Date: August 24, 2012
To: Faculty Senate and University Community
From: Wes Chapin, Faculty Senate Chair
Subject: Agenda

The 2012-2013 Faculty Senate will meet on August 29, at 3:30 p.m. in UC 334.

Attachments:
1. Minutes from 6-12-12 Senate meeting
2. APP 10: Ag Studies Program Change
3. Committee Charges Tracking List 2012-13
4. Graduate Studies Curriculum Committee Proposal
5. Letter from President Reilly regarding flexible degree committee

Call to Order

Photograph of Senate with Chancellor, tentative

Approval of Minutes

Reports

Executive Committee Action as per Article VI, Section D, Item 5 of the Constitution

The Faculty Senate Executive Committee has the power to declare an emergency that requires a University response prior to the next meeting of the Faculty Senate. In such emergencies, the Faculty Senate Executive Committee shall represent the Faculty and act emergently for the Senate for the purposes of shared governance. Any action of the Faculty Senate Executive Committee implemented during a time of emergency will be brought to the Faculty Senate for deliberation and action at the next scheduled meeting of the Faculty Senate. [07/08 Amendment]. The following motion was passed by the Senate Executive Committee at its August 7 meeting.

1. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to appoint a UCC Chair for 2012-13 (replacing Tim Buttles): Alexandru Tupan

Consent Agenda
1. Motion from the Academic Programs and Policies Committee (Steve Kelm, Chair) to approve the proposed program changes within the Agricultural Studies major. Details in two attachments: APP 10.

2. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to constitute the search and screen committee for a Director of Grants/Research.

   BACKGROUND: The interim director’s tenure has been extended to May 2013. The position will involve working with faculty and staff in preparing research grants and contracts; working with faculty and administrative staff to be compliant with federal and system regulation; working with the university IRB and IACUC (human subjects and animal care committees); collaborating with other offices on student collaborative and undergraduate research initiatives and activities; being the UWRF point person to System on matters pertaining to grants, contracts, and extramural funding.

   Laura Walsh (CAFES)
   Cindy Yunker (Controller’s Office)
   Katrina Larsen (Outreach)
   Rich Wallace (faculty member)

3. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to appoint James Graham as 2012-2013 Faculty Senate Parliamentarian.

4. Motion from the Executive Committee (Wes Chapin, Chair) acting as the Committee on Committees to approve the following committee membership and chair appointments.

   Academic Standards Committee
   Chair, 2012-13: Terry Ferriss
   At-large, 2010-13: Carolyn Brady
   At-large, 2011-14: Brenda Wright

   Advising Committee
   Chair, 2012-13: Kiril Petkov

   Affirmative Action Advisory Committee
   Chair, 2012-13: Jennifer Borup
   At-large, 2011-14: Travis Tubre
   At-large, 2012-15: Travis Tubre
   At-large, 2012-15: Travis Tubre

   Assessment Committee
   CAS, 2012-15:
   CEPS, 2012-15:
CEPS, 2011-14:

Athletic Committee
 Chair, 2012-13: Ross Jilk

Calendar Committee
 Chair, 2012-13: Karl Peterson

Disability Advisory Committee
 Chair, 2012-13: Florence Monsour

Diversity and Inclusivity Committee
 Chair, 2012-13: Cyndi Kernahan
 At-large, 2011-14: Don Stovall

External Relations Committee
 Chair, 2012-13: Kris Hiney

Faculty Hearing, Grievance, and Appeals Committee
 Chair, 2012-13: Barbara Werner

Faculty Compensation Committee
 Chair, 2012-13: Joseph O’Kroy

Faculty Welfare and Personnel Policies Committee
 Associate Professor: 2012-15:

International Programs Committee Chair
 Chair, 2012-13: Marshall Toman

Learning Resources Committee
 Chair, 2012-13: Tony Varghese

Recruitment, Admission, and Retention Committee
 Chair, 2012-13: Jennifer Willis-Rivera
 At-Large, 2011-14: Michael Bilden

Technology Council
 CEPS, 2012-15:

Technology Council: Instructional and Learning Technologies Committee
 Chair, 2012-13: Marina Onken

Technology Council: Technology Services Committee
 Vice Chair, 2012-13: Tony Varghese
Technology Council: University Web Committee
Vice Chair, 2012-12: Mialisa Moline

Faculty and Academic Staff Development Board
Faculty slot, 2012-2018:

5. Motion from the Executive Committee (Wes Chapin, chair) serving as the Committee on Committees to appoint the members of the ad hoc committee on Program Prioritization and Program Audit and Review, as per motion http://www.uwrf.edu/FacultySenate/upload/2011-2012-FS-Motion-121-revised.pdf. (Note: the “slots” have already been approved. This motion identifies the individuals, in bold).

