Minutes of the UWRF Faculty Senate for August 23, 2011, Volume 36, Number 3

<table>
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<tr>
<th>Representation</th>
<th>Term Expires 2012</th>
<th>Term Expires 2013</th>
<th>Term Expires 2014</th>
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<tbody>
<tr>
<td>CAFES</td>
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<td>Ian Williams</td>
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<td>CAS</td>
<td>David Rainville</td>
<td>James Madsen</td>
<td>Patricia Berg</td>
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<td>Brad Mogen</td>
<td>Kris Butler</td>
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<td>CEPS</td>
<td>Todd A. Savage</td>
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<td>Donald Stovall</td>
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<td>CBE</td>
<td>Hossein Najafi</td>
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<td>4th Division</td>
<td>Barbara Stinson</td>
<td>Kristie Feist*</td>
<td>Thomas Pedersen*</td>
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<td></td>
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<td>(Michele McKnelly)</td>
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<td></td>
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<td>Ashley Olson*</td>
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<td></td>
<td></td>
<td>(Ryan McCallum)</td>
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<td>At-Large</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>Marshall Toman</td>
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<tr>
<td>Chancellor's Designee</td>
<td>Fernando Delgado</td>
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</tbody>
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* Absent  
() Substitute

Agenda, August 23, 2011

Call to Order
The meeting was called to order at 2:00 p.m., Alumni Room, South Hall

1. Photograph of the 2011-2012 Faculty Senate with the Chancellor

An official photograph of the 2011-2012 Faculty Senate with the Chancellor was taken.

2. Seating of Substitutes
Michele McKnely for Kristie Feist  
Ryan McCallum for Ashley Olson
John Heppen for Robyne Tiedeman

The seating of the substitutes was approved by consensus of the Faculty Senate.

3. Remarks from Dean Van Galen, UWRF Chancellor

Chancellor Van Galen provided some welcoming remarks as well as some campus and system updates of which he wanted Senate to be aware. These updates were also provided at the campus opening event on Monday, August 22, 2011.

4. Approval of the minutes from the June 14, 2011 meeting of the Faculty Senate

A motion to approve the minutes from the June 14, 2011 meeting of the Faculty Senate was made by David Rainville; it was seconded by Ian Williams. The minutes were approved by consensus of the Faculty Senate.

Reports
Chair’s Report (Wes Chapin, CAS)

Basic Processes:
- The update to the annual edition of the UWRF Faculty and Academic Handbook, which is part of the transition to the new Web template, has been an ongoing priority. From what I understand, the new Website is more cumbersome and taking much longer than expected to upload items. It will be made available as soon as our staff can complete the process.

Senate Motions:
- Three motions from last year’s Senate were identified, numbers 59/2010-2011 requesting a revision of the equity-pool criteria, 60/2010-2011 requesting that “J-term” and “summer” be struck from the annual revision of pay scales, and 61/2010-2011 related to the constitutional amendment to define the annual census for elections and clarify who can vote in elections. All three motions were signed by the Chancellor.
- There are a number of motions on this agenda that try to codify practices. There will also be several constitutional amendments discussed at the next Senate Executive Committee meeting. I will forward the agenda to everyone and encourage you to look at these. If the EC agrees, they will be on the Senate’s next meeting agenda, and can be submitted to the faculty as a referendum when our special elections occur in September.
- Finally, a note regarding codification. This is a necessary exercise that should, hopefully, help Senate in the future limit unnecessary miscommunications. Having items on paper, however, does not, itself, guarantee better outcomes, but should improve the probabilities that they occur.

Senate Appointments:
- The standard process to identify volunteers has been to use one or more of the following: notifications to the campus of openings, and requests to the Senate and Executive Committee to identify volunteers. College e-mail lists, e-mails to department chairs, and emails to former senators have also been used.
- We still need a CAFES representative on the Assessment Committee and a CEPS representative on the Technology Council. Please, forward any names you might have so the Executive Committee could place them onto the next Senate agenda.

Strategic Planning:
- Please, encourage your colleagues to attend the college/unit meetings and the Town Hall meeting. These are critically important meetings that will inform the next stages of strategic planning, especially the revision of the Mission/Vision/Values and goals, and the identification of initiatives for each goal.
- At each stage, the drafts for the above items will be provided to Senate for review and consideration.
- The documents for strategic planning can all be accessed at http://www.uwrf.edu/strategicplan/.
- We will try to use one of our meetings in October to provide an opportunity for folks to present the strategic planning findings (environmental scan, etc.).

