Minutes  
UWC Senate Steering Committee  
Meeting #8: WisLine  
Wednesday, December 2, 2015  
3:00 p.m. – 4:30 p.m.


Not Present: Troy Kozma, John Short, and Brad Wilson

1. Call to order. The December 2, 2015 WisLine meeting of the UW Colleges Senate Steering Committee (SSC) was called to order at 3:02 p.m. by SSC Chair Holly Hassel.

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

3. Approval of Minutes: SSC #7 Draft Minutes (2015-11-13). The minutes of the November 13, 2015 SSC meeting, held at UW-Marathon County, were approved by unanimous vote [Pearce/Peterson].

4. Reports

a. Chancellor Cathy Sandeen acknowledged that implementing regionalization—moving forward with various position recruitments and the accompanying layoffs—will be the world everyone exists in the next few months. Noting it is difficult to say goodbye to colleagues and also difficult to pick up extra work to help cover for vacant positions, Chancellor Sandeen wanted to say that she appreciates those difficulties and extra efforts. UW Colleges has come into some extra GPR, a little under $200,000 in permanent allocation. The chancellor thanked Chair Hassel for her letter in regards to the tripwire, with its accompanying analysis and input, she noted that there are other institutional needs, too, such as further faculty salary adjustments and university staff salary adjustments; changes to benefits will disproportionately affect those with lower salaries. The decision on how to allocate the GPR funds is a very difficult one, and Chancellor Sandeen is gathering input and working to make a fair and appropriate decision. The chancellor worked with SSC Chair Hassel and has made two additional campus visits to get deeper insight into the academic life of the campuses. She visited UW-Waukesha and UW-Richland and sat in on classes, spoke with those working with developmental curriculum, and attended a research symposium at UW-Richland. While she will not be able to schedule in depth calls to all campuses this year, she said she very much enjoyed her time on the campuses and will continue to make the extended appointments. Her priorities for 2016 include focusing on communication strategy and advocacy now that Assistant Vice Chancellor for Communication and Marketing Lin Larson is in place. The chancellor wants to reinforce the role and impact of UW Colleges in Wisconsin and engage others to spread that message. She added that the web survey on the topic should
be out next week. Chancellor Sandeen concluded that building fund raising capacity within UW Colleges will be another priority.

b. **Provost/Vice Chancellor Greg Lampe** shared that most regional positions are on schedule to be in place for January 1, 2016. Office space and technical needs for those regional positions are being worked out now. On Monday, November 23, the first meeting of regional leadership was held in Madison at the Pyle Center. The regional executive officers, associate deans for academic affairs, associate deans for student affairs and enrollment management, and associate deans for administration and finance were all in attendance. Together with UW Colleges leadership, they discussed the status of the transition and clarified regional roles and responsibilities. Issues that must be addressed immediately were also surfaced, such as the chain of command and the role and functions of campus administrators. Regional leaders will meet again for two days in January 2016, at which point the regional directors of Continuing Education and of Communications will be able to join the conversation. The provost expressed that a strong structure is being put in place. The task force looking into the UW Colleges English as a Second Language (ESL) program recently submitted their final report to Associate Vice Chancellor for Academic Affairs Joe Foy. A meeting was held on Tuesday, December 1, between the chair of the task force, Associate Professor of World Languages Rachel Knighten, International Education Director Tim Urbonya, Associate Vice Chancellor Joe Foy, and Provost Lampe to discuss the recommendations made by the task force. The group had been charged with taking a deep look into making the program higher quality, more rigorous, and sustainable. Another task force is working on a funding model that will make the International Education Program self-funded and, thus, sustainable. Led by Tim Urbonya, the task force will be submitting a preliminary report shortly and a final report in February. Provost Lampe concluded his report by saying he has been working with Scott Bouffleur, the Director of the Non-Online Distance Education (NODE) program, on transitioning the program into the Office of Academic and Student Affairs. The provost will report soon on how the program will look and work, and added that it will most likely be renamed.

c. **Associate Vice Chancellor for Academic Affairs Joe Foy** reported out on an item from the last Senate meeting. He had discussed the cost benefits of full year IAS contracts with the regional associate deans for academic affairs. They determined that those contracts will be seen as a more standard practice at all campuses going forward. The next conversation to be had, stated Associate Vice Chancellor Foy, is around the potential costs and benefits of even longer contracts.

