Minutes of the UWRF Faculty Senate for November 2, 2011, Volume 36, Number 8

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<td>At-Large</td>
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*Absent  () Substitute

Agenda, November 2, 2011

Call to Order, Seating of Substitutes, & Approval of Minutes

1. Call to order

   *The meeting was called to order at 4:25 p.m., Willow River Room, UC*

2. Seating of Substitutes
   Jeff Rosenthal for James Madsen

   *The seating of the substitutes was approved by consensus of the Faculty Senate.*
3. Approval of the minutes from the October 19, 2011 meeting of the Faculty Senate

A motion to approve the minutes from the October 19, 2011 meeting of the Faculty Senate was made by Barbara Stinson; it was seconded by Kris Butler. The minutes were approved by consensus of the Faculty Senate.

Reports

Chair’s Report (Wes Chapin, CAS)

Senate Appointments
- Here are the current committee openings. Please, convey them to your colleagues and ask them to contact me if you find volunteers.
  --Assessment (one CAFES)
  --Technology Council (one CEPS)
  --Faculty Welfare & Personnel Policy (one Academic Staff)
  --Non-Academic Misconduct Hearing Committee (one at-large), see https://docs.legis.wisconsin.gov/code/admin_code/uws/17.
  --System-level committee appointment to review program approval and review (one or more at-large nominees)

Senate Motions
- All the regular motions passed to date have been signed by the Chancellor.

Faculty Representatives Meeting
- Stephen Kolison, Associate Vice President for Academic, Faculty, & Global Planning, along with Mark Nook, reported that System is working to establish a committee to review program planning and review. The goal is to simplify the process and make it faster and more efficient. They would like the work to begin in late November 2011 and to conclude by the end of the 2011-2012 academic year. It would be desirable to have faculty representation on this body, and a couple of volunteers will be identified from comprehensives. If you know any faculty who would be willing, please have them contact me right away. I have also sent this message to faculty members of the Audit and Review and the Assessment committees.
- Elizabeth Donne, Direct of Operations Review and Audit, reported on several areas System is investigating regarding potential risk management issues: 1. System security and access on the information technology front, and data security; 2. Time in effort reporting (e.g., regarding research and consulting fees); 3. Differential tuition; 4. Information technology purchasing and procurement; 5. Gift monitoring and appropriate use; and 6. Education abroad safety and orientation.
- Mark Nook reported that the Board might be reconfigured, with three new committees, each of which would have representation from various groups within System. Discussions are ongoing on the Board and within State government about this potential reconfiguration. One possibility would be to have different committees for the comprehensives versus Research 1 institutions. This is not black and white. For example, in athletics, some schools, such as UWGB, belong with R1, and some schools have R1 agreements, especially in the STEM areas.
concern is that this might create a structure that would be used to divide the System in the future.

- David Giroux discussed the budget lapses. System does not want to do anything that might be viewed as “political.” Fear is that System could be facing future cuts. My question was “when do we draw a line in the sand?’ There was extensive conversation about this, with System not wanting to jeopardize other issues, such as differential tuition proposals for those schools that do not have it already. Another issue they raised was that the State views UW reserves as a piggy bank and they may be tempted to take more if System is viewed as political. Many other points were discussed.

- Al Crist discussed some HR issues: 1. No pay plan increase. Salary ranges will increase by 2 percent for all employees. If you are at the bottom of the current range, your salary will increase sometime in the next 12-18 months to meet the minimums. No changes to benefits. We can proceed with special pay plans to address market, retention, and/or equity/compression, but no across the board pay plans will be approved. 2. Regarding payroll deductions in the June check, System is exploring making some alterations, provided the campuses generally agree. Here are the options (keep in mind that only ONE will be implemented): Keep deductions all on the June check, or spread them out over a specified number of months (e.g., 4 or 10). People cannot opt in or out. Whatever is decided will affect everyone. System also said they are setting up a special direct payment system that will allow faculty and staff to make direct contributions to two or more accounts, and suggested that might be a way to allow people to deduct the health insurance contributions on a monthly basis so they are not "short" when the big June deduction occurs. A similar issue is the payment schedule, which they may be able to change. If they do, the same logic applies. Options are to keep as is with 9 month's-worth of checks, or everyone has to be paid over 10 or 12 months, for example. Al Crist mentioned the direct, monthly contributions to two (2) or more savings accounts again as an option for people to set aside money for the summer months. Again, people cannot opt in. Whatever is decided will affect everyone. I’m hoping we can have a motion on the Senate agenda at our next meeting about these issues, with UWRF expressing its preferences.