Vice Chair’s Report (Marshall Toman, CAS)
Three senators have changed status since their elections. Two have retired, although one or both intends to return as Instructional Academic Staff. One has remained an assistant professor within the same department but shifted from being a tenure-line faculty member to a member whose contract and position continues for two years after leaving the tenure line. Pertinent sections of the Faculty Constitution are listed below from the online UWRF Faculty and Academic Staff Handbook.

The Executive Committee discussed the two cases.

The shift from tenure-line employment to continuing as an assistant professor within the same position was deemed a change in status similar to those described in VI.B.9 and does not affect the faculty member’s position on the senate.

While a retirement in May with a return in August as IAS may be transparent to students and most colleagues alike, such a faculty member has terminated employment with the UWS, becoming eligible for retirement, emeriti benefits, etc., and by policy barred from re-employment for six weeks. In such cases, VI.B.3 was deemed to be operative.

Accordingly, a special election will be held to fill the seats vacated by the retirement of Larry Harred and Mike Middleton.

It can be noted that should either return as IAS, they will be eligible to stand for election to their seats.

VI.B.3. The term of office of a senator shall be three years, approximately one-third to be elected each year. The term of office will end when employment at UW-River Falls ends and a new senator will be elected to complete the term.

VI.B.7. Vacancies that occur will be filled for the term by a special election to be conducted in the same manner as the regular nominations and elections. Said special elections shall be completed within four weeks of the occurrence of the vacancy, except
that any permanent vacancy occurring in the summer shall be filled by the fourth week of the fall semester.

VI.B.9. A change in the nature of a senator’s position such as change of college/division or rank shall have no effect upon a faculty member’s tenure on the Faculty Senate.

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

Consent Items
1. Resolution from the Faculty Senate Executive Committee (Wes Chapin, Chair)

   Recognizing that Senators Larry Harred and Michael Middleton have both served on the Senate with distinction;

   Acknowledging that recent State budget cuts have forced many faculty and staff to consider early retirement;

   Aware that Senators Harred and Middleton would have remained on the Senate if not for the budgetary decisions of the State of Wisconsin;

   The UWRF Faculty Senate:

   1. Expresses its appreciation to Senators Harred and Middleton for their service and devotion to both the University and to shared governance, and
   2. Wishes them well in retirement.

2. Motion from the Faculty Senate (Wes Chapin, Chair) to form an ad hoc committee on Veterans’ Recognition

   • Charge: Identify potential appropriate methods/venues to recognize veterans’ service
   • Membership: Two members appointed by Student Senate, two members appointed by Faculty Senate (one of whom will serve as chair), two members appointed by the Chancellor
   • Timeline: The committee should report/make recommendations by October 3, 2011 and it will expire no later than November 1, 2011

3. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to form an ad hoc committee to make recommendations regarding the orientation of new faculty to shared governance

   • Charge: Identify possible mechanisms to orient new faculty to shared governance
   • Membership: Three faculty members appointed by Faculty Senate (one of whom will serve as chair)
   • Timeline: The Committee will make recommendations to the Senate by October 3, 2011 and it will expire no later than December 1, 2011
4. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to appoint committee members and chairs for 2011-2012

Faculty Senate Committees:
Advising
James Graham (CAFES)
Affirmative Action Advisory Committee
Jeannine Kitzhaber (Associate Lecturer of Art)
Assessment Committee
(1 CAFES vacancy remains)
Calendar Committee
Kristie Feist (Fourth Division)
Diversity & Inclusivity Committee
Greta Gaard (CAS)
General Education & University Requirements
Aaron Decker (CEPS)
Technology Council
Pat Berg (CAS)
(1 CEPS vacancy remains)
Instructional & Learning Technologies Committee
Deb Allyn (CEPS)
Robin Murray (CAS)
Recruitment, Admissions, & Retention Committee
Alex Tupan (CAS)

Administrative Committees:
Academic and Non-Academic Staff Council’s Misconduct Appeals Hearing Committee
Kristin Tjornehoj (CAS)
Chancellor’s Award for Students
Pat Berg (CAS)
Darryl Miller (CBE)
Joel Peterson (CAFES)
Brenda Wright (CEPS)
Chancellor’s Award for Academic Staff
Pat Berg (CAS)
Todd Hubbs (CAFES)
Arpan Jani (CBE)
Todd A. Savage (CEPS)
Institutional Competition Committee
Hossein Najafi (CBE)
Kristin Tjornehoj (CAS)
Chancellor’s Taskforce on Undergraduate Research, Scholarship, and Creative Activity
Kris Hiney (CAFES)
David Milne (CAS; Chair)
UPG Steering Committee
Wes Chapin (CAS)
Michael Harris (CEPS)
David Trechter (CAFES)

