Minutes
UWC Senate Steering Committee
Meeting #7: WisLine
Thursday, December 11, 2014
2:30 p.m.

Present: Greg Ahrenhoerster, Aaron Brower, Rose Brust, Marcy Dickson, Joe Foy, Margaret Hankenson, Holly Hassel, Evan Kreider, Greg Lampe, Graham Pearce, Mark Peterson, Matt Raunio, Jeff Verona, and Linda Baum

Not Present: John Short

1. Call to order. The December 11, 2014 WisLine meeting of the UW Colleges Senate Steering Committee (SSC) was called to order at 2:33 p.m. by SSC Chair Mark Peterson.

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

3. Approval of Minutes for SSC #6 (2014-11-13). The minutes of the November 13, 2014 WisLine meeting were approved unanimously [Kreider/Hassel].

4. Reports

a. Provost and Vice Chancellor Greg Lampe reminded the SSC that UW Colleges had been waiting for UW System to act on the recommended changes to the existing associate degree standards from the UW System Associate Degree Standards Working Group before starting a review of the UW Colleges’ Associate of Arts and Science Degree. In a meeting last week with Interim Senior Vice President for Academic and Student Affairs David Ward and the co-chairs of the working group, UW-Superior Provost Faith Hensrud and UW Colleges Provost Greg Lampe, the decision was made to accept the working group’s recommendations to UW System and to move them forward for implementation. The recommendations are as follows: allow for three different types of associate degrees (associate of arts, associate of sciences, and associate of arts and sciences); minimum of 60 semester credit hours, minimum of 40 semester hours of general education curriculum, a 2.0 grade point average, students must complete a two-course sequence in which the second course builds on the first; emphasis on the UW System Shared Learning Goals rather than breadth requirements; and the incorporation of high impact practices wherever practicable. The recommendations could be on the Board of Regents Education Committee’s agenda at the February meeting as either an information or action item. If they are an action item, they could be implemented as early as March 1. Now that it is known the associate degree will be based on learning outcomes, Provost Lampe relayed that UW Colleges can move forward with the process of revising the Associate of Arts and Science degree. Mark Peterson asked when the transition to a competency based associate degree would begin. Provost Lampe replied that the future of the degree would be determined by the faculty. The provost will work on planning the review (process of naming a faculty lead and creating a timeline) over the winter break, and the review and revision processes should begin at the end of January. Next, Provost Lampe shared with
the committee that a UW Colleges-wide Concurrent Enrollment program had been in development when the last biennial budget passed with the Course Options statute. On December 3 a meeting had been held to refresh and advance a UW Colleges-wide approach to concurrent enrollment and Course Options. One of the key areas to be focused on are mentoring and approving high school teachers to teach UW Colleges’ courses to high school students in the high school.

b. **Interim Chancellor Aaron Brower** stated that the comments of UW System President Ray Cross regarding a non-instructional workload review at the Board of Regents meeting last week had caused some concern. Interim Chancellor Brower added some context: Representative Robin Vos had asked for a review of faculty workload approximately a year and a half ago, and the non-instructional review has emerged from that prior conversation. Ray’s involvement is an attempt to shape that discussion, and to highlight that faculty are busy with many kinds of activities, all of which impact student learning and their educational experience. Evan Kreider noted that the approach should be carefully phrased so it does not sound like complaining. The interim chancellor said that video may be utilized to provide examples of “a week in the life of…” various faculty. Interim Chancellor Brower informed the committee that he had received the final report of recommendations from the Faculty Compensation Committee (FCC). He thanked them for their very thorough work and extensive vetting. He noted that their vetting led to some revisions in the original plan, including lowering the floor from $2000 to $1500. On Friday, December 12, Interim Chancellor Brower will communicate acceptance of the recommendations and the plan for their implementation. SSC Chair Peterson thanked Interim Chancellor Brower for the good work he has done for UW Colleges; the committee joined Peterson in those thanks.