Chair: Joy Benson
1. Controller or Budget Director: Joel Heuschele
2. Director of Institutional Research: Jen Pawelko
3. Chair of the Faculty Welfare Committee: David Rainville
4. Chair of the Assessment Committee: Joy Benson
5. Chair or member of the URSCA Task Force
6. Chair of APP: Jim Zimmerman
7. CIO or Information Systems project lead: Steve Reed
8. Representative from Student Affairs or Career Services: Melissa Wilson
9. Director, Survey Research Center: David Trechter
10. Associate VC for Academic Affairs/Chair of the Program Audit & Review Committee: Mike Miller
11. Chair of Faculty Senate or member of the Faculty Senate Executive Committee: Wes Chapin
12. Faculty Member At-Large: Pat Berg

6. Motion from the Executive Committee (Wes Chapin, chair) serving as the Committee on Committees to appoint Terry Mannetter as the UWRF faculty representative to the Office of Planning and Instructional Development (term is 2010-13).

Unfinished Business

1. Motion from the Affirmative Action Advisory Committee (Jennifer Borup, Chair) to change its Handbook description. (Note: this is the required second reading)

Current Faculty Handbook Description

III - Section D – Affirmative Action Advisory Committee
This committee is established under the requirements of Regent Policy Document 17-4 (former 75-5) that requires, in part, that each UW institution “establish and maintain an affirmative action committee (or committees, as appropriate) composed of faculty, academic staff, classified
employees, and students to advise the administration on affirmative action needs and concerns, and to assist affirmative action directors in designing and implementing programs."

1. **Membership:** Five faculty (if possible, one faculty member should hold the rank of lecturer), the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action, the Director of Human Resources or designee, a member of the classified staff, an academic staff member, and a student.

2. **Term of Office:** Three years for faculty and academic staff, one to two members appointed each year. One year for students.

3. **Duties:**
   a. to advise the University administration and the Office of Equity and Affirmative Action on issues and concerns relevant to equal opportunity for all employees and applicants for employment
   b. to advise the University administration and the Office of Equity and Affirmative Action on programs designed to ensure equal opportunity to all employees and applicants for employment
   c. to review policies, at either the Committee’s own initiative or upon request, dealing with affirmative action and equal opportunity in employment
   d. to communicate issues raised within Affirmative Action Advisory Committee meetings to the appropriate group(s), e.g., University administration, academic or administrative units, governance groups, the University community at large, and so on
   e. to provide policy recommendations to University governance groups, e.g., the Faculty Senate and the Academic Staff Council

**Suggested changes:**

1. **Membership:** Five faculty (if possible, one of those 5 should hold the rank of Instructional Academic Staff), the Assistant to the Chancellor for Equity, Diversity and Inclusion, the Director of Human Resources or designee, a member of the classified staff, an academic staff member, and a student. (Note change in title of Asst. to the Chancellor)

3. **Duties**
   a. to advise the University administration and the Office of Equity, Diversity and Inclusion on issues, policies and programs relevant to affirmative action and equal opportunity in the retention and recruitment of all employees and applicants for employment.
   b. To communicate issues raised within the Affirmative Action Advisory Committee meetings to the appropriate group(s), e.g., University administration, academic or administrative units, governance groups, the University community at large, etc.
   c. to provide policy recommendations to University governance groups, e.g., the Faculty Senate, Academic Staff Council, and Classified Staff Advisory Council.
First Readings

1. Motion from the Executive Committee (Wes Chapin, Chair) serving as the Committee on Committees to approve a Graduate Studies Curriculum Committee as per Senate motion, [http://www.uwrf.edu/FacultySenate/upload/2012-2013-FS-Motion-17.pdf](http://www.uwrf.edu/FacultySenate/upload/2012-2013-FS-Motion-17.pdf), and to place its description into the By-Laws, authorizing the Vice Chair to renumber/reletter as appropriate.

