Minutes
UWC Senate Steering Committee
Meeting #14: UW-Fox Valley
Friday, April 24, 2015
9:30 a.m. – 11:25 a.m.

Present: Greg Ahrenhoerster, Rich Barnhouse, Rose Brust, Joe Foy, Margaret Hankenson, Holly Hassel, Evan Kreider, Greg Lampe, Juli McGuire, Graham Pearce, Mark Peterson, Matt Raunio, Cathy Sandeen, John Short, Melissa Smiley (Dickson), Jeff Verona, Brad Wilson, and Linda Baum

Not Present: Marcy Dickson

1. Call to order. The Friday, April 24, 2015 meeting of the UW Colleges Senate Steering Committee (SSC) was called to order at 9:38 a.m. by SSC Chair Mark Peterson.

2. Approval of the agenda. The agenda for the meeting was approved unanimously [Hassel/Raunio].

3. Approval of Minutes: SSC #13 Draft Minutes (2015-04-08). The minutes of the April 8, 2015 WisLine meeting of the SSC were approved by unanimous vote [Brust/Ahrenhoerster].

4. Reports

a. Chancellor Cathy Sandeen reported that she has now visited eleven of the thirteen UW Colleges campuses, and will call on the twelfth next week. The chancellor related that her favorite part of campus visits is meeting with students. The Posters in the Rotunda at the capitol earlier in the week was a wonderful event; Chancellor Sandeen accompanied students on legislative visits during which the students presented their research. Noting that the UW Colleges students are freshmen and sophomores, the chancellor said it was especially impressive that they did so well as undergraduates. Chancellor Sandeen expressed the importance of focusing on bright points like this during difficult times.

b. Provost/Vice Chancellor Greg Lampe shared that in about two weeks the first eight students will graduate from the Bachelor of Applied Arts and Science (BAAS) degree completion program. He has been invited to confer the degree at the campuses where the degrees will be awarded. The BAAS senior capstone projects are underway, culminating now with students making public presentations. Eight additional students are on schedule to graduate in December. The Department of Public Instruction has introduced changes to clarify Course Options statutory language which instead seem to confuse the issue. The proposed changes remove all but one reference to UW System institutions and have students interested in participating in Course Options programs apply directly to school boards or districts first. Provost Lampe, along with other representatives from UW Colleges and UW-Oshkosh, will meet with State Superintendent of Schools Tony Evers and other members of the Department of Public Instruction (DPI) to discuss the changes to the Course Options statute in early May. Chancellor Sandeen noted that
Senator Luther Olsen is a strong advocate for returning the statute to its original form which would allow parents and students to pay for Course Options programs. Currently, school districts are responsible for paying for Course Options programs. Holly Hassel asked about the references to UW System being removed. Provost Lampe replied that the references to higher education had been replaced with language referring to resident or non-resident school districts. Others present who have had the opportunity to read the proposed statutory changes from DPI agreed that the changes are confusing and muddy the existing Course Options statute. Hassel asked if it was bad for the applications to go to the school district, to which the provost replied that it slows the process and could create an unnecessary barrier. He understands the thinking in the change if the school districts are the ones who have to pay for the courses, but it is a new level of bureaucracy. Greg Ahrenhoerster asked about the status of the work Tricia Wessel Blaski, Course Options Coordinator, had been doing to standardize things such as the instructor oversight process. Provost Lampe replied that Wessel Blaski is still working on that language and advocating for changing Course Options; however, with the uncertainty of knowing whether or not campuses have the financial ability to compensate faculty members for mentoring high school teachers and the uncertain status of the Course Options coordinator position in upcoming fiscal year, it is hard to know how far we can go as an institution with standardizing the UW Colleges approach to Course Options programs.

c. **Associate Vice Chancellor for Academic Affairs Joe Foy** deferred his report until the afternoon meeting of the Senate.

d. **Senate Steering Committee Chair Mark Peterson** stated he would defer his report until the Senate meeting, except to thank Senate Assistant Linda Baum.

e. **Academic Staff Lead Senator Jeff Verona** pointed out his report in the binder of materials. Holly Hassel asked about the titling guidelines. Verona noted they would be up for adoption at the Academic Staff Council meeting later in the day.

f. **Classified Staff Lead Senator Rose Brust** deferred her report until the meeting of the full Senate.

g. **SGC President Graham Pearce** related the location of his report in the materials, and deferred his report until the Senate meeting.

