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MINUTES

2014-2015 Senators Present: Troy Kozma, UW-Barron County; Luke Dock, UW Colleges Online; Lisa Schreibersdorf and Mike Winkler, UW-Fond du Lac; Kathy Iimmel and Evan Kreider, UW-Fox Valley; Julie DeZeeuw and Jessica Van Sloopen, UW-Manitowoc; Joanne Giordano, Holly Hassel, and Katie Kalish, UW-Marathon County; Mark Klemp, UW-Marinette; Caleb Bush, Steve Kaiser, and Jeff Verona, UW-Marshfield/Wood County; Faye Peng, UW-Richland; Michael Gorman and Stephen Schmid, UW-Rock County; Matt Raunio, UW-Sheboygan; Mark Peterson, UW-Washington County; Julianna Alitto, Ron Gulotta, and Margaret Hankenson, UW-Waukesha

2014-2015 Senators Absent: Annette Kuhlmann, UW-Baraboo/Sauk County; Marcy Dickson, UW Colleges Online

2014-2015 Alternates Present: Dale Murray, UW-Baraboo/Sauk County; John Hollenbeck, UW Colleges Online

2013-2014 Senators Present: Dale Murray, UW-Baraboo/Sauk County; Troy Kozma, UW-Barron County; Lisa Schreibersdorf and Mike Winkler, UW-Fond du Lac; Evan Kreider and Marc Sackman, UW-Fox Valley; Berel Lutsky, UW-Manitowoc; Joanne Giordano, Katie Kalish, and Lou Pech, UW-Marathon County; Mark Klemp, UW-Marinette; Caleb Bush, Steve Kaiser, and Jeff Verona, UW-Marshfield/Wood County; Faye Peng, UW-Richland; Michael Gorman and Stephen Schmid, UW-Rock County; Matt Raunio, UW-Sheboygan; Mark Peterson, UW-Washington County; Julianna Alitto, Ron Gulotta, and Margaret Hankenson, UW-Waukesha; Duel Harmon, Student Senator

2013-2014 Senators Absent: Marcy Dickson and Stephanie Douglas, UW Colleges Online; Richard Djukpen, UW-Fox Valley; Cole Harder and Alex Roberts, Student Senators

2013-2014 Alternates Present: Julie DeZeeuw, UW-Manitowoc (Djukpen); Luke Dock, UW Colleges Online (Douglas); John Hollenbeck, UW Colleges Online (Dickson); John Short, Dean & CEO, UW-Fond du Lac (Muir)

Others Present: Greg Ahrenhoerster, Chairs’ Representative 2014-2015, Rich Barnhouse, Associate Vice Chancellor of Student Affairs and Enrollment Management; Jason Beier, Interim Vice Chancellor for Administrative and Financial Services for UW Colleges and UW-Extension; Rose Brust, Classified Staff Council Chair; Pam Dollard, Director of Human Resources; Holly Hassel, Chairs’ Representative; Rex Hieser, Interim Associate Vice Chancellor for Academic Affairs; Cristi Larson, UW-Washington County CSC
Representative; Juli McGuire, UW-Fox Valley CSC Representative; Rose Smyrski, Interim Assistant Vice Chancellor for Communications and External Relations; Phil Walters, UW-Manitowoc CSC Representative; Lynn Weber, Central Office CSC Representative; Patti Wise, Special Assistant to the Provost, BAAS Program Manager; Linda Baum, Assistant to the Senate

Others Absent: Aaron Brower, Interim Chancellor; Colleen Godfriaux, Assistant Vice Chancellor for Budget and Planning; Greg Lampe, Provost and Vice Chancellor; Harry Muir, Deans’ Representative

1) The April 25, 2014 meeting of the UW Colleges Senate was called to order at 12:34 p.m. by UW Colleges Senate Steering Committee Chair Mark Peterson.

2) UW-Fond du Lac Dean John Short welcomed those gathered to UW-Fond du Lac. He expressed the hope that everyone had been enjoying the facilities, the lunch just partaken of, and the weather. Deans’ Representative Harry Muir had contacted him and asked if he could be the alternate Deans’ Rep while the Senate met at UW-Fond du Lac, since Dean Short related that he was also recently chosen to be the Deans’ Rep for the next term, it all worked out well. Dean Short was thanked for his hospitality with a round of applause.

3) Roll Call of Senate and Introduction of Alternates. Assistant to the Senate Linda Baum circulated the roll sheet. SSC Chair Peterson introduced the new senators and representatives (Attachment 2), and then the alternates for the 2014-2015 Senate meeting: Academic Staff Senators Julie DeZeeuw (UW-Manitowoc), and Luke Dock (UW Colleges Online); and Faculty Senators Holly Hassel (UW-Marathon County), Kathy Immel (UW-Fox Valley), Annette Kuhlmann (UW-Baraboo/Sauk County) who was unable to attend, and Jessica Van Slooten (UW-Manitowoc). New Chairs’ Representative Greg Ahrenhoerster and Deans’ Representative John Short were also welcomed. John Hollenbeck (UW Colleges Online) was serving as alternate for Marcy Dickson (UW Colleges Online), and Dale Murray (UW-Baraboo/Sauk County) was acting for Annette Kuhlman (UW-Baraboo/Sauk County).

4) Elections for 2014-2015 committees were held.

a) Nomination statements for Senate Steering Chair were found in the materials (Attachment 3). Ballots were cast and Mark Peterson became the first chair elected to a third term.

b) SSC Chair Peterson called attention to the table of faculty senator committee preferences and list of academic staff senator committee placements (Attachment 4) in the materials. The listings were moved as a complete slate and unanimously elected [Murray/Kozma].

Election results for senators serving on the 2014-2015 Senate or Faculty Council of Senators standing committees are as follows:

Senate Steering Committee
Danielle (Marcy) Dickson
Margaret Hankenson
c) Chair Peterson called attention to the nomination statements (Attachment 5) in the Senate materials to begin the process of filling vacancies on Senate Bylaws Committees.

i) Senate Assessment Committee. A slate consisting of Eduardo Gregori (Assistant Professor, World Languages, UW-Marathon County), Kristin Plessel (Assistant Professor, Chemistry, UW-Rock County), Ana Caballero Mengibar (Assistant Professor, Political Sciences, UW-Rock County), Chris Roland (Coordinator of Adult & Career Services, UW-Washington County), and UW Colleges Institutional Assessment Coordinator Valerie Murrenus Pilmaier was moved and unanimously carried [Kozma/Klemp].

ii) Senate Curriculum Committee. A vote determined Kimberly Schatz (Associate Professor, Chemistry, UW-Fox Valley) to be the candidate of choice for the Natural Sciences/Mathematics Division Faculty member. A slate was recognized as: William Malcuit (Assistant Professor, English, UW-Washington County), Kimberly Schatz (Assistant Professor, Chemistry, UW-Fox Valley), Gregory Peter (Associate Professor, Sociology, UW-Fox Valley), Katie Press (Academic Advisor, UW-
Waukesha), and Larry Graves (UW Colleges Registrar and Director of Admissions). The slate was moved and passed by unanimous vote [Kozma/Murray].

iii) Senate Professional Development Committee. It was discussed that electing the department chair nominee or either of the faculty nominees would make the other category ineligible as all were from the same division. The determination was made that since it is more difficult to fill the department chair spot, to elect that nominee and put out another call for the faculty member necessary. Campus Dean member Charles Clark (Dean & CEO, UW-Manitowoc) and Department Chair member Mech Johnson (Associate Professor & Chair, CSEPA, UW-Washington County) were unanimously elected [Hassel/Kreider].

iv) Senate BAAS Curriculum Committee. The slate of Kathleen Folbrecht (Adult Recruiter/BAAS Professional Experience Coordinator, UW-Waukesha) Adult Student Advisor member, Kelly Wilz (Assistant Professor, CTA, UW-Marshal/Marshfield/Wood County) Humanities Division Faculty member, Iddi Adam (Associate Professor, Geography-Geology, UW-Marshfield/Wood County) Natural Sciences/Mathematics Division Faculty member, Chris Hays (Professor, Anthropology, UW-Washington County) Social Sciences Division Faculty member, UWC BAAS Program Manager Patti Wise, and UWC Registrar Larry Graves was moved and carried by unanimous voice vote [Murray/Kozma].

v) Senate BAAS Assessment Committee. Valerie Murrenus Pilmaier, UWC Institutional Assessment Coordinator, and Patti Wise, UWC BAAS Program Manager, were placed on the committee by unanimous vote [Kozma/Peng].

5) The 2014-2015 Senate adjourned at 12:56 p.m. having concluded their business.

6) The meeting of the 2013-2014 UW Colleges Senate was called to order at 12:57 p.m. by SSC Chair Mark Peterson.

7) The alternates for the 2013-2014 meeting were announced: Julie DeZeeuw (UW-Manitowoc) for Richard Djukpen (UW-Fox Valley), Luke Dock (UW Colleges Online) in place of Stephanie Douglas (UW Colleges Online), John Hollenbeck (UW Colleges Online) as alternate for Marcy Dickson (also of UW Colleges Online), and John Short (Deans’ Rep 2014-2015) acting for Harry Muir (Deans’ Rep). SSC Chair Peterson went on to acknowledge the guests attending the Senate meeting. He welcomed Jason Beier (Interim Vice Chancellor for Administrative and Financial Services), Rose Brust (Classified Staff Council Chair), Pam Dollard (Director of Human Resources), Cristi Larson (CSC Rep from UW-Washington County), Juli McGuire (CSC Rep, UW-Fox Valley), Phil Walters (CSC Representative from UW-Manitowoc), Lynn Weber (CSC Rep, Central Offices), and Patti Wise (Special Assistant to the Provost, BAAS Program Manager). Noting that Dean Short had been introduced, he welcomed Greg Ahrenhoerster, the Chairs’ Rep for 2014-2015, and greeted Rose Smyrski, Interim Assistant Vice Chancellor for Communications and External Relations, upon her arrival.
8) The agenda (*Attachment 1*) for the April 25, 2014 meeting of the UW Colleges Senate was approved by unanimous vote [Murray/Kozma].

9) The minutes of the March 14, 2014 meeting of the UW Colleges Senate held at UW-Baraboo/Sauk County (found posted in Public Folders>All Public Folders>Governance>Senate>Senate Minutes>2013-2014) were approved by unanimous voice vote [Kozma/Murray].

10) Reports

a) Provost and Vice Chancellor for Academic and Student Affairs Greg Lampe was not in attendance but had submitted a report (*Attachment 6*) prior to the meeting. Senator Sackman said he had understood the funding for the Study Abroad program was being cut. Interim Associate Vice Chancellor Hieser replied that some, but not all of the trips offered for 2014-2015 will go on. A committee will study possible ways to go forward, and the interim associate vice chancellor cited making arrangements with other institutions as a possibility.

b) Interim Associate Vice Chancellor for Academic Affairs Rex Hieser said he had nothing major to add to his written report (*Attachment 7*). He noted that he had received several sets of revised department bylaws following their spring meetings. He will review them before sending them with his recommendation to the provost for approval. Submissions have been received for the UW Colleges Student Research Journal and editors are in place. Interim Associate Vice Chancellor Rex Hieser reported that he was impressed with the number who volunteered to review submissions—over thirty volunteered.

c) Associate Vice Chancellor of Student Affairs and Enrollment Management Rich Barnhouse noted the location of his written report (*Attachment 8*) in the Senate materials. He stated that he has been in Wisconsin for ten years, and it is the first time the four-year UW System institutions have been concerned with enrollment. UW Colleges on the other hand, Associate Vice Chancellor Barnhouse concluded, is ready to compete because the Colleges always operates in such an environment.

d) Senate Steering Committee Chair & UWC Faculty Representative Mark Peterson (*Attachment 9*) stated that the faculty representatives from UW System are now aware of the number of technical college credits that transfer into their programs, and they are not happy as they feel there has been no departmental oversight. SSC Chair Peterson explained that he has spent time over the last two weeks trying to determine the status of the classified staff amendments to the UWC Constitution. From the conversations he had with the members of the Board of Regents, his impression is that they are in favor of the changes. He reminded those gathered that Provost Lampe had received word that the Board of Regents wanted to review the amendments; the amendments had been sent to Carmen Faymonville, Special Assistant to the Senior Vice President of Academic and Student Affairs, who had sent them to System Legal; Matt Lind, System Legal Counsel, is now reviewing the amendments to make sure no laws have been violated. Interim Vice Chancellor for Administrative and Financial Services Jason Beier shared that he did
not understand the delay, saying that UW System and the Board of Regents continue to express unwavering support for the inclusion of classified staff in shared governance. He does not know what the legal questions might be. Senator Sackman said he thought that the inclusion of classified staff was required. CSC Chair Brust replied that Board of Regents policy was the rationale for the amendments. Chair Peterson expressed that while waiting to hear the status of the classified staff amendments, the Senate and UW Colleges should continue with the plan: the classified staff senators in waiting should attend the meetings, work should be done to place classified staff on committees, and further wrinkles should be found and ironed out. Senator Kozma noted that UW-Barron County would be rolling out their constitutional changes. It was pointed out that the chancellor would still have to sign off on any changes; campuses should proceed, Peterson expressed, and when word comes from Legal or the Board of Regents there may be a stack of campus constitutions waiting for the chancellor to review and sign. It was agreed that no one was pretending the amended Constitution was in effect, but that planning was continuing based on its eventual approval.

e) Academic Staff Lead Senator Jeff Verona called attention to his report (Attachment 10) in the provided Senate materials.

f) UW Colleges Academic Staff Representative Danielle (Marcy) Dickson was not in attendance. Alternate Senator John Hollenbeck referenced her report (Attachment 11), reminding the assembly of the Academic Staff Leadership Conference that will be held in July via Blackboard Collaborate. The reps had heard an update on academic staff compensation, with the upshot being that it will not catch up any time soon.

g) Student Governance Council President Alex Roberts was not in attendance. Student Governance Council (SGC) Financial Director Duel Harmon pointed out the report in the materials (Attachment 12). Harmon added that the Students Vote and Gender and Sexual Diversity Summit hosted at UW-Marathon County by the SGC and United Council would be Saturday and Sunday of the coming weekend. Senator Gorman said that the report from Roberts seemed quite grim. Student Senator Harmon replied that the SGC would like the student advisor to be full time in order to provide them with institutional memory, and they want additional funds to cover traveling to the various campuses, meetings, and events.

h) Senate Academic Policy Committee Chair Lou Pech called attention to his written report (Attachment 13) in the Senate materials.

i) Senate Budget Committee Chair Matt Raunio related that item number four regarding salary adjustments for faculty in the submitted report (Attachment 14) should be struck. Raunio said that the Senate Budget Committee had changed their stance on that item.

j) Faculty Professional Standards Committee Chair Ron Gulotta pointed out the report (Attachment 15) he provided to the Senate.

k) Senate Assessment Committee Chair Debbie Paprocki’s report (Attachment 16) was
11) Old Institutional Business

a) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [FPSC] including developmental programs/courses for the purpose of departmental oversight (Attachment 17). SSC Chair Peterson introduced the proposed amendment. The motion to amend Chapter 4 of the UW Colleges Constitution to allow departmental oversight over developmental programs/courses passed by unanimous vote [Murray/Kozma].

b) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [SAPC] authorizes Senate to create policy and establishes authority line for departmental bylaw approval process (Attachment 18). The proposed amendment to establish the process for department bylaw approval and authorize the Senate to create policy for that process carried unanimously [Lutsky/Kozma].

c) Adoption: Proposed New Institutional Policy #407 (“Approval of Departmental Bylaws”) [SAPC] new policy to delineate process of departmental bylaw approval (Attachment 19). The motion to establish the Senate policy for departmental bylaw approval passed by unanimous voice vote [Kozma/Kalish].

d) Adoption: Proposed Revision of IP #301 (“Activity Report”) [FPSC] specifying due dates to be business days (Attachment 20). SSC Chair Mark Peterson introduced the proposed revision. It passed unanimously [Kozma/Murray].

e) Adoption: Proposed Revision of IP #301.01 (“Administering the Student Survey of Instruction”) [FPSC] remove provision to not use SSI from first-time offering in new mode (Attachment 21). Senator Raunio stated his campus (UW-Sheboygan) had expressed the fear that instructors would be unwilling to teach in a new mode if this change was enacted. Especially, he stated, those faculty up for tenure. Senator Klemp agreed that UW-Marinette had the same concerns about reluctance to try something different that might then be held against them. Senator Sackman said UW-Marinette had the same concerns as those expressed earlier, and also thought there could be an exception for
someone hired exclusively for online, rather than make all people nervous about teaching in a new mode. Chairs’ Rep Hassel agreed that the information is available, but that the chairs want it to be available for personnel decisions. The idea from UW-Fox Valley seems like a good one, and Hassel supports sending it back to committee, as she does not want anyone deterred from teaching online. Incoming Chairs’ Rep Ahrenhoerster cautioned against singling out just online or a certain percentage online. The motion failed by a unanimous vote [Murray/Kreider]. SSC Chair Peterson stated that the Senate Steering Committee will have it on their next agenda and send it back to committee.

f) Other. There was no further Old Institutional Business on the Senate agenda.

12) New Institutional Business

a) Introduction: Proposed New UW Colleges Constitution Chapter 10 (“Academic Programs”) [SAPC] defining academic programs in the Constitution (Attachment 22). Senate Academic Policy Committee (SAPC) Chair Pech explained that the process of defining and including academic programs started several years ago. This amendment defining academic programs is modeled after the chapter defining academic departments. SSC Chair Peterson questioned the numbering, asking if it would cause a problem with the numbering of the classified staff amendments. SAPC Chair Pech replied that since those amendments were not yet approved, so the committee went in line with the current document. Peterson pointed out that the Senate had approved the chapters and Interim Chancellor Brower had signed off on them; he wondered if the Senate could change them as a matter of housekeeping. Senate Assistant Linda Baum replied that it was not a matter of title or content so she would hope the answer was yes. There was conversation about using different numbers, but it was determined that senators should have their constituents look at the content rather than the chapter number. Senate Assistant Baum will circulate the correct number to use as soon as that information is determined. A unanimous vote of the Senate accepted the proposed amendment for circulation to the campuses.

b) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 10 (“Amendments”) [SAPC] renumber chapter (Attachment 23). Senate Assistant Baum will circulate the number for the chapter when it is known. The Senate unanimously voted to proceed with the amendment.

c) Introduction: Proposed New Institutional Policy #408 (“Procedure for the Creation of New Departments”) [SAPC] new policy to note procedure for creation of departments (Attachment 24). SAPC Chair Pech explained that this new policy was to follow up on the change to Chapter 4 of the Constitution. Chapter 4 said there would be Senate policy denoting procedures for creating departments, and this is the policy.

d) Introduction: Proposed Revision to IP #405 (“Senate Procedures”) [SSC] remove requirement to keep hard copies of Senate minutes at Central (Attachment 25). It had been pointed out to the Senate Steering Committee that it is no longer necessary for hard
copies of Senate minutes to be kept at the Central Offices. The change removes that provision from policy.

e) Introduction: Proposed Revision of UW Colleges Senate Bylaws 1.0 (“Committee Minutes and Annual Reports”) [SSC] update Public Folders reference (Attachment 26). The proposed change, noted SSC Chair Peterson, would change a reference to “Public Folders” (which are being removed) to “the appropriate electronic files,” a generic term for the electronic files of the Senate’s choosing. Senate Assistant Baum explained that a shared drive titled Public Folders had been created into which she had moved the files from the original folders. Only Senate items are there so it is easier to navigate, but Central IT is still working on the site.

f) Discussion: Preferred Name Field for UW Colleges Records Resolution [Waukesha] (Attachment 27). The progression of the resolution to the Senate from UW-Waukesha was explained. It was stated that for LGBTQ students, this was a very important thing that could be done to help them. Senator Giordano asked why it was necessary when forms could be filled out with any name a student wished to use. Senator Bush clarified that PRISM uses legal names, so grading forces a gender identity that might be unwanted. Incoming Senator DeZeeuw asked if the change would have any impact on financial aid or like issues. Associate Vice Chancellor of Student Affairs and Enrollment Management Barnhouse replied that it would not. Human Resources Director Dollard pointed out that the resolution covers students, faculty, and staff, but there is less flexibility for faculty and staff as the legal name must be used for tax documents. She said that email names are flexible, but others are not as much so when it comes to faculty and staff. The resolution was endorsed by unanimous vote [Kreider/Sackman].

g) Discussion: Resolution in Opposition to Proposed Changes to the UW Colleges Libraries [Sackman] (Attachment 28). In light of recent communications from Interim Chancellor Brower, Senator Sackman asked permission, and with no objections withdrew the item.

h) Discussion: Institutional Priorities [Rex Hieser for Provost Lampe] (Attachment 29). Interim Associate Vice Chancellor for Academic Affairs Rex Hieser reported that feedback had been gathered from many different constituencies on the draft list of UW Colleges Institutional Priorities. It had been decided that there should be a shorter list of priorities so it did not distract from the main work that needed to be accomplished over the next year. Senator Giordano suggested that the fourth bullet point be changed from “improve retention rates UW Colleges-wide,” to “improve academic success and retention rates,” as not enough emphasis is placed on academic success. Senator Sackman noted that the fact that the Colleges need more state aid is a glaring omission. The interim associate vice chancellor responded that increased funding is clearly something the Colleges wants to work on, but it was not included on the priorities list because the Colleges does not have any control over it. State funding is more of a UW System priority (going after increased GPS), and the UWC priorities are more specific to the institution. Senator Kozma asked what the UW Colleges innovation fund that was to be established was. Interim Vice Chancellor for Administrative and Financial Services for UW Colleges and UW-Extension Jason Beier explained that original funding would
probably come from the chancellor. A group would be convened to generate and discuss innovative ways to invest funds from the chancellor, the state, or other sources in order to better position UW Colleges for the future. Interim Vice Chancellor Beier gave an example of UW-Extension using some of their funds to convert space in the Lowell from offices into more hotel rooms that will furnish additional revenue. The UW Colleges Institutional Priorities were unanimously endorsed [Harmon/Kreider].

i) Other. There was no other New Institutional Business for the Senate.

