Committee Minutes and Annual Reports
Revised by the Senate (SSC) 2014-10-24

All Senate committees, except the appeals and grievances committees, shall post their minutes in a timely manner in the appropriate electronic files of the institution. Each Senate committee shall submit an annual report to the Senate Steering Committee Chair as requested by the Chair prior to the last Senate meeting of the academic year, typically no later than April 30. These annual reports shall be published as appendices of the Senate minutes of the last meeting of the academic year.

Divisional Representation
Revised by the Senate 2011-04-29

In cases where representation on standing committees of the Senate is to be reflective of divisional points of view, the faculty shall be divided into the following three divisions:

Natural Sciences and Mathematics
Biological Sciences; Chemistry; Computer Science, Engineering, Physics, and Astronomy; Mathematics; Health, Exercise Science, and Athletics; Geography and Geology

Humanities
Art, Communication and Theatre Arts, English, Music, Philosophy, and World Languages

Social Sciences
Anthropology and Sociology, Business and Economics, Geography and Geology, History, Political Science, Psychology
Individual members of the Geography and Geology department may choose to represent either Social Sciences or Natural Sciences and Mathematics division, but not both. No department may have two faculty or instructional academic staff representing different divisions on the same governance committee.

3.0 Faculty Consultative Committee

The Faculty Consultative Committee shall be composed of one faculty member from each of the 13 campuses, to be chosen by the faculty at each campus. The Chancellor shall consult with the Committee if at any time a declaration of financial emergency is to be considered for the UW Colleges.

4.0 Senate Voting

4.1 When senators are not present to exercise their votes, alternates or substitutes may vote in their place. Alternate or substitute senators shall be acknowledged by the Chair at the beginning of each Senate meeting. Each constituency elects its own alternates or establishes the procedure to be used in authorizing a substitute.

4.2 No proxies are to be exercised in senate votes or elections.

5.0 Annual Elections

Revised 10-23-2009
Revised 1-13-2010
Revised 4-23-2010
Revised by the Senate (SSC) 2014-03-14

5.1 The annual election for Senate Steering Committee Chair, the standing committees of the Senate, and the elected bylaws committees shall take place at the last Senate meeting of the academic year.

5.2 Only faculty, academic staff, and classified staff senators who have been elected to serve in the coming academic year or their designated alternates are eligible to vote in the annual election. In the case of the student senators the two newly elected student senators and one of the outgoing student senators designated by the Student Governance Council, or their designated alternates, shall vote.

5.3 The first election is that of Senate Steering Committee Chair. The Senate Steering Chair must be elected by a majority of those voting.

5.4 The order of standing and bylaw committee elections shall be determined by the Senate Steering Committee.

5.5 Members of the Senate shall elect faculty and staff to standing committees of the Senate from a preference sheet prepared by the Senate Steering Committee Chair.

5.6 Senators, department chairs, campus steering chairs, and the faculty and staff at
large shall be requested to recruit candidates for the elected bylaws committees, or nominate themselves.

5.7 The Senate Steering Committee Chair shall receive the nominations, prepare a slate of candidates for elected bylaw committees and present it to the Senate for their election. The UW Colleges Student Governance Council shall provide student members of the elected bylaws committees.

5.8 The Senate Steering Committee shall make appointments to the appointed bylaw committees of the Senate by the time of the last Senate meeting of the academic year.

5.9 The terms of office of all new Senators, Senate committee members, and Senate committee chairs shall commence on the first contract day of the coming academic year except for the non-student members of the Senate Assessment Committee. Non-student members of the Senate assessment committee shall commence their term on October 1, serve for two years, and end their terms on September 30.

5.10 The Senate Steering Chair shall appoint convening chairs for all Senate committees.

6.0 Elected Senate Bylaws Committees

1) Senate Assessment Committee

Revised by the SSC 2013-02-25
Revised by the SSC 2014-08-28

The Senate Assessment Committee shall consist of six voting members: three faculty, one from each division; one student affairs administrative staff member; one department chair; and one student. Faculty and academic staff shall be elected by the Senate and serve staggered two-year terms. The student member shall be chosen annually by the Student Governance Council. The AAS Assessment Coordinator shall be a non-voting ex-officio member.