c. **Associate Vice Chancellor for Academic Affairs Joe Foy** reported that the academic department chairs have been informed of the course catalog review. The associate vice chancellor has been working with the provost to charge a task force to develop ESL programming on all campuses with international students. Work will progress through spring on curriculum, course development, and ESL programs for international students. Associate Vice Chancellor Foy gave an update on Dave Carlson’s request to have both compensation policies and schedules posted. Policies are posted, but schedules are updated every year and nuances added at each campus. The schedules should be communicated locally; campus administrators will be urged to communicate that information, he said. Although the academic forgiveness policy that the associate vice chancellor had helped bring forward while in his previous position at UW-Waukesha had not been addressed by Senate Academic Policy Committee (SAPC) when originally sent, it has now been taken up. However, Registrar Larry Graves has concerns regarding UW Colleges’ ability to transfer the associate degree with such a policy in place. Graves is contacting UW System partners to research the issue, and will go over the policy draft and make recommendations before the January Senate meeting. Finally, Associate Vice Chancellor Foy spoke of the review underway for possible course designations of AAS courses to align with the BAAS under revised MOUs. Discussions of how the process might work and who should be involved in the review are also taking place.
d. Senate Steering Committee Chair Mark Peterson told the Senate Steering Committee that he would complete and send out a written report shortly. He has been collecting faculty workload anecdotes as requested. Peterson reminded the committee that the Board of Regents materials are online as he always notes in his reports.

e. Academic Staff Lead Senator Jeff Verona continues to gather feedback on ASPP #708. He hopes to have the policy adopted by the Academic Staff Council in January. He is urging instructional academic staff to submit activity reports, filling out all applicable sections. This will provide a base for the conversation Verona feels is coming regarding their workload. The question was asked as to what an Academic Staff Liaison was and the responsibilities of a liaison. It was explained that campuses that do not have an academic staff senator are to have an academic staff liaison, and that there is a list of responsibilities that is shared with them. AS liaisons are kept in the loop primarily through email; AS Lead Senator Verona had, in fact, emailed the group earlier in the day.

f. Classified Staff Lead Senator Rose Brust related that the University Staff Council (USC) had met November 14 and welcomed David Prucha, Director of Human Resources for UW Colleges and UW-Extension, as the new liaison to the chancellor. They have been working primarily on grievance policy revision, and will take the version worked out yesterday to HR Director Prucha. The grievance panel and impartial hearing officer have been areas with which the committee has encountered difficulties in working through. CS Lead Senator Brust was pleased to announce that UW-Manitowoc classified staff elected April Peissig as their representative to the USC, and Bradley Wilson had been elected as the representative at UW-Baraboo/Sauk County.

g. SGC President Graham Pearce said that the Student Governance Council (SGC) had had their last meeting of the semester, completing all required meetings even though they started late. Pearce announced that the Executive Committee had reached consensus on student appointments made to the UW Colleges Senate committees, and noted that the two nominations requiring SSC action would hopefully be confirmed shortly. He is now concentrating on the meeting schedule for spring and the leadership conference coming up in Wausau. A report had been heard following the student reps meeting; this is something SGC President Pearce is just learning of, and he has heard that there has been a lack of Colleges participation.

5. Business

a. Committee appointments for student members:
   i. Jonathan Watson (Sheboygan) to SIITC.
   ii. Amy Pearce (Marshfield) to SIEC.
Chair Peterson noted the names of the two students nominated by the SGC: Jonathan Watson from UW-Sheboygan to the Senate Informational and Instructional Technology Committee (SIITC), and Amy Pearce from UW-Marshfield/Wood County to the Senate Inclusive Excellence Committee (SIEC). The nominees were appointed by unanimous vote [Hassel/Raunio].
b. **Amend UWC Constitution 2.02 regarding the presiding officer to make the Constitution accord with practice.** SSC Chair Peterson noted that this item had come up with the conversation sent from Senate Academic Policy Committee (SAPC) at the last SSC meeting. It had been proposed to simply strike the line noting the chancellor as the presiding officer. There was discussion as to why the chancellor was the presiding officer, a resolution passed several years ago on the floor of the Senate in which it was noted that the chancellor could designate someone else to preside, and that the SSC chair would not have a vote if acting as presiding officer according to Robert’s Rules. Associate Vice Chancellor Foy noted the need for a second in order to give the chair the ability to speak and vote. Provost Lampe explained that the purpose of the presiding officer is to maintain order and keep the meeting on track. Evan Kreider added that the person can answer questions and inform on an issue, but is not allowed a vote. The fact that the Steering Chair is also a faculty senator representing a Colleges campus, who should therefore have a vote, was brought forth. It was determined, with two opposing votes, to make the item a January introduction [Hassel/Dickson].

c. **Authorize the Assistant to the Senate to make changes in all Senate documents from “classified” to “university” staff as of July 1, 2015.** The change in language due to law as of July 1, 2015 was noted. It was unanimously agreed to authorize Assistant to the UW Colleges Senate Linda Baum to make the necessary language changes as of that date [Brust/Dickson].

