Call to Order: David Rainville called the meeting to order at 3:35 pm

Seating of Substitutes- Mike Stifter for Kristen Hendrickson, Robyne Tiedeman for Wes Chapin, Mary Halada for Terry Brown

Recognition of Invited Guests:

Approval of Minutes: John Heppen moved to approve the minutes and was seconded by Jennifer Willis-Rivera. Robyne Tiedeman’s name was misspelled and will be corrected. The minutes were approved by a vote of 19 for, 0 opposed, and 0 abstentions.
Chairs Report
David Rainville will be going to Madison on the 31st for Faculty Representatives meeting.

Vice Chair’s Report: none

Other Reports:
Dan McGinty – Foundation Director

McGinty began with the underlying question many people are asking about Foundation: “Where are we with the capital campaign?” He explained that Foundation is a separate entity from the University, and it does not determine fundraising endeavors; senior leadership does. This year, Foundation is focused on two goals: developing a comprehensive campaign and developing a fundraising plan for the new H&HP building. McGinty passed out a handout that explained the phases of a comprehensive campaign, and said that currently, Foundation is at Phase 1, the Exploratory Phase. McGinty also explained the role staffing plays in fundraising, especially major gifts. He said that currently, Foundation is meeting with senior leaders to determine top fundraising priorities both current and future. McGinty was asked how large Foundation’s endowment is, and replied that it is at approximately $12 million. It was also asked the role of the strategic plan in funding priorities for the capital campaign, to which McGinty replied that the strategic plan drives it.

Unfinished Business:

New Business Consent Agenda:

New Business:

1. 1. Second reading of a motion from the Academic Program and Policy Committee to amend its membership to include the Registrar or designee as an ex officio (non-voting) member. As this is a change in the by-laws, it requires two readings. The old and new descriptions are included below:

Old Description:

Article III: Standing Committees

Section A – Academic Program and Policy Committee

1. Membership: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost and Vice Chancellor or the Provost and Vice Chancellor’s designee, and four students.
New Description:

Article III: Standing Committees

Section A – Academic Program and Policy Committee

1. Membership: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost and Vice Chancellor or the Provost and Vice Chancellor’s designee, four students, and the Registrar or his/her designee as a non voting member.

This item was moved forward by Dennis Cooper and seconded by David Furniss.

Rainville noted that the Registrar’s Office had approached him as there were often programs had been approved and their office was unaware of them. The Registrar had been on this committee before but was removed for reasons unknown.

The motion passed by a vote of 21 for, 0 against, and 0 abstentions.

2. A motion from Faculty Welfare to clarify the responsibilities of Department Chairs. It is proposed that the language describing the responsibilities of Department Chairs in Chapter II be changed as indicated in the proposed handbook language. Please note that directly following the propose language is the current handbook language. The numbering (was 2.3.18 in the last edition) has been changed to reflect recent changes made in Chapter II by the Administration.

2.3.11 Department Chairs (proposed Faculty and Academic Staff Handbook language)

The Departmental Chair is responsible to the Dean of the College and shall:

a. Be responsible for the organization and supervision of the courses and instruction offered by the department.

b. Be responsible, under the direction of the Dean of the College, for the distribution of the teaching load, the recruitment and induction of new staff members, and the recommendation for the appointment, professional advancement, or release of department staff.

c. Supervise the allocation, protection, and maintenance of departmental equipment.

d. In cooperation with the Academic Deans, designate and supervise staff members who will advise students majoring and minoring in the department. If the student is in teacher education, the major and minor advisors will work with the appropriate person in the College of Education in planning the student's total program.

e. Make budget recommendations for the department and forward to the Dean.

Within these categories, major duties of the Chair involve personnel issues. They include:

• maintaining a personnel file for all faculty and academic staff,
• coordinating the promotion, retention, and tenure processes,
• coordinating the merit and post-tenure review process,
• coordinating the evaluation of faculty for promotion, retention, and tenure,
• supervising all departmental search & screen procedures,
• being responsible for emergency hiring,
supervising departmental classified staff,
• mediating conflicts between faculty and staff,
• mediating conflicts between students and teaching staff,
• distributing the administrative and advising workload equitably within the department.

Other major duties may be performed by the Department Chair or transferred to another's oversight. These include:

• scheduling of departmental undergraduate and graduate courses,
• performing credit evaluations for transferred courses within the major or minor,
• approving course substitutions and waivers within the major and minor,
• supervising the advising of prospective students,
• managing and recommending the departmental budget
• attending general meetings called by the Dean, Provost or Chancellor,
• supervising the writing of reports for program audits and accreditation.