13) Other Institutional Business

a) Resolution: Meritorious Service of Dean Kowalski (Attachment 30). SSC Chair Peterson explained that the philosophy department wanted to thank Dean Kowalski for his exemplary service as department chair. The resolution was given unanimous endorsement [Kreider/Murray].

b) Presentation of a resolution of thanks to outgoing senators and representatives for their service to the institution [Senate Steering Chair and Academic Staff Lead Senator] (Attachment 31). Chair Peterson related that he and Academic Staff Lead Senator Verona would like to thank the senators and representatives who would no longer be serving the Senate. Peterson read the names of those departing, noting how long each had been a member of the Senate. The resolution of thanks was passed by unanimous vote [Kozma/Peng].

c) Presentation of an alphabetized set of retirement resolutions (Attachment 32). SSC Chair Peterson read the names of those who had resolutions acknowledging their retirement in the Senate materials: Salah Bassiouni, Tom Clausen, Dick Flannery, Brad Ford, Maureen Frawley, Jean Greenwood, Henry Halon, Diana Henke, Diane Knier, Jim LaMalfa, Elaine Shaw, Nancy Soma, Mike Theiss, Jane Turner, and Gary Udovich. The resolutions were unanimously endorsed by the Senate [Raunio/Sackman].

d) Other. There was no other Other Institutional Business on the Senate agenda.

14) Adjournment. The UW Colleges Senate adjourned at 2:04 p.m. when all business had been concluded.
2014-2015 Faculty Senators Present: Troy Kozma, UW-Barron County; Lisa Schreibersdorf, UW-Fond du Lac; Kathy Immel and Evan Kreider, UW-Fox Valley; Holly Hassel and Katie Kalish, UW-Marathon County; Mark Klemp, UW-Marinette; Caleb Bush, UW-Marshfield/Wood County; Faye Peng, UW-Richland; Stephen Schmid, UW-Rock County; Matt Raunio, UW-Sheboygan; Mark Peterson, UW-Washington County; Julianna Alitto, Ron Gulotta, and Margaret Hankenson, UW-Waukesha

2014-2015 Faculty Senators Absent: Annette Kuhlmann, UW-Baraboo/Sauk County; Jessica Van Slooten, UW-Manitowoc;

2014-2015 Faculty Alternates Present: Dale Murray, UW-Baraboo/Sauk County

2013-2014 Faculty Senators Present: Dale Murray, UW-Baraboo/Sauk County; Troy Kozma, UW-Barron County; Lisa Schreibersdorf, UW-Fond du Lac; Evan Kreider and Marc Sackman, UW-Fox Valley; Berel Lutsky, UW-Manitowoc; Katie Kalish and Lou Pech, UW-Marathon County; Mark Klemp, UW-Marinette; Caleb Bush, UW-Marshfield/Wood County; Faye Peng, UW-Richland; Stephen Schmid, UW-Rock County; Matt Raunio, UW-Sheboygan; Mark Peterson, UW-Washington County; Julianna Alitto, Ron Gulotta, and Margaret Hankenson, UW-Waukesha

Others Present: Greg Ahrenhoerster, Chairs’ Representative 2014-2015, Holly Hassel, Chairs’ Representative; Rex Hieser, Interim Associate Vice Chancellor for Academic Affairs; Linda Baum, Assistant to the Senate

1. Call to Order 2014-2015 Faculty Council of Senators. The April 25, 2014 meeting of the Faculty Council of Senators (FCS) was called to order at 2:30 p.m. by UW Colleges Faculty Representative to UW System Administration Mark Peterson.

2. Roll Call of 2014-2015 faculty senators and alternates. SSC Chair Peterson announced that Dale Murray was acting for Annette Kuhlmann (UW-Baraboo/Sauk County).

3. Chair Peterson called attention to the nomination statements for the Faculty Appeals and Grievance Committee in the materials (Attachment 33). Balloting for the various openings created the following slate: Humanities Division faculty member Jennifer Flatt (Professor, English & World Languages, UW-Marinette), Natural Sciences/Mathematics Division faculty member Paul Whitaker (Associate Professor, Biological Sciences, UW-Marathon County), Social Sciences Division faculty member Mike Jacobs (Associate Professor, History, UW-Baraboo/Sauk County), and the member-at-large Tony Millevolte (Professor,
Chemistry, UW-Barron County). The slate was moved and unanimously elected [Murray/Kozma].

4. The 2014-2015 Faculty Council of Senators reached the end of the agenda and was adjourned at 2:50 p.m. by Faculty Representative to UW System Peterson.

5. The 2013-2014 Faculty Council of Senators meeting was called to order at 2:51 p.m. by SSC Chair Peterson.

6. Linda Baum, Assistant to the Senate, circulated the attendance sheet.

7. The agenda for the April 25, 2014 meeting of the UW Colleges Faculty Council of Senators was approved by unanimous voice vote [Murray/Lutsky].

8. The minutes of the March 14, 2014, meeting of the Faculty Council of Senators held at UW-Baraboo/Sauk County (found posted in Public Folders>All Public Folders>Governance>Senate>Senate Minutes>2013-2014) were given unanimous approval [Murray/Kalish].

9. Reports

   a) Chair Mark Peterson reminded the FCS that his report was in the provided materials. He had nothing to add to that and what he had already reported.

   b) Faculty Professional Standards Committee Chair Ron Gulotta stated that he had nothing additional to report.

10. Old Business

   a) Adoption: Proposed Revision to FPP #510 (“Institutional Need and Tenure Positions”) [FPSC] updating policy to reflect revised review schedule (Attachment 34). FPSC Chair Gulotta pointed out the change reflecting the move from second and fourth to third year reviews. Senator Raunio commented on the number of people who did not know this policy existed and were appalled that the tenure track could be “yanked out from under” someone. His campus colleagues had thought faculty should be warned every year. Senator Schreibersdorf agreed with that idea. Senator Lutsky stated that the proposed change was acceptable; however, he pointed out that the availability of tenure track positions lies with the campuses rather than Central, so he was unsure of how the policy was to work. Rex Hieser, Interim Associate Vice Chancellor for Academic Affairs, pointed out that campuses have to be authorized to hold a tenure line; tenure lies with the departments. Senator Kozma wondered if this policy was necessary. Chairs’ Representative for 2014-2015 Greg Ahrenhoerster agreed that it would be difficult for a department chair to determine what is good long-term for the campuses using this policy. SSC Chair Peterson said that he would add the question of whether the policy was necessary to the agenda for the next Steering meeting. The motion passed [Murray/Kozma].
b) Adoption: Proposed Revision to FPP #501 (“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)”) [FPSC] specifying due dates to be business (Attachment 35). The change to this policy was simply to ensure that due dates are business days. The motion passed by unanimous vote [Raunio/Hankenson].

c) Other. There was no other Old Business on the Faculty Council agenda.

11. New Business

a) Introduction: Proposed Revision of FPP #508 (“Policy on Ineffective or Inactive Performance”) [FPSC] written action plan and detail on initiating further action (Attachment 36). FPSC Chair Gulotta noted that a written plan of remediation should be made to ensure the faculty member understands the plan to correct the problem. Another change gives either the dean or the department chair the ability to go to the provost when it is suspected that the actions to correct the issue have failed.

b) Discussion: Resolution in Opposition to Proposed Changes to the UW Colleges Libraries [Sackman] (Attachment 37). Senator Sackman, in light of recent communications from Interim Chancellor Brower, asked permission and withdrew the item.

c) Other. There was no further New Business on the FCS agenda.

12. Other Business

a) Presentation of a resolution thanking named faculty for their service to the institution as members of Senate Bylaw committees (Attachment 38). SSC Chair Mark Peterson called attention to the list of faculty members who had taken the time to serve on a Senate committee and whose terms were expiring. The resolution to thank them was endorsed unanimously [Sackman/Kalish].

b) Other. There was no other Other Business on the Faculty Council agenda.

13. The April 25, 2014 meeting of the UW Colleges Faculty Council of Senators was adjourned at 3:35 p.m. when all business was well concluded.
MINUTES

Present: M Winkler, M Gorman, J Verona, Lucas Dock, J DeZeeuw, J Hollenbeck, J Giordano, S Kaiser

Meeting called to order @ 3:30 PM

Roster sent around room

Introductions of new people

1. Motion made to approve minutes of last meeting
   a. 1st by Gorman
   b. 2nd by Kaiser
   c. Approved by vote “Ayes”

2. Motion made to approve Agenda
   a. 1st by Kaiser
   b. 2nd by Gorman
   c. Approved by vote “Ayes”

Discussions were held regarding the AS Committee elections.
3. ASNEC –
   a. Two candidates (Bob Woodle, Kristine McCaslin) for two positions.
      i. The two candidates were elected as a slate by voice vote.

4. ASAGC - four candidates (Kristine McCaslin, Jason Siegel, Tammie Blaney, Will Sharkey) for three positions.
   a. Siegel/Sharkey/DeVooght Blaney
   b. Paper Ballot vote
      i. Siegel-8
      ii. Sharkey-8
      iii. DeVooght Blaney-8

5. ASPC
   a. Winkler/Greenler/Warming/Castelic
   b. Paper ballot vote
      i. Winkler-7
      ii. Greenler-8
      iii. Warming-7
      iv. Castelic-1

6. Wisline meeting process review discussion (for IAS FAR discussion)
a. Make FAR reflective or use different form for IAS
b. SAPC and FPSC will meet jointly to discuss
c. Long discussion about options
d. IAS
e. Input needed for committees to arrive at equitable result

7. Credit hours vs contact hours
   a. Per P Dollard (HR) 50 minutes is one contact hour
   b. Online using contact hours equivalent to on campus hours
   c. Determining the functional equivalent of 3 credit hours…?

8. ASCS by laws
   a. New article-procedural replacement of lead senator when he leaves before term is over
      i. Article #6

9. #708 AS Policy
   a. Ranking across the system with dept having decision on rank
   b. Current appointment will grandfather
   c. Language possibly to change PHD to terminal degree or ABD.
   d. Will be further discussed and policy set for for Fall presentation.
   e. Discussed many of the issues but will need to have separate meeting that will be bespoke or adhoc to discuss.

Draft minutes submitted, MPW May 7, 2014
### Schedule

**UW COLLEGES**  
Meetings of Senate, Faculty Council of Senators,  
Academic Staff Council of Senators,  
and Committees  
**Friday, April 25, 2014**  
**UW-Fond du Lac**  
**9:00 a.m. to 4:30 p.m.**

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<thead>
<tr>
<th>Event</th>
<th>Time</th>
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<tr>
<td>Coffee and Collegiality</td>
<td>9:00 a.m. - 9:30 a.m.</td>
<td>A-219 Henken Room</td>
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<td>Committee Meetings</td>
<td>9:30 a.m. - 11:30 a.m.</td>
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<td>Senate Steering Committee</td>
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<td>Lunch</td>
<td>11:40 a.m. - 12:25 p.m.</td>
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<td>UW Colleges Senate</td>
<td>12:30 p.m. - 3:15 p.m.</td>
<td>A-219 Henken Room</td>
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<td>Council Meetings</td>
<td>3:30 p.m. - 4:30 p.m.</td>
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<td>Faculty Council of Senators</td>
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Draft Agenda
UW COLLEGES
Senate
Friday, April 25, 2014
UW-Fond du Lac
12:30 p.m. - 3:15 p.m.

1) Call to Order of 2014-2015 Senate

2) Welcome by UW-Fond du Lac Dean John Short

3) Roll Call of 2014-2015 Senate and Introduction of Alternates

   a) Senate Steering Chair (a faculty senator)
   b) Senate Steering Committee members (4 faculty and 2 academic staff senators)
   c) Senate Budget Committee members (4 faculty and 2 academic staff senators)
   d) Senate Academic Policy Committee members (4 faculty and 2 academic staff senators)
   e) Faculty Professional Standards Committee members (4 faculty and 1 instructional academic staff senator)
   f) Balloting for Senate Bylaws Committees openings
      i) Senate Assessment Committee
      ii) Senate Curriculum Committee
      iii) Senate Professional Development Committee
      iv) Senate BAAS Curriculum Committee
      v) Senate BAAS Assessment Committee

5) Adjournment of 2014-2015 Senate

6) Call to Order of 2013-2014 Senate

7) Roll Call of 2013-2014 Senate and Introduction of Alternates

8) Approval of Agenda

9) Approval of Minutes: March 14, 2014, UW-Baraboo/Sauk County (posted in Public Folders> All Public Folders>Governance>Senate>Senate Minutes>2013-2014)

10) Reports
   a) Provost and Vice Chancellor for Academic and Student Affairs Greg Lampe
   b) Interim Associate Vice Chancellor for Academic Affairs Rex Hieser
   c) Associate Vice Chancellor of Student Affairs and Enrollment Management Rich Barnhouse
   d) Senate Steering Committee Chair & UWC Faculty Representative Mark Peterson
   e) Academic Staff Lead Senator Jeff Verona
   f) UW Colleges Academic Staff Representative Danielle (Marcy) Dickson
g) Student Governance Council President Alex Roberts
h) Senate Academic Policy Committee Chair Lou Pech
i) Senate Budget Committee Chair Matt Raunio
j) Faculty Professional Standards Committee Chair Ron Gulotta
k) Senate Assessment Committee Chair Debbie Paprocki

11) Old Institutional Business

a) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [FPSC] *including developmental programs/courses for the purpose of departmental oversight*

b) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [SAPC] *authorizes Senate to create policy and establishes authority line for departmental bylaw approval process*

c) Adoption: Proposed NEW Institutional Policy #407 (“Approval of Departmental Bylaws”) [SAPC] *new policy to delineate process of departmental bylaw approval*

d) Adoption: Proposed Revision of IP #301 (“Activity Report”) [FPSC] *specifying due dates to be business days*

e) Adoption: Proposed Revision of IP #301.01 (“Administering the Student Survey of Instruction”) [FPSC] *remove provision to not use SSI from first-time offering in new mode*

f) Other

12) New Institutional Business

a) Introduction: Proposed New UW Colleges Constitution Chapter 11 (“Academic Programs”) [SAPC] *defining academic programs in the Constitution*

b) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 11 (“Amendments”) [SAPC] *renumber chapter*

c) Introduction: Proposed NEW Institutional Policy #408 (“Procedure for the Creation of New Departments”) [SAPC] *new policy to note procedure for creation of departments*

d) Introduction: Proposed Revision to IP #405 (“Senate Procedures”) [SSC] *remove requirement to keep hard copies of Senate minutes at Central*

e) Introduction: Proposed Revision of UW Colleges Senate Bylaws 1.0 (“Committee Minutes and Annual Reports”) [SSC] *update Public Folders reference*

f) Discussion: Preferred Name Field for UW Colleges Records Resolution [Waukesha]
g) Discussion: Resolution in Opposition to Proposed Changes to the UW Colleges Libraries [Sackman]

h) Discussion: Institutional Priorities [Rex Hieser for Provost Lampe]

i) Other

13) Other Institutional Business

a) Resolution: Meritorious Service of Dean Kowalski

b) Presentation of a resolution of thanks to outgoing senators and representatives for their service to the institution [Senate Steering Chair and Academic Staff Lead Senator]

c) Presentation of an alphabetized set of retirement resolutions [Senate Steering Chair and Academic Staff Lead Senator]

d) Other

14) Adjournment
1. Call to Order 2014-2015 Faculty Council of Senators

2. Roll Call of 2014-2015 faculty senators and alternates

3. Election for Faculty Appeals and Grievance Committee openings [2014-2015 FCS]

4. Adjournment of 2014-2015 Faculty Council of Senators

5. Call to Order 2013-2014 Faculty Council of Senators

6. Roll Call of faculty senators and alternates

7. Approval of Agenda

8. Approval of Minutes: March 14, 2014, UW-Baraboo/Sauk County (posted in Public Folders>All Public Folders>Governance>Senate>Senate Minutes>2013-2014)

9. Reports
   a) Chair Mark Peterson
   b) Faculty Professional Standards Committee Chair Ron Gulotta

10. Old Business
   a) Adoption: Proposed Revision to FPP #510 (“Institutional Need and Tenure Positions”) [FPSC] updating policy to reflect revised review schedule
   b) Adoption: Proposed Revision to FPP #501 (“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)” [FPSC] specifying due dates to be business
   c) Other

11. New Business
   a) Introduction: Proposed Revision of FPP #508 (“Policy on Ineffective or Inactive Performance”) [FPSC] written action plan and detail on initiating further action
b) Discussion: Resolution in Opposition to Proposed Changes to the UW Colleges Libraries [Sackman]

c) Other

12. Other Business

a) Presentation of a resolution thanking named faculty for their service to the institution as members of Senate Bylaw committees

b) Other

13. Adjournment
Roll Call

Select Recorder

Approval of Minutes from ASCS meeting of March 14, 2014

Approve Agenda

I. Introductions

II. Update on current status of proposed ASPP #708 (IAS Titling) – admin/dept chairs/assoc deans

III. Update from Senate Professional Development Committee regarding revisions of IPP #320 (Merit review for IAS)

IV. Update on current status of revisions to IP #323 (credit hours and contact hours)

V. UW Colleges Academic Staff Annual Elections

VI. Commemoration of departing AS senators and committee members and Recognition of new/continuing AS senators and committee members

VII. Other business

VIII. Adjourn
Attachment 2

UW Colleges Senate

Campus Senators

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<td>UW-Baraboo/Sauk County</td>
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<td>Margaret Hankenson</td>
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# Academic Staff Senators

## 2013-2014

*Dan Anhalt/ UW-Washington County  
*Richard Djukpen UW-Fox Valley  
Danielle (Marcy) Dickson UW Colleges Online  
*Stephanie Douglas UW Colleges Online  
Joanne Giordano UW-Marathon County  
Michael Gorman UW-Rock County  
Steve Kaiser UW-Marshfield/Wood County  
Jeff Verona UW-Marshfield/Wood County  
Mike Winkler UW-Fond du Lac  

*served partial terms

## 2014-2015

Julie DeZeeuw UW-Manitowoc  
Danielle (Marcy) Dickson UW Colleges Online  
Lucas (Luke) Dock UW Colleges Online  
Joanne Giordano UW-Marathon County  
Michael Gorman UW-Rock County  
Steve Kaiser UW-Marshfield/Wood County  
Jeff Verona UW-Marshfield/Wood County  
Mike Winkler UW-Fond du Lac

[End]
Holly Hassel, Professor, English, UW-Marathon County

I am completing six years as Women’s Studies Program chair and my second term as the Academic Department Chair’s Representative to the Senate, during which I have attended two-years’ worth of Senate Steering Committee meetings and participated in Senate meetings. I have previously served as a faculty senator and chaired three other Senate-level committees and been a member of two other institutional committees. I would like to continue my ongoing work advocating for and representing UW Colleges’ constituencies in the role of Senate Steering Chair. My past senate experience and work with UW System offices and campuses has prepared to effectively lead UWC faculty and staff in our governance work. My previous relevant experiences to this position include the following:

- Served as UW Marathon Senator from 2005-2007, re-elected as senator for the upcoming two years
- Chaired the Senate Assessment Committee from 2004-2006, served on and chaired the Senate Teaching Awards Committee, and co-chaired the Institutional Review Board Working Group; I currently serve on the Senate Faculty Appeals and Grievances Committee and the Developmental Education Task Force and was a member of the Repositioning Committee
- Moved forward a number of policy change requests as “Chair of Chairs,” specifically changes to definitions of academic programs, a department bylaws approval process, evaluation of IAS, and policy for creating, dissolving, or merging departments.