d. **Senate Steering Committee Chair Holly Hassel** noted that the conversation on the triwire from Faculty Council, Academic Staff Council, Senate Budget Committee, and Academic Department Chairs with Chancellor Sandeen had already been discussed; she acknowledged the many needs of the institution and is glad that the opinions shared are being considered in this difficult decision. Chair Hassel has been working with Associate Vice Chancellor Foy and Institutional Assessment Coordinator Valerie Murrenus Pilmaier on assessment efforts related to regionalization/consolidation. Twelve campuses have held campus-wide discussions and sent their reports. The three will meet Friday,
December 4, 2015 to distill key themes from the reports to help direct the upcoming assessment efforts. SSC Chair Hassel related that she had met with Regent Jerry Whitburn to discuss placement testing in order to follow up on a discussion at the October Board of Regents. She shared resources on placement testing and college readiness with Regent Whitburn as he had expressed an interest. Chair Hassel then spoke to a faculty advising proposal brought up by a campus colleague. She noted there will be changes to what students can access and there are differences now in what advising faculty actually do and are expected to handle. Hassel had contacted campus steering chairs to collect faculty advising information and found a large variation. Julianna Alitto expressed that it would be helpful to have guidelines as to how to go about advising so people feel less stressed or overburdened. Mark Peterson said that for those doing advising, there is concern around detail, how to find the right class to ensure a student is accepted to UW-Stevens Point, for example. However, Peterson noted the value of a student getting to know someone and the significance of that to retention. Luke Dock pointed out that with the early alert system and having students assigned to faculty members, there would be an increase in workload. Hassel summarized the cons: new task, not experts; and the pros: way to fill the gap, added retention, standardizes the process (evaluation). She asked if a subgroup should explore the possibility and look at positive and negative conditions in which to launch faculty advising effectively.

Academic Staff Lead Senator Verona noted that academic staff took a large role in advising and were being drastically cut. Hassel responded that the proposal called for compensating IAS if they took on the responsibility. SSC Chair Hassel will send an email asking for volunteers to put together a group to explore adopting a standardized advising process for the future, adding that process and implications should be examined, and then brought to SSC for a possible endorsement that would then go to the Academic Affairs Office. Provost Lampe advised the committee that there was a faculty initiative perhaps fifteen years ago. He will forward any information he can locate to be a touchstone to the current process. Chair Hassel concluded her report by noting that she would be attending a meeting of faculty reps on Friday, December 4. The work of the tenure task force is expected to be a major topic; she reminded the faculty on the committee that Al White had sent out a summary of that work.

e. **Academic Staff Lead Senator Jeff Verona** thanked Chancellor Sandeen and Associate Vice Chancellor Foy for their comments on IAS. He stated that there were two vacancies on the Academic Staff Council of Senators. Verona believed he was close to confirming that Troy Schoultz (Associate Lecturer, English, UW-Fox Valley) would complete the remainder of Steve Kaiser’s (Student Affairs Coordinator, UW-Marshfield/Wood County) 2014-2016 term. The AS Council Bylaws, AS Lead Senator Verona said, are out for review.

f. **University Staff Lead Senator Juli McGuire** stated that the University Staff Council is working hard. Revising the Bylaws and working on policies have been priorities. They are also keeping an eye on position reductions and postings, and appreciate the assistance of Associate Vice Chancellor Foy and HR when they have questions about those issues.
g. **SGC President Graham Pearce** related that the Student Governance Council is once again working without an advisor. He will be working with Associate Vice Chancellor for Student Affairs and Enrollment Management Rich Barnhouse in the next week or so to begin to remedy that situation. The question was asked if the advisor to SGC position was always held by a staff member. Linda Baum replied that was certainly recently true, but she knew of a faculty member who had served.

5. **Business**

a. **Colloquium Planning Committee appointments.** Chair Hassel noted that four faculty (George Waller, Assistant Professor, UW-Fox Valley; Evan Kreider, Associate Professor, UW-Fox Valley; Betsy Schmidt, Assistant Professor, UW-Barron County; Mel Johnson, Assistant Professor, UW-Manitowoc), one IAS (Jeff Carew, Associate Lecturer, UW- Sheboygan), and one person who could be an ex-officio member (Jennifer Chamberlain, Director of Library, UW-Washington County) had nominated themselves. The group as a slate was unanimously appointed [Raunio/Peters on]. Hassel will inform the new members and Baum will make appropriate list updates.

b. **Tripwire/Divisor Priorities from Academic Staff Council and Dept. Chairs.** This piece was included for informational purposes, said Hassel. The Academic Staff Council, Senate Budget Committee, and academic department chairs all recommend eliminating the tripwire.

c. **Place Colloquium Planning Committee in policy?** SSC Chair Holly Hassel reminded the committee of the email conversation around the history of the Colloquium Planning Committee and learning that the call that has been being used exists in Senate Assistant Linda Baum’s Outlook files and the history of the committee in Provost Lampe’s Outlook files. She asked if policy was an appropriate place for the committee, and asked the provost if colloquium was sustainable. Provost Lampe stated that colloquium is funded by the Undergraduate Teaching and Learning Grant, and is a line item in his budget; it is sustainable. Provost Lampe will place the colloquium information on the Provost’s SharePoint site so it is accessible to everyone. Chair Hassel will look at the Bylaws for a way to acknowledge the committee formally.