Existing Chair’s compensation includes certain summer responsibilities. These responsibilities may vary by department and details will be clarified with the Dean of the college at time of appointment. Typical summer responsibilities include—but may not be limited to:

• assuring an appropriate departmental presence for new student registration,
• maintaining an office presence,
• being the primary departmental contact in the event of an emergency.

2.3.11 Department Chairs (current Faculty and Academic Staff Handbook language)

The Departmental Chair is responsible to the Dean of the College and shall:

a. Be responsible for the organization of the and supervision of the courses and instruction offered by the department
b. Be responsible, under the direction of the Dean of the College, for the distribution of the teaching load, for the recruitment and induction of new staff members, and for the efficiency of work of the department, including the recommendation for the appointment, professional advancement, or release of department staff.
c. Be responsible for the allocation, protection, and maintenance of departmental equipment.
d. In cooperation with the Academic Deans, designate and supervise staff members who will advise students majoring and minoring in the department. If the student is in teacher education, the major and minor advisors will work with the appropriate Chair in the College of Education in planning the student's total program leading to education.
e. Make budget recommendations for the department to the Dean.

Within these categories, major duties of the Chair involve personnel issues. They include:

• maintaining personnel files for all faculty and academic staff,
• coordination of promotion, retention, and tenure processes,
• coordination of merit and post-tenure review process,
• evaluation of faculty for promotion, retention, tenure,
• supervision of all search & screen procedures,
• emergency hiring,
• supervision of the departmental classified staff,
• resolving conflicts between faculty and staff,
• resolving conflicts between students and teaching staff,
• balancing of administrative workload within the department

Other major duties may be performed by the Department Chair or transferred to another's oversight. These include:
• scheduling of undergraduate and graduate courses,
• credit evaluations for some transferred courses,
• course substitutions and waivers in the major and minor,
• supervision of the advising of prospective students,
• recommending and managing the departmental budget
• attendance at general meetings called by the dean or provost,
• supervision of the writing of reports for program audits and accreditation,
• responsibility for a departmental presence at freshman summer registration,
• maintaining a minimal office presence during the summer

This item was moved forward by Dennis Cooper and seconded by Glenn Potts.

Potts gave a brief reminder of what led up to this item; initially the discussion was started about increasing compensation for department chairs, and at that time significantly re-wrote the chair responsibilities. This did not take into consideration that there was already a description in the handbook. A decision was made to separate the compensation issue from the re-definition for motions. Faculty Welfare reworked the language to match with the current edition of the handbook and to address a few concerns such as new student registration responsibilities.

John Heppen, as Parliamentarian, found issues with the process of this motion according to his interpretation of the Faculty and Academic Staff Handbook, specifically the Preface, and Faculty Senate Motion 63-65 of the year 2006-2007. Heppen said this should be a motion from the Executive Committee, not Faculty Welfare, in order to be in compliance. Heppen moved to amend the motion to read “A motion from the Executive Committee…” and was seconded by David Furniss. There was no discussion on this amendment, and it passed by a vote of 20 for, 0 opposed, and 0 abstentions.

Further discussion: Tiedeman read an email concerning this matter from Wes Chapin: “Administrative committees are in Chapter II of the Handbook and, according to a motion passed and signed by Chancellor Betz two years ago (this was the "new Intro/Preface" to the Handbook identifying amendment processes for the entire Handbook), changes to Chapter II should come to the Senate. It would be helpful to have the committee descriptions available when we vote on faculty appointments, and language designating where in Chapter II the new committees are to be placed. There has been a lot of good work put into the effort to revise chair responsibilities in the Handbook going back to 2006, if not before that. A not uncommon occurrence, however, when a new chair is selected is that they are not always provided much in the way of orientation or information about the job. I know of a number of cases where the "orientation" consists mainly of the appointment, itself. It would be helpful, I think, to include some language indicating that chair duties will be accompanied by appropriate orientations.”

Heppen moved to strike the last sentence including numbering from the motion, and was seconded by Sarah Parks. Rainville noted it was not intended to be a part of the motion, but was there for clarifying purposes. The motion was passed by a vote of 21 for, 0 opposed, and 0 abstentions.
Rainville called the question. The motion as amended passed by a vote of 21 for, 0 opposed, and 0 abstentions.