I have first-hand experience with current institutional priorities and initiatives including serving as co-developer for the Flexible Option versions of Women’s Studies 102: Women’s Lives and English 101: College Writing and Critical Reading. I am also the lead instructor and designer of online English 101 and thus am intimately familiar with the processes, practices, and protocols of the UW Colleges Online Program. My goals as Senate Steering Chair would include the following:

- supporting the current work of the Faculty Professional Standards Committee’s effort to re-examine the merit process and SAPCs/FPSC’s re-examination of a web-based SSI
- to support administrative work in implementing faculty salary decompression efforts, to critically and rigorously implement and assess recommendations from the Repositioning Committee (particularly library restructuring and IT restructuring),
- to support efforts to provide more stable employment circumstances for Instructional Academic Staff and efforts to put in place a finalized version of the IAS titling guidelines
- to support the integration of classified staff into shared governance
- to support student government efforts to effectively lead and include UWC Students in governance work

I hope this range of experience shows my commitment to several key goals and values. As a faculty member, teacher, and program chair, I have been committed to the inclusive mission of our institution and to rigorous academic standards. My academic research is focused on teaching and learning, and on barriers that students experience in first-year writing courses as they transition from high school to college. I have been especially interested in effective pedagogies, placement methods, and assessment of student learning because I believe in our mission’s institution of access and in inclusivity and diversity as generative values that strengthen the institution. My other scholarly work on feminist pedagogies reflects this commitment to empowerment and leadership that builds on and enhances the strengths of members of a community, and I would continue this emphasis as Senate Steering Chair. Further, my deep knowledge of our institution (through work as HLC Self-Study Co-Coordinator and co-author of the successful self-
study that resulted in our unconditional reaccreditation) and of our student populations and their academic needs (through multi-year funded grant projects, SoTL research, and peer-reviewed journal publications) would enable me to knowledgeably advocate for policy and budget decisions at the System level and beyond that would serve our students, staff, and faculty.

Mark Peterson, Professor, Philosophy, UW-Washington County

Last year the Senate and campus collegia agreed that extending the chair’s term limit from two years to three years made sense. Department chairs, for instance, typically have three-year terms because it takes a year or so to learn the job. Most departments feel that during the third year, the chair performs at their peak. I still agree.

There is another detail to the position that is generally unnoticed, but which may well be the most valuable reason for keeping a steering chair on for a third year. It’s the work the steering chair does as Faculty Representative to the Board of Regents. The Regents meet about six times a year and that means, as a faculty rep, one has a narrow range of opportunities to get to know them and help them understand what life is really like for us, back in the trenches. Now, after two years, I’m well acquainted with all of the Regents, including the new members like Jan Mueller, former Director of the Legislative Audit Bureau, and Margaret Farrow, the former Lt. Governor. Building these relationships – and relationships with the faculty reps from across System – takes time and, in this political environment, building these relationships is more important than ever.

I am grateful for the hard work everyone has put in during these last two, challenging, years on both the Senate and senate committees. We’ve been reinventing the university from the inside (Classified Staff integration into shared governance, the BAAS degree, Flex, beginning to address questions of gender equity, figuring out Distance Ed, etc. etc. etc.) and struggling with a tough political and economic situation from the outside. Here’s the most important lesson I’ve learned: the last two years have taught me that shared governance works best when we share ideas. When we keep talking and, more importantly, when we listen carefully to each other, a better (or best!) idea always finds its way into the conversation. To me, listening to you remains the most important part of the job.

[End]
2014-2015 Faculty Senators

<table>
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<tr>
<th>Senator's Name</th>
<th>Senate Steering</th>
<th>Senate Academic Policy</th>
<th>Senate Budget</th>
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2014-2015 Academic Staff Senators

Senate Steering Committee (2)
- Jeff Verona (Lead AS Senator)
- Danielle (Marcy) Dickson (AS Representative to UW System)

Senate Academic Policy Committee (2)
- Joanne Giordano
- Steve Kaiser
- Julie Dezeeuw (non-voting)

Senate Budget Committee (2)
- Lucas (Luke) Dock
- Michael Gorman

Faculty Professional Standards Committee (1)
- Mike Winkler

[End]
UW Colleges Senate
Annual Elections
Spring 2014
Elected Senate Bylaw Committee

NOMINATION STATEMENTS

1. Senate Assessment Committee

1 Humanities Division Faculty member (2014-2016 term)

Eduardo Gregori, Assistant Professor, World Languages, UW-Marathon County
I’m currently serving at the Senate Professional Development Committee. I find working at the Senate level really rewarding, it truly gives you a broad perspective on our institution. I’d like to serve in the Senate Assessment Committee as well, simply because I’m currently my department’s Assessment Coordinator, and I’d like to get to know everything there is to know about the whole assessment process.

1 Natural Sciences and Mathematics Division Faculty member (2014-2016 term)

Kristin Plessel, Assistant Professor, Chemistry, UW-Rock County
For the past year and a half, I have served on the Senate Assessment Committee and feel like I have only recently gotten my feet wet. Therefore, I would like to put my name up again so I can continue to serve and contribute. As a scientist, I am comfortable and enjoy working with data and have always had an interest in assessment. In addition to required assessments, I frequently collect feedback from my students. At midterm, I use a third party system to collect information from my students on the course, its delivery and my performance and make improvements accordingly. I enjoy the assessment process and think it important we can learn a lot from our own students about what we can do better.

1 Social Sciences Division Faculty member (to complete the 2013-2015 term)

Ana Caballero Mengibar, Assistant Professor, Political Sciences, UW-Rock County
I am currently serving the Steering Committee in my campus, UW-Rock County. In addition, I have been the alternate Senator for my campus in two occasions during 2014. In the past I have also served the Professional Development Committee in my campus. I believe the above experience has prepared me to become a qualified member of the Senate Assessment Committee.

1 Student Affairs Administrative Staff member (2014-2016 term)

Chris Roland, Coordinator of Adult & Career Services, UW-Washington County
After 8 years working in Student Affairs in the UW Colleges (Waukesha and Washington) I feel I can bring a well-rounded perspective to the committee. I have been a member of campus
retention committees at both Waukesha and Washington where I’ve taken an active role in implementing assessment initiatives including surveys and student focus groups. I am excited at the prospect of serving on a committee at the Colleges wide level.

1 Student member (2014-2015 term, chosen by UWC Student Governance Council)

Institutional Assessment Coordinator (non-voting ex-officio, 2014-2015 term)

Valerie Murrenus Pilmaier, UW Colleges Institutional Assessment Coordinator

2. Senate Curriculum Committee

1 Humanities Division Faculty member from any department except CTA (2014-2016 term)

William Malcuit, Assistant Professor, English, UW-Washington County

I am currently in my fourth year at UW Washington County as an Assistant Professor of English. For the past two years I have been chair of the English Department's Curriculum Committee, and I have also been a member of the Washington County Curriculum Committee. I have gained a good amount of experience in working with curriculum proposals, and I have had a new course added to the catalog that I myself designed (English 282, African American Literature). I take great interest in the curricular offerings of our institution, and I hope to be able to continue my work in this area Colleges-wide.

1 Natural Sciences/Mathematics Division Faculty member from any department except CSEPA (2014-2016 term)

Clare Hemenway, Associate Professor, Mathematics, UW-Marathon County

Relevant experience is my service on two previous Senate Committees: Faculty Appeals and Grievances and also Senate Professional Development Committee. IN each case I served a stint as Chair and for the Professional Development Committee I served as Chair for two years. I enjoy working cooperatively with colleagues from other disciplines and campuses. AS for my interest in this particular committee, I do enjoy all academic disciplines and am very committed to the Colleges offering a strong two year curriculum. Also, I see much change occurring in Mathematics these days, particularly in regard to developmental mathematics. I would like to serve as a voice on this Committee for inevitable changes. While I do not teach developmental mathematics, I regularly attend the UW Colleges developmental mathematics conference in January and am a member of a general developmental task force here on campus. I am on a UW System-wide committee—the Mathematics Placement Test Committee which keeps me in contact with colleagues at all the 4 year campuses. Finally, I am just about to give up my duties as Vice Chair of the Department so I should have the time to devote to this very important committee.

Lori Brock, Assistant Professor, Biological Sciences, UW-Waukesha

In my five years at UW-Waukesha, I have served as an advisor on campus and I have served on the Biology Department Curriculum committee. I have also submitted a new course proposal during that time. I do find it interesting how different courses transfer between the various institutions. I am also interested in the process of developing new courses. I also find it
interesting how curriculum needs to continually evolve to meet the students’ needs at the transfer institutions and I would like to be a part of that process. I have yet to serve on a senate committee and would like to do so.

Yuriy Shlapak, Assistant Professor, Mathematics, UW-Marshfield/Wood County
I would like to serve.

Kimberly Schatz, Associate Professor, Chemistry, UW-Fox Valley
I have served the UW Colleges in a variety of roles. However, I have never served on a Senate committee and I would like the opportunity to do so. I have gained extensive curriculum experience by serving as my campus department representative, as the Department of Chemistry chair (2009-2012), as a member of my department’s Curriculum Committee, and as Interim Associate Department Chair and Chair of our department Curriculum Committee. I have also served on my campus Curriculum Committee for a number of years, most recently as its Chair for the past four years. Therefore, I am familiar with curriculum planning, preparing and submitting course proposals to the SCC, reviewing courses proposals, and Senate policy related to curricular issues.

1 Social Sciences Division Faculty member from any department except Psychology (2014-2016 term)

Gregory Peter, Associate Professor, Sociology, UW-Fox Valley
I am very interested in serving as the Social Science Division Faculty member for the 2014-2016 term. I have some experience working on committees for the BAAS and Flex degrees and am very interested in helping the Colleges pursue new and ongoing curriculum opportunities.

1 Student Affairs Representative member (2014-2016 term)

Katie Press, Academic Advisor, UW-Waukesha
I have been at UW-Waukesha in an Academic Advising capacity since March 2011; prior to that, from January 2008- March 2010, I served as a Developmental Math Specialist on the campus. I desire to be the Student Affairs Representative on the Senate Curriculum Committee because I feel I would bring valuable insight to the committee when considering curricular approvals and modifications as they relate to the AAS and the requirements at the four-year institutions. In my role as an Academic Advisor, I have become very interested in course offerings and the breadth designations they are given because I see how these decisions “play out” when assisting students with planning for their AAS degree completion and/or developing transfer plans for various four-year campuses. I am also quite familiar with the general education and program requirements of the four-year institutions in the UW-System, which I believe need to be considered when addressing curriculum changes so that the UW-Colleges can ensure proper course transferability and facilitate more program/major entrance requirement completion on our campuses, thereby increasing the retention of our students.

1 Student member (2014-2015 term, chosen by UWC Student Governance Council)

Senate Academic Policy Committee Chair (non-voting ex-officio, 2014-2015 term)
UWC Registrar (non-voting ex-officio, 2014-2015 term)

Larry Graves, UW Colleges Registrar and Director of Admissions

3. Senate Professional Development Committee

1 Campus Dean member from any campus except UW Colleges/Central, UW-Fond du Lac, UW-Fox Valley, UW-Marathon County, UW-Sheboygan, UW-Waukesha, or the campus of another newly elected committee member (non-voting ex-officio, 2014-2015 term)

Charles Clark, Dean & CEO, UW-Manitowoc

Strong and consistent funding for faculty and staff professional development is essential to the success of the UW Colleges. The dean serving on this committee is able to bring an administrative as well as campus-level perspective to the need for funding and challenges related to ensuring funding. I would welcome the opportunity to serve in this capacity as the committee makes its recommendations to Senate and to the chancellor.

1 Department Chair member, Natural Sciences and Mathematics Division OR Social Sciences Division, from any department except Heath, Exercise Science and Athletics OR Psychology-Education, and from any campus except UW Colleges/Central, UW-Fond du Lac, UW-Fox Valley, UW-Marathon County, UW-Sheboygan, UW-Waukesha, or the campus of another newly elected committee member (2014-2017 term)

Mech Johnson, Associate Professor & Chair, CSEPA, UW-Washington

I am willing to serve if no one else comes forward.

1 Natural Sciences and Mathematics Division OR Social Sciences Division faculty member, from any department except Heath, Exercise Science and Athletics OR Psychology-Education, and from any campus except UW Colleges/Central, UW-Fond du Lac, UW-Fox Valley, UW-Marathon County, UW-Sheboygan, UW-Waukesha, or the campus of another newly elected committee member (2014-2017 term)

Yuriy Shlapak, Assistant Professor, Mathematics, UW-Marshfield/Wood County

I joined the UWC in the Fall of 2010. Half of my workload (12 credits each semester) comes from teaching online courses, besides, I have developed and taught several classes in blended and point-to-point format. I have extensive experience in educational technology, online education and computer programming and interest in these areas. I actively participate in all kinds of professional development activities and serve as a Chair of the Professional Development Committee at the UW-Marshfield campus for this year.

Mohamed Ayoub, Professor, Chemistry, UW-Washington County

I served as the Natural Sciences/Mathematics Division Faculty member of the Senate Professional Development Committee (2011-2014), and as chair of this committee (2013-2014). I am serving as the Associate Chair of the Department of Chemistry, and chair of the department’s Curriculum Committee, which oversees the department’s professional development issues.
I have a strong professional development record as evidenced in being recently awarded a UWC sabbatical, grants for summer research from the UW System and UW Colleges, as well as professional development grants from the National Science Foundation, American Chemical Society, Washington County Campus Foundation, department and campus. My research on enhancing teaching and learning chemistry using Natural Bond Orbitals is being recognized by my peers at the local, national and international levels.

I would like to continue serving in this capacity to benefit the UW Colleges and my colleagues. Thank you for your consideration.

1 Office of Academic Affairs staff member (appointed by Provost, non-voting ex-officio, 2014-2015 term)

4. Senate BAAS Curriculum Committee

1 Adult Student Advisor member (2014-2016 term)

Kathleen Folbrecht, Adult Recruiter/BAAS Professional Experience Coordinator, UW-Waukesha

I am interested in the Senate BAAS Curriculum Committee because I serve as the recruiter for the BAAS as well as the professional experience coordinator on our campus. I’ve been working with the BAAS since July and have worked with prospective students as well as employers to inform them about the new program that we have. I think that this committee would be beneficial to be a part of because I see the path that most students take when going through the program and the types of classes that students are interested in. I work with the students and hear about their career interests and would love to give that feedback to individuals creating the coursework and giving it the correct designation. I also have an interest in making sure students have adequate choices about what classes they can take. It would be informative for me to be able to speak to prospective students as well as employers to be able to speak more specifically about what goes into the assigned designations for available classes.

1 Humanities Division Faculty member from any department except Music (2014-2016 term)

Kelly Wilz, Assistant Professor, CTA, UW-Marshfield/Wood County

I’d love to serve on the BAAS Curriculum Committee if you’ll have me! I think I meet all the requirements! I really just want to get more involved in senate and with the UW colleges in general.

1 Natural Sciences/Mathematics Division Faculty member from any department except Chemistry (2014-2016 term)

Iddi Adam, Associate Professor, Geography-Geology, UW-Marshfield/Wood Cty

I am an associate professor of geography at UW-Marshfield/Wood Country. I have been with the Colleges since 2003. I have served in several leadership roles including the senate steering, senate assessment committee, BAAS Committees, FLEX Committees and the HRS implementation committee. I have been associate dean and vice chair and interim department chair. I am happy to serve in the SBCC if my services are needed.
1 Social Sciences Division Faculty member from any department except Business-Economics (2014-2016 term)

Chris Hays, Professor, Anthropology, UW-Washington County

I am nominating myself for the Senate BAAS Curriculum Committee. My experience with BAAS is that I was a member of the committee that put together the capstone course.

1 Student member (2014-2015 term, chosen by UWC Student Governance Council)

Senate Academic Policy Committee Chair (non-voting ex-officio, 2014-2015 term)

UWC BAAS Program Manager (non-voting ex-officio, 2014-2015 term)

Patti Wise, UWC BAAS Program Manager

UWC Registrar (non-voting ex-officio, 2014-2015 term)

Larry Graves, UWC Registrar and Director of Admissions

5. Senate BAAS Assessment Committee

1 Student member (2014-2015 term, chosen by UWC Student Governance Council)

Institutional Assessment Coordinator (non-voting ex-officio, 2014-2015 term)

Valerie Murrenus Pilmaier, UWC Institutional Assessment Coordinator

UWC BAAS Program Manager (non-voting ex-officio, 2014-2015 term)

Patti Wise, UWC BAAS Program Manager

[End]
Update on Budget Reduction Implementation: The central office was asked by former Chancellor Ray Cross to contribute $214,000 to the $1.186 million central office and institutional budget reduction as outlined in his February 10, 2014 email to the institution. Below is an update on several of the steps being taken within the Office of Academic and Student Affairs to implement its $91,000 share of the central office budget reductions.

- **Study Abroad**: Current Study Abroad Coordinator Tetyana Schneider, Office of International Education Director Tim Urbonya, and I continue to plan for next year’s study abroad program and for the future. Below is a brief summary of the progress we are making:
  
  o In regards to study abroad programs scheduled for the 2014-2015 academic year, in February the Study Abroad Advisory Committee requested that Tetyana Schneider and Tim Urbonya develop a list of the most viable of the 16 proposed study abroad programs.
  o In the absence of a UW Colleges Study Abroad Coordinator for 2014-2015, the Advisory Committee interested in managing an academic study abroad offering and asked UW-Richland CE Director Jessica Laeseke to survey the CE directors and assessing their readiness/interest in managing a study abroad program.
  o A number of CE directors stepped forward and agreed to coordinate several of the study abroad offerings.
  o Faculty members leading the study abroad trips that have been selected to be offered in 2014-2015 have been notified as have faculty members whose trips were not selected to be offered in 2014-2015.
  o Now that the plans for next year have been finalized, Tetyana will schedule a full risk management orientation for the CE directors who will manage programs and the faculty members who will lead those programs.
  o The next step is to form a committee to assist Tim and the Study Abroad Advisory Committee to plan for the future of study abroad. A call for faculty members to volunteer to serve on the committee will be issued shortly.

Office of International Education Director Tim Urbonya and I will keep you informed of any future developments regarding the UW Colleges Study Abroad Program.

- **Engaging Students in the First Year (ESFY) Program**: ESFY Coordinator Tom Neal and Interim Associate Vice Chancellor for Academic Affairs Rex Hieser continue to work with the campuses and the Office of Academic and Student Affairs to determine how ESFY programming can be sustained after July 1 when the institutional budget support for the First Year Seminar and ESFY institutional and campus coordinators will be eliminated. Tom and Rex are recommending several models, or a combination of models, to build campus-level ESFY infrastructure:
Retention Committee: Because engaging students in their first year is closely associated with student retention and persistence, the campus Retention Committee could be charged with managing and growing the campus ESFY program.

Campus Associate Dean and Assistant Campus Dean for Student Affairs Team: The Associate Dean and the Assistant Campus Dean for Student Affairs have oversight for the campus curricular and co-curricular programs. Because many of the ESFY programs fall into the curriculum and the co-curriculum, a team approach could effectively implement and manage a breadth of ESFY activities.

ESFY Coordinator: Campuses could choose to retain the current practice of having a designated campus ESFY coordinator by allocating funds for reassigned time or providing a stipend.

Several campuses have decided to fund a campus-based ESFY program using their local budgets while others are considering whether or not to fund an intentional, comprehensive first-year program on their respective campuses.

UW Colleges ESFY Coordinator Tom Neal, Interim Associate Vice Chancellor for Academic Affairs Rex Hieser, and I will continue to keep you updated on progress made regarding the ESFY program.

Update on UW Colleges Library Restructuring: Discussion continues about how to implement the restructuring of the UW Colleges libraries. In early February, UW Colleges Interim Chancellor Aaron Brower charged Provost Greg Lampe with the responsibility of implementing former Chancellor Ray Cross’ decision regarding library restructuring which focuses on putting in place an institutional library director and eliminating library director title on the campuses. The people holding library director positions on the campuses could then be placed into academic librarian positions. Thus, current staffing levels in the libraries will be maintained.

To date, the group assisting Provost Greg Lampe with thinking through the implementation of library restructuring has met twice. The group is composed of two representatives from the Library Council, Ane Carriveau, Chair of the Library Council, Library Director, UW–Fox Valley, and Jennifer Chamberlain, Library Director, UW–Washington County, Interim Vice Chancellor for Administration and Finance Jason Beier, Susan Mitchell, Library Program Manager, UW System, and others from the Office of Academic and Student Affairs, and the Office of Administration and Finance. A third meeting is scheduled for the end of April.

It is important to note that the group assisting Provost Greg Lampe will be expanded as issues emerge. For instance, for the third meeting of the group, Cheryl Nessman, Library Support Services Director, has been invited to join the group because it will be discussing how the institutional library director position will impact the Library Support Services Director position. At a future meeting, academic department chairs will be invited to join the group to discuss the relationship between the UW Colleges academic departments and the institutional library director.
Please keep in mind that efforts to restructure the libraries are focused on repositioning the libraries for the future and not on cost savings. While some cost savings might be realized at the campus level after the library director title is eliminated and the conversions of current library director positions to academic librarian positions are completed, this is not the focus of our work. Rather, the focus of the group’s work has been on determining the role and responsibilities of the institutional library director. To that end, we are developing a detailed position description for the institutional library director position. At the same time, we are discussing the reporting structure, and how the institutional library director will interact with UW System administration, the Council of University of Wisconsin Libraries (CUWL), UW Colleges central office administration, the Library Council, and the UW Colleges libraries.

Next Steps:
- Complete the institutional library director position description by the end of May;
- Provide a guide to campus deans for initiating the conversion process from library director to academic librarian;
- Engage constituency groups that are impacted by the implementation of the institutional library director position.

I will keep you informed of future developments regarding library restructuring activities.