- Education for family members of staff/faculty

Senate Website and the UWRF Faculty and Academic Staff Handbook:

- The Website is up and running. Please, take a look at it. I also recommend you use the committee charges tracking list as a way to keep abreast of committee activities. It captures most of the activities and hopefully can serve as a planning and informational tool.

Enterprise Risk Management Sessions

- Attended this on behalf of faculty (1 of 25 participants). Series of questions arose. One dealt with faculty involvement in non-academic areas of the UWRF. Of 25 participants, 12 voted in favor of this involvement.
Budget Cuts
- The news remains serious, and hopefully we will know more details in the coming months.
- UW-Parkside copied our lapse resolution, and it appears other senates will do the same over the next couple of weeks.

Vice Chair’s Report (Marshall Toman, CAS)
No Vice Chair’s report was presented at today’s meeting.

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

Consent Items
1. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed changes in the Liberal Arts listing as proposed by the College of Arts and Sciences. The proposed changes should be made effective immediately within the catalog and applied to all current students who require the Liberal Arts component.

2. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed minor changes to the Conservation Major, Crop and Soil Science Major and Minor, and the Sustainability Studies Minor.

3. Motion from Academic Standards (Terry Ferriss, Chair) to place Motion 31/2010-2011 (Policy on Class Absence Due to Military Service) in chapter eight of the UWRF Faculty and Academic Staff Handbook as 8.2.11 and renumber the remaining items appropriately.
   
   (Note: The substance of this motion has been approved already. The motion refers to locating it in a specific place in the Handbook.)

   8.2.11 Policy on Class Absence Due to Military Service

Students shall not be penalized for class absence due to required military obligations, as long as such class absence does not exceed ten percent of course contact hours. Special permission for additional time may be granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The instructor is responsible for providing reasonable accommodations or opportunities to make up examinations or other course assignments that have an impact on the course grade. In all cases, the student is responsible for completing all course requirements.

The consent agenda passed by consensus of the Faculty Senate.

Unfinished Business
No unfinished business was addressed at today’s meeting.
First Readings

1. Motion from the ad hoc Sustainability Working Group (Kelly Cain, Chair) to define a permanent replacement body

2. Motion from the External Relations Committee (Ozcan Kilic, Chair) to approve a revision to its committee description

Proposed changes are indicated in **bold**.

Membership:
Ten faculty members, with at least one representative from each of the four Colleges and the Fourth Division; the Chancellor’s designee; the Director of the News Bureau (ex officio, non-voting); (strike the preceding “Director of the News Bureau” and replace with “Executive Director of University Communications and External Relations, or designee”) the Executive Director for University Advancement or designee (ex officio, non-voting); the Director of Development and Alumni Relations (ex officio, non-voting); (strike the preceding “Development and”) and two representatives from Student Senate.

Term of Office: Three-year staggered terms for faculty; two years for the Student Senate representative.