Ad hoc Committees:
Ad hoc Committee on Veterans’ Recognition
Sandy Ellis (CAS; Chair)
Dennis Cooper (CAFES)

Ad hoc Committee on Orientation of New Faculty to Shared Governance
Wes Chapin (CAS; Chair)
Marshall Toman (CAS)
Michelle Parkinson (CAS)

5. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to appoint the faculty identified in bold to the Institutional Review Board/Human Subjects Committee

Institutional Review Board/Human Subjects Committee*
The Institutional Review Board/Human Subjects Committee consists of representatives from departments which use human subjects in their research, an ethicist, and a member of the community who is not employed by the University. The Director of Grants and Research serves ex officio as secretary to the Committee. Any faculty, staff, or students who are conducting any sort of research using human subjects—including in- or out-of-class surveys, observations or experiments—must have their research approved by this Committee. Contact the director of Grants and Research for the appropriate forms and procedures. Most research at UW-River Falls is exempt from review by the complete Committee, but must be reviewed by the secretary of the Committee.

<table>
<thead>
<tr>
<th>Members</th>
<th>Required Status</th>
<th>Voting Status</th>
<th>Name</th>
<th>Rank</th>
<th>Term</th>
<th>Confirming body</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>From a department using human research subjects</td>
<td>Voting</td>
<td>Ogden Rogers</td>
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<td>Upon resignation from the committee</td>
<td>Faculty Senate</td>
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<td>Voting</td>
<td>Donald Stovall</td>
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<td>Faculty Senate</td>
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<td>Rich Wallace (CHAIR**)</td>
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<td>Faculty Senate</td>
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<td>Faculty Senate</td>
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<td><strong>Claire Kilian</strong></td>
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<td>Upon resignation from the committee</td>
<td>Faculty Senate</td>
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<td>Community Member</td>
<td>At-large, not employed by the University</td>
<td>Voting</td>
<td>Delbert Permann</td>
<td>N/A</td>
<td>Upon resignation from the committee</td>
<td>Provost</td>
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<td>Director of Grants and Research</td>
<td>Director of Grants and Research</td>
<td>Ex officio, Non-voting</td>
<td>Molly Van Wagner</td>
<td>Limited</td>
<td>Indefinite</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* The Institutional Review Board/Human Subjects Committee consists of representatives from departments that use human subjects in their research, an ethicist, and a member of the community who is not employed by the University. Federal law requires that the board have no fewer than 5 members on the board. Additionally it requires diversity to the board as well as mandating that no committee meeting can have a quorum unless there is a non-scientist in attendance. The Coordinator of Grants and Research serves ex-officio as secretary to the Committee.

** Chair designated by the Director of Grants and Research.

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**The consent agenda passed by consensus of the Faculty Senate.**

**Unfinished Business**

1. Motion from the International Programs Committee (Marshall Toman, Chair), as amended by the Faculty Senate Executive Committee (i.e., the insertion of the last sentence), 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 it will 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.

Ian Williams moved to approve this motion; Dennis Cooper seconded. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).

2. Motion from the Faculty Welfare and Personnel Policies Committee (David Rainville, 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) Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring.
2) 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 which 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.
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 which 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.

Jim Madsen moved to approve this motion; Brad Mogen seconded. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).

3. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to add new language to the UWRF Faculty and Academic Staff Handbook’s Preface. This change will take effect immediately upon final approval and it will be incorporated into the 2011-2012 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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<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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</table>

David Rainville moved to approve this motion; Hossein Najafi seconded. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).

4. Motion from the Faculty Senate Executive Committee (Wes Chapin Chair) to make a technical correction to Tech Council subcommittee memberships. This change will take effect immediately upon final approval and it will be incorporated into the 2011-2012 UWRF Faculty and Academic Staff Handbook (Changes are indicated in bold)

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 Senate)
   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)

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: b-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 accordingly

Hossein Najafi moved to approve this motion; Jim Madsen seconded.

Dennis Cooper then moved to amend the motion to replace “Associate Vice Chancellor for Enrollment Services” with “an officer representative from Enrollment Services”; Marshall Toman seconded this amendment. The amendment carried unanimously (19 of 19 voting members present at this point in the meeting).