Graduate Studies Curriculum Committee

1. Membership: Five members of the graduate faculty (one of whom will serve as chair), the Provost and Vice Chancellor or his/her designee, and one graduate student appointed by Student Senate. The Registrar or his/her designee, and the Director of Outreach and his/her designee will be ex-officio, non-voting members.

2. Term of office: three years for faculty, one-third to be appointed each year; one year for students.

3. Purposes:
   A. Graduate course proposals: to provide a University-wide forum for the critical reading of and response to new graduate course proposals and all substantial changes to existing course proposals
   B. Graduate program proposals: to provide a forum for the critical reading of, and response to, new graduate program proposals and all substantial changes to existing graduate programs

4. Duties:
   A. Graduate course proposals
      (1) to receive and evaluate all new and revised graduate courses that have been approved by the appropriate department/program, college curriculum committee(s) (for slash, combined undergraduate/graduate courses), the college dean, and the director of graduate studies. The committee will review courses and make recommendations in relation to their quality and the application of credit. The Committee will also adjudicate and make recommendations in those cases that involve University regulations or cross college/program/department overlap.
      (2) to coordinate procedures with all college curriculum committees.
      (3) to suggest changes in format of the graduate course proposal form and transmittal form to the University Curriculum Committee
   B. Graduate Studies Programs
      (1) to examine and recommend to the Academic Program and Policy Committee proposals for new graduate degree and graduate certificate programs. An academic program is defined as an organized group of college-level, credit-bearing courses, and their related experiences, designed to be used within the fulfillment of a degree or certificate. The Committee will also adjudicate and make recommendations in those cases that involve University regulations or cross college/program/department overlap
      (2) to examine and recommend to the Academic Program and Policy Committee proposals for substantial changes in graduate degrees and certificate programs
(3) to suggest changes in format of the graduate program proposal form and transmittal form to the Academic Program and Policy Committee

5. Procedure:
A. Graduate course proposals
   (1) Graduate courses are usually generated and developed by department faculty. Graduate course proposals must be reviewed and approved at the departmental level. Letters of acknowledgement from persons in departments that were consulted where possible curriculum overlap may occur should be forwarded with the proposal. Letters of acknowledgment are required from consulted departments whose graduate course enrollments may be affected due to changes in or additions of graduate course prerequisites in the proposal. (Note: if reasonable and documentable efforts to obtain letters of acknowledgement have failed, the proposer(s) should indicate this in the materials accompany the proposal. The originating department must sign off on the accompanying transmittal form. If the proposal is a combined undergraduate/graduate course it is then sent to the college curriculum committee or other appropriate committees if the course is intercollege in nature.
   (2) The dean of the college approves or disapproves new graduate courses and/or changes in graduate course offerings by signing the accompanying transmittal form. This signature is an indication that the Dean acknowledges the impact the course may have on faculty load and financial requirements.
   (3) The director of graduate studies approves or disapproves new graduate courses and/or changes in graduate course offerings by signing the accompanying transmittal form.
   (4) Graduate course proposals approved by the deans and the director of graduate studies are forwarded to the Graduate Studies Curriculum Committee (one copy per member plus an updated electronic copy). When a graduate course is revised or changed, copies of the old original proposal must also be sent to the Graduate Studies Curriculum Committee. A signed transmittal form must accompany all graduate course proposals.
   (5) The Graduate Studies Curriculum Committee chair will publish in the committee's agenda a list of all graduate courses to be reviewed by the committee to inform the University faculty. Information will be published in accordance with Wisconsin Open Meetings Law requirements.
   (6) At the request of the committee chair, a departmental representative must be at the meeting to represent new and revised graduate course proposals. The representative should be prepared to provide a short verbal explanation/justification of the new or revised graduate course proposal. The representative will serve as a liaison between the Graduate Studies Curriculum Committee and the department in which the proposal originated. The committee may ask the representative to clarify information and provide backround material.
   (7) Guidelines for review and approval of graduate course proposals:
      (a) Review for accuracy information prompts, such as year of first offering, and program requirements.
      (b) Check for the inclusion of appropriate prerequisites.
      (c) Review for adequacy of graduate course outlines and attachments including letters of acknowledgement from persons in departments that were consulted where possible curriculum content overlap may occur.
(d) Adjudicate and make recommendations in those cases of overlap or other conflicts involving University regulations or intercollegiate differences.
(e) If substantive changes to the graduate course proposal are deemed necessary for the graduate course to be approved by the Graduate Studies Curriculum Committee, the proposal may be sent back to the appropriate college curriculum committee.