Duties:
- To increase faculty and staff awareness of important actions being proposed at the state level
- To assist with Faculty and Staff contact with appropriate state officials (strike all of b)
- To improve the state government’s knowledge of the effects of their actions on the students and staff at UWRF (strike all of c)
- To evaluate actively current public relations efforts (strike d and replace with “to advise the Executive Director of University Communications and External Relations on public relations”)
- To initiate activities and publications which enhance the public relations of the University (strike all of e)
- To maintain communications and the exchange of information between the University’s and Colleges’ Public Relations Committees and the administration (strike all of f)
- To seek out public relations ideas from members of the University community to promote a positive image of the University (strike all of g)
- To be responsible for recommending and inviting the speakers for the fall and spring commencement exercises and to coordinate this effort with the offices of the Registrar and the Chancellor
- To function as the Honorary Degree Committee (see Chapter 8.12)
- To advise the Executive Director for University Advancement and the Director of Development and (strike the preceding “Development and”) Alumni Relations on activities relating to alumni concerns and events such as Homecoming, Alumni Weekend, and chapter meetings (strike the preceding “concerns and events such as Homecoming, Alumni Weekend, and chapter meetings”)

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meetings” and replace with “relations and fundraising”)

k. To seek nominations for the Distinguished Alumnus Award based on outstanding professional achievement and contributions to society; to forward a recommendation for this award to the Chancellor for final approval

l. To seek nominations for the Outstanding Service Award and to forward recommendations for this award to the Chancellor for final approval; those eligible are persons outside of the University community who have made exemplary contributions to UW-River Falls through their support of the University’s goals and their volunteer efforts on behalf of the University.

New Business

1. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to approve the Mission/Vision/Values draft for the 2012-2017 strategic plan

Proposed Revised Statement of Focused Mission, Vision and Core Values

FOCUSED MISSION STATEMENT
Our mission is to help prepare students to be productive, creative, ethical, engaged citizens and leaders with an informed global perspective.

VISION
The University of Wisconsin-River Falls will distinguish itself as the St. Croix Valley’s public, comprehensive university that:

- Supports an inclusive campus community of highly-engaged learners and scholars.
- Develops distinctive, innovative educational opportunities including regional and global partnerships that lead to student success, sustainable communities, and differentiation of the university within the state and nation.
- Fosters a challenging, supportive, student-centered environment that is characterized by academic excellence, inspiring and preparing students to serve as ethical, informed citizens and leaders in an increasingly complex, diverse, and global environment.

CORE VALUES

- **STUDENT CENTERED.** We commit ourselves to an unwavering focus on learning, holistic development and success.
- **ACADEMIC EXCELLENCE.** We help students attain their full potential as critical thinkers, effective communicators, leaders, and committed life-long learners by providing engaged and integrated educational experiences.
- **INCLUSIVENESS.** We commit to a community of mutual respect, professional behavior, academic freedom and appreciation of individual differences and rich cultural diversity.
- **INNOVATION.** We encourage innovation, sustainability, and creativity, often in partnership with others, to inspire people, catalyze new ideas, and support economic and community development.
• **GLOBAL ENGAGEMENT.** We engage with ideas, people, cultures and places beyond our campus to enrich learning and understanding.

• **INTEGRITY.** We earn trust through honesty, accountability, and ethical behavior.

**Todd A. Savage moved to approve this motion as presented; Dawn Hukai seconded the motion. The motion passed (20 yeas; 0 nays; 1 abstention of voting members present at this point in the meeting).**

2. Motion from the Academic Standards (Terry Ferriss, Chair) to accept a revised course add-drop policy. This motion will take effect immediately.

**Current Policy**  
**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.*

**Background of the need for policy revision**  
The current policy does not allow adequate time for students to get feedback from faculty on class performance. Currently many students do not receive any graded exams or projects back from faculty until after the last day to drop a class. Consequently every semester numerous students submit late drop forms under the basis of “no earlier grade information was available.” This is not what late drops were designed to accommodate and the significant number of requests for late drops due to late grading has caused a tremendous amount of work for all involved in processing the late drops. In addition, it is not fair or realistic to expect students to decide whether they want to drop or not prior to receiving some indicator of class performance. UWRF even with the new proposed policy will have one of the most stringent policies in the UW-System. Other campuses are much more lenient on letting students drop a class late into the semester.
The Academic Standards Committee supports having a Drop/Add Policy for J-term and summer sessions. We initially had included the statement, “Drop dates will be prorated for J-term, Summer Sessions and classes meeting for less than a full term” but we decided to withhold that inclusion until the current discussion of redefining summer sessions has been completed.