**Update on the Department of Public Instruction Course Options Program:** In mid-February, the Wisconsin Department of Public Instruction introduced details of Course Options which was included as part of the approved 2013-15 biennial budget. Course Options materials can be accessed at this link: [http://courseoptions.dpi.wi.gov/](http://courseoptions.dpi.wi.gov/). Course Options will be implemented in the fall of 2014.

The planned implementation of Course Options is significantly impacting the concurrent enrollment programs offered by UW Colleges campuses to local school high schools in their regions. Under Course Options, students and parents cannot be charged for college courses being offered in the high schools to high school students. Local school districts are responsible for paying the tuition charged by the providing institution. It is up to the local school district to decide what it can afford to pay for a college level course. Because local school districts have not had to pay for concurrent enrollment programs in the past, many of them across the state have decided not to continue offering concurrent enrollment opportunities. This decision has eliminated access to college courses taught in the high schools across Wisconsin. Four UW institutions are particularly impacted because these institutions provide access to college courses in high schools across Wisconsin. These institutions are UW Colleges, UW-Green Bay, UW-Oshkosh, and UW-Whitewater.

**Plan of action:**
1. In March, under the leadership of Tricia Wessel-Blaski, a UW Colleges task force was formed to develop a response to Course Options from the UW Colleges to the Wisconsin Department of Public Instruction. The task force is coordinating its efforts with UW System and UW Colleges administration.
2. On Friday, April 4, UW System President Ray Cross, UW System Senior Vice President for Academic and Student Affairs Mark Nook, and UW System PK-16 Coordinator Ron
Jetty met with State Superintendent of Public Instruction Tony Evers and Budget Director Mike Bormett to discuss Course Options. The meeting did not go well as Tony Evers insisted that concurrent enrollment programming falls within the Course Options statute. UW System’s interpretation of the Course Options statute is that it does not apply to concurrent enrollment programs.

3. On Wednesday, April 9, and Thursday, April 17, Senior Vice President for Academic and Student Affairs Mark Nook called together the provosts from UW-Oshkosh, UW-Green Bay, UW-Whitewater, and UW Colleges to assist his office with a response to the Wisconsin Department of Public Instruction. During our meetings we have discussed a path forward and collectively documented the impact of the Department of Public Instruction’s interpretation of the Course Options statute.

4. On Monday, April 14, the UW System Legal Office submitted a letter on behalf of UW System President Ray Cross to State Attorney General J.B. Van Hollen requesting an informal review and opinion on the Course Options statute. In the letter, UW System General Counsel Tom Stafford argues that the Course Option statute does not apply to concurrent enrollment programs.

Tricia Wessel-Blaski and I will continue to keep you informed of any developments regarding Course Options.

**Update on the Bachelor of Applied Arts and Sciences (BAAS) Degree Completion Program:** The UW Colleges continues to implement the BAAS degree completion program. Now in its second semester of implementation, our institution’s bachelor degree completion program continues to gather momentum and serve our BAAS degree-seeking students. Listed below are the major developments regarding the BAAS degree completion program (my thanks to Program Manager Patti Wise for providing me with many of these updates):

- UW System response regarding our intention to offer a pathway to the BAAS degree to Wisconsin Technical College students who have earned an applied associate degree:
  Nearly three months after Provost Lampe first notified UW System of the change to the admissions requirement of the BAAS degree completion program, UW System Senior Vice President for Academic and Student Affairs Mark Nook issued a draft of his response to Provost Greg Lampe. Mark’s response stated that the changes made to the UW Colleges BAAS degree completion program’s admission requirement fundamentally changed the degree, and consequently, the UW Colleges would have to submit an “intent to plan” document to UW System for the creation of a new degree program. Provost Lampe responded to the draft arguing that the change to the admission requirement did not create a new degree program. Provost Lampe has scheduled a meeting with UW System President Ray Cross, Senior Vice President Mark Nook, Associate Vice President Stephen Kolison, UW Colleges Interim Chancellor Aaron Brower, and BAAS Program Manager Patti Wise to discuss a way forward for the UW Colleges to offer this new BAAS degree pathway. The meeting has been scheduled for Friday, May 2.

We have appreciated your patience as we have worked to receive approval from UW System for this change.
Marketing the BAAS degree completion program: Program Manager Patti Wise has been working with the UW Colleges Marketing and Communications Office to create a marketing strategy and new marketing materials for the anticipated start of the BAAS degree applied pathway. The Marketing Office is working to update the BAAS website and to design new handouts for prospective technical college students. Patti and marketing personnel are working on enhancing our current BAAS marketing materials to include student testimonials.

Senate BAAS Curriculum Committee activities: The Senate BAAS Curriculum Committee met recently and approved several new BAAS courses, including:

- LEC 305 BAAS Seminar and Project Management
- LEC 394 Internship Seminar
- CSS 483 Senior Capstone Seminar
- CSS 493 Senior Capstone Project

Once approved by the provost, these courses should be available to students for the fall 2014 semester.

Assessing the BAAS degree completion program: The Senate BAAS Assessment Committee has completed its evaluation of the BAAS degree completion program. The provost has thoroughly reviewed the report and has met with Senate Steering Committee Chair Mark Peterson and BAAS Program Manager Patti Wise to review the report’s recommendations and to determine next steps. The report has been posted on the Provost’s Office SharePoint site and can be found here: https://collab.uwex.uwc.edu/uwc/provost/default.aspx. The report is meticulously organized, thoughtfully written, and constructively balanced between the positive potential for the BAAS degree completion program and the challenges ahead that need to be addressed.

The provost will be approaching the recommendations section of the report in the following ways:

- The provost has asked Patti Wise to convene the BAAS Advisory Board to review the report and to establish priorities for moving forward with the SBAC recommendations. As part of the Advisory Board’s review, they will identify the person or persons responsible for implementing the recommendations and develop a timeline for implementation.
- The provost will report to the Senate Steering Committee the next steps for moving the SBAC recommendations forward. This step has already been completed and the provost will continue to keep the Senate Steering Committee apprised of the progress being made to advance the recommendations.
- The provost will report to the full Senate at the April Senate meeting. The provost will continue to update the Senate throughout the 2014-2015 academic year.
➢ E-Portfolio for BAAS degree-seeking students: Students in the BAAS program will be expected to complete an e-portfolio as they work to complete their degree. The e-portfolio is available through D2L, and will house all the artifacts that a student creates and completes in achieving the learning outcomes and mastering the competencies required to earn the BAAS degree. It will be transportable when the student leaves for future employment or graduate school.

➢ Prior Experiential Learning Assessment: The provost met with Patti Wise on Wednesday, April 16, to discuss prior experiential learning credit under the BAAS degree completion program. The provost agreed with Patti that a broader interpretation of challengeable courses should include any BAAS-approved course instead of just service-learning or internship courses. Patti Wise will be working with the Senate Academic Policy Committee to initiate the necessary changes to Senate policy that need to be made.

Program Manager Patti Wise and I will continue to keep you informed as to how the BAAS degree completion program is progressing.

Respectfully submitted,

Greg Lampe, Provost and Vice Chancellor for Academic and Student Affairs

4.18.2014
Educating Students in the First Year (ESFY) Program Update

Several opportunities will be available to support the shift from an institutional to campus-based ESFY programs. We have requested a session at the Colloquium to inform interested attendees about the different potential models and provide the attendees with time to discuss options and best practices. We will hold an ESFY conference in early June to continue that effort. As we move into next academic year, other support mechanisms are being established. The Associate Vice Chancellor for Academic Affairs will assume the institutional ESFY Coordinator’s role and continue to provide institutional direction and coordination for ESFY programs. We are beginning a network of campus ESFY contacts to aid communications. Provost Lampe will consider using other institutional funds to support attendance at national Freshman Year Experience conferences on a case-by-case basis. The UW Colleges Colloquium could function as a host for future ESFY conferences by including a specific ESFY track (a conference within a conference) as has occurred in years past. Associate Vice Chancellor of Student Affairs Rich Barnhouse and his team will emphasize the importance of the iPlan for keeping track of the good work of ESFY initiatives for the success and retention of first-year students.

Department Bylaws

I anticipate that by the date of this Senate meeting I will have received the revised sets of departmentally-approved bylaws from two departments and forwarded them to Provost Lampe with my recommendation for his approval. Several other departments are finishing revisions and gaining member approval at their spring meetings. Based on our prior discussions, I anticipate that I will be able to forward them to Provost Lampe with my recommendation for approval.

UWC Student Journal

The UW Colleges Student Research Journal continues to progress toward its first online edition. We now have editors who will manage submissions in their respective divisions: Humanities (John Pruitt, English, UW-Rock County), Natural Sciences (Talitha Selby, Chemistry, UW-Washington County), and Social Sciences (Joe Foy, Political Science, UW-Waukesha). We have an extensive list of faculty and instructional academic staff members who have volunteered to serve as reviewers in their areas of expertise. We pushed back the deadline for submission for the inaugural issue to May 14, 2014. Informational e-mails will be sent to students, faculty members, and instructional academic staff during the week of April 14-18 to remind them of this opportunity.

Respectfully submitted,
Rex Hieser
April 10, 2014
iPlan Update

The UW Colleges iPlan is currently undergoing a major version upgrade. Last year the 2.0 upgrade involved minor adjustments to improve technical aspects. This year, the upgrade to version 3.0 involves significant changes in functionality, dashboards, layout, and ease of use. These adjustments are being completed in advance of the third year of the iPlan. The entire upgrade is scheduled to be completed in May. This will allow campuses to begin implementing their enrollment strategies for fiscal year 2015 prior to the beginning of the annual enrollment cycle. In addition to the major version upgrade, the third year of the iPlan will also include a campus approach to friends and alumni, specifically-targeted populations, and revisions to ensure simplicity.

UW System SSAO Meeting

On March 25th, I attended the UW System Senior Student Affairs Officers’ Meeting (SSAO) hosted by UW-Stevens Point. The SSAO group is comprised of Vice Chancellors and Associate Vice Chancellors responsible for Student Affairs and/or Enrollment Management from across the UW System. There were many important issues discussed however, for the first time that I can recall, the majority of institutions expressed concerns regarding their Fall 2014 enrollment. Many are anticipating enrollments lower than what has been experienced over the past several years. Other topics discussed included:

- Institutional budget reductions
- Segregated Fee procedures
- Narcotic drug use
- System AODE task force
- UW System Title IX work group
- United Council status
- Mandatory Student Health Insurance and the federal program
- Internationalization of UW System campuses
- UW Student Representatives Meeting

Business, Industry and Education Summit

On March 11th, UW-Fond du Lac invited me to participate and speak on behalf of the UW Colleges at the annual Business, Industry and Education Summit, hosted by Marian University. The educational partners included UW-Fond du Lac, Marian University, and Moraine Park.
Technical College. Eight major regional, national, and international businesses also participated. The summit exists for the purpose of:

1. Establishing partnerships between business and education.
2. Providing high-quality training opportunities.
3. Creating an on-going network designed to prevent the significant decline of skilled workers in Fond du Lac County.

Campus Visits

During the Spring semester, I joined Interim Chancellor Brower, Provost and Associate Vice Chancellor for Academic and Student Affairs Lampe, Interim Associate Vice Chancellor for Academic Affairs, Rex Hieser, and Special Assistant to the Provost, Patti Wise for several campus visits. To date this semester we have visited:

- UW-Richland (02/11),
- UW-Washington County (2//26),
- UW-Fond du Lac (3/4),
- UW-Marshfield/Wood County (3/27),
- UW-Marinette (4/1)
- UW-Sheboygan (4/9).

Flexible Degree Option

The UW Colleges central office continues to enroll students in the Flexible Degree Option. UW Colleges enrollments by subscription period are:

January: 2 degree seeking and 4 non-degree seeking
February: 6 degree seeking and 5 non-degree seeking
March: 6 degree seeking and 3 non-degree seeking
April: 6 degree seeking and 3 non-degree seeking

Respectfully submitted,

Rich Barnhouse
Associate Vice Chancellor,
Student Affairs and Enrollment Management
4.10.14
Attachment 9

Senate Steering Committee Chair
UW Colleges Faculty Representative to UW System Administration
Report to the UW Colleges Senate
April 25, 2014

Since the last Senate meeting, the Senate Steering committee will have met on March 24th and April 7th. As always, your window on the thrills and spills of shared governance is available in great abundance in the previous minutes, available in Public Folders at Governance>Senate>_Senate Steering Committee>Minutes.

As your Faculty Representative I attended a Faculty Reps meeting on April 4th and the Board of Regents meeting at UW River Falls on April 10th and 11th – more of which, below.

Highlights from recent Steering discussions and activities:

We discovered that no campus merit committees had been receiving or using SSIs from Online – apparently ever. Dean Glena Temple is working out a best practices procedure for making the SSIs available to campuses or chairs, and Steering sent a set of questions (making SSIs mandatory, moving all SSIs to an online format, and working through the issues surrounding the low return rates) to SAPC and FPSC. SAPC and FPSC have come to slightly different results, results Steering will address during the meeting on April 25th.

CITS began its IT restructuring by contacting SIITC, which is now being reintegrated into its proper, advisory role for CITS.

Ray Cross has asked us to find faculty nominations for the UW Colleges / UW Extension Chancellor Search Committee. That slate of names went to President Cross on April 11th and he expects to make his selection for the committee by April 17th.

We’ve continued to press the question raised at our last Senate meeting about the impact the budget cuts are having on instruction— an area that had been explicitly described as “a last resort” with regard to “repositioning” the budget. I’ve had some fruitful conversations with Greg Lampe. A prevalent confusion, and the source of a lot of completely reasonable frustration (or rage, depending on the day), seems to be a conflation between the budget cuts coming down specifically as a result of legislative action – that approximately $2.33 million figure affecting Central and the campuses – and cuts happening on the campuses as a result of what (at Washington County anyway) are being called “structural deficits”. These are not related to the cuts from the legislature or the result of any recommendations put forward as a result of the Repositioning Task Force process. I was assured that these cuts, largely to IAS, are tied directly to declining enrollments.

The Steering chair has also repeatedly pressed Central, as recently as April 11th, about creating and disseminating a formula for right-sizing administration on each campus in much the same way they did for IAS a few years ago. This would go a long way toward demonstrating fairness in all the different kinds of budget cuts we’ve been working through this year.
Faculty Reps April 4th & Board of Regents meeting April 10-11

The Faculty Reps meeting is typically a peek into the upcoming BOR meeting, but we did cover a few faculty specific issues during our meeting on April 4th. Full details are contained in my report to the Senate Steering on April 7th, which Senators will have received, but some highlights included:

- **Status of AAS working group**
  
  VP Mark Nook noted that they were hoping to bring the AAS Working Group report to the Regents this month, but he's run into a sticking point – specifically, that the working group report, by specifying a 40 hours AAS degree seems to define, by default, a general education curriculum for the entire System. They want to look into the implications of this before proceeding but other, related, questions included integrating this with the new 30 credit transfer requirement and, what seemed to VP Nook to be the main question, why would System define an AAS degree when it doesn’t define BA’s or BS’s? That task, he suggested, was the job of the campuses. More is undoubtedly coming.

- **Status update on the System Remediation Committee. (G. Cravins)**

  George Cravins UWLAX, the Faculty Rep member of the committee, said they're finishing up and will be sending out the report and recommendations sometime before May.

- **Faculty Workload and Compensation Presentation to the Board of Regents was scheduled for the April BOR meeting at UWRF (and was pulled off the agenda at the last minute).**

  This study is simply a huge data collection project about every UW Comprehensive campus and was initiated, 2 years ago, by an open records request from Assembly Speaker Vos. Still in progress.

- **The Comprehensives are just now discovering what's in TIS**

  – specifically the number of tech college credits that have been cleared for transfer into their programs without any departmental oversight. It looks as if Registrars simply signed off on courses without faculty input.

Board of Regents:

Link to full meeting details: [http://www.uwsa.edu/bor/meetings/archive/2014.htm](http://www.uwsa.edu/bor/meetings/archive/2014.htm)

- **April Outline Agenda**
- **April Agendas and Supporting Materials**
  
  o **Thursday Agenda**
    
    ▪ Education Committee
    ▪ Audit Committee and Business and Finance Committee
    ▪ Capital Planning and Budget Committee
    ▪ Research, Economic Development and Innovation Committee
  
  o **Full Board - Friday a.m.**
  
  o **Committees and Meeting Schedule**

Highlights:
At the Capital planning committee meeting I discovered that our colleagues at UW Fond du Lac have received the authority to release a parcel of land to Fond du Lac county for the purpose of housing development.

The greatest emphasis of the meeting was focused, both days, on reorganizing the processes for fiscal reporting from System to the Legislature in a way that makes the UW budget transparent and accessible.

Respectfully submitted,

Mark Peterson, Chair
Senate Steering Committee
Academic Staff Council Elections

As the Senate year comes to an end, I’d like to recognize Stephanie Douglas and Richard Djukpen for their service, to welcome Lucas (Luke) Dock and Julie Dezeeuw, and to thank Steve Kaiser, Mike Winkler, and Danielle (Marcy) Dickson for their continued willingness to serve on the AS Council.

Proposed ASPP #708 (IAS Titling)

Progress continues on this important policy. Currently the AS Council is examining feedback from the department chairs and associate deans on the proposed policy, as well as responding to comments from Central. We expect to bring the proposed policy to the full Senate at the October 2014 meeting.

Revisions to IP #320 (Policy on Evaluation – IAS)

Several campuses have petitioned the Senate recently about IP #320, particularly regarding merit review for IAS. After consulting with the Faculty Professional Standards Committee, the Council agrees that the current policy is unclear. The FPSC will look to revise IP #320 along the lines of FPP #503 (Faculty Merit), which will also require a new version of the Faculty Activity Report which is more appropriate for IAS. The Council and the Academic Staff Personnel Committee will assist in redrafting IP #320.

Respectfully Submitted,
Jeff Verona
April 11, 2014
Academic Staff Leadership Conference (Virtual via Blackboard Collaborate)
- Thursday, July 24, 2014 at 9 am – 2 pm
  o Theme: *The UW System: Looking and Moving Forward*
  o Keynote Speaker: Jason Beier, PhD, Interim Vice Chancellor for Administration and Finance for UW Colleges and UW-Extension

Academic Staff Compensation
Margo Lessard, Senior Special Assistant, and Al Crist, Senior Associate Vice President, from UW System Administration Human Resources and Workforce Diversity, talked with academic staff representatives about compensation. Lessard said that since the 1980s the salary floor for instructional academic staff has been calculated as a percentage of the floor for faculty salaries.

Crist was asked about the plans for the title and compensation study that was originally to be part of the University Personnel Systems (UPS). Crist said that System Administration is awaiting the implementation of UPS before starting that study. He said that he thought that the Joint Committee on Employment Relations would soon approve UPS to start in July 2015.

Crist said that the Board of Regents would not have pay plan authority given to it. He expected that UW employees would receive whatever the state employee pay plan is. Above that, individual institutions would have to determine how they would adjust compensation to market forces. He does not expect any “catch-up” allotments from the state. A consequence, he said, may be the breaking of academic staff from faculty in compensation plans; this process is known as decoupling.

Academic Staff Morale
Mark Nook, Senior Vice President for Academic and Student Affairs asked how Academic Staff morale was. Several campus representatives reported that it was not good and that they knew of academic staff employees leaving for better paying jobs outside the UW System.

Respectfully Submitted by,
Danielle (Marcy) Dickson
April 11, 2014
As we close up this year, us student leaders are attempting to wrap up our projects we worked on and train the group of next year's students. With our positions coming to an end and many of the current student leaders moving on to other institutions, our primary focus is how to avoid the "brain drain" that inevitably comes with the yearly turn-over. With a very rough year that involved budget cuts, a tuition freeze, and decreasing enrollment, most student leaders have been focused on their campuses and how to tackle these impossibly pressing concerns. The side effect of so much campus focus is that many campuses have made individual leaps in their student government rights, accessibility, and structure. This next year should leave a lot of foundation for the new students to dive right into.

There is one concern that many of us in the Colleges student governments have discussed. It is strongly believed that Student Governance Council Advisor position should become a full-time position. It is nearly impossible for students, no matter how determined, to keep track of the Colleges student governments and provide them the proper support, training, and information required to effectively run their organizations. It is also wildly unreasonable to assume students can travel to the various UWC campuses in the course of a semester (or even an academic year!) given balancing school and work in addition to SGC. There is a strong need for a full-time position that can facilitate the student leadership, not simply for the student governments' peace of mind and development, but because strong student governments are the most key facilitators of a strong campus student life. Among the two years, the campus life is one of the greatest untold problems. Most of our efforts focus on academics, where I truly believe they should be, but us students are very keenly aware of a great morale and engagement problem revolving around how cold and clinical the two-years can feel to those that don't immediately get engaged in the clubs or student government. It is the strong position of myself, as well as many other student leaders, that it is imperative to have a singular position of a full-time Student Governance Council advisor who was charged with facilitating the Colleges campuses in touch with each other, traveling to campuses to provide key training on important things such as 36.09(5), 30-4, Open Meetings Laws, Viewpoint Neutrality, and the various other laws and statutes that SGAs need to operate within. Additionally, a central figure could help facilitate the various student government advisors on campuses, of which there is generally no small number of campuses complaining about either a disconnect with the advisor or the lack of training the advisor was provided upon taking the position.