Dawn Hukai then moved to amend the motion to replace “b-g” with “c-g”; Todd A. Savage seconded this amendment. The amendment carried unanimously (19 of 19 voting members present at this point in the meeting).

Faculty Senate then returned to the original motion as amended. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).

First Readings
No first-readings were on the agenda for today’s meeting
New Business

1. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to place the following language regarding Senate committee motion guidelines into the UWR Faculty and Academic Staff Handbook, Chapter 3, section 4 (the vice chair will insert in the appropriate alphabetical place and renumber if and as necessary)

Committee Motions guidelines

All Senate committee motions must conform to the following guidelines:

• Is the committee’s proposal revising or replacing existing language? Provide both the new and old (if applicable) language.
• Is the motion changing or adding language to the Handbook? Identify the specific location(s) in the Handbook that are being changed (if applicable).
• When is the proposal to take effect? (i.e., immediately upon approval, or at a specified date after approval: _______).

A motion to approve the insertion of the above language pertaining to Senate committee motion guidelines into the UWR Faculty and Academic Staff Handbook was made by Dawn Hukai; it was seconded by Brad Mogen.

Marshall Toman moved to amend the first sentence of the first bullet point to read “Is the committee’s proposal changing or adding existing language?”; Ian Williams seconded this amendment. The amendment carried unanimously (19 of 19 voting members present at this point in the meeting).

Faculty Senate then returned to the original motion as amended. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).

2. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to approve requirements for the formation of ad hoc committees, and to include it in Chapter 3, section 4 of the UWR Faculty and Academic Staff Handbook (the vice chair will insert in the appropriate alphabetical place and renumber if and as necessary)

Ad hoc Committee Guidelines

All proposals for ad hoc committees must include the following:

• Name
• Charge(s)
• Membership: numbers, status requirements (e.g. divisional affiliation), and voting status.
• A clear statement of the committee’s obligations to report and or make recommendations to the Senate.
• Termination date (i.e. the date upon which the ad hoc committee must either be reauthorized by the Senate or terminates).
A motion to approve the recommendations related to ad hoc committees as outlined above was made by John Heppen; it was seconded by Jane Harred. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).

3. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to require all ad hoc committees, their membership, and the motions that formed them be made available on the Faculty Senate Website, and to include this proposal in Chapter 3, section 4 of the UWRF Faculty and Academic Staff Handbook (the vice chair will insert in the appropriate alphabetical place and renumber if and as necessary)

A motion to approve the proposed requirement to have ad hoc committee matters posted to the Faculty Senate Website above was made by Kris Butler; it was seconded by Ryan McCollum. The motion carried by consensus of the Faculty Senate.

4. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to approve the 2011-2012 Committee Charges

All Committees

- Schedule an initial meeting with a target date of Monday, September 12, 2011 and thereafter as frequently as the committee deems necessary. Please, schedule periodic meetings even if no business appears imminent. If no business is pending, scheduled meetings can be cancelled. Report the dates, times, and locations of all meetings for the entire semester to both the chair (wes.chapin@uwrf.edu) and Polly Kleven (polly.kleven@uwrf.edu) with a target date of Wednesday, September 7, 2011 so they can be added to the master calendar on the Senate’s website. Spring semester meetings should be scheduled similarly to begin with a target date of Monday, January 30, 2012 and their details should be communicated to both the vice-chair (marshall.toman@uwrf.edu) and Polly Kleven (polly.kleven@uwrf.edu) with a target date of Wednesday, January 25, 2012.

- Review the charges sent to the committee by the Senate and report any concerns or problems to the chair of the Senate with a target date of Monday, September 19, 2011.

- Review the committee’s duties as outlined in the UWRF Faculty and Academic Staff Handbook, identify any additional issues that the committee should address, and/or changes that should be made to the duties or membership of the committee and report these to the chair of the Senate with a target date of September 30, 2011.

- For committees with significant workloads, the use of sub-committees is strongly encouraged to facilitate your work.

- Forward agendas and approved minutes in word format to Polly Kleven regularly for inclusion on the Senate Website.

- Provide a brief update to the senate chair by December 1, 2011 that identifies the issues on the committee’s agenda for the year, and indicates their status
(completed, in progress, not yet addressed, not likely to be addressed before the end of the 2011-2012 academic year).

- Provide a year-end summary at the beginning of May 2012 and forward to both the outgoing and incoming senate chairs. The report should include committee accomplishments, committee work that is continuing into the next year, and, if available, recommendations for other committee charges for the next year.