Proposed Policy

8.2.8 Drop and Add Policy for Fall and Spring Semesters

Students can drop or add a course online without a faculty signature during the first seven (7) five (5) calendar university business days of the semester beginning with the first academic class day of the semester. Students must submit a completed drop-add card that includes their instructor’s and advisor’s signatures on the card to drop or add a class after the first seven (7) five (5) calendar university business days of the term. Students can drop a class during the first 15 university business days of the semester without any record on their transcript (business days are defined as Monday through Friday, beginning with the first academic class day of the semester and ending on the last academic class day of the semester). Students can drop a class within 16-50 university business days with a “W” recorded on their transcript. Students may initiate a late drop after 50 university business days for verifiable, non-academic reasons. A late drop requires the completion of the late drop form, including signatures of the instructor and the advisor, and approval from the Dean’s Office associated with the student’s major.

Dennis Cooper moved to approve this motion as presented; Ian Williams seconded the motion.

Barbara Stinson then moved to amend the motion to have “calendar days” changed to “university business days” throughout the policy; Marshall Toman seconded this proposed amendment. The amendment passed (18 yeas; 0 nays; 1 abstention of voting members present at this point in the meeting).

Dennis Cooper then moved to amend the motion to have “seven (7) university business days” to “five (5) university business days;” Ian Williams seconded this proposed amendment. The amendment passed unanimously (18 of 18 voting members present at this point in the meeting).

Dennis Cooper then moved to amend the motion to include the following language in the final sentence of the policy: “…including SIGNATURES OF THE INSTRUCTOR AND THE ADVISOR AND approval from the Dean’s Office…;” James Graham seconded this proposed amendment. The amendment passed (15 yeas; 1 nays; 2 abstentions of voting members present at this point in the meeting).

Todd A. Savage called the question; Hossein Najafi seconded. Faculty Senate subsequently returned to the original motion as amended. The motion passed (14 yeas; 0 nays; 1 abstention of voting members present at this point in the meeting).
3. Motion from the Academic Standards (Terry Ferriss, Chair) to revise the current internship policy and definitions regarding enrollment in student internships, and to authorize the Faculty Senate Vice Chair to insert this policy revision into Chapter 8, section 2, and to title/renumber as appropriate. This motion will take effect immediately.

**Current Policy**

*Senate Motion 2007/2008-38 Defining Full-time Status for Students Participating in Internships.*

Students participating in an Internship which requires 40 or more hours of work per week for a minimum of 14 weeks or a minimum of 560 hours and who are enrolled in a minimum of 4 credits for that experience will be considered full-time enrollees for that semester by the University of Wisconsin-River Falls, including the Registrar's Office, Financial Aid Office (including eligibility for Federal financial Aid disbursement) and the academic Colleges.

By the third week of each semester each college must report directly to the Registrar the names, course numbers, and number of credits for students they consider to be on full-time Internships. Any changes in student workload must be reported immediately to the Registrar's Office. Students enrolled in 12 or more credits do not need to be reported as they will be covered under the regular on-campus policy of a 12-credit load is full-time status.

**Summer:**

To be eligible for Federal Financial Aid disbursement during the summer students must be enrolled in a minimum of 3 credits of Internship.

**Background on the need for revision**

The current policy suggests that UWRF can control which students are eligible for Federal Financial Aid. This is not accurate, only the Federal Government can determine eligibility. UWRF does need to determine standard policy as to what constitutes full-time student status when a student is on internship. After discussion in committee it was determined that the number of hours of work at the internship site is the appropriate standard for enrollment status.