(8). Guidelines for information dissemination after committee action:
(a) Minutes of all the meetings will be sent to:
   1. all committee members
   2. all college curriculum committee chairs
   3. all college Deans and the Director of Graduate Studies
   4. the chairs of the Academic Program and Policy Committee and the University Curriculum Committee

(9) Graduate course proposals approved by the Graduate Studies Committee will be forwarded to the University Curriculum Committee for additional review.

B. Graduate Program Proposals
(1). Recommendations dealing with new or revised graduate programs and certificates are approved by the department, college curriculum committee, college dean, director of graduate studies, Graduate Studies Curriculum Committee, Academic Program and Policy Committee, Faculty Senate, the Provost and Vice Chancellor, and the Chancellor, in that order.

2. Motion from the Executive Committee (Wes Chapin, Chair) to amend the By-Laws Article II - Section E – Appointment to Committees (Note: Proposed changes are in bold).

   Wherever practicable, committee membership shall include representation from each of the voting divisions of the faculty. **If at least two calls for volunteers have occurred without a response from anyone meeting the necessary background requirements (e.g. division affiliation), the position will be classified temporarily as an at-large position and Senate may appoint someone from another background to fulfill the spot, notwithstanding the membership requirements listed in the committee’s description, and provided such an appointment does not conflict with UW-System or State policies.** Membership on the Senate shall not be a prerequisite for membership on a faculty committee. In cases where the business of a committee involves matters that are of interest and importance to students, there shall also be student membership on the faculty committee. The Senate’s Executive Committee will receive from the faculty its preferences as to committee appointments and will present to the Senate a list of nominees for existing vacancies. The Senate may propose alternative names or simply approve the Committee's slate. Final appointments to and removal from standing committees are, unless otherwise specified, made by the Faculty Senate with final approval by the Chancellor.
New Business

1. **Motion from the Executive Committee (Wes Chapin, Chair) to amend something previously adopted, the ad hoc PP-PAR committee,**
   [http://www.uwrf.edu/FacultySenate/upload/2011-2012-FS-Motion-121-revised.pdf](http://www.uwrf.edu/Faculty Senate/upload/2011-2012-FS-Motion-121-revised.pdf). (Note: the proposed changes are identified below in bold).

   1. Controller or Budget Director:
   2. Director of Institutional Research:
   3. Chair of the Faculty Welfare Committee:
   4. Chair of the Assessment Committee:
   5. Chair or member of the URSCA Task Force (strike this line, #5)
   6. Chair of APP:
   7. CIO or Information Systems project lead:
   8. Representative from Student Affairs or Career Services:
   9. Director, Survey Research Center:
   10. Associate VC for Academic Affairs/Chair of the Program Audit & Review Committee:
   11. Chair of Faculty Senate or member of the Faculty Senate Executive Committee:
   12. Faculty Member At-Large: (increase this to two faculty members at large)

2. **Motion from the Executive Committee (Wes Chapin, Chair) serving as the Committee on Committees to define the Executive Committee as the temporary substitute for the Graduate Studies Curriculum Committee (See Senate motion,**
   [http://www.uwrf.edu/FacultySenate/upload/2012-2013-FS-Motion-17.pdf](http://www.uwrf.edu/FacultySenate/upload/2012-2013-FS-Motion-17.pdf)). The Executive Committee will:
   - Review graduate program and curriculum proposals that are urgent and time sensitive (i.e. cannot wait for the approval and staffing of the proposed Graduate Studies Curriculum Committee)
   - Cease to exercise such functions as soon as the proposed Graduate Studies Curriculum Committee is approved and staffed

3. **Motion from the Executive Committee (Wes Chapin, Chair) to approve the Chancellor’s Task Force on a Campus Tobacco Policy**

   **The Chancellor’s Task Force on a Campus Tobacco Policy**

   **Charge**

   The Chancellor’s Task Force on a Campus Tobacco Policy is a non-standing university committee that will provide the Chancellor with recommendations regarding whether UW-River Falls should establish a Campus Tobacco-Free Policy and, if so, what key elements should be considered as part of such a policy. In its work, the Task Force will examine currently available
information and research on tobacco and second-hand smoke, national tobacco/smoke-free policy trends and best practices, existing UW-River Falls policies and student and faculty/staff data related to tobacco use and tobacco policy, and tobacco/smoke-free campus policy implementation issues. As part of its work, the Task Force may develop recommended language for a tobacco-free campus policy, address and develop recommendations for implementation and enforcement of such a policy, suggest marketing and education initiatives, and address other relevant issues.