The Assessment Committee shall monitor the implementation of the assessment plan, educate the academic units regarding the assessment process, provide support to all aspects of the assessment process, receive all data and materials generated by assessment activities, make recommendations to the Senate for improvements in the assessment program, disseminate reports on the results and the initiatives based on assessment intended to improve student learning, make recommendations to department assessment coordinators, ensure that the assessment program fits into the UW Colleges Strategic Plan, make recommendations to the Institutional Assessment Program Coordinator on aspects of the UW Colleges that impact student learning, and publish an annual report describing the previous year's outcomes of the assessment of student academic achievement.

2) Senate Curriculum Committee

Revised by the Senate 2012-01-11
The Senate Curriculum Committee shall consist of eight voting members: two faculty members from each academic division and no two from the same department, serving two year staggered terms; one student affairs representative; and one student. Faculty and academic staff shall be elected by the Senate and serve staggered two year terms. The student member shall be chosen annually by the Student Governance Council. The UW Colleges Registrar shall serve as a non-voting ex-officio member of the Committee. The Senate Academic Policy Committee Chair, or a member of the Senate Academic Policy Committee designated by the Senate Academic Policy Chair, shall serve as a non-voting ex-officio member of the Committee as a liaison from the Senate on matters of academic policy, and, as necessary, shall take procedural issues to the Senate Academic Policy Committee for review.

In consultation with the Provost, the Committee shall review course designations for the Associate of Arts and Science Degree, course offerings and proposed curriculum modifications in keeping with Senate policies. Appeals of the actions of the Committee shall be made to the Senate Steering Committee.

3) Senate Professional Development Committee

The Senate Professional Development Committee shall consist of eight voting members: five faculty including one, but no more than two, from each division and no more than one from the same department; two academic staff with no more than one from a specific functional area; and one department chair. One dean shall serve as a non-voting ex-officio member. No campus shall have more than one representative on the committee. Faculty and academic staff shall be elected by the Senate and serve staggered three year terms. One appointed staff person from the Office of Academic and Student Affairs shall be a non-voting ex-officio member.

The committee shall make recommendations to the Senate and the chancellor on policies and procedures regarding internal and external grants. Its scope shall include, but not be limited to, grants relating to research, professional development, teaching improvement and program development. It shall also advise the chancellor in regard to the review and ranking of proposals for such grant monies. The committee shall collect annual records of professional development, including the priority, type, activity, and resources used from each unit (campus, academic or operational department, and the institution). It shall conduct an annual review of all units' professional development plans and will serve as an information clearinghouse for professional development activities among all units. Finally, it shall provide an annual analysis of the activities of each unit in light of the units' and institution's stated goals. These latter activities may be accomplished by a subgroup of the committee.
4) **Senate Bachelor of Applied Arts and Sciences Curriculum Committee**

*Added by the Senate 2011-10-21*

*Revised by the Senate 2012-01-11*

*Revised by the SSC 2013-02-25*

*Revised by the Senate (SAPC) 2013-03-15*

The Senate Bachelor of Applied Arts and Sciences (B.A.A.S.) Curriculum Committee shall consist of eight voting members that include six faculty, one adult student advisor, and one student. Two faculty shall come from each academic division and no two shall come from the same academic department. Faculty and the adult student advisor shall serve two-year staggered terms; the student shall serve a one-year term. Faculty and staff committee members shall be elected by the Senate. The student member shall be chosen annually by the Student Governance Council. The UW Colleges B.A.A.S. Program Manager and the UW Colleges Registrar shall serve as non-voting ex-officio members of the Committee. The Senate Academic Policy Committee Chair, or a member of the Senate Academic Policy Committee designated by the Senate Academic Policy Chair, shall serve as a non-voting ex-officio member of the Committee as a liaison from the Senate on matters of academic policy, and, as necessary, shall take procedural issues to the Senate Academic Policy Committee for review.

In consultation with the Provost, the Committee shall review course designations for the Bachelor of Applied Arts and Sciences degree, course offerings, and proposed curriculum modifications in keeping with Senate policies. Appeals of the actions of the Committee shall be made to the Senate Steering Committee.

5) **Senate Bachelor of Applied Arts and Sciences Assessment Committee**

*Added by the Senate 2013-01-09*

*Revised by the SSC 2013-02-25*

*Revised by the SSC 2014-08-28*

The Senate BAAS Assessment Committee (SBAC) shall consist of six voting members: three faculty, one from each division; one student affairs administrative staff member; one department chair; and one student. Faculty and academic staff shall be elected by the Senate and serve staggered two-year terms. The student member shall be chosen annually by the Student Governance Council. The BAAS Assessment Coordinator and the UW Colleges BAAS Program Manager shall serve as non-voting ex-officio members of the Committee.