- When forwarding motions to the Senate, identify specifically the language in the UWRF Faculty and Academic Staff Handbook that needs to be amended. Note the following proposal is before the Senate (provided here for informational purposes, only):

  Motion to place the following language regarding Senate committee motion guidelines into the Handbook, Chapter 3, section 4 (the vice chair will insert in the appropriate alphabetical place and renumber if and as necessary).

  **Committee Motions guidelines**

  All Senate committee motions must conform to the following guidelines:
  o Is the committee’s proposal revising or replacing existing language? Provide both the new and old (if applicable) language.
  o Is the motion changing or adding language to the Handbook? Identify the specific location(s) in the Handbook that are being changed (if applicable).
  o When is the proposal to take effect? (i.e., immediately upon approval, or at a specified date after approval: _______)

**Specific Committee Charges**

**Ad hoc Sustainability Working Group**

- Provide language that can be placed into the Handbook that establishes a permanent committee, including name, membership, terms, responsibilities, and other relevant information, with a target date of November 18, 2011.

**Academic Program and Policy**

- Draft a final proposal for a revised program prioritization instrument that serves as a single process for program prioritization that includes program audit and review and program assessment with a target date of November 4, 2011.

- Provide language that can be placed into the UWRF Faculty and Academic Staff Handbook that clarifies/defines the processes required to establish new course designators (e.g., if “GLOBAL” was a new program and GLOB was to be used for courses) with a target date of October 7, 2011.

- Provide language that can be placed into the Handbook that defines the processes required for the approval of UWRF education-abroad programs (i.e., “programs,” rather than single education abroad courses, which are subject to existing approval processes), and include language that will provide
an oversight role for the International Programs Committee with a target date of December 2, 2011.

- Provide language that can be placed into the Handbook that clarifies/defines the processes required for department and program change approvals with a target date of March 9, 2012.

- Review the report/proposal that will be received from General Education regarding possible double counting within General Education and report to the Senate with a target date of March 23, 2012.

**Academic Standards**

- Recommend language to the Senate specifying where in the Handbook motion 31/2010-11 (i.e., class absences for military service) should be located with a target date of September 26, 2011.

- Recommend revisions to Handbook to include student academic misconduct issues/appeals/process (e.g., Academic Misconduct Process from UWS-14) with a target date of October 21, 2011.

- Review and provide clarification regarding how summer internship credits affect student enrollment status (full v. part-time), with a target date of December 2, 2011.

- Review and make changes if appropriate regarding the items included on student diplomas (names of colleges, majors, and so on) with a target date of March 9, 2012.

**Advising**

- Conduct a review of the practices for summer advising and registration at our nearest peer institutions (i.e., UW-Stout, UW-Eau Claire, UW-La Crosse, and UW-Superior) and report to Senate with a target date of October 7, 2011.

- Review the summer advising/registration process and report to Senate with conclusions and, if appropriate, recommendations with a target date of November 4, 2011.

- Advising is an important component of the normal faculty workload. Establish working definitions of both undergraduate and graduate advising (i.e., minimum expectations) and forward to the FWPP Committee with a target date of December 2, 2011. Be sure to include graduate faculty representation in the discussions.

- Update the advising language in the UWRF *Faculty and Academic Staff Handbook* to ensure it reflects appropriate practices and provide your recommendation to the Senate with a target date of February 3, 2012.

**Affirmative Action Advisory Committee**

- Coordinate work on issues with the Diversity and Inclusivity Committee, as appropriate.

- Report/recommend to the Senate a plan that includes organizing a variety of ways to have good conversations across campus that could change some of the attitudes/beliefs that hinder recruitment of a diverse faculty/staff with a target date of November 18, 2011.
- Report/recommend to the Senate a full recruitment/retention plan for developing a diverse faculty/staff with a target date of January 27, 2012.

**Assessment**

- Identify a committee representative to serve on the General Education and University Requirements Committee and report to both the Senate and the Committee Chair as the committee’s first order of business (to allow the GE Committee to schedule meetings, etc.).

**Athletic**

- Review the current UWRF sports module and prepare a report with recommendations, as appropriate. The report will be initiated by the Athletics Department during summer 2011 and brought to the Athletics Committee in fall 2011 for discussion and review, and forwarded to the Senate with a target date of December 16, 2011.