The Task Force will deliver written recommendations to the Chancellor and Chair of the Faculty Senate no later than November 16, 2012, and will sunset at that time.

**Purpose**

The purpose of this Task Force is to provide the UW-River Falls Chancellor, Provost, Faculty Senate Chair, faculty and staff, students, and campus community with information and recommendations to assist in making an informed decision regarding the possibility of a Tobacco-Free Campus Policy at UW-River Falls.

**Membership**

- 4 faculty (1 from the College of Arts and Sciences, 1 from the College of Education and Professional Studies, 1 from the College of Business and Economics, and 1 from the College of Agriculture, Food and Environmental Sciences) – appointed by Faculty Senate
- 1 student - appointed by Student Senate
- 2 academic staff – nominated by Academic Staff Council and appointed by Faculty Senate
- 1 classified staff – appointed by Classified Staff Advisory Council
- Student Health and Counseling Services Director (ex-officio, non-voting, will serve as co-chair along with a faculty co-chair to be appointed by the Senate from among the four faculty members)
- Health Education Coordinator (ex-officio, non-voting)

3. **Motion from the Executive Committee (Wes Chapin, Chair) to approve the 2012-2013 Committee Charges.** (Note: See attached draft. This motion approves the placement of the action items onto the agendas of the various committees and their associated target dates)

4. **Motion from the Executive Committee (Wes Chapin, Chair) to amend the Audit and Review Committee’s description in the Faculty and Academic Staff Handbook, Chapter 2 (2.6.1) as noted below in bold.**

2.6.1 Audit and Review Committee

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The Audit and Review Committee, chaired by the Associate Vice Chancellor for Academic Affairs [FS 08/09 #66], is comprised of the Provost and Vice Chancellor for Academic Affairs; Deans of the Colleges of Agriculture, Food and Environmental Sciences, Arts and Sciences, Business and Economics, and Education and Professional Studies; (STRIKE “one faculty member representing the University Planning Group;”) and five (change “five” to “six”) faculty members appointed for three-year terms by the Faculty Senate: one from the College of Agriculture, Food and Environmental Sciences, two from the College of Arts and Sciences, one from the College of Business and Economics, and (strike “and”) one from the College of Education and Professional Studies (add “, and one at-large tenure-track faculty member”). Two students serve as appointed by the Student Senate for two-year terms.

The Audit and Review Committee is the evaluative body for 7-year program audit and reviews (see http://www.uwsa.edu/acss/acis/). During the Spring Semester, the department with the program being reviewed submits its self-study document, along with the external reviewer’s report, to the Provost and Vice Chancellor for Academic Affairs. The report is sent to the Audit and Review Committee by March 21 The Audit and Review Committee then schedules and carries out a departmental visitation. Finally, the committee prepares a report and submits it, with recommendations, to the Provost by June 1.

5. Motion from the Executive Committee (Wes Chapin, chair) serving as the Committee on Committees to appoint a faculty nominee to serve on the UW System Flexible Degree Model Faculty Committee. The nominee will report to the Senate and/or Senate chair regularly about the activities of the committee (Note: a letter from President Reilly is attached to this agenda)

6. Collective Bargaining Rights: discussion, possible resolution

7. Motion from the Executive Committee (Wes Chapin, Chair) to amend the Constitution, Article VI, Section C, subsection 2, item c. (proposed changes are in bold).

Upon completion of the slate of candidates, the Elections Chair shall conduct a University-wide election by secret ballot, Associate and Full Professors voting in the Senior At-Large election, and Assistant Professors and Academic Staff with faculty status voting in the Junior At-Large election. The winners of the respective elections shall be those receiving the most votes. Ties shall be broken by lot supervised by the Elections Chair.

8. Motion from the Executive Committee (Wes Chapin, Chair) to amend the constitution (changes are noted in bold)
VI - Section B - Organizational Structure of the Faculty Senate

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

Miscellaneous Business

Adjournment