3. A motion from the Executive Committee to appoint four faculty members to the newly formed Administrative Committee, Facilities Development Committee. Each college will have one representative. The terms are to be three years but initially will be staggered in length such that the committee's faculty membership will not be replaced in its entirety after three years. After the initial terms are completed, new appointments will be for three years. The following are to be appointed to the Facilities Development Committee:

   Dean Olson (CAFES) 2008-2009
   Lisa Kroutil (CAS) 2008-2011
   Reza Rahgozar (CBE) 2008-2009
   Mary Manke (COEPS) 2008-2010

Rainville noted that he had sent all senators a photocopy of description of the committee. The numbering must be amended when it is put in the handbook to reflect where it was placed.

This item was moved forward by Peter Johansson and seconded by Glenn Potts.

Heppen asked if there was a motion to create this committee. Rainville replied that there was not, as it is an administrative committee and not a Faculty Senate committee. Heppen said that in order for Faculty Senate to appoint to a committee, they must first pass a motion and create the committee. He said he would contend this is an amendment to the handbook. Rainville asked Heppen if he believed that to form a committee, it must first be placed in the handbook, which Heppen affirmed. It was noted that the basis of the argument may be that it is not so much about making a committee a part of the handbook, but that Faculty Senate must recognize the existence of a committee before placing people on it. It was also asked if university administration can form committees that do not appear in the handbook.

It was further asked if there is a precedent set for this type of committee. Rainville replied that the Safety Committee is not noted in Chapter Two of the Handbook. The revision is being worked on at this point, and is going to be presented to this body to vote on: official change is coming.

A senator asked about the selection process for the names proposed. Rainville replied that they were discussed by the Executive Committee, and that the nominees were brought forth by faculty senators. Emails were sent to representatives from each college.

At this point in the discussion, Rainville asked those assembled how they believed the group should proceed. Heppen said they should proceed to vote. Karl Peterson asked if the situation could be cleared up by making a motion with the information supplied in Rainville’s handout.
A senator asked if Faculty Senate made a motion similar to this last week. Heppen said yes, and that he now feels they were in violation of the Preface to the Handbook.

Jennifer Willis-Rivera moved to table the current motion on the floor, and was seconded by Karl Peterson. The motion passed by a vote of 21 for, 0 opposed, and 0 abstentions.

The Executive Committee made a motion to include a description of the committee with numbering to be changed to the appropriate numbers when it is inserted in Chapter Two of the Faculty and Academic Staff Handbook. A motion was made by Jennifer Willis-Rivera to move this item forward, and was seconded by Karl Peterson. The motion was passed by a vote of 21 for, 0 opposed, and 0 abstentions.

David Furniss moved to remove from the table the previous motion regarding faculty appointments to the Facilities Development Committee, and was seconded by John Heppen. The motion passed by a vote of 20 for, 1 opposed, and 0 abstentions.

At this point, a new motion from the Executive Committee for the implementation of the University Safety Committee with numbers to be changed for inclusion in the handbook was inserted into the agenda. Glenn Potts moved to approve the motion, and was seconded by Dennis Cooper. The motion passed by a vote of 21 for, 0 opposed, and 0 abstentions.

4. A motion from the Executive Committee to appoint David Rusterholz (2008-2011) to the University Safety Committee. This Administrative Committee's Mission is: "Identify safety hazards/problems with input from the campus community and provide realistic solutions. Provide continuous awareness of safety behavior through education and training to create a safe work environment for employees, students, and the campus community."

A motion was made by John Heppen to move the item forward, and was seconded by Karl Peterson. The motion passed by a vote of 21 for, 0 opposed, and 0 abstentions.

5. A motion from the Executive Committee to appoint David Furniss to replace Tricia Davis on the University Planning Group. John Heppen moved to approve this motion, and was seconded by Pat Berg. The motion passed by a vote of 21 for, 0 opposed, and 0 abstentions.

It was asked who initiates changes to the Preface. John Heppen replied that to change the Preface, it would have to be proposed by the Executive Committee. It was also stated that there should perhaps be some language that it is okay for administration to initiate committees; perhaps all three bodies should be able to recommend the formation of new committees in the Preface. Another senator said that a lot of clarification is needed before making these changes.
Miscellaneous New Business:

John Heppen moved to adjourn and was seconded by David Furniss. There was no opposition.
Adjournment at 4:30 p.m.