**Calendar**

- Review all current calendar policies and report/make recommendations to the Senate with a target date of October 21, 2011.
- Identify a small number of committee members (i.e., 2-3) who will work with a subcommittee of the Learning Resources Committee to explore the possibility of combining the two committees. In collaboration with the LR Committee, report/make recommendations to the Senate, with a target date of November 18, 2011.

**Disability Advisory Committee**

- Meet and report planned activities to the Faculty Senate.

**Diversity and Inclusivity Committee**

- Coordinate work on issues with the Affirmative Action Advisory Committee, where appropriate.
- Update the Diversity Website with a target date of October 7, 2011.
- Recommend some faculty/staff development opportunities related to diversity issues with a target date of November 18, 2011.
- Explore and recommend ways to provide lactation stations for students, staff, and faculty, and define a statement of rights for faculty and staff to use their offices for lactation purposes, with a target date of December 16, 2011.
- Meet with the Academic Success Center staff and other related entities on campus, such as Student Senate and/or its bodies, as appropriate, and identify/recommend to Senate ways to assist students on campus, with a target date of February 17, 2012.

**External Relations**

- Review committee membership and charges, and report and/or make recommendations to the Senate with a target date of October 21, 2011.
Faculty Compensation
- Review the process used for the allocation of the $100,000 equity adjustment fund, with particular attention to the time-in-rank criterion as included in the original enabling motion, and report/make recommendations to the Senate with a target date of September 1, 2011.
- Undertake a comprehensive review of salaries for all faculty, instructional academic staff, and non-instructional academic staff using peer groups and report to Senate with a target date of November 18, 2011.
- Review the processes for salary adjustments for instructional academic staff and report/make recommendations to Senate with a target date of February 17, 2012.
- Review the processes for salary adjustments for non-instructional academic staff and report/make recommendations to Senate with a target date of March 23, 2012.

Faculty Hearing, Grievance, and Appeals
- Review the membership criteria of the committee regarding numbers, divisional representation, and ranks and report any conclusions and/or recommendations to the Senate with a target date of September 26, 2011.
- Review the sections of the Handbook referring to non-tenure decisions and provide recommendations to the FWPP Committee (copy the Senate chair) with a target date of October 21, 2011.

Faculty Welfare and Personnel Policies
- Discuss and report/make recommendations regarding the impact of the concealed carry law on the UWRF (e.g., can/should the UWRF allow/ban guns within buildings?) with a target date of October 7, 2011.
- Recommend a revised course evaluation mechanism with a target date of November 4, 2011.
- Report to Senate/make recommendations regarding the ownership of intellectual property rights associated with the development and/or teaching of on-line courses at the UWRF with a target date of October 7, 2011.
- Recommend a new course evaluation mechanism for on-line courses with a target date of November 18, 2011.
- Review the Wisconsin Idea Partnership to identify the main impacts it would have, conceptually, on UWRF and governance including, but not limited to, salary and benefit impacts (e.g., changes in processes, authorities, etc.), with a target date of November 18, 2011.
- Explore the possibility of specifying personal days for teaching faculty that can be used for life events (e.g., family marriages, religious observances) and whether or not a form of colleague coverage might be a possible means to address such absences, and make recommendations to the Senate with a target date of December 2, 2011.
- Explore the possibility of providing free tuition for the children of faculty and staff and make recommendations to the Senate with a target date of December 2, 2011.
• Recommend a process for encouraging and recognizing in retention, promotion, and salary decisions those faculty members whose curricular efforts help to fulfill priorities in UWRF's strategic plan with a target date of December 2, 2011.

• Using the recommendations from the Faculty Hearing, Grievance, and Appeals Committee, review the sections of the Handbook referring to non-tenure decisions and update as needed with a target date of December 2, 2011.

• Develop an instrument and process for administrative evaluations with a target date of February 17, 2012.

• Review parking fees, comparing them to our nearest three UW sister institutions and report to the Senate with a target date of March 9, 2012.

• Using the recommendations from the RAR committee, report/make recommendations to Senate regarding a quantitative model to track the growth of the student body and to invest appropriately in new resources (e.g. tenure-track faculty lines, S&E, student assistance, support staff, and so on) at the university level with a target date of April 6, 2012.

• Using the recommendations from the RAR committee, report/make recommendations to Senate regarding a quantitative model to track the growth of the student enrollments at the departmental level and to invest appropriately in new resources (e.g., tenure-track faculty lines, S&E, student assistance, support staff, and so on) at the departmental level with a target date of April 6, 2012.