The determination of the number of credits awarded for such professional engagement will be the responsibility of each college for students enrolled in their internship courses. The colleges have the authority and responsibility to consistently set or apply the number of credits awarded per internship experience for internships supervised within their college.

The second paragraph, which outlines the required procedure for implementing the policy, is viewed as critical in order to identify who is responsible for various aspects of the implementation and establishes a reporting system for the policy.
Proposed New Policy
Internship Credit and Student Enrollment Status Policy

University of Wisconsin-River Falls students enrolled in an internship course for credit are required to work at minimum rate of 38 hours per week for a minimum of 14 weeks or a minimum of 532 hours in order to be considered a full-time enrolled student during fall or spring semesters. This policy will be prorated for J-term and summer internships. Individual colleges will determine and consistently apply the number of credits awarded per internship experience.

By the third week of each semester, each college must report directly to the registrar the names, course numbers, and number of credits for students they consider to be on full-time Internships. Any changes in student workload must be reported immediately to the Registrar's Office. Students enrolled in 12 or more credits do not need to be reported as they will be covered under the regular on-campus policy of a 12-credit load is full-time status.

Where to locate the Policy in the Faculty and Academic Staff Handbook
This policy belongs in the Academic Standards section of the Handbook, 8.2. It would be logical to place it with the load policy which states 12 credit hours is a full-time load for students, however, that policy is not currently listed in the Handbook. The 12-credit hour load policy is published on the Registrar’s Webpage and perhaps should be listed in the Handbook in 8.2 at some point in time. Therefore, the Academic Standards Committee recommends that this internship load policy be put into 8.2 and numbered to accommodate the anticipation that the 12-credit load policy would listed with it at a later date.

Dennis Cooper moved to approve this motion as presented; Barbara Stinson seconded the motion. The motion passed unanimously (16 of 16 voting members present at this point in the meeting).

4. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to add the following proposed language to the UWRF Faculty and Academic Staff Handbook, Chapter III, Section 4, subsection 3.4

(Note: Sections 3.2 and 3.3 cover UWRF and UW System committee appointments.)

Section 3.4: Faculty Appointments to Regional and other non-UWRF and non-UW System Committees

All UWRF faculty members of regional and other non-UWRF and non-UW System committees representing the University in roles related to the primary areas of faculty governance responsibility must be appointed by the Faculty Senate.

Dennis Cooper moved to approve this motion as presented; Kris Butler seconded the motion. The motion passed (13 yeas; 2 nays; 1 abstention of voting members present at this point in the meeting).
5. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to accept the UWRF Student Senate motion regarding the designation of a UWRF spirit song

SS11-12-xxx  Moved by Halverson/DeLong
A motion to support the designation of a UW-River Falls Spirit Song
Whereas, UW-River Falls has a school song;
Whereas, UW-River Falls lacks a ‘spirit song’;
Whereas, Dr. Phyllis Goldin is a strong supporter of the arts at UW-River Falls;
Whereas, Dr. Goldin has composed a piece as a gift to the university;
Whereas, the piece is entitled “Our Chance to Fly”;
Whereas, this piece was premiered by the UW-River Falls Symphony Band on December 7, 2010;
Whereas, the lyrics of this piece highly do justice to the heritage of UW-River Falls;
Therefore, be it resolved, that the UW-River Falls Student Association Student Senate supports the adoption of Our Chance to Fly by Dr. Goldin as the official Spirit Song of UW-River Falls;
Be it further resolved that upon passage, this motion be forwarded to Chancellor Van Galen, Faculty Senate Chair Chapin, and Dr. Goldin.

Ian Williams moved to approve this motion as presented; James Graham seconded the motion. The motion passed (15 yeas; 0 nays; 1 abstention of voting members present at this point in the meeting).

Miscellaneous New Business
No miscellaneous new business was addressed at this meeting.

Adjournment
This meeting of the Faculty Senate was adjourned at 5:45 p.m. by consensus of the Faculty Senate.