This year we thankfully have a full roster of students running for Student Governance Council, and those of us outgoing would love to see whatever students take over the organization having the ability and support to succeed. Much of our year has been reaching out to campuses that never received proper training or administrative support, leaving us to be more of a "band-aid" to issues that already escalated rather than allowing the full flourishing of the Colleges student governments together. This is where the time frame for Student Governance Council to act on 13 campuses to ensure they all remain strong and connect is wildly unreasonable. When we have to hunt down individual student governments for their members, sometimes having to make up to five calls at separate times to a single campus before someone can connect us to the student government advisor or a SGA member themself, it is unreasonable for the SGC to be able to maintain an up-to-date list of student leaders to contact. Without access to the student mailing list, it is unreasonable to say that the
leaders who were elected to represent the students can do so; we have no direct way to contact our constituents for announcements, involvement, or feedback. When the SGC does not feel comfortable asking for the money to maintain a reasonable budget in the face of so many two-year SUFAC funds being bled dry already, we cannot properly facilitate holding a convention, visiting as many campuses as we would like, or holding as many meetings as we could. I could continue with the deficits SGC faces in its mission from lack of institutional support, but I believe I have painted the glimpse of the picture that many of us student leaders live in every day: We want to help. We are willing to help for little to no pay. We have the drive and the goals of the students and the desire to build a strong campus. We know more about student issues than faculty and staff ever can, because we are the students. Student leaders are so often thrown under the bus by faculty, staff, and administration for being a nuisance link in the chain of shared government, but we should be the strongest. The more that the institution disenfranchises us, the less functional students can become. Institutional memory and proper training is truly everything. Any campus that does not empower its student government is simply turning away countless hours of student work. It may be annoying having to train students on the same issues year after year, but it is an investment in the rest of the year and a simple amount of help right out of the gate prevents most of the common troubles we all deal with throughout the academic year. From the student leader perspective, it confuses and infuriates us that there is so little faith and support given to the student governments who were elected and charged with only helping the campus.

In conclusion, this entire report is more or less a call for help that us student leaders are not being remotely facilitated properly in the UW-Colleges. Despite some Colleges campuses being among the most respected campuses among the various statewide student governments right now, we feel a crushing weight of having to do it all on our own, uphill through the snow both ways and barefoot. I can only imagine what our successors can do if the UW-Colleges starts truly investing in student leadership and development.

Alex Roberts
SGC President
The Senate Academic Policy Committee (SAPC) met on 14 March 2014. The following items were discussed and/or acted on:

1) **Defining academic programs:** SAPC drafted a constitutional amendment that defines and authorizes the formation, organization and termination of academic programs. The draft amendment uses Chapter 4: Departments of the constitution as a model. The draft amendment was sent to FPSC for review. FPSC comments were incorporated. The revised draft was sent back to FPSC and to department chairs for feedback. Using this feedback, SAPC has finalized the proposed amendment creating Chapter 10 - Academic Programs for introduction at the 25 April 2014 Senate meeting. Because Chapter 10 - Amendments already exists, SAPC will also introduce an amendment changing Chapter 10 – Amendments to Chapter 11- Amendments.

2) **Bylaws approval process:** SAPC was charged with developing a Bylaws Approval Process that would 1) establish a clearer process, protocol, and authority line for bylaws approval, 2) determine where the process will be described and 3) establish clear spheres of decision-making and curricular authority. SAPC drafted two documents to address this charge: 1) a constitutional amendment to UW Colleges Constitution Chapter 4.08 authorizing the Senate to establish procedures for bylaws approval and 2) proposed creation of Senate General Institutional Policy #407: Approval of Departmental Bylaws that establishes the process and authority line for approval of departmental bylaws. Both documents were sent to department chairs and the provost for comment. Those comments were incorporated and the policy was introduced at the 14 March 2014 Senate meeting. The introduction passed and had been sent to the campuses for comment.

3) **Becoming a department:** Amendments to UW Colleges constitution Chapter 4 have been introduced that would provide authority for creation of new departments. SAPC drafted a policy on the process of becoming a department. This policy, upon discussion with the FPSC chair, was submitted to department chairs to solicit their comments. Comments from the departments have been incorporated into the proposed new policy creating Institutional Policy #408 - Procedure for the Creation of New Departments which will be introduced at the 25 April 2014 Senate meeting.

4) SAPC was charged with evaluating the possibility of making the Student Survey of Instruction (SSI) mandatory. There was uniform agreement that the answer is no, students should not be required to complete the SSI. There were several reasons: 1) mechanisms to coerce students into completing a mandatory SSI may cause feelings of anger, annoyance, or frustration and have the potential to skew the SSI data; given the weight that this data holds in tenure and promotion decisions, as well as merit exercises, this is unacceptable, 2) according to Senate Policy 301.01, "It is the policy of the University of
Wisconsin that students be given the opportunity to evaluate teaching faculty. You are not required to complete the evaluation, but your participation is encouraged.” Therefore, while instructors are required to give students the opportunity to participate in an SSI, there is no statutory or senate policy that requires students to participate and 3) the Senate Student Survey of Instruction Working Group did a pilot study where various mechanisms were used to require students to fill out an SSI. The pilot only resulted in a 44% return rate compared to 80% for a paper SSI. This suggests that even more severe penalties would have to be imposed upon students for failing to return an SSI. See item 1.

5) SAPC was also charged with evaluating the Senate Student Survey of Instruction Working Group (SSSIWG) Report. Since the response rate for online SSIs is so low, SSIs should continue to be administered in the paper and pencil format for face-to-face courses. SAPC came to this conclusion for several reasons: 1) a large number of our students are low income and may not have access to computers or the internet at home. Given the material realities of their lives, it is unreasonable and impractical to expect students to do things with technology outside of class that aren’t directly connected to required coursework, 2) since Senate Policy 301.01 requires that students be given the opportunity to evaluate instruction, online SSIs may have the unintended effect of denying this opportunity to students based on their economic circumstances, 3) given the limited computer labs that are available at the UW Colleges campuses, using campus computers for SSIs would be impractical and 4) low response rates would result in data that is not statistically significant and thus unusable.

SAPC supports the SSSIWG recommendations 1-5 in their report.

SAPC does not support their further recommendations regarding on-line and making the SSI mandatory for students. There were several reasons: 1) mechanisms to coerce students into completing an SSI are likely to make students angry or, at the very least, annoyed, resulting in SSI data that could be severely biased and reflect more the student’s anger than their assessment of instruction, 2) according to Senate Policy 301.01, “It is the policy of the University of Wisconsin that students be given the opportunity to evaluate teaching faculty. You are not required to complete the evaluation, but your participation is encouraged.” Therefore, while instructors are required to give students the opportunity to participate in an SSI, there is no statutory or senate policy that requires students to participate and 3) the SSSIWG did a pilot where various mechanisms were used to require students to fill out an SSI. The pilot only resulted in a 44% return rate compared to 80% for a paper SSI. This suggests that even more severe penalties would have to be imposed upon students for failing to return and SSI.

The administration of the SSI for on-line courses needs to be re-visited. SAPC agrees with SSSIWG that response rates for on-line courses must approximate those for face-to-face courses. If it is feasible, SAPC recommends that ONL build the survey into course design, in a similar fashion to the “administrative drop/copyright” quiz. At an appropriate time during the semester, the instructor (in accordance with Senate policy 301.01) will set a time in which students, upon logging in, will be required to choose whether to take the SSI or not.
Students will not be required to take the SSI but will be required to actively make a choice as to whether they wish to participate.

SAPC would also like to see some evaluation of the cost savings of going to an electronic SSI. What would the savings be? Is it enough to make the low response rate and acceptable trade-off?

6) SAPC was charged with evaluating a proposed policy on academic forgiveness. SAPC supports the policy, but had the following question/concerns that were sent back to the originators of the policy: 1) there needs to be clarification of how widespread such policies are within the UW System, 2) there needs to be consideration of what happens with GPA calculations when students re-take classes, 3) transfer issues need to be evaluated and 4) procedures/guidelines/best practices need to be established for the Academic Actions Committee and campus Deans/CEO so that consistency exists across campuses.

7) SAPC also discussed the more general problem of how the SSI is used in promotion, tenure and merit evaluations. Considerable literature exists that indicates severe biases in student responses on SSIs, thus raising questions of their applicability to evaluation of instructors. Further, there are concerns about the way that the numerical data is analyzed and used that requires discussion. Therefore, SAPC would like Senate, and the Colleges in general, to review the role of the SSI in evaluating faculty.

Louis L. Pech, Chair of Senate Academic Policy Committee, 25 April 2014
The Senate Budget Committee’s (SBC) last meeting was on the March 14, 2014 at the regular Senate meeting at UW-Baraboo/Sauk County. During the SBC meeting the following topics, as described below, were discussed.

Overview of the Budget Reduction Plan
The SBC reviewed the email dated February 10\textsuperscript{th} from Chancellor Ray Cross outlining the budget reduction plan. The following noteworthy observations were made by the SBC:

1. Central Administration and Institution-wide Reductions. The total savings/reallocation in this category totaled $1,186,000. The SBC analyzed the email dated February 27\textsuperscript{th} from Interim Chancellor Aaron Brower that detailed how the Central Office would meet their assigned target of $232,000. There were many concerns about the programs being cut or eliminated.

2. Budget Reduction Allocation to Campuses. A total of $1,144,000 was allocated to the Campuses to cut from their budgets, bring the total covered to $2,330,000. There was considerable discussion about this and the SBC felt more of the Repositioning Task Force (RTF) recommendations should have been followed to reduce the necessary cuts at the Campus level.

3. Repositioning Proposals.
   A. Reorganize Library Administration. The SBC had reservations about a single institutional library director even if it resulted in cost savings, but felt it would be indefensible to implement this strategy without significant cost savings. Any advantages to the Colleges from this approach do not seem to warrant the problems this will cause at the Campus level.

   B. Reorganize Network Administration and IT Service. The SBC remained very skeptical about the ultimate success of this approach. While some savings should result, as the technology needs at the Campus level increase this seems very problematic.

4. Salary Adjustments for Faculty. The SBC recognizes the serious gap between current faculty salaries and what they should be to attract and retain faculty. However, with all the budget issues this isn’t the right time to start to correct this problem.

2013-2014 Year to Date Results
In the aggregate the 13 Campuses are projected to be $366,000 under the tuition target. This represents a decline in total tuition for 2014 of $681,000 compared to 2013. If enrollments during 2015 and beyond do not improve budgetary problems will not only continue, but expand.

Status/results of the Huron review of HR
The SBC extensively discussed human resources and is anxious to review the findings of the Huron consultants. The SBC is hopeful that the need to meet Federal, State and System compliance requirements can be balanced with the need for Campuses and Departments to work efficiently.

System GPR/Tuition Allocation Workgroup Update
At the System level discussion continues on how funds are allocated to the components of the UW-System. The current formula/procedure has been used for so long that no one seems to remember the rationale behind it. We may get some budgetary assistance if the process is changed, but it is impossible to predict when (or if) this may occur.

System Reserve Balance Policy Update
A reserve range of 10% to 15% has been proposed to the Legislature, but they have yet to take action. If implemented this should help prevent the same type of political problems that took place last year

Instructional Staff Compensation Options
The SBC continued to discuss instructional staff compensation options. It was discovered that this would need to be changed at the System level and cannot be changed by the Colleges. Some SBC members reported that this may not be as big of a problem as implied, but it seems like a very simple step to make many of our colleague’s lives easier.

Respectfully submitted,

Matthew Raunio
Chair, Senate Budget Committee
April 16, 2014
The Faculty Professional Standards Committee has one new introduction for faculty council of senators’ consideration at this meeting. There is a proposed revision of FPP508 to add a written Plan of Action in cases where department chair and campus dean have agreed a faculty member has slipped to a level of ineffective or inactive performance. This corrective plan of action will detail steps to be taken to correct the problem and avoid possible action of termination, and the plan will be shared with the faculty member in question.

The committee continues to work with SAPC and other senate and administrative units to draft new guidelines for a process of seeking recognition of new academic departments. We are also consulting with SAPC efforts to better define Academic Programs within our UW Colleges Constitution and policies.

The committee is working on a comprehensive review of the merit review policies with special attention being given to how such procedures might inadvertently add to gender bias and other forms of bias. As part of this review we are strongly considering adding language, as have many departments in their bylaws, to give specific percentage rankings to core elements of merit reviews – teaching, professional development, and service (as specified as university service and community service). It is our intention to provide a mechanism by which any and all merit review committees can consistently evaluate faculty and Instructional Academic Staff. We are at the point of gathering best practices from across the Colleges. We will also draft a modified Activity Report form for IAS to assist in appropriately assessing IAS.

The committee’s work to create a unified policy covering the various forms of grievances and appeals now scattered across policies in the UW Colleges continues. This unified policy will spell out needed differences, as well as common procedures. It will then charge each respective committee to develop its own procedural guidelines. In this process, we will work with central office personnel and UW System Legal to be sure the unified policy is consistent with state law and with UW System policy. This action will simplify language in the constitution and add details in the senate policies.

The committee is also working with senate steering to consider a new pilot study of using an online method to gather SSI data. Advancements in software, connections to D2L, and student familiarity with online surveys suggest that if not now, at some time in the future online SSI will yield a response rate which will satisfy our needs, and an online SSI would be more economical.

Respectfully submitted,

Ron Gulotta

Chairperson, Faculty Professional Standards Committee
Since the last SAC report submitted for the Senate on March 1, 2014 the committee met via Wisline on March 11 with several Campus Assessment Coordinators (CACs). The committee also met via Wisline on March 31 with several CACs and UW Colleges librarians. The purpose of these meetings was to continue discussions from the January meeting regarding possible assessment instruments that could be used to assess information literacy of UW Colleges students. The librarians presented information about several existing tools that could be purchased for this assessment. After further discussion at the March 31 meeting the group felt that a better option would be to design an instrument for assessing information literacy in order to assure that the instrument is a more manageable length for easier administration. The discussions also focused on when the assessment could be administered to students and how the process would be carried out.

A spring meeting with the CACs, to discuss progress on the Campus assessment projects, will take place via Wisline in April. The committee will receive the final campus assessment reports from the CACs by May 30 and will review these reports during June to provide feedback to the CACs by July.

The committee will have a Wisline meeting with the DACs (Department Assessment Coordinators) in June 2014, rather than the face-to-face meeting held in previous years at this time. There will be a face-to-face meeting with DACs in August 2014. Draft reports of department assessments will be submitted to the committee by July 15 and committee members will return preliminary comments for these reports to the DACs at or before the August meeting.

Submitted by
Deborah Paprocki
SAC Chair
April 11, 2014
Background and Rationale
The Chancellor’s Developmental Education Task Force noted that there was missing specificity in the language of Chapter 4, sections 01 and 03, with regards to developmental program courses and instructors. This missing language would not have required developmental program instructors to belong to an academic department for the sake of faculty oversight. This revision of UW Colleges Constitution Chapter 4.01 and 4.03 simply adds “developmental programs” to degree programs for the sake of departmental membership and “developmental courses” to credit courses for the sake of departmental oversight and jurisdiction.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Constitution
Chapter 4 - Academic Departments

4.00 Departments
2013-10-25
2014-01-22

A department is a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

4.01 Membership

All persons teaching in the degree credit and developmental programs shall be members of one or more departments, depending on the discipline(s) being taught. The departments may also extend membership to other persons.

4.02 Voting Rights

Ranked faculty of each department shall have full voting rights, and they may grant voting rights to other members of the department.

4.03 Jurisdiction and Responsibilities

Departments shall be responsible for maintenance of standards in the discipline, as regards to curriculum and teaching personnel. They shall develop and maintain an appropriate curriculum
of courses in the discipline, advise the Senate and campus collegium on curriculum, search and screen all candidates for appointment to teach in the discipline, and regularly evaluate all department members. No appointment, renewal, or promotion may be made, and no one shall teach a credit or developmental course, without the approval of the appropriate department. The departments shall also encourage professional development of their members.

4.04 Department Chairpersons

Each department shall have a chairperson selected by the chancellor from among the tenured members of the department, following a preferential ballot by all voting members. If the chancellor does not choose the person nominated by the department, he/she shall request that the department make another nomination. The chairperson shall be the spokesperson for the department and shall be responsible for maintenance of department records, for the calling of department meetings, and for such other duties as may be delegated by the department or the chancellor.

4.05 Department Committees

Each department shall have as many committees as it deems necessary to formulate recommendations to the department, the Senate, the campuses, the campus deans, the chancellor, or other individuals or groups. The executive committee, which shall have final responsibility for personnel actions, shall be made up of the number of tenured faculty specified by each department.

4.06 Financial Emergency

If a state of financial emergency is declared by the board, it shall be the primary responsibility of the tenured members of the departments to recommend which individuals shall be laid off. These recommendations shall follow appropriate UW Colleges seniority and financial emergency policy, unless a clear and convincing case is made that program needs dictate other considerations, e.g., the need to maintain diversity of specialization within a department. The department must seek the advice of appropriate campus committees and the campus dean. The department recommendations, together with the campus recommendations, shall be forwarded to the chancellor.

4.07 Department Meetings

Each department shall hold at least one meeting per semester. Meetings of departments may exceed one per semester with the approval of the chancellor.

4.08 Department By-laws

Each department shall develop and maintain written by-laws specifying department policies and procedures.

4.09 Creation of New Departments

2014-01-22
A new department can be created when a group of faculty dealing with a common field of knowledge or having a common or closely related disciplinary or interdisciplinary interest petition the faculty and chancellor of the institution, and the board of regents, for recognition as a department. Since UW System policy ACIS 1.0 delegates the role of the board of regents in approving new departments to the chancellor, the chancellor will have final authority in approving new departments. The procedure for petitioning for departmental status will be determined by the Senate and set out in Senate Policy.
Background and Rationale
SAPC was charged with drafting policy in response to many departments’ concerns that there is no clear process, protocol, and authority line for bylaws approval, and that the assumed authority of the Office of the Provost has created problems in that some departments’ policies and bylaws are not being approved in a timely manner. However, there is currently no constitutional authority enabling the establishment of a bylaws approval policy and defining the authority line for bylaws approval. This amendment to 4.08 authorizes the Senate to establish a bylaws approval policy and establishes the authority line for approval.

The proposed changes are in bold, red, italicized and underlined font and strikethrough.

UW Colleges Constitution
Chapter 4 - Academic Departments

4.00 Departments

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Each department shall hold at least one meeting per semester. Meetings of departments may exceed one per semester with the approval of the chancellor.

4.08 Department By-laws

Each department shall develop and maintain written by-laws specifying department policies and procedures. As part of effective governance, each department shall have developed and approved a set of written bylaws specifying departmental policies and procedures. Final approval of departmental bylaws is the responsibility of the Chancellor or Chancellor’s
designee. The procedure for approval of bylaws will be determined by the Senate and set out in Senate policy.

4.09 Creation of New Departments
2014-01-22

A new department can be created when a group of faculty dealing with a common field of knowledge or having a common or closely related disciplinary or interdisciplinary interest petition the faculty and chancellor of the institution, and the board of regents, for recognition as a department. Since UW System policy ACIS 1.0 delegates the role of the board of regents in approving new departments to the chancellor, the chancellor will have final authority in approving new departments. The procedure for petitioning for departmental status will be determined by the Senate and set out in Senate Policy.

[End]
Attachment 19

UW Colleges Senate
Adoption: April 25, 2014
Proposed NEW Institutional Policy #407
(“Approval of Departmental Bylaws”)

Background and Rationale
SAPC was charged with drafting policy in response to many departments’ concerns that there is no clear process, protocol, and authority line for bylaws approval, and that the assumed authority of the Office of the Provost has created problems in that some departments’ policies and bylaws are not being approved in a timely manner. This Bylaw Approval Policy is meant to create a structure for approval, determine reasonable timeframes for approval, and determine the scope of authority regarding bylaws. SAPC decided that departments should have authority over their bylaws; the administrative oversight is solely responsible for ensuring that bylaws and department policies are not in violation of state or federal laws, or UW-System or UW-Colleges policy. In drafting this policy, the SAPC researched and reviewed senate policies at other UW System institutions and sought out and received feedback from the Office of the Provost and department chairs. While system policies vary, there is consistency in many of these components, as there is in this document as well.

UW Colleges Senate Policy
General Institutional Policy #407
Approval of Departmental Bylaws

I. As part of effective governance, each department or functional equivalent shall have developed and approved a set of bylaws.

II. To ensure that each department has adequate bylaws which conform to Senate policy and to form a consistent governance structure, completed bylaws will be sent to the Chancellor or Chancellor’s designee for approval.

A. The Chancellor or Chancellor’s designee will not nullify policy that is in compliance with state and federal law, UW-System and UW Colleges policy. Specifically, bylaws must not:

1. Contradict state or federal regulations, UW-System, and UW-Colleges institutional policies.

2. Restrict the prerogatives of members and faculty or staff in an illegal manner.

B. If the Chancellor or the Chancellor’s designee finds that individual component(s) of the bylaw or policy are problematic, those particular components will be sent back to the department for review and revision. The Chancellor or Chancellor’s designee will provide a written response that includes the specific policy or policies that the bylaw changes violate. In cases where individual components are problematic, the remaining
bylaws or changes to existing bylaws will be approved and enforced while the problematic components are reviewed.