The SBAC shall monitor the implementation of the BAAS assessment plan, educate the academic units regarding the BAAS assessment process, provide support to all aspects of the BAAS assessment process, receive all data and materials generated by BAAS assessment activities, make recommendations to the Senate for improvements in the BAAS assessment program, disseminate reports on the results and the initiatives based on BAAS assessment intended to improve student learning, make recommendations to department assessment coordinators, ensure that the BAAS assessment program fits into the UW Colleges Strategic Plan, make recommendations to the Institutional Assessment Coordinator on aspects of the UW Colleges that
impact student learning in the BAAS program, and publish an annual report describing the previous year's outcomes of the assessment of student academic achievement in the BAAS degree program.

7.0 Appointed Senate Bylaws Committees

1) Senate Online Program Committee
Revised by the Senate 2011-10-21
Revised by the Senate 2012-01-11
Revised by the SSC 2013-02-25

The Senate Online Program Committee shall consist of ten voting members: four faculty, one instructional academic staff, one librarian, one student affairs representative, one department chair, one student, and one instructional technology coordinator. The student member shall serve a one-year term. All others shall serve staggered two-year terms. All of the faculty members, except for the department chair, and the one instructional academic staff member shall have online teaching experience. The student member shall have completed at least one online course in the UW Colleges. The Director of Distance Education shall serve as an ex-officio non-voting member of the committee. The Student Governance Council shall appoint the student member. The Senate Steering Committee shall appoint the Senate Online Program Committee from a slate of nominees posted to all eligible faculty and academic staff.

The Senate Online Program Committee shall oversee, evaluate, and propose policies for the online program in the following areas: academic affairs, marketing, student affairs, administrative services, informational and instructional technology, and student financial aid. The Senate Curriculum Committee shall continue to act on online courses, and departments shall continue to ensure both rigor of programs and quality of instruction. The Senate Online Program Committee shall make recommendations to the Senate and the Chancellor.

The Senate Online Program Committee's responsibilities include the following:

a. in consultation with departments, exercise oversight over online courses;
b. in consultation with departments, review the appropriateness of the support and training provided to faculty and instructional academic staff;
c. in consultation with departments, review the appropriateness and timeliness of program offerings;
d. review the academic advising, placement, counseling, library, and technical support provided to online students;
e. review complaints from students, faculty and staff; and
f. consult with the Senate Academic Policy Committee and make recommendations regarding academic policy.

Three faculty members, the student affairs representative from this committee, and the student member shall be appointed by the Senate Steering Committee to serve as
the academic actions committee for academic misconduct cases involving students who take an online course.

2) **Senate Informational and Instructional Technology Committee**

Revised 4-24-09
Revised 10-22-2010
Revised by the SSC 2013-02-25
Revised by the SSC 2014-03-24

The Senate Informational and Instructional Technology Committee shall consist of eleven voting members and three non-voting members: three faculty members, one from each division, nominated by faculty, one at-large faculty nominated by faculty, one department chair nominated by department chairs, one representative from business services nominated by business services personnel, one representative from library services nominated by library services personnel, one representative from instructional technology nominated by instructional technology personnel, one representative from network administrators nominated by network administrators, one representative from student affairs nominated by student affairs personnel, one student nominated by the Student Governance Council; one dean nominated by the deans, the Vice Chancellor for Administrative and Financial Services, and the Chief Information Officer shall serve as ex-officio non-voting members of the committee.

The Senate Steering Committee shall appoint the Committee from among the nominees they receive. The student shall be appointed annually. Faculty and academic staff shall serve staggered three year terms.