d. **Request to form and charge SSI working group.** The issues, said Chair Hassel, are whether the SSI questions are reliable, and if the SSI is an effective tool for use in evaluation. The form appears to have been in place since 1999. Hassel suggested a working group to review current research on student evals and identify recommendations for revising the form to report to Steering. She noted that proposed membership should include the Virtual Teaching and Learning Center Director and the Gender Equity Coordinator, both of whom have done recent research on student evaluations, and a chairs’ rep. Academic Staff Lead Senator Jeff Verona asked if the group would also look at paper versus digital format. Hassel agreed it was time to revisit the question. There had been a low response rate for online; acceptable levels should be determined. She also pointed out that with staff reductions, who would physically handle the forms was an issue; online administration might be the only way to proceed. Chairs’ Rep Greg
Ahrenhoerster related that he had been part of the task group that studied paper versus online administration, and that they had recommended online; faculty disagreed. He also shared that some institutions make completing evaluations mandatory. Mark Peterson asked that the group look into the rate of return necessary to be statistically significant. He also asked Hassel to make sure Faculty Professional Standards Committee (FPSC) had no plans to stop using the SSI. Chair Hassel will check with FPSC on their plans for the SSI and asked that any suggestions regarding work group membership be sent to her.

e. **Coordinate collegia meetings in response to regionalization.** SSC Chair Hassel reminded the SSC that coordinating collegium meetings in response to regionalization had been discussed at the last Steering and Senate meetings. She had contacted campus steering committee chairs for information on when their collegiums met and asked what step should be taken next. It was discussed that while regions could be asked to consider other campus schedules while setting their schedules, no further formal steps would be taken at this point. Reconsideration is possible after regionalization is in place.

f. **SPDC: review/update membership and responsibilities due to elimination of PD Coordinator and ESFY institutional funding.** The Repositioning Task Force removed institutional funding for ESFY and the Professional Development Coordinator. The Senate Professional Development Committee (SPDC) had relied heavily on the assistance of the PD coordinator, and ESFY is still referenced in many of their documents. SPDC was charged with creating a timeline clarifying programs and funding opportunities and related workflow.

g. **AIS Program Status—with SAPC feedback on jurisdiction (Ch. 11).** Senate Steering Committee had asked for feedback from Senate Academic Policy Committee (SAPC) on Chapter 11 (jurisdiction). SAPC had responded, saying that while Chapter 11 might need some small changes for clarity, those changes would not change the intent of the language. SAPC recommended that since AIS’s petition had been vetted, it should go ahead for Senate consideration. SSC Chair Hassel noted that the process would take the petition to the Senate for introduction, out to the collegia, and then back to the Senate for adoption. Chair of Chairs Ahrenhoerster agreed the petition was ready for broader discussion. The motion carried unanimously [Ahrenhoerster/Peterson].

h. **Establish a common department meeting day for Spring semester.** Department Chairs’ Rep Greg Ahrenhoerster explained that when the department chairs had been tasked with making recommendations for budget cuts, they looked at the amount of S&E funds spent on the spring department meetings. The amount could be reduced quite a bit if the meetings were changed to a group meeting of all departments such as is held in the Fall to allow for carpooling. It would be best if the day is built into the calendar, such as in January right before classes start, or during the semester on a Friday, but it has to be a non-instructional day. That raised questions about how it would affect the rest of the semester if held then. Lead Academic Staff Senator Verona held that IAS participation would be low if held in January; Ahrenhoerster agreed IAS participation is low for meetings outside of contract. Provost Lampe will examine the upcoming calendar in light of UW System requirements and report back to the SSC.
6. **Other Business.** There was brief conversation around the draft of the 2017-2018 academic year calendar. Assistant to the Senate Linda Baum informed the committee that she had contacted Executive Assistant to the Provost Ramona Gasper who was at first working on the calendar and later reported she had it completed. The 2017-2018 calendar is apparently waiting for the provost’s approval before being sent to the Steering Committee.

7. **Adjournment.** The December 2, 2015 meeting of the UW Colleges Senate Steering Committee was adjourned by SSC Chair Holly Hassel at 4:06 p.m. when all business had been concluded.

8. **Action Items**

   a. **Baum** will post the approved minutes of SSC #7 in appropriate electronic files.
   b. **Hassel** will send SSC #7 minutes and chair report #8 to senators and campus steering chairs.
   c. **Hassel** will call for volunteers for a working group to explore standardized advising process, looking at process and various implications, to report to SSC
   d. **Hassel** will inform new Colloquium Planning Committee members; **Baum** will update lists.
   e. **Lampe** will have Colloquium information placed on Provost’s SharePoint site.
   f. **Hassel** will examine Bylaws regarding formal acknowledgement of Colloquium Planning Committee.
   g. **Hassel** will check with FPSC regarding plans for the SSI.
   h. **Hassel** will prep call and charge for SSI working group. Circulate to SSC before sending.
   i. **Hassel** will charge SPDC with reviewing their responsibilities, creating timeline and workflow, in light of elimination of PD Coordinator and institutional ESFY funding.
   j. **Hassel** and **Baum** will place AIS petition on February Senate agenda for introduction.
   k. **Lampe** will examine calendar with eye to System requirements and report to SSC re: common department Spring meeting day.
   l. **Hassel** and/or **Baum** will check with the provost’s office as to the status of the 2017-2018 calendar.