III. Timeline for adopting and changing departmental bylaws:

A. Upon adoption of a change to bylaws or policy, the department will send these adoptions to the Chancellor or Chancellor’s designee within thirty days.

B. Within thirty days, the Chancellor or Chancellor’s designee will review the bylaws for consistency with federal and state regulations, UW System and UW Colleges policies. It will make recommendations for revision if necessary.

1. If the Chancellor or the Chancellor’s designee does not act within thirty days, the bylaws will go into effect.

2. If the Chancellor or the Chancellor’s designee requires more time for a review, the Chancellor or Chancellor’s designee must notify the department or functional equivalent within thirty days and must provide a reasonable timeframe that should not exceed ninety days.

[End]
Background and Rationale

This proposed change is to specify that all due dates for submission of documents or decisions are intended to be for business days, or the next available business date when a due date falls on a non-business day.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Institutional Personnel Policy Affecting Faculty & Academic Staff #301
Activity Report

TO ALL UNIVERSITY OF WISCONSIN COLLEGES TEACHING FACULTY AND INSTRUCTIONAL ACADEMIC STAFF MEMBERS

The attached annual Activity Report Form represents a faculty or instructional academic staff member’s current situation, as a supplement to a standard ‘vita’ and other supporting documents that are to be a part of his/her personnel file.

Special evaluation questions and procedures by particular departments and campuses are not precluded by this UW Colleges form. Rather, this form is to be understood as providing a core of information of common significance for all faculty and instructional academic staff members in the UW Colleges.

Each year, faculty and instructional academic staff shall electronically submit one copy of this form to the campus and one copy to the department by January 5. In 2012, the due date will revert to January 4. In the event January 4 is a non-business day, the due date will become the next business day.

It is the campus responsibility each fall to insure that instructions for submitting the Activity Report are distributed to all faculty and to all instructional academic staff members who taught in the calendar year.

/.../
[End]
Background and Rationale

IP 301.01 III.4 was put in place many years ago at the beginning of evaluations of online, accelerated/hybrid, and other new formats of course delivery. Given at the time these formats were very new and few conducting personnel decisions had experience teaching in these formats, it seemed wise to grant an exemption of use of course evaluations for first-time offerings in these alternative delivery modes. At the present point in time, online and accelerated/hybrid teaching have become commonplace in higher education. Those involved in personnel decisions are familiar with the unique challenges of these alternative delivery methods and can interpret data on first-time offerings of courses in these formats just as easily as they do with first-time offerings in standard 15 week lecture formats. The special provision is no longer needed. Further, with some new faculty and IAS members having 50% appointments to teach online, there is a need to evaluate all of their course offerings in their first semester of instruction in the UW Colleges, and the provision to be struck has prevented that to this point in time.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy

Institutional Personnel Policy Affecting Faculty and Academic Staff #301.01
Administering the Student Survey of Instruction

The purpose of the Student Survey of Instruction is to evaluate instructors for purposes of tenure, promotion, merit and retention. To ensure fairness and parity of treatment, no other student survey regarding instruction shall be administered by administration, departments or campuses (with the exception of course visitations surveys administered by a peer that become incorporated into the visitation report and do not, in themselves, become part of the employee personnel file).

/.../
III. For Distance Education, LEC 100, Accelerated, Blended, Interdisciplinary Studies, or Other Special Courses
Revised by the Senate (SAPC) 2013-04-26

1. Additional questions can be added using the procedures outlined in I.E.

2. Courses with multiple instructors shall have one form for the class.

3. The statistical analysis and comments for all courses will be referred to the respective departments, campuses, and instructors involved. However, the results of multiple-instructor, or other special courses (e.g. freshman seminar, one-credit Interdisciplinary Studies linking seminar), shall be separate from and not included in the statistical summary for the instructor.

4. Results for courses in the first semester taught in a mode (e.g. Instructional Television, Compressed Video, Point to Point, Online, Blended or Accelerated) that is new to the instructor shall not be used in personnel decisions. Results shall be separate from and not included in the statistical summary for the instructor for that semester only.

5. Accelerated courses must adjust the time frame in which to offer the survey so that it occurs within the last 20% of the class. (For seven or eight week classes, the evaluation should take place in the final 10 days of class. For five week classes, the evaluation should take place in the final week of class.)

[...]

[End]
Attachment 22

UW Colleges Senate
Introduction: April 25, 2014
Proposed New UW Colleges Constitution Chapter 10
(“Academic Programs”)

Rationale:
Both SAPC and FPSC were charged several years ago with the task of defining academic programs. In working on this, it became obvious that there is currently no policy that allows for the existence of academic programs much less policy governing their operations. So, SAPC and FPSC drafted the constitutional amendment below which is modeled on Chapter 4: Academic Departments. The proposed amendment has been reviewed by department chairs and their revisions have been incorporated.

Because Chapter 10 – Amendments already exists, an accompanying amendment is introduced changing Chapter 10 – Amendments to Chapter 11 – Amendments.

UW Colleges Constitution
Chapter 10 - Academic Programs  (Chap 10 moves to become Chap 11)

10.00 Academic Programs

An academic program is defined as an institutional functional unit that offers an organized curriculum of related disciplinary or interdisciplinary courses and is recognized by the faculty, senate and chancellor. Academic programs are established to a) address teaching and research needs in a sub-discipline within an academic department, b) coordinate curricula, teaching and research that are multi- or interdisciplinary in nature and, therefore, require expertise from two or more departments, c) address specialized instructional needs that do not fall within the jurisdiction or expertise of existing departments or d) provide instruction, research and service in emerging academic disciplines that may, in the future, become academic departments.

10.01 Membership

All persons teaching credit or non-credit bearing courses in an academic program shall be members of one or more academic departments, and shall be approved to teach in the program by the person’s academic department or departments and the coordinator, director or chair of the academic program. Upon approval of the voting members of an academic program, membership may also be granted to individuals who do not teach in the program but have research, service or other interests.

10.02 Voting Rights
The Program may establish bylaws which grant others voting rights. These bylaws should clearly lay out the grounds for both initial and continuing membership in the program.

10.03 Jurisdiction and Responsibilities

Academic programs may fall under one of the following jurisdictions: a) within one or more academic departments, b) under the direction of the Office of Academic and Student Affairs, c) in collaboration with Academic Affairs and a department or d) as autonomous curricular units that do not have departmental status. In collaboration with the appropriate academic departments, academic programs shall be responsible for maintenance of standards regarding curriculum and teaching personnel within the program. They shall develop and maintain an appropriate curriculum of courses, advise participating departments, the Senate and campus collegium on curriculum within the program, search and screen all candidates for appointment to teach in the program, and regularly evaluate all program members. No appointment, renewal, or promotion may be made regarding faculty or instructional staff of the program, and no one shall teach a credit course in the program’s curriculum, without the approval of the appropriate academic program and appropriate academic department. Academic departments shall provide oversight of academic programs that are housed within one or more departments and shall have final authority regarding courses and instructors within their jurisdiction that are also part of an academic program. Academic programs that are autonomous curricular units without departmental status shall have final authority regarding courses and instructors within their jurisdiction.

10.04 Directors and Coordinators and Chairs of Academic Programs

Each academic program shall have a chair, coordinator or director. For academic programs under the jurisdiction of the Office of Academic and Student Affairs, the coordinator or director is appointed by the Vice Chancellor for Academic and Student Affairs. For academic programs administered by one or more departments, the coordinator or director is selected by the chancellor or the chancellor’s designee from among the tenured faculty members participating in the program, following a preferential ballot by all voting members of the program. Academic programs that are autonomous curricular units without departmental status shall have a chair, director or coordinator selected by the chancellor or the chancellor’s designee from among the tenured faculty members participating in the program, following a preferential ballot by all voting members of the program. If the chancellor does not choose the person nominated by the program, he/she shall request that the program make another nomination. Chairs, coordinators or directors shall oversee program curriculum and curricular activities, shall be the spokesperson for the program and shall be responsible for maintenance of program records, for the calling of program meetings, and for such other duties as may be delegated by the program or the chancellor.

10.05 Committees

Each academic program shall have as many committees as it deems necessary to formulate recommendations to the department, the Senate, the campuses, the campus deans, the chancellor, or other individuals or groups. An executive or coordinating committee, which
shall have responsibility for curriculum, teaching appointments and evaluation of instructors, shall be established by each academic program.

10.06 Meetings

Each academic program shall hold at least one meeting per semester. Meetings of academic programs may exceed one per semester with the approval of the chancellor.

10.07 Bylaws

Each academic program shall develop and maintain written bylaws specifying the policies and procedures to be followed by the program. Bylaws for academic programs that address teaching and research needs in a sub-discipline within one academic department may have bylaws that are part of the departmental bylaws. Interdisciplinary academic programs will have a unique set of bylaws. Bylaws will be written and maintained by members of the academic program.

10.08 Creation and Termination of Academic Programs

A new academic program can be established upon identification by the faculty, senate and chancellor of the need to a) address teaching and research needs in a sub-discipline within an academic department, b) coordinate curricula, teaching and research that are multi- or interdisciplinary in nature and, therefore, require expertise from two or more departments, c) address specialized instructional needs that do not fall within the jurisdiction or expertise of existing departments or d) provide instruction, research and service in emerging academic disciplines that may, in the future, become academic departments. Academic programs may be terminated upon recognition by the faculty, senate and chancellor that the program no longer addresses teaching, research and/or service needs of the UW Colleges. The Senate shall establish procedures for the development, approval and termination of academic programs.

10.09 Status of Programs Existing Prior to This Amendment

Academic programs existing prior to the adoption of this amendment shall have one year to comply with constitutional requirements.

[End]
UW Colleges Senate
Introduction: April 25, 2014
Proposed Amendment of UW Colleges Constitution Chapter 10
(“Amendments”)

Rationale:
A new Constitutional amendment creating Chapter 10 – Academic Programs has been introduced. This requires changing the existing Chapter 10 – Amendments to Chapter 11 – Amendments.

Proposed amendments are in strikethrough and red, bold, underline and italics font.

UW Colleges Constitution
Chapter 10 11- Amendments

Approved by the UW Board of Regents 9/10/93
Revision adopted by the Senate April 24, 2009
Revision adopted by the Senate (SSC) 2014-03-14

11.00 Amendments

Amendments to this constitution may be initiated by a majority vote of the Senate or by a majority vote of at least one-half of the campus collegia. These proposed amendments must be submitted to the Senate and distributed to each campus collegium for discussion at the meeting prior to the one at which the ratification vote will be taken. These amendments are adopted/ratified upon a two thirds vote of the Senate, following a majority vote of at least two-thirds of the campus collegia and become effective upon approval of the chancellor.

[End]
UW Colleges Senate
Introduction: April 25, 2014
Proposed New Institutional Policy #408
(“Procedure for the Creation of New Departments”)

Rationale:
A proposed amendment to Chapter 4 of the UW-Colleges Constitution providing authority to create new departments and enabling the Senate to develop policy governing the process of creating new departments is up for adoption at the April 25, 2014 Senate meeting. The proposed new policy provides the procedure for the creation of new departments.

UW Colleges Senate Policy
Institutional Policy #408
Procedure for the Creation of New Departments

I. Origination and Authority Line of Petitions for Recognition as a Department

UW Colleges Constitution requires that departments be recognized by the faculty, chancellor, and board of regents.

A. The petition to become a department must originate from a group of faculty.

1. The group of faculty seeking departmental status will petition the Senate Steering Committee for departmental recognition. SSC will steer the proposal to the Senate Curriculum, Academic Policy, Faculty Professional Standards and Senate Assessment committees for review.

2. The petition will be presented to the Senate as an introduction for voting. If approved, the introduced petition will be sent for review by the faculty of the UW Colleges campus collegia.

3. Upon receipt of commentary from the collegia, the petition will be voted on by the full senate for adoption.

4. If adopted, the petition will be forwarded to the Chancellor for review. If approved, the Chancellor forwards the petition to the Board of Regents.

5. Approval by the Board of Regents establishes the new department. Since UW System policy ACIS 1.0 delegates the role of the board of regents in approving new departments to the chancellor, the chancellor will have final authority in approving new departments.

II. Information to be Included in Petitions for Departmental Status

Chapter 4 of the UW Colleges Constitution requires that departments consist of faculty that deal with a common field of knowledge or have a common or closely related disciplinary or interdisciplinary interest.
A. **Petitions for departmental status will describe the common field of knowledge or disciplinary/interdisciplinary interest.**

1. **The topics addressed by the proposed department through teaching, research and service will be described.**
2. **If the proposed department is interdisciplinary, the petition will describe what disciplines are involved and how they contribute to teaching, research and service within the proposed department.**

B. **Petitions for departmental status will describe the group of faculty that will constitute the new department.**

1. **The faculty or faculty lines that will constitute the new department will be identified.**
2. **Faculty workload will be addressed by the petition along with the credit divisor for establishing IAS workload.**
3. **The petition will describe how the education, teaching, research and service of each faculty or faculty line (position?) addresses the common field of knowledge or closely related disciplinary or interdisciplinary interest of the proposed department.**
4. **Petitions will indicate if new faculty or faculty lines are required to address the following conditions:**
   a. **Current faculty or faculty lines do not address all aspects of the common field of knowledge or disciplinary or interdisciplinary interest of the proposed department.**
   b. **Current staffing will not provide departmental representation on all UWC campuses.**
5. **Petitions will describe the role of Instructional Academic Staff in the proposed department.**
6. **Petitions will describe any roles, impacts on and needs for participation of University Staff.**
7. **Petitions will address the following issues regarding faculty appointments:**
   a. **The number of faculty appointments, if any, that will be housed only in the proposed department.**
   b. **The number of faculty appointments, if any, that will be housed in two or more departments.**
   c. **The number of faculty appointments, if any, that will be moved from existing departments to the proposed department.**
   d. **A description of how the establishment of the new department will impact current faculty teaching loads and assignments, research and service within existing departments will be included.**
   e. **A description of how the establishment of the new department will impact faculty teaching loads and assignments, research and service on the campuses will be included.**
C. Courses/Curriculum

1. Petitions will describe the curriculum, either existing or in development, and relate the curriculum to the common field of knowledge or disciplinary or interdisciplinary interest of the faculty.

2. Petitions will include a list of courses and course descriptions of existing or planned courses that will be offered by the new department.

3. Cross-listed courses, both current and proposed, must conform to Chapter 4: Departments of UWC Constitution, specifically section 4.03: Jurisdiction and Responsibilities and Institutional Curricular Policy #101.02: Curriculum Guidelines section VII A. 2.

4. Petitions will indicate how courses will transfer to other UW System institutions.

D. Bylaws will be submitted with the petition, and should address departmental requirements as outlined in Chapter 4 of the Constitution.

E. Petitions will describe how the new department fulfills needs that are not addressed by current departments or programs, and will address the following:

1. Demonstration of academic need. Petitions will include a description of teaching and research needs that are not met by current departments that the proposed department will fulfill. A demonstration of academic need may also consider how the proposed department will contribute to other academic programs/disciplines, increasing bachelor degrees in Wisconsin, FLEX degree options and inclusive excellence.

2. Petitions will describe how the proposed department contributes to workforce development, including career paths for students, economic development and non-economic benefits.

3. A description of how the proposed department contributes to the UW Colleges’ mission of access and The Wisconsin Idea will be included.

4. Projected enrollments will be included.

F. Budgetary considerations will be addressed, including any new funding requirements, contributions to revenue streams at the campus and UW Colleges levels and a description of long-term financial commitments to be imposed on campuses, the UW Colleges and the UW System.

[End]
Rationale:
Given the space requirements for these documents and the fact that they are already being kept electronically with backup, there is good reason to migrate storage to an all-electronic format.

Proposed revisions are in strikethrough.

UW Colleges Senate Policy
General Institutional Policy #405
Senate Procedures
Revised by the Senate March 6, 2009
Revised by the Senate January 13, 2010
Revised by the Senate (SSC) 2013-10-25
Revised by the SSC 2013-12-13

E. Distribution of Senate Minutes
Senate Minutes, May 5, 1973, p.2
Senate Minutes, April 19, 1974, p.1
Senate Minutes, October 11, 1974, p.5
Ratified by the Senate - May 16-17, 1980, p.1
Adopted revision - March 11, 1989, app. 5.
Revision ratified by the Senate, May 13, 1989, p.4, app. .5
Revision ratified by the Senate, May 3, 2002, p. __
Revision adopted by the Senate, January 21, 2004

Senate Minutes shall be kept in hard copy at the Central Office.

Copies of draft and approved Senate Minutes shall be posted in the appropriate electronic files of the institution, with notification via email to UWC-ALL within three weeks after each meeting.

[End]
Rationale:
With the oncoming extinction of Public Folders we need to adjust the bylaws regarding proper electronic posting and storage of minutes.

Proposed revisions are in bold, red, italicized, and underlined font.

UW Colleges Senate Bylaws

Established 11/12/94
Revised 3/18/95
Revised 1/11/96
Revised 5/4/96
Revised 3/8/97
Revised 4/23/99
Revised 3/14/03
Revised 5/2/03
Revised 1/21/04
Revised 5/7/04
Revised 4/29/05
Revised 10/19/07
Revised 1/16/08
Revised by the Senate 3-7-08
Revised by the Senate 1-14-09
Revised by the Senate 4-24-09

1.0 Committee Minutes and Annual Reports

All Senate committees, except the appeals and grievances committees, shall post their minutes in a timely manner in Public Folders: 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.

/.../

[End]
Introduction
The UW-Waukesha LGBTQIA Resource Center (LRC) asks all University of Wisconsin Colleges (UWC) Student Government Associations, campus Collegia, the UWC Senate, and other relevant committees to support its call for the addition of a preferred name field to all records for UWC student, faculty, and staff. The LRC asks for this support in order to advocate for the right of all members of the UWC community to be addressed by the name that they prefer and, in particular, the right of transgender faculty, staff, and students to be addressed by their correct names, regardless of roadblocks they may be experiencing to changing their names legally.

Resolution and Recommended Policy (based on UW-Madison’s policy*)
Be it hereby resolved that University of Wisconsin Colleges shall implement the following policy in its record keeping practices for faculty, staff, and students, and that, given the particular importance of this policy to transgender students, implementation will begin with student records:

It is the policy of the University of Wisconsin Colleges that any faculty, staff, or student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the person’s legal name in University of Wisconsin Colleges related systems and documents, except where the use of the legal name is required by University of Wisconsin Colleges business or legal need.

Background
Institutions of higher learning across the United States are moving towards the practice of providing faculty, staff, and students with the ability to indicate a preferred name in their records. Such institutions include Princeton, University of Chicago, Case Western Reserve University, the Ohio State University and the University of Michigan. Furthermore, this practice is rapidly becoming the norm across the University of Wisconsin System, with UW-Madison, UW-Stout, and UW-Parkside having already made this change and UW-Milwaukee currently in process of doing so. The UW System’s version of PeopleSoft currently has preferred name as an option that can be added, and it will a standard option in the update of the software that the UWC is about get.

Rationale
The preferred name option is essential for several populations of students, faculty, and staff. This option would allow people whose legal names do not match the names they use to be correctly addressed by other members of the UWC community in face-to-face situations and digital
environments, like Desire2Learn (D2L). Effected populations include transgender people, people who use middle names or nicknames as their first names, and recently married or divorced people.

This change is especially important for transgender students in the UWC, a population that is growing as more and more people come out as transgender and transition at earlier times in their lives. Many of these students have preferred names that do not match their legal names for variety of reasons, including lack of money required to go through the legal name change process in Wisconsin (around $300 in Milwaukee County), lack of access to mental health professionals and healthcare in general, and being in the closet as a transgender person to family members who support them financially with room, board, and tuition. These issues are even more salient in regards to UWC students who often live with their parents or guardians and do not have the economic and social privileges that enable people to change to their legal names and transition in the way they so wish.

While this mismatch has the effect of making all of those affected by this problem feel unwelcome or embarrassed, it is particularly detrimental to transgender people because it requires them to out themselves in order to be correctly addressed. This problem is perhaps best illustrated in the case of transgender students and instructors whose coursework includes online classes and/or face-to-face classes with substantial use of D2L. Because D2L uses students’ and instructors’ legal names, a transgender student or instructor whose name clearly indicates one gender would be outed when they ask students and/or the instructor in the class to use their preferred name that clearly indicates a different gender. For example, if a transgender student’s legal name is John Smith, that student would be required to disclose their transgender identity in order to be called be by their preferred name of Jane Smith.

In example above, as well as any number of virtual and face-to-face interactions that are part of the daily lives of faculty, staff, and students in the UWC, transgender members of our campus communities are faced with horrible choices that innately violate their basic rights to privacy. They must choose between opening themselves up to harassment by revealing their gender identity** or being alienated from their campus community through constant experiences of gender dysphoria, defined by the American Psychiatric Association as the “clinically significant distress associated with the condition [of gender nonconformity].”***

Consequently, the addition of a preferred name field to all faculty, staff, and student records would enable the UW Colleges to better retain our talented faculty, staff, and students and more achieve the institution’s educational mission for all members of our campus communities.