The responsibility of the SIITC shall be to make recommendations to the Senate and to the Chancellor regarding all aspects of information and instructional technology, including (but not limited to) acquisitions, expenditures, policies, procedures, and user support. In making its recommendations, the SIITC shall consult broadly with UW Colleges constituencies. The SIITC shall maintain regular and frequent communication with campus and with department IITC’s and shall notify those committees of pending issues and shall solicit their input. The SIITC shall also function as an information clearing house for news about information and instructional technology. In serving the latter function, the Chief Information Officer shall be invited to provide a report to Senate at the fall meeting. The Committee shall send an annual reminder regarding the use of social networking to all UWC faculty, staff and students. As necessary to study specific issues and problems, the SIITC shall be empowered to create ad hoc subcommittees chaired by members of the SIITC whose members may come from outside the SIITC as well as outside the UW Colleges. The Chair of the SIITC shall notify the Senate Steering Committee Chair and the Provost of the subcommittees formed for these purposes.

3) **Institutional Review Board**

Revised 1-16-08 Previously “Senate Research Review Committee”
Revised by the Senate 2012-01-11
Revised by the SSC 2013-02-25
The Institutional Review Board shall consist of seven voting members: two faculty from Psychology/Education, one from Anthropology/Sociology, one from the Humanities and one from Biological Sciences, one community member and one student. The faculty and community member shall serve staggered three-year terms. The Senate Steering Committee shall appoint the Institutional Review Board from a slate of faculty nominees solicited from the appropriate departments and community nominees solicited from campus deans. All new members must complete a 2-3 hour training in the protection of human subjects prior to beginning their term of service. The student shall be appointed annually by the Student Governance Council. The UWC IRB Coordinator shall be a non-voting, ex-officio member and shall represent the Office of Academic and Student Affairs. The membership of the Institutional Review Board shall conform to the Code of Federal Regulations in the Department of Health and Human Services that govern the composition of institutional review boards (IRBs).

The Institutional Review Board shall, prior to initiation, review all research projects involving human subjects to ensure the protection of research subjects and compliance of the UW Colleges with federal and state law. For these purposes, research is defined as data collection with the intent to disseminate the results in some scientific or otherwise public manner – convention presentations; publications in books, journals, newspapers or newsletters; community talks. Data utilized solely within the classroom would be exempt from this definition of research. The Institutional Review Board shall review policy and procedures regarding research and make recommendations regarding any changes to the Office of Academic and Student Affairs.

UWCAP #15, Guidelines for Preparation of Protocols for Review by the Institutional Review Board, provides the framework for both the researchers and the board.

The Institutional Review Board is, for the purposes of all Senate documents and policies, a Senate Bylaws committee. Any references in Senate documents to Senate committees are to be understood to include the Institutional Review Board.

4) Senate Teaching Awards Committee

Revised 10/19/07
Revised by the SSC 2013-02-25

Each year, the Senate Steering Committee shall appoint a Senate Teaching Award Committee composed of five voting members; namely, four faculty members and one Instructional Academic Staff member with outstanding individual teaching records. Voting members shall not be from the same department and shall not be from the same campus. Where at all possible voting members shall have received a variety of teaching awards. One appointed staff person from the Office of Academic and Student Affairs shall be a non-voting ex-officio member. The voting members shall

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1 As of October 19, 2007, this can be found in: United States Department of Health and Human Services Code of Federal Regulations Title 45, Part 46, Section 46.107 – “IRB Membership”
serve two-year staggered terms with three members serving in odd-year to odd-year terms and two serving in even-year to even-year terms.

All faculty members on that committee shall be former Wisconsin Teaching Fellows, Wisconsin Teaching Scholars, Underkofler Excellence in Teaching Award winners, Regents Teaching Excellence Award winners, or previous winners of the UW Colleges Chancellor’s Awards for Excellence in Teaching. The Instructional Academic Staff member should be recognized by the campus and/or the department for outstanding teaching.

Any committee member nominated for an individual teaching award or who is a member of an academic department nominated for a department award that is in the purview of this committee shall be replaced before the committee reviews all materials for that award.

The Senate Teaching Awards Committee shall recommend to the Senate and the Provost regarding criteria, eligibility, nomination requirements and procedural guidelines for UW Colleges teaching awards and make recommendations to the Provost and/or Chancellor on recipients for UW System and UW Colleges teaching awards.

Description of the UW Colleges Chancellor’s Awards for Excellence in Teaching may be found in Institutional Policy #406.

5) Senate Correspondence Committee
Revised 1/14/09

Membership. The Senate Correspondence Committee is composed of the chair or their designees from the following committees: Senate Steering, Senate Academic Policy, Senate Budget, Faculty Professional Standards, Faculty Appeals and Grievances, Academic Staff Appeals and Grievances, and Academic Staff Personnel. The committee shall have a majority of faculty senators.