5. **Business**

a. **Revision of FPP #501 and FPP #501.01 to make due dates consistent and make sure that the text is amended to include “or next business day” where appropriate.** Chair Mark Peterson related that Executive Assistant to the Provost Sharon Brickl had pointed out the question around the dates not aligning in FPP #501 and 501.01. It was determined to send the two policies to Faculty Professional Standards Committee (FPSC). The FPSC will also be told that a reference to “or next business day” should be
in both policies, and that it had been noted that a visual such as a chart or flowchart would be very helpful.

b. Senate Bylaws Committee Appointments

i. Senate Online Program Committee (SOPC). The SSC unanimously determined the following faculty members would form part of the slate: Christa James-Byrnes (Professor, Engineering, UW-Barron County), Renee Gralewicz (Associate Professor, Anthropology-Sociology, UW-Fox Valley), and Nichole Kathol (Assistant Professor, CTA, UW-Barron County) [Kreider/Hassel]. James Powell (Senior Lecturer, Philosophy, UW-Rock County) was chosen unanimously for the slate in the IAS slot [Kreider/Raunio]. The remaining slate was composed of Rachel Cornelius (Associate Academic Librarian; Librarian, UW Colleges Online, UW-Marathon County), Lucas Dock (Manager of Student Outreach & Communication, UW Colleges Online), and Jeff Leigh (Associate Professor/Chair, History, UW-Marathon County). The entire slate was unanimously seated [Hassel/Raunio].

ii. Senate Informational & Instructional Technology Committee (SIITC). A slate consisting of Paul Price (Dean & CEO, UW-Washington County), Jim McCluskey (Associate Professor/Chair, Geography-Geology, UW-Marathon County), Paul Whitaker as the at-large faculty member (Associate Professor, Biological Sciences, UW-Marathon County), IT member John Hollenbeck (Instructional Designer, UW Colleges Online), and Social Sciences Division faculty member Jill Halverson (Assistant Professor, Business-Economics, UW-Fox Valley) was moved and unanimously accepted [Raunio/Kreider].

iii. Institutional Review Board (IRB). The Steering Committee unanimously chose Michaela Nowell (Assistant Professor, Anthropology-Sociology, UW-Fond du Lac), and Kerri Wrinn (Assistant Professor, Biological Sciences, UW-Rock County) for new terms [Hankenson/Peterson].

iv. Senate Teaching Awards Committee (STAC). SSC Chair Peterson will make an additional call for the Senate Teaching Awards Committee. Tammy Ladwig (Associate Professor, Psychology-Education, UW-Fox Valley) was appointed unanimously [Peterson/Hassel].

v. Senate Inclusive Excellence Committee (SIEC). A slate consisting of classified staff rep Tamara Lavender (USPA-Student Affairs, UW-Baraboo/Sauk County), Department Chairs’ Rep Rachel Knighten (Associate Professor/Chair, World Languages, UW-Fox Valley), Humanities faculty member Amy Reddinger (Associate Professor, English & Women’s Studies, UW-Marinette), and Non-Instructional Academic Staff member Annie Weberpal (Student Services Coordinator & Certifying Official, UW Colleges Online) was moved and unanimously endorsed [Kreider/Peterson].

6. Other Business
a. **Steering Sub-committee Committee Review Discussion.** Senate Steering Committee Chair Mark Peterson began by explaining what he had found when looking over the annual reports of Senate committees over the past ten years.

- Senate Academic Policy Committee (SAPC), Senate Curriculum Committee (SCC), Senate Steering Committee (SCC), Faculty Professional Standards Committee (FPSC), Senate Assessment Committee (SAC), Senate BAAS Assessment Committee (SBAC), and Senate BAAS Curriculum Committee (SBAC) are the committees that Chair Peterson found to be quite busy. Chancellor Sandeen said it was interesting to see that these committees all work on the academic mission of UW Colleges.

- The Senate Correspondence Committee (SCoC) had only met once in the last ten years until Peterson had called them into action this year. The committee is to review the Senate Leaders Handbook, but either the SSC Chair or Senate Assistant Linda Baum has been handling that task. It was felt that the Steering Committee could deal with the items SCoC has been charged with.

- Senate Online Program Committee (SOPC) has tried to take the committee in hand or has been charged with looking at their situation, but any recommendations have mostly been neglected by other levels. It is felt to be up in the air due to the potential changes with UW Colleges Online. Steering feels it best to see what eventually happens with the Online program before making any determinations regarding SOPC.

- Faculty Appeals and Grievances Committee (FAGC) is critical to maintain faculty say in personnel issues, even given how rarely it might be called to duty. There are, however, many questions around the processes and procedures for actually doing the work of FAGC. It was discussed if the policy is working correctly or if a policy revision was necessary, if a “how to” document would be a good idea, and whether the committee should create bylaws covering these concerns.

