academic performance indicates a need for a student to interrupt his/her enrollment status and reassess his/her goals, plans and ability to be academically successful. Once placed on academic suspension a student is not allowed to enroll in courses at UWRF during either Fall or Spring semester until he/she is readmitted to the university.

Students will be suspended if any of the following items apply:

- Their semester and cumulative grade point average is less than 2.000 at the end of two successive semesters at UWRF.
- They have completed 30 or more credits at UWRF and have earned a Fall, or Spring, or Summer semester GPA of less than 1.000.

Students do not need to be on probation for this suspension regulation to take effect. An F grade counts as completed credits for the purpose of this policy.

Reentry-Readmission After Suspension

A student who has been suspended may apply for readmission to the university through the Office of the Registrar. The Dean of the college to which a student seeks readmission will review the student’s application for readmission and make the decision on whether readmission will be granted. Depending on the circumstances, it is the Dean’s prerogative to readmit the student or not and determine the length and criteria of the suspension.