Duties. The Correspondence Committee’s responsibilities shall include reviewing and maintaining the Senate Leaders Handbook on an annual basis and writing regular Senate correspondence as directed by the Chair of Senate Steering with the approval of the Senate Steering Committee.

6) Senate Inclusive Excellence Committee
Added by the Senate January 12, 2011
Revised by the SSC 2013-02-25
Revised by the SSC 2014-03-24

The Inclusive Excellence Committee shall consist of eight voting members: three faculty (one from each academic division), an instructional academic staff representative, a non-instructional academic staff representative, a classified staff representative, a department chairs’ representative, a student representative, and three
non-voting ex-officio members: a campus deans’ representative, the Chief Diversity Officer, and a member of the Office of Academic and Student Affairs. Committee members shall be appointed by the Senate Steering Committee from slates submitted by the appropriate group or office (nominations for faculty and staff members shall be solicited from the UW Colleges at large; nominations for the student member shall be solicited from the Student Governance Council; nominations for the department chairs’ representative shall be solicited from the Chair of Chairs; nominations for the deans’ representative shall be solicited from the chancellor). Committee members shall serve staggered two-year terms, with the exception of the student member, who shall serve a one-year term. The committee will report to Senate Steering and may bring action items to the Senate floor.

Working in close coordination with the UW Colleges/UW-Extension Chief Diversity Officer and with the Academic and Student Affairs representative, the Inclusive Excellence Committee shall provide leadership in identifying and supporting efforts to expand institutional understanding of and work on the intersection between inclusion, diversity, and excellence. This may include the following activities: facilitate and coordinate the institutional Inclusive Excellence plan, provide support to campus and department-based groups working on inclusion and diversity, help build institutional capacity in order to reach UW Colleges Inclusive Excellence goals, monitor progress on the institution’s Inclusive Excellence goals, disseminate reports on Inclusive Excellence and diversity issues, ensure Inclusive Excellence goals match the UW Colleges Strategic Plan, and issue an annual report for the institution on the work of the committee.

The committee will work with various committees, functional units (for example, UW Colleges Libraries, the Office of Academic and Student Affairs, and the Chancellor’s Office), programs (for example, Engaging Student in the First Year and the UW Colleges Assessment Program), and campuses in order to develop specific goals and action steps on issues like equitable student access, campus climate, curriculum, faculty and staff retention and recruitment, and others. The committee will also help to synthesize these efforts into an institution-wide Inclusive Excellence plan.

8.0 Senate Meeting Procedures
Added by the Senate October 23, 2009

To be assured of inclusion in the official Senate Meeting agenda, all materials must be submitted to the Assistant to the Senate no later than ten working days prior to the scheduled date of the Senate meeting to which they pertain.

9.0 Senate Faculty Senator Reapportionment Procedures
Added by the Senate March 5, 2010

9.1 Chapter 2 of the UW Colleges Constitution requires that the Senate review the number of faculty at each campus every five years beginning in 2000 to determine
The number of faculty Senators will remain at 17 unless the Senate as a whole finds an overwhelming need to change the number. Any reconsideration of the number of faculty Senators should be accompanied by a reconsideration of the number of Academic Staff Senators and the number of members on Senate committees.

To begin the process of reapportionment, Steering will request a listing of the number of faculty for each campus and for the UW Colleges as a whole for the current year and the preceding nine years from the administration.

Steering will calculate the ratio of the faculty at each campus to the total faculty for the Colleges for each year of data. Steering will use that ratio to determine how many of the existing number of faculty senators are due each campus.

Assigning Senators

9.5.1 Each campus must have at least one Senator.

9.5.2 The Senate may consider increasing the faculty Senators from a campus when that campus's ratio is over \( \frac{1}{2} \) person greater than the number they now possess.

9.5.3 The Senate may consider decreasing the faculty Senators from a campus when the campus proportion is less than \( \frac{1}{2} \) person of their current number except that every campus must have at least one Senator.

Procedure for Amending these Bylaws

The Bylaws of the UW Colleges Senate may be amended at any meeting by two-thirds vote of all Senators (or alternates) but only if the proposed changes have been announced to all Senators a month in advance of the meeting. If approved at the meeting, the changes to the Bylaws become effective upon approval of the Chancellor.