Questions about the Resolution
Any questions about the this document should be directed to Lisa Hager, Co-Director of the UW-Waukesha LGBTQIA Resource Center and Assistant Professor of English and Women’s Studies, at lisa.hager@uwc.edu.

-------------------------------------------------------------------------
* UW-Madison Preferred Name Policy, Office of the Registrar.
  http://registrar.wisc.edu/preferred_name.htm
Transgender people experience physical and mental violence due to their gender non-conformity. In educational environments, transgender students are more likely to experience bullying and less likely to report such behavior because they often experience harassment by teachers and administrators as well. See the 2011 National School Climate Survey by the Gay, Lesbian, and Straight Education Network (GLSEN) [http://www.glsen.org/sites/default/files/2011%20National%20School%20Climate%20Survey%20Full%20Report.pdf](http://www.glsen.org/sites/default/files/2011%20National%20School%20Climate%20Survey%20Full%20Report.pdf)

“It is important to note that gender nonconformity is not in itself a mental disorder. The critical element of gender dysphoria is the presence of clinically significant distress associated with the condition . . . For a person to be diagnosed with gender dysphoria, there must be a marked difference between the individual’s expressed/experienced gender and the gender others would assign him or her, and it must continue for at least six months.” American Psychiatric Association, [http://www.dsm5.org/documents/gender%20dysphoria%20fact%20sheet.pdf](http://www.dsm5.org/documents/gender%20dysphoria%20fact%20sheet.pdf)

[End]
RESOLUTION IN OPPOSITION TO PROPOSED CHANGES
TO THE UW COLLEGES LIBRARIES

Interim Chancellor Brower:

Whereas the movement to make changes to the libraries structure originated in the urgent and real need to meet the current budget shortfall;

Whereas the proposed changes are not projected to save the institution money;

Whereas the proposed changes will not significantly alter the duties of the on-campus library directors; instead, it will simply demote them and cut their pay;

Whereas the UW Colleges is currently between chancellors, so no revenue-neutral, structural changes of this magnitude should be contemplated until we have stable institutional leadership and a long-term vision for and commitment to our libraries;

Whereas no faculty of the UW Colleges were members of the committee charged with this task and were thus formally excluded from the discussion in clear violation of the spirit if not the letter of shared-governance;

Whereas these changes are in clear contradiction to the IEM model of how UWC campuses are to function;

Whereas the contemplated degradation in our ability to maintain academic excellence is exactly what the UWC Senate has the duty, derived from state statute, to speak up about;

Be it resolved that we, the UWC Senate, ask that no changes be made to the UW Colleges libraries or its staffing unless the change can significantly help us to solve our current budget shortfall. Changing the structure of the UW Colleges libraries for any other reason, at this time of great stress on our institution and its people, is unwise and damages our ability to maintain the high level of academic excellence that draws tuition-paying students to our classrooms. We urge that no action be taken in reorganizing the libraries. We urge that no new UWC Libraries Executive Director position be created.

[End]
The UW Colleges faculty, academic staff, university staff, and administration members’ highest priority is to serve students by providing them access to the highest quality educational experiences possible. Therefore, after thoughtful deliberation between the chancellor and the campus executive officers and deans, the academic department chairs, and the UW Colleges Senate, the following institutional priorities have been designated for 2014-2015. (Numbers in parentheses following each item refer to the strategies and goals in the UW Colleges Operational Plan.)

- **Continue implementing the chancellor’s repositioning decisions**

  On February 10, 2014, former Chancellor Ray Cross announced his decisions on how UW Colleges will proceed to achieve the assigned $2.33 million base budget reduction. During 2014-2015, the UW Colleges will continue to implement the chancellor’s repositioning decisions to help the institution thrive in a changing higher education landscape.

- **Implement a compensation plan (3.2)**

  UW Colleges’ faculty compensation remains a critical issue because it is obstructing the hiring of tenure-track faculty and has created low morale among faculty members. During the 2014-2015 academic year, the institution will determine how to move forward with a market-based, performance based faculty compensation plan and develop a compensation plan for academic and classified staff.

- **Maintain the institutional commitment to the recruitment of new students with an emphasis on increasing the number of applications submitted UW Colleges-wide and by focusing on the recruitment of international students to campuses with student housing (5.11)**

  Throughout the 2014-2015 academic year, the UW Colleges will work to increase student applications, increase yield rates from applications to admissions, and increase yield rates from admissions to registrations.

- **Improve retention rates UW Colleges-wide (5.3.1)**

  Throughout the 2013-2014 academic year, the UW Colleges will increase its focus on student success and retention by implementing the recommendations of the Retention Task Force and the Developmental Education Task Force.
• **Increase institutional capacity for fundraising and development (3.7.3)**

The UW Colleges will continue its commitment to maximizing resources, and developing campus foundations and fundraising on the campuses. At the institutional level, central administration will continue to provide support for prospect research for campus-based fundraising activities and determine how to support grant writing and grant administration.

• **Continue implementing UW Colleges programs including the UW Flexible Option, Bachelor of Applied Arts and Sciences degree completion program, and concurrent enrollment (5.15, 5.4, 5.8)**

Throughout the 2014-2015, the Office of Academic and Student Affairs will lead efforts to continue to develop, implement, and assess the effectiveness of the UW Flexible Option, Bachelor of Applied Arts and Sciences degree completion program, and a UW Colleges-wide concurrent enrollment program.

• **Implement an Associate of Arts and Science degree review and revision process (2.12)**

During the 2014-2015 academic year, the Office of Academic and Student Affairs will work with the UW Colleges Senate, academic department chairs, and the campuses to plan and implement a comprehensive review and revision of the Associate of Arts and Science degree building on its strength and distinctive role in the UW System.

• **Establish a UW Colleges innovation fund (3.8)**

During the 2014-2015 academic year, the chancellor and the provost will work with the campus executive officers and deans to establish a UW Colleges innovation fund.

[End]
Resolution on Behalf of the Meritorious Service of Dean Kowalski as Department Chair

Whereas Dean has:

- Conducted multiple successful job searches;
- Supported several junior faculty members during their tenure-track years, including having taken the lead in developing a department mentoring program;
- Welcomed several of these faculty members to the executive committee as tenured associate professors;
- Maintained his usual high standards of teaching and professional development despite massive administrative demands;
- Led the department through many challenges and transitions from every quarter, department, campus, and institution;
- Conducted himself through all of this with extraordinary grace, respect, compassion, fairness, composure, conscientiousness, and professionalism;

NOW THEREFORE BE IT RESOLVED that the philosophy department thanks Dr. Kowalski for his service with the upmost sincerity and appreciation, and wishes him well on his return to a normal life as a non-administrator.
University of Wisconsin Colleges Senate
Resolution of Thanks
2013-2014 Senators and Representatives Leaving the Senate
April 25, 2014

Whereas the people listed below served the UW Colleges in a variety of governance roles during the 2013-2014 academic year,

- **We thank you** for your institutional knowledge, hard work, nuclear powered savvy, insights and incites, and good-natured collegiality, and
- **We wish you** all the best as you continue to guide the institution forward, now from the classroom and your office, both on campus and in your department.

**Student Government Council**

- **Cole Harder**, SGC Vice President—serving a one-year term
- **Duel Harmon**, SGC Financial Director—serving a one-year term
- **Alex Roberts**, SGC President—serving a one-year term, his second on SGC

**Faculty Senators**

- **Berel Lutsky**, UW-Manitowoc—serving since 2011
- **Dale Murray**, UW-Baraboo/Sauk County—serving since 2008
- **Lou Pech**, UW-Marathon County—serving since 2012
- **Marc Sackman**, UW-Fox Valley—serving since 2010

**Academic Staff Senators**

- **Stephanie Douglas**, UW Colleges Online—serving since 2013

**Deans’ Representative**

- **Harry Muir**, UW-Waukesha—serving since 2011

**Department Chairs’ Representative**

- **Holly Hassel**, UW-Marathon County—serving since 2012
A Resolution upon the Retirement of
Professor Salah Bassiouni
Department of Anthropology and Sociology
UW Colleges

WHEREAS Salah Bassiouni has served the UW Colleges Department of Anthropology and Sociology for 22 years at the UW-Marinette and UW-Waukesha campuses as a teacher, scholar, and valued colleague, and

WHEREAS with two Ph.D.’s, Professor Bassiouni spent a lot of time in the classroom, which has shown in his level of expertise in his UW Colleges classrooms, and

WHEREAS Professor Bassiouni’s stories and examples have enlivened the imaginations of countless students, making their worlds at least a little bigger, and

WHEREAS Professor Bassiouni has enriched student life on both the Marinette and Waukesha campuses through his work with student clubs and travel opportunities, and

WHEREAS Professor Bassiouni has contributed to the department, his campus, and the greater Waukesha community through thoughtful and thought-provoking presentations on the Middle East, and

WHEREAS Professor Bassiouni has been a valued member of Department of Anthropology and Sociology, serving on various committees vital to the function of the department, and

WHEREAS Professor Bassiouni has been the most polite, gentle and respectful of colleagues,

BE IT THEREFORE HIGHLY RESOLVED that, on the occasion of Professor Salah Bassiouni’s retirement, the Department of Anthropology and Sociology does hereby honor him with great praise and extend to him our best wishes for a long and joyful retirement.
Retirement Resolution for
Tom Clausen

WHEREAS Tom Clausen, Information Technology Manager at the University of Wisconsin-Fond du Lac, has expressed his wish to retire, after completing thirty-nine years of outstanding service in the UW System and the UW Colleges, and

WHEREAS Tom’s commitment and dedication to higher education has positively impacted the lives of thousands of students in the State of Wisconsin, and

WHEREAS Tom was a driving force behind the successful Madrigal fund raising dinner and was not afraid to be seen wearing tights, and

WHEREAS Tom was instrumental in building sets and helping out tirelessly to showcase UW-Fond du Lac during the annual high school Quiz Bowl, and

WHEREAS Tom installed the very first computers on campus which ultimately resulted in thousands of e-mails we never have time to answer in our inboxes, and

WHEREAS Tom knows what is behind every wall and above every ceiling in every building on campus and spent many hours behind those walls and above those ceilings, installing, repairing and updating more wires than any of us wanted to deal with, and

WHEREAS Tom has tested and changed enough microphone batteries to stretch from here to Hawaii and prowled the theater catwalk to set countless spotlights, and

WHEREAS Tom was the original IT person on campus to solve many technology problems with the phrase ‘have you tried turning it off and on again?’, and

WHEREAS Tom has shared his time and talents by being an active member of numerous UW-Fond du Lac and UW Colleges committees, and

WHEREAS we wish to express our profound gratitude and appreciation for his years of dedicated service and wish him the Best Start on the next chapter in his life,

BE IT THEREFORE RESOLVED upon the occasion of his retirement, the faculty, staff and students of the University of Wisconsin-Fond du Lac honor our longtime friend and colleague and offer our sincere thanks and deepest gratitude.

August 27, 2013
Professor Dick Flannery emeritus Resolution

RESOLUTION

Whereas
Professor Flannery’s classes were consistently filled with students eager to understand politics—local, regional, state, and world—and were regarded by students and colleagues alike as among the best on the Sheboygan campus for thirty-seven years;

Whereas
Professor Flannery’s dedication to being informed led him to read voraciously—newspapers, magazines, and books—and to provide his students with understanding in addition to facts and figures;

Whereas
Professor Flannery’s devotion to faculty governance and the academic welfare of the Colleges led him to trudge to campus for committee meetings during the summer when he knew he was seriously ill—in order to fulfill his responsibilities and provide us all with the wisdom of his counsel;

Whereas
Professor Flannery transformed the Department’s assessment efforts, leading our Department to be among the first to meet HLC expectation and establishing the foundation for strong and effective program of measurement of student learning;

Whereas
Professor Flannery never shied from speaking truth to power and, in so doing, encouraged his colleagues to do the same;

Whereas
Professor Flannery’s hearty laugh, occasional irreverent commentary, genuinely warm greetings, and excellent insights on the latest books, movies, and television series made twice-yearly Departmental meetings infinitely more enjoyable;

Whereas
Professor Flannery was not merely ready and willing to support students and colleagues, but he also took the lead in nominating people for awards, prizes, and sabbaticals;

Whereas
Professor Flannery could be relied upon to urge us all to do what was right rather than merely what was expedient;

Whereas
Professor Flannery had the biggest teacup ever and could be located by following the littlest spills, but he would never have gone to a tea party;

Whereas
Professor Flannery embodied in his day-to-day behavior all those virtues we always claim for professors at small liberal arts campuses, helping the Sheboygan and Manitowoc campus and the Department of Political Science of the UW Colleges to live up to its ideals;

Be It Therefore Resolved that We, the University of Wisconsin Colleges Department of Political Science and colleagues at UW Sheboygan and UW Manitowoc, proclaim that Professor Dick Flannery is most deserving of emeritus Professor status and hope that the many upcoming years of retirement are filled with the joy and love of friends and family.
RESOLUTION HONORING PROFESSOR BRAD FORD

WHEREAS Brad Ford has served for thirty-two years with great distinction at the UW-Washington County Campus as a member of the University of Wisconsin Colleges Department of Communication and Theatre Arts.

WHEREAS Brad Ford has worked tirelessly in teaching classes, earning a reputation as an enthusiastic, dedicated, caring instructor in communication and theatre arts;

WHEREAS Brad Ford has produced and directed two plays per year while simultaneously teaching three other sections of Theatre and Communication Arts classes;

WHEREAS Brad Ford has served admirably on countless university committees, offering valuable insights and well-reasoned thoughts and responses to committee issues;

WHEREAS Brad Ford has made careful tactical decisions in selecting which Collegium meetings to attend;

WHEREAS Brad Ford has contributed greatly to expanding the horizons of students by sponsoring London Theatre tours for twenty-five years;

WHEREAS Brad Ford has served as a loyal, friendly, helpful colleague at the UW-Washington County, while simultaneously having a huge impact on the campus presence in the surrounding communities;

WHEREAS Brad Ford has demonstrated the significance of the teacher-learner model, setting a high standard for teachers and students alike;

BE IT THEREFORE RESOLVED

That on the occasion of his retirement, the faculty, staff, and students of the University of Wisconsin – Washington County do publicly thank and honor our dear colleague Brad Ford;

AND BE IT FURTHER RESOLVED

That said campus extends to Brad our best wishes for a long and happy retirement with many opportunities to continue his life-long learning.
**Retirement Resolution: Professor Brad Ford**

Whereas Brad Ford has been a caring, supportive and productive colleague in the Communication and Theatre Arts Department; and,

Whereas Brad Ford has dedicated himself to student learning and excellent instruction in theatre and speech classes alike; and,

Whereas Brad Ford has presented students and community members the opportunity to participate in numerous productions representing a wide variety of styles, periods, and dramaturgy; and,

Whereas Brad Ford has upheld high production standards while offering these participants diverse experiences; and,

Whereas Brad Ford has provided campus and community audiences with quality, provocative, and engaging opportunities to see campus productions and share his love of theatre; and,

Whereas Brad Ford has made it possible for students and other members of the West Bend area to experience theatre and travel abroad; and,

Whereas Brad Ford has served on the Executive Committee of the Department of Communication and Theatre Arts throughout his tenure in the UW Colleges demonstrating commitment to meeting student needs; and,

Whereas Brad Ford can be counted on to offer colleagues an embrace and a helping hand when needed, particularly in relation to nurturing tenure track and IAS colleagues,

Be it therefore resolved that the members of the University of Wisconsin Colleges’ Communication and Theatre Arts Department extend their gratitude to Brad Ford for his outstanding dedication and service, commend him for his record of excellence in the UW Colleges, and wish him the best in his retirement and in the future.
A Resolution for the Retirement of

Maureen Frawley
University Relations Director
UW-Marinette

WHEREAS Maureen Frawley has shared her talents in marketing, communications, design, photography, and community outreach for over 25 years in service to UW-Marinette, and

WHEREAS she has demonstrated unrelenting support and sacrifice to develop materials and meet deadlines to actively promote the campus, the Foundation and our Theatre on the Bay in myriad ways, and

WHEREAS she has been known to chase down TOB advertisers and donors on her bicycle to get them to commit to another year’s contribution, and

WHEREAS Maureen Frawley has consistently held herself to the highest professional and ethical standards in the completion of all of her duties, and

WHEREAS she has vigilantly protected the rights of all those she has encountered, from faculty, staff and students, whose stories she has covered, to campus trees (dead or alive) and the spiders and ants who inadvertently steered off course to find their ways into colleague offices but whom she rescued and released back into the wild, and

WHEREAS she has protected the campus from infiltration by chimpanzees and would not tolerate “monkey business” when campus motives were called into question by the Lincoln Park Zoo primatologist, and

WHEREAS Maureen has opened her home to international students, visiting professors and countless insects over the years, and

WHEREAS the demonstration of her compassion is exemplified in her coming to speak in French to a homesick, teary-eyed YFU student for nearly an hour, after which the student returned to class all smiles, and

WHEREAS she has persisted through four interim- and five full-fledged chancellors, three deans, and countless colleague retirements, not only covering each one of them but already preparing the story and photo announcing her own retirement, and

WHEREAS she has inspired her colleagues in so many ways, from lending her strong alto voice to the West Shore Chorale over the years to biking sometimes hundreds of miles in places like Nova Scotia, and regaling us all with fascinating stories of her adventures, such as her train ride from Denmark over the North Sea to Oslo then north to Bergen, and

WHEREAS Maureen has been throughout her career a devoted and engaged supporter of her colleagues, students, the campus and a liberal arts education as well as an exceptionally kind, compassionate and ethical person,

BE IT THEREFORE HIGHLY RESOLVED that, on the occasion of Maureen Frawley’s retirement, we her colleagues at UW-Marinette do honor her with great praise and extend to her our very best wishes.
Honoring
Jean Greenwood
On Her Retirement

Whereas Jean Greenwood is an academic staff member who has served with distinction as the Lecture and Fine Arts Coordinator of UW-Marathon County for 16 years, providing varied and imaginative programming to the campus on a limited budget;

And whereas Jean also served as a Project Manager for the Wisconsin Institute for Public Policy and Service from 2008 until 2013, where she exemplified the spirit of creativity and initiative in organizing five years of innovative programming at WIPPS;

And whereas Jean shared her superior writing and editing skills to nurture numerous students as an English instructor and to assist colleagues in editing material for publication and public relations;

And whereas Jean has invigorated our campus through artist residencies and service learning initiatives, forums on tolerance, cultural and political differences, mental health and wellness;

And whereas Jean seldom failed to think outside “the box” when seeking out new and unique musical performances for our students;

And whereas Jean championed public scholarship with emphasis on the arts and humanities, facilitated dialogue amongst theater, music, performance, and visual arts, and supported cross-disciplinary efforts;

And whereas Jean spent countless hours on the back of a horse, mulling over how to serve our students and academic program and expand community awareness of contemporary art forms through programming that emphasized our liberal arts mission;

And whereas Jean never let a shattered hip or manure soaked boots keep her from her passions or hold back her creativity energy;

And whereas Jean’s kind heart and care for others guided interactions with others, including providing vertically challenged speakers with small refrigerators to stand on in public meetings;

And whereas Jean exhibited a uniquely creative mind and sharp wit, ever ready to provide humor in both appropriate and inappropriate situations;

And whereas Jean was herself a student at UWMC prior to any of this!

Be it therefore highly resolved that, on the occasion of Jean Greenwood’s retirement, her friends and colleagues honor her with great praise and extend best wishes for a long and joyful retirement!
Department of Business and Economics

The Business and Economics Department Executive Committee wishes to honor Lecturer Henry Halon on his retirement and to recognize him for many contributions.

Whereas Henry Halon

- been a colleague on both the UW-Rock County and UW-Waukesha campuses,
- participated in the Business and Economics Department for 16 years,
- taught a variety of courses, including BUS 101, BUS 110, BUS 201, BUS 204, and BUS 202,
- developed courses that are understandable, enjoyable, and applicable to real-world settings,
- earned high praise from his students as well-prepared, knowledgeable, enthusiastic, and clear, and
- supported and mentored students and colleagues on his campuses,

Be it therefore resolved that the Department sincerely thanks Henry Halon for his outstanding service, and wishes him a long and enjoyable retirement.
The Business and Economics Department Executive Committee wishes to honor Professor Diana Henke on her retirement, and to recognize her many contributions.

Whereas Professor Henke

- has been a colleague on the UW-Sheboygan and UW-Fox Valley campuses, and in the Business and Economics Department, for 20 years,
- has a commendable record of research and writing, completing numerous projects of importance to both her campus and department communities,
- has developed and lead courses for blended, online, and Flexible Option programs,
- has consistently received excellent ratings and comments from her many students,
- has maintained her licensure as a Certified Public Accountant, serving as an active member of the WICPA since 1980,
- has served on every department committee,
- has served on numerous standing and ad hoc committees on her campus, and
- will continue to serve the department in the role of emeritus professor.