- Academic Staff Appeals and Grievances Committee (ASAGC). AS Lead Senator Jeff Verona related that the ASAGC has the same issues as FAGC of not knowing exactly how to go through the grievance process. They would appreciate some guidance and training. Verona added that the appellant needs assistance, too.
  - There was conversation as to who, the department or committee, had the final say regarding personnel decisions. Further, it was discussed as to whether administration is able to overrule the appeals process; it was decided that yes, they are able to if it is on a procedural issue. It will be suggested that both groups create bylaws and clarify the process during the next year.

- Senate Budget Committee (SBC) does not meet often or seem to do very much. Matt Raunio pointed out that one issue might be the varying levels of expertise on the committee—not all members have the background to readily understand complicated institutional budget data. All Steering members agree that the largest problem with the SBC is that it is underutilized: ad hoc task forces are seated with a member from SBC rather than taking the issue to the SBC, for example.

- Senate Inclusive Excellence Committee (SIEC) seems only to meet to organize a conference said SSC Chair Peterson, noting they should be disbanded or kept busy.
Gender equity and life balance issues were mentioned. The Office of Equity, Diversity and Inclusion was pointed out as a reason the SIEC might not be necessary, but further conversation held that Christine Curley, Assistant Vice Chancellor for that office, was kept busy with state and federal statutes. Continued discussion revealed that the current SIEC chair feels that the committee is not consulted often enough, that they should have been consulted regarding the gender equity person, and should be more intentionally included and have items steered to them. It was determined to keep SIEC going at least another year, asking them how to spread inclusive excellence across Colleges and shared governance, and how they wish to interact with the gender equity person.

- Senate Informational and Instructional Technology Committee (SIITC) has met exceedingly rarely and their purpose seems to have been forgotten by those who should know and consult them, including Central IT. Noting that SIITC is supposed to consult about software, SSC Chair Peterson added that SIITC should have classified staff representation, as CS would be some of the primary people dealing with software. A possible plan to delete stored email was also brought up. It was agreed that the committee needs diverse input; however, the future of the committee at this point is undetermined.

- Senate Teaching Awards Committee (STAC) and Senate Professional Development Committee (SPDC) each have periods where they are quite busy. While the committees have specific work, it is of a similar nature, and it was noted that merger might be a good idea. Associate Vice Chancellor for Academic Affairs Joe Foy pointed out that the SPDC is busy in the fall through January, and STAC gets busy about then. There has been confusion on both committees this year with the loss of assistance from the Central Office, but they do deal with similar processes. The two committees will be asked to meet with each other at Convocation to discuss the possibility of merging and what would be necessary to achieve that end.

b. **Discussion of UW Colleges Governance Assessment Survey from Professors Hankenson and Hassel.** It was noted that the survey had been discussed at the March meetings and takeaways identified. A Senate 101 is being developed, and the information gathered from the conversation at lunch later will add to those materials. SSC Chair Peterson will send out a top three of what happened at the Senate meeting. It was discussed that communications are sent out, but there are few replies; it is felt no one pays much attention. Associate Vice Chancellor Foy added that there have been steps taken to include shared governance information in the onboarding processes.

7. **Adjournment.** The April 24, 2015 meeting of the UW Colleges Senate Steering Committee held at UW-Fox Valley was adjourned at 11:12 a.m. when SSC Chair Mark Peterson announced business was concluded.

8. **Action Items**

   a. **Baum** will post the approved minutes of SSC #13 in the appropriate electronic files.
   b. **Peterson** will send SSC minutes and chair report to senators and campus steering chairs.
c. **Peterson** will steer FPP #501 and 501.01 to FPSC, asking that they clarify dates between the two policies, add “next business day” language, and consider a visual aspect (chart, flowchart).

d. **Peterson and Baum** will announce results of committee appointments. **Baum** will post as appropriate just prior to the beginning of the 2015-2016 term (August 26, 2015).

e. **Peterson** will make calls for nominations for STAC and other committees.

f. **Peterson** will bring issue of terminating SCoC to Steering.

g. **Peterson** will bring FAGC and ASAGC charges to Steering (bylaws and clarifying processes).

h. **Peterson** will bring charge for SIEC to Steering (asking committee how to spread inclusivity across UWC and shared governance).

i. **Peterson** will bring charge for STAC and SPDC to Steering regarding a joint meeting for the two to discuss merging and what would be required for that to happen.