d. **Bylaws revision of 5.2. Fix language regarding the number of student senators.** Chair Peterson related that there were some discrepancies in UWC Senate Bylaws 5.2. The Bylaws mention “two newly elected senators,” when there should be three student senators, for example. A motion was made and unanimously carried [Hassel/Brust]. Mark Peterson will write the introduction.

e. **Bylaws revision of 9.2. Revise language to include classified staff.** UWC Senate Bylaws 9.2 refers to academic, but not classified staff. It was agreed by unanimous vote to include classified staff [Hankenson/Raunio]. Chair Peterson will craft the proposal.

f. **Revising and standardizing the professional development funding process.** SSC Chair Peterson pointed out the question that had been brought forward and the background information from previous times the issue had been brought up as researched by Linda Baum. He then asked Holly Hassel who had sent the question to Steering for comments. Hassel stated that the process of distribution should be fixed. She suggested including Vice Chancellor for Administration and Finance Steve Wildeck and Associate Vice Chancellor for Administration and Finance Colleen Godfriaux in the conversation, and steering the matter to the Senate Budget Committee (SBC) to examine and make recommendations. Hassel suggested that perhaps some funding could be reallocated. Chair of Chairs Greg Ahrenhoerster said that a standard timeline would be extremely helpful, as there is currently no consistency to the process. Provost Lampe suggested that the process begin with a scan of department and campus timelines for allocations; after that the committee could think about whether any allocations should be revised. It was unanimously agreed to send the question to the SBC [Hassel/Dickson].
g. Revision of 501.III.B.2.e. Clarifying the language of notification for first-year retentions. Peterson related that UW-Washington County Dean Paul Price had come across an issue of faculty being “notified,” but no letter being written and included in the dossier for first-year retention. A motion was made and unanimously carried to send the issue to Faculty Professional Standards Committee (FPSC) [Raunio/Hankenson].

h. Review IP #103.II.A.2. Appealing the number of transferable credits allowed and granting an exception. SSC Chair Mark Peterson asked about transferring six credits instead of three, who students are to appeal to, and if the committee wanted to start that process. Chairs’ Rep Ahrenhoerster replied that exceptions to the associate degree are taken up with the department chair and with the academic actions committee. It was pointed out that this appeal was for a certificate rather than a degree. Peterson asked if an academic actions committee could overrule Senate policy, and wondered if academic action committees were in Senate policy. Associate Vice Chancellor Foy asked about a department or a campus doing a waiver, and Ahrenhoerster replied that a department chair does the waiver. It was agreed that there were too many unknown aspects to the issue, and that SSC Chair Peterson will gather further information before Steering looks at the question again.

i. Discuss and authorize Discussion Questions on Climate and Participation. [Professors Hankenson and Hassel]. The questions had been circulated; Provost Lampe had suggested some changes which were accepted. Hassel asked how to proceed. Margaret Hankenson said that the collegiums should inform the senators who in turn provide a summary to Steering. It was agreed to have the questions on the Senate agenda so the senators are able to take them to their February collegiums. A report could be completed for discussion at a March SSC meeting.

6. Other Business. There was no Other Business for the SSC to discuss.

7. Adjournment. The December 11, 2014 WisLine meeting of the UWC Senate Steering Committee was adjourned at 3:52 p.m. at the conclusion of the agenda.

8. Action Items

a. Baum will post the approved minutes of SSC #6 in appropriate electronic files.

b. Peterson will send SSC minutes and chair report to senators and campus steering chairs.

c. Peterson will inform Watson and Pearce of their new committee assignments. Baum will include them in all appropriate listings.

d. Peterson will write a rationale for the introduction of UWC Constitution Chapter 2.02. Peterson and Baum will place the introduction of UWC Constitution Chapter 2.02 on the January Senate agenda.

e. Baum will add a reminder/flag to her calendar to make change from classified staff to university staff in all Senate documents as of July 1, 2015.

f. Peterson will write the proposal to change Bylaws 5.2 and the language regarding student senators. Peterson and Baum will place it on the Senate agenda.
g. **Peterson** will craft the introduction regarding Bylaws 9.2 and adding classified staff senators. **Peterson and Baum** will place it on the Senate agenda.

h. **Peterson** will send the question of possible revision of the professional development funding process to the SBC.

i. **Peterson** will send FPP #501 to FPSC to clarify the inclusion of a written retention letter in the first-year dossier.

j. **Peterson** will study and gather information on the issues around IP #103.II.A.2 for SSC.

k. **Peterson and Baum** will place the Hankenson/Hassel discussion questions on the agenda for mention at the January Senate—to be taken to February collegiums.