Be it therefore resolved that we express our sincere thanks for her outstanding service, and wish her a long and enjoyable retirement.
Resolution in Honor of Diane Knier

Whereas, Diane’s decade long career here started in October of 04, and

Whereas, Diane began as an evening receptionist who quickly showed a willingness and aptitude for more complex financial tasks, and

Whereas, she was a calming and steadying influence in a sometimes chaotic office, and

Whereas, she always made it to work come sleet, snow, wind, rain, floods, hail storms or dark of night, and

Whereas, she was relentless in tracking down Sea Grant LTE’s and student employees strewn along the shores of lakes Michigan and Superior, and

Whereas, Diane transcribed and translated sometimes illegible handwriting and creative record-keeping and entered innumerable lines of boat inspection data in the SWIMS database, and

Whereas, she was the cheerful local face of the University of Wisconsin Sea Grant Institute while the outreach specialists spent more time on the road than in the office, and

Whereas, she was able to complete complex TER’s for weeks long trips that included meals, lodging, mileage, tolls, air fare, registration fees, rental cars, foreign exchange rates, ferries, tow trucks, camping fees, apartment rental, and meeting refreshments; now

Therefore Be It Resolved, that Diane Knier has fully earned the right to retire with all appurtenant privileges and benefits.
UW-Marinette Retirement Resolution
Jim LaMalfa, Associate Professor of Art
December 13, 2013

Whereas Jim LaMalfa has for forty-four years shared his love of Art and served the UW Colleges on the UW-Marinette campus as a teacher, scholar, and valued colleague;

Whereas Jim LaMalfa’s students have benefited from his dedication, enthusiasm and devotion exhibited through spending innumerable hours helping them advance their creative abilities and expand their aesthetic awareness;

Whereas Jim LaMalfa designed the new art wing in 1999, when the campus was renovated, and has never stopped looking for ways to improve it;

Whereas Jim LaMalfa has left his artistic mark on the entire community, whether in the form of engaging in civic duties and public outreach or, quite literally, in providing murals and sculptures in highly visible public arenas, on campus, in community parks and in key public buildings;

Whereas Jim LaMalfa has shared his love of art by bringing in gallery exhibits from national and international artists, and by taking students and community members to other galleries, such as through the annual bus trip to Milwaukee;

Whereas Jim has faithfully served as the TOB Gallery curator, planning and installing monthly exhibits for the past 44 years, including 88 student art shows, one per semester for each of those years;

Whereas Jim LaMalfa introduced technology into the art curriculum at UW-Marinette by way of digital design, photography and film studies;

Whereas Jim LaMalfa introduced dumpster diving as an artform as a means to stock the MAC lab with the best computers discarded by others;

Whereas Jim LaMalfa has shared his passion not only for art but for airplanes and trains, with particular note given to his train displays for young children at Spies library around the holidays;

Whereas Jim LaMalfa has shared his passion and talent in the publication of his DaVinci book, taking on Dan Brown’s silly code book;

Whereas Jim LaMalfa’s commitment to the campus included sending all four of his children to school here, all of whom have displayed potential that reflects the incredible talent of their father;

Whereas Jim LaMalfa is simply one of the kindest, warmest and most generous people anyone could ever know...

Be it therefore resolved that

THE UW-MARINETTE CAMPUS ACKNOWLEDGES AND HONORS JIM LAMALFA’S ACCOMPLISHMENTS AND HEARTILY EXTENDS OUR BEST WISHES FOR A LONG AND JOYFUL RETIREMENT.
A Resolution upon the Retirement of
Elaine H. Shaw
Registrar’s Office, UW Colleges

WHEREAS:
Elaine Shaw, University Services Associate II, has served the University of Wisconsin Colleges Registrar’s Office for 7 years as a dedicated and valued employee, and,

WHEREAS:
Elaine began her career in September of 2006 as Limited Term Employee for the Registrar’s Office. During this time Elaine provided support to the UW Colleges Campus Student Services staff and students. In 2010 Elaine became a permanent member of the staff as a USA II until her retirement in August of 2013; and,

WHEREAS:
Elaine was dedicated to her position. She was responsible for handling phone calls, processing official transcript requests, ordering diplomas, and many other duties including the office budget. She also took on the additional responsibilities of training office personnel and implementing ImageNow the imaging system used by the central office. Elaine willingly became a notary public for the office to improve efficiency for processing international student documents; and,

WHEREAS:
Elaine was extremely patient training new Registrar’s Office students. Many former students comment on missing Elaine’s smile when they stop by the office. Her good cheer was important and appreciated; therefore

The University of Wisconsin Colleges Registrar’s Office hereby resolves

to thank Elaine Shaw, for her hard work and dedication to UW Colleges. We wish you well in retirement and hope your garden is bountiful!
In Honor of Professor Nancy Soma

University of Wisconsin-Baraboo/Sauk County
Resolution by the Collegium
December twelfth, two-thousand thirteen

Whereas Professor Nancy Soma has for fifteen years served the University of Wisconsin-Baraboo/Sauk County campus as a professor and valued colleague;

And whereas Nancy Soma has served as the Chair of the World Languages department for 3 years, working tirelessly to develop the department and looking out for all of her colleagues (even those who didn’t teach Spanish);

And whereas Nancy Soma will always be known for her long and deep abiding love for sailing, whether lake or ocean—however, no one could ever say they “sailed” their way through any of her classes;

And whereas Nancy Soma has served as the secretary of the campus Collegium for so long that no matter where she sails she will hear the sweet, sweet whispers of Collegium—who made that motion? What the heck did they say? And was that really a tomato hurled his way?

And whereas Nancy Soma so successfully served the campus as Steering Chair, the UW-BSC Constitution has not needed to be revised, updated, or disbanded;

And whereas Nancy Soma’s love for travel has taken her to more remote locations around the globe that the people have petitioned to change the title of the game “Where in the World is Carmen Sandiego” to “Where in the World is Nancy Soma”;

And whereas Nancy Soma has had the distinction of teaching so many UW-BSC employees (both former and current) that she has been dubbed “La Conquistadora”;

And whereas Nancy Soma’s kind smile and welcoming spirit, motivated many a colleague and student to visit her office and subsequently to spill their guts;

And whereas Nancy Soma’s reverence of gorillas is not quite understood, but is slated to be evaluated by the CAC, DAC, and SAC—all of these positions she has served as;

And Whereas Nancy Soma has been a leader with a positive attitude and outlook throughout her time here, bringing wisdom, kindness, and friendship to everyone who has had the honor to know her and work with her;

Be it therefore highly resolved that on the occasion of Nancy Soma’s retirement we, her colleagues, do honor her with great praise and extend to her our best wishes for a long and joyful retirement.
Honoring

Mike Theiss

On His Retirement

Whereas Mike Theiss has taught as an Instructional Academic Staff member at UW-Marathon County for 17 years;

And whereas countless students and community members have benefitted from Mike's expertise in computer applications;

And whereas many first year students have gained a solid start from Mike's First Year Seminar courses and the campus has benefitted from his work as First Year Seminar coordinator;

And whereas Mike's interdisciplinary contributions have broadened the education of our Engineering students;

And whereas Mike has skillfully made personal connections with a wide array of colleagues;

And whereas Mike has developed positive relationships with community leaders, fostering respect for the public university;

And whereas communities and residents in Marathon County have benefitted from Mike's work in broadband and internet education through both UW-Cooperative Extension and Continuing Education programs;

And whereas Mike has built capacity in volunteers who teach digital literacy in their communities;

And whereas Mike has enriched the lives of older adults in Marathon County by teaching them about connecting through the internet and social media;

And whereas Mike has promoted economic development in the community with the purchase of donuts and cookies he has provided to co-workers and program participants;

Be it therefore highly resolved that, on the occasion of Mike Theiss's retirement, his friends and colleagues honor him with great praise and extend best wishes for a long and joyful retirement!
February 18, 2014

Resolution of Appreciation for Jane Turner

UNIVERSITY OF WISCONSIN

Colleges

Classified Staff Council

RESOLUTION

WHEREAS:
Jane Turner, former University of Wisconsin-Manitowoc Dean's Executive Assistant, was instrumental in getting the Classified Staff Council (formerly Classified Staff Advisory Council) off the ground by serving as a member from October 2012 to September 2013.

WHEREAS:
Jane chaired the Bylaws Committee, which was charged to create the necessary bylaws that would be used as a guide for business operations of the Classified Staff Advisory Council. She worked diligently, setting up meetings, creating and revising the document, over and over, until it was ready for passage by the Council.

WHEREAS:
Jane was fearless in her outspokenness and ability to challenge others' thinking in regard to issues the Classified Staff Advisory Council wrestled with and thereby urged the Council's forward movement at a most critical time. Jane was confident in her approach to individuals of higher position when the need to obtain information was crucial.

WHEREAS:
Jane was generous with her time and talent and generously gave both to the Classified Staff Advisory Council. Jane attended every meeting called by the Council chair.

WHEREAS:
Jane continually honored the spirit and the letter of shared governance in her research and suggestions to the Classified Staff Advisory Council, therefore

The University of Wisconsin Colleges Classified Staff Advisory Council hereby resolves
to thank Jane Turner, UW-Manitowoc's former Dean's Executive Assistant (now retired) and former member of the Classified Staff Advisory Council, for her work and dedication to the purpose and vision of the Council precipitated by the Chancellor's charge. We thank Jane also for her sense of humor, diligence and patience in dealing with all Council members and other UW Colleges personnel while she served on the UW Colleges Classified Staff Advisory Council.

The Council further resolves
that we could not have had a better person in that position at that critical time in our history.

Thank you, Jane Turner! Fabulous job!
In Honor of Gary Udovich

A resolution on the occasion of the retirement of Gary Udovich, chemist, colleague, friend, from the Department of Chemistry in the UW Colleges:

Whereas Gary is an iron man who can be found running 6-13 miles daily, preparing for any potential dash to safety at any moment; and

Whereas Gary’s students praise him highly and publically, and we quote, “Best teacher in the UW System. Could teach a hamster chemistry;”* and

Whereas Gary graciously agreed to serve his department colleagues as “Secretary for Life” even though we held him to it for only ten years; and

Whereas Gary is a workload animal, who had to be convinced that teaching only 30 contact hours a year would be OK and allow him to focus on his Gen Chem students exclusively; and

Whereas Gary has been a tireless advocate for and sponsor of student independent research with the UW-Waukesha Field Station; and

Whereas Gary has served the UW Colleges, UW Waukesha, and Department of Chemistry with distinction of 38 years; and

Whereas Gary is always in a good mood or just about to be in a good mood and shares his enthusiasm with others; and

Whereas Gary uses time recovering in the hospital emergency room to come up with a new lesson on electrolytes and osmolarity; and

Whereas Gary always speaks well of his students, never gives up on them, and honors their abilities no matter how challenged they might be; and

Whereas Gary has included his patient family on many “field trips” to UW Colleges for meetings and visits, and shared them with us through the years; and

Whereas Gary works patiently with his students and they seem to be genuinely happy to be talking with him and come away from the conversations at least +1 smarter; and

Whereas Gary has the largest accumulated sick leave of any living human being because he NEVER misses work; and

Whereas Gary has the singular ability to design a titration lab that penalized the meticulous and rewarded the sloppy; and

Whereas many of us owe Gary a great deal as he mentored us, shared materials with us, developed new curriculum tools with us, and gave of himself, in his own treasured Gary way;

Therefore be it resolved, this 4th day of April, in the year 2014, that the Department of Chemistry does honor our colleague, Gary Udovich, and wish him the best as he steps into retirement and the joys it holds, and welcome him to come and visit us at any time, and do exhort him to keep in touch.

*ratemyprofessors.com

[End]
Faculty Appeals and Grievances Committee

I, a tenured faculty member, Humanities Division, from any department except Music, and from any campus except UW-Richland, UW-Washington, UW-Waukesha, or other campus represented by the other to-be-elected committee members (2014-2016 term)

Sarah Rudolph, Professor, CTA, UW-Marathon County

Chairing the Department of Communication and Theatre Arts for seven years, I understand the importance of the Appeals and Grievance process and respect the important responsibility undertaken by committee members. My prior service on this committee enhances further such respect and understanding. My service was not as active as it may have been given that cases presented involved campus/department members and required my recusal. I would welcome another opportunity to do this important work.

Julie Tharp, Professor, English, UW-Marshfield/Wood County

I have been on the English Dept. Grievance Committee for a few years, but fortunately we have not had much to deal with. As Interim Dean on my campus for a year, I was often in the position of Solomon, having to find creative solutions wherever I could. I have sat on countless evaluation, executive and promotion committees and experienced formal appeals firsthand. I feel, as a seasoned full professor, that I have some breadth of mind and experience as well as equanimity that are well suited to emotionally, politically and procedurally fraught processes. I am interested in learning the process for Senate-level appeals and grievances.

Jennifer Flatt, Professor, English & World Languages, UW-Marinette

I have served on two Departmental Executive Committees for a number of years now and as such have dealt with difficult retention matters from that perspective. I have also dealt with retention matters from a campus perspective on numerous occasions, even as a non-tenured faculty member back when our campus allowed that. I serve on the English Department’s Full Professor Committee for promotions. My work for five years as Associate Dean also led me to become familiar with policy, the challenging nature of personnel matters, and the delicacy and confidentiality with which such matters must be handled. Because of these experiences, I believe I would be a solid candidate to serve on the Faculty Appeals and Grievances Committee either as the Humanities representative or as the at-large representative, depending on where my service is most needed. I will, however, likely continue to serve on both English and World Languages Executive Committees; I mention that in case that is a potential conflict of interest that would prevent my service on this Senate Committee.

Mary Hoeft, Professor, CTA, UW-Barron County
I have served one time on the Faculty Appeals and Grievance Committee when a case was heard. I believe that its work is crucial. I have 43 years of service to the UW Colleges as a professor of Communication Arts and French. I am on the Executive Committee of CTA, have served on the campus Academic Action Committee at the UW-Barron County for approximately 20 of my 43 years, have served as a victim/offender facilitator for Restorative Justice and have authored several university workbooks on interpersonal communication, all activities which I believe prepare me for work on Appeals and Grievance.

I, tenured faculty member, Natural Sciences and Mathematics Division, from any department except Mathematics, and from any campus except UW-Richland, UW-Washington, UW-Waukesha, or other campus represented by the other to-be-elected committee members (2014-2016 term)

Pam Massey, Associate Professor, Health, Exercise Science & Athletics, UW-Fox Valley

I would like to continue my term on this committee. I have been on the committee the past two years, but we haven’t had any appeals or grievances that we had to deal with. I would like the opportunity to be able to go through this process as a member of the committee. I’m not saying that I wish for people to have appeals or grievances to file, but in the case that there would be, I would like to be a member of the committee that would handle the case.

Paul Whitaker, Associate Professor, Biological Sciences, UW-Marathon County

I've served as a faculty senator for 5 years up through Spring of 2013, including service on Senate Steering and chairing Budget and FPSC. I'm currently Steering Chair at Marathon. My only experience with appeals has been a handful of promotion and tenure re-evaluations and student grade appeals either through campus or departmental committees. While I hope that service on the Faculty Appeals and Grievance committee would not increase my experience with these kinds of procedures, I'm willing to serve and learn more should the need arise.

Dubear Kroening, Associate Professor, Biological Sciences, UW-Fox Valley

I would be willing to serve on the Faculty Appeals and Grievances Committee. I have a strong desire to positively influence the workings of the UW-Colleges. I currently serve on the Department of Biological Sciences Appeals and Grievances Committee.

Anthony Millevolte, Professor, Chemistry, UW-Barron County

I would like to nominate myself to the Faculty Appeals and Grievances Committee. I believe I have the correct disposition and diligence to be fair and balanced in weighing the departments’ rights to decide who they choose to tenure, with the individuals’ rights to have their retention and promotion decisions considered fairly.

Dana Haagenson, Associate Professor, Chemistry, UW-Marshfield/Wood County

I've been with the UW-Colleges for 12 years at the Marshfield campus. On my campus I have served on the Evaluation Committee (4 years) and the Academic Affairs Committee (2 years), the first of which deals with retention, tenure, and promotion of faculty and the second which, as one of its charges, handles student academic appeals. In my department I have served on the Grievance Committee for 6 years. Serving on these committees has given me experience considering different aspects of appeals and retentions. I am interested in the committee mainly to provide service at the Colleges level.
Amanda Hakemian, Assistant Professor, Chemistry, UW-Marshfield/Wood County

If all goes according to plan (and it has so far), I will be granted tenure in June. I’d be willing to serve, as long as Chemistry and/or MSF aren’t already represented in the nominees.

Amy Kabrhel, Associate Professor, Chemistry, UW-Manitowoc

I am interested in serving on this committee as a way to better serve the UW Colleges as a whole. I served as a co-DAC for the Chemistry Dept. for a number of years, but have not served on a Colleges-wide committee since then. I would like to experience Colleges-wide service in this capacity. I believe this committee would be a good fit for me because I am a very professional individual. I am a good listener, and I would try very hard to balance the arguments of both sides of the appeal/grievance. I try to be very fair in my judgments. As evidence of my fairness, my average score for “Fair in Grading” on my student evaluations is 4.40 out of 5.00 for 11 semesters.

I tenured faculty member, Social Sciences Division, from any department except Psychology, and from any campus except UW-Richland, UW-Washington, UW-Waukesha, or other campus represented by the other to-be-elected committee members (2014-2016 term)

Connie Sexauer, Associate Professor, History, UW-Marathon County

I have served on this campus committee as well as a graduate student at the University of Cincinnati. I find it interesting work. In addition, I have helped fellow faculty prepare a successful defense for faculty appeals and grievances relating to a negative vote on continuing on the tenure track. While I do not have much experience in this area I would like to serve and look forward to participating in this endeavor.

Mike Jacobs, Associate Professor, History, UW-Baraboo/Sauk County

I served four years in the Senate. I've worked across the Colleges conducting service-learning workshops and presenting at various Colleges seminars & symposiums. I was chair of my campus Merit Committee for four years and have served on the RTP Committee for the last three years. I served at least two years on the campus Academic Appeals Committee. Before coming to the Colleges, I managed about 50 people and heard complaints all the time.

Jeff Kleiman, Professor, History, UW-Marshfield/Wood County

Willing to serve.

I tenured faculty member from any division, from any department except Math, Music, Psychology, or that of another newly elected committee member, and from any campus except UW-Richland, UW-Washington, UW-Waukesha, or other campus represented by the other to-be-elected committee members (2014-2016 term)

[End]
Background and Rationale
This issue was brought to the attention of the Senate Steering Committee earlier this Fall. The language in 510 II.B is outdated, referring to second and third year reviews, which were collapsed into the current third year review. The language has been changed to update the policy.

Proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Faculty Personnel Policy #510
Institutional Need and Tenure Positions

Ratified by the Senate - September 19, 1981, Appendix 10
Reorganized and Renumbered March 15, 2002

I. Institutional Need as a Criterion in Defining Tenure Positions
The UW Colleges recognizes that in addition to the traditional criteria for tenure (teaching, professional development, institutional and community service), institutional need is a valid consideration. Because the UW Colleges campuses are located throughout the state, institutional need should be determined by the curricular needs of the individual Campus and/or the UW Colleges departments. If a UW Colleges' program is necessary to maintain the transfer mission and to attract students, and/or if it has had consistently good enrollments, and/or if the prospect for similar enrollments is good, the probationary faculty member on the tenure track should be granted tenure if he or she meets the traditional criteria as determined by both the UW Colleges department and the local campus.

Without flexibility in defining institutional need, some campuses will perpetually have probationary faculty members teaching a program although the program needs at the Campus might justify the position as a permanent one with a tenured faculty member. Not only budgetary considerations, but realistic department program needs should be a factor in determining and defining a tenurable position. It will be the responsibility of the department after consultation with the appropriate campuses to document that a tenurable position exists.

II. Program Flexibility
The geographic dispersal of the campuses through the state creates special problems in staffing the UW Colleges campuses. In a decade of tight educational budgets, an unstable economy and uncertain future enrollments, both UW Colleges’ faculty and the administration have a common institutional interest in providing some program flexibility in planning for uncertain future needs. To protect both probationary faculty from making unrealistic assumptions, and the institution from program rigidity:
A. Future initial letters of appointment will contain a statement to the new UW Colleges faculty member noting that institutional need is a consideration in addition to the traditional criteria for making tenure decisions at the end of the six-year probationary period.

B. UW Colleges departments will monitor the enrollments of their programs at the various Campuses and inform probationary faculty members at the time of their second and fourth year reviews both of their professional progress and the relative long term needs of a Campus and/or a department.

[...]

[End]
Background and Rationale
This proposed change is to specify that all due dates for submission of documents or decisions are intended to be for business days, or the next available business date when a due date falls on a non-business day. The asterisk specifying statement appearing at the beginning of the policy covers all dates contained within the document, avoiding the need to clutter the policy with a stipulation to each individual date. As a reference, this proposal skips to section III to give an example of the dates contained within this policy.

Proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Faculty Personnel Policy #501
Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)

Revision Ratified by the Senate, October 8, 1988, p. 9, Appendix 13
Revision Adopted by the Senate, May 13, 1989, p. 6, Appendix 11
Revision