General Education and University Requirements Committee

• Review the university requirements and general education to ascertain whether or not any learning outcomes could be simplified, eliminated, etc. to reduce faculty workloads (e.g., reporting requirements), with a target date of February 1, 2012.

• Consider and report to the AP&P Committee regarding the possibility of allowing a course to count in multiple slots within General Education (should it be allowed, how many courses or slots if it should be allowed, etc.) with a target date of October 7, 2011.

Information and Instructional Technology Council

• Review and report/make recommendations to the Senate regarding any major proposed changes in the use of technology on campus (e.g., changes from/to PCs and/or Macs, changes to classroom technology, changes to major programs/clients, such as e-mail), with a target date of September 26, 2011 and thereafter as proposed changes arise.

• Review the use of the web template and report to the Senate with a target date of October 21, 2011.

• Review the course offerings for the 2010-2011 academic year (fall, j-term, spring, summer), and those proposed for 2011-2012 to identify the number and percentage of courses offered by term and college that are hybrid, on-line, and in-person, and report and/or make recommendations to the Senate with a target date of November 4, 2011.
- Review the evidence related to the use of technology in the classroom (i.e., how does it compare to education without technology) and report to the Senate with a target date of December 2, 2011.
- Review the evidence related to the use of on-line courses (i.e., how does it compare to learning in a classroom setting) and report to the Senate with a target date of December 2, 2011.

**International Programs**
- Review the criteria used to make financial aid awards for education abroad (e.g., preferences, if any), and report/make recommendations to the Senate with a target date of September 26, 2011.
- Make available online the “Guidelines for Successful Education Abroad” with a target date of October 7, 2011.
- Consult with the General Education and University Requirements Committee about streamlining the outcomes to be assessed in courses meeting the Global Perspectives requirement, with a target date of November 18, 2011.
- Organize a gathering of faculty and staff involved with education abroad to assist in determining what is working and what is not in our internationalizing—particularly education abroad - efforts, with a target date for its organization (not implementation) of December 2, 2011.
- Organize a forum, or forums, to explore the possibility of identifying key areas of concentration/strengths in “international,” either in the form of geographic areas or topics, and report/make recommendations to the Senate with a target date for its organization (not implementation) of December 2, 2011.

**Learning Resources**
- Review the status of the proposal for privatizing textbook services and report/provide recommendations to the Senate with a target date of September 26, 2011 and periodically and as often as required throughout the academic year.
- Obtain a report from the Chancellor’s Task Force on Undergraduate Research, Scholarship, and Creative Activity (David Milne, Chair), and review/make recommendations to the Senate with a target date of October 21, 2011.
- Monitor and review the status of the proposal to audit the WiscNet program and report/make recommendations to the Senate with a target date of November 4, 2011 (and earlier and thereafter as events warrant).
- Identify a small number of committee members (i.e., 2-3) who will work with a subcommittee of the Calendar Committee to explore the possibility of combining the two committees. In collaboration with the Calendar Committee, report/make recommendations to the Senate, with a target date of November 18, 2011.

**Recruitment, Admissions, and Retention**
- Review Senate resolution 5/2006-2007 (i.e., Growth Agenda resolution) and report/make recommendations to the Senate regarding the appropriate
participation levels in Educational Attainment with a target date of October 7, 2011.

- Review the processes available for governance involvement in the First Year Experience Program and the development of learning communities (i.e., those areas that are “academic” in nature) and report/make recommendation to Senate with a target date of November 18, 2011.

- Devise a quantitative model to track the growth of the student body and to invest appropriately in new resources (e.g., tenure-track faculty lines, S&E, student assistance, support staff, and so on) at the university level and report/make recommendations to Faculty Welfare with a target date of February 3, 2012.

- Devise a quantitative model to track the growth of student enrollments at the departmental level and to invest appropriately in new resources (e.g., tenure-track faculty lines, S&E, student assistance, support staff, and so on) at the departmental level and report/make recommendations to Faculty Welfare with a target date of February 3, 2012.

Termination

- Meet if necessary.

University Curriculum

- Revise the current course-approval form to incorporate a box for study-abroad courses (i.e., have relevant proposals received a letter of recommendation from the International Programs Committee) and recommend changes to the Senate with a target date of October 7, 2011.

A motion to approve the committee charges as presented above was made by Kris Butler; it was seconded by Todd A. Savage. The motion carried (18 yea; 0 nays; 1 abstention among voting members present at this point in the meeting).

5. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to approve the revised Strategic Planning Roadmap (removing listening sessions tentatively scheduled for August 2011, with other changes in bold) and update the corresponding language in Chapter 3, Section 4. This change will take effect immediately

<p>| October 2011 | Present results of all information-gathering exercises | Strategic Planning Coordinating Group, SWOT and Environmental Scan Taskforces | Activity occurs at one or several Wednesday evening sessions of the Faculty Senate, supplemented by a select group of faculty, staff, administrators, students, and community leaders. |</p>
<table>
<thead>
<tr>
<th>October 2011</th>
<th>Propose any changes to University Vision, Mission, Values</th>
<th>Chancellor and Mission/Vision/Values Task Force</th>
<th>Task Force to include Faculty Senate Chair, Academic Staff Council Chair, and Student Senate President. Any changes reviewed/approved by Faculty Senate.</th>
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<tbody>
<tr>
<td>Based on Environmental Scan, SWOT, and Listening Sessions, develop draft “future oriented” strategic vision and focal points to guide strategic plan</td>
<td>Chancellor</td>
<td>Activity occurs at one or several Wednesday evening sessions of the Faculty Senate, supplemented by a select group of faculty, staff, administrators, students, and community leaders.</td>
<td></td>
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<tr>
<td>October 2011</td>
<td>Using input and information from all previous steps of the strategic planning process, write draft of strategic planning goals.</td>
<td>Drafting team: Provost, Vice Chancellor for Administration and Finance, Chair of Faculty Senate, and Vice Chair of the Faculty Senate in consultation with Coordinating Group and Chancellor</td>
<td>Task Force to include Faculty Senate Chair, and Vice Chair. Any changes reviewed/approved by Faculty Senate.</td>
</tr>
<tr>
<td>November 2011</td>
<td>Broad feedback sought on strategic vision, focal points and other items including online Survey</td>
<td>Communication Taskforce, Coordinating Group, e-cab</td>
<td>Any changes are provided to Faculty Senate for discussion and approval no later than late November.</td>
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<tr>
<td>December 2011</td>
<td>Collating, synthesizing, sharing all information and status to date with campus (part of opening spring meeting)</td>
<td>Strategic Planning Coordinating Group and Communications Task Force</td>
<td>Any changes are provided to Faculty Senate for discussion and approval (any subsequently identified need for change, e.g. by the SPCG, will be submitted to the Faculty Senate for discussion and approval).</td>
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</table>
Based on all information gathered, develop first draft of the Strategic Plan. Proposed strategic initiatives, measurable indicators of progress/success and proposed implementation and accountability plan.

**Drafting team:** Provost, **Vice Chancellor for Administration and Finance**, Chair of Faculty Senate, **and Vice Chair of the Faculty Senate** in consultation with Coordinating Group and Chancellor

**Faculty Senate Chair and Vice Chair** on drafting team; need consultation with Assessment Committee and other committees as appropriate. **Draft of initiatives submitted to Faculty Senate for review/approval.**

<table>
<thead>
<tr>
<th>January 2012</th>
<th>The draft plan is submitted to the Chancellor, Cabinet, Faculty Senate, Student Senate and Campus for review and comment</th>
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<tr>
<td></td>
<td>Draft plan discussed by Faculty Senate, Academic Staff Council, and Student Senate</td>
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<td></td>
<td>Online forums and facilitated campus information sessions provide feedback</td>
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<tr>
<th>February-March 2012</th>
<th>UWRF Adopts Strategic Plan: Drafting Team Revises the Strategic Plan and Submits to Faculty Senate and the Chancellor for Final Review and Approval</th>
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<tbody>
<tr>
<td></td>
<td>Faculty Senate reviews/approves</td>
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<td></td>
<td>Campus Celebration</td>
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</tbody>
</table>

**A motion to approve the revised Strategic Planning Roadmap was made by Brad Mogen; it was seconded by David Rainville. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).**

6. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to approve the **Strategic Planning Communication Plan**

See attached document

**A motion to approve the Strategic Planning Communication Plan was made by David Rainville; it was seconded by Barbara Stinson. The motion carried unanimously (19 of 19 voting members present at this point in the meeting).**

**Miscellaneous Business**

*No miscellaneous business was addressed at today’s meeting.*

**Adjournment**

*A motion to adjourn was made by David Rainville; Todd A. Savage seconded the motion. The motion carried unanimously (19 of 19 voting members present at this point in the meeting). The meeting was adjourned at 3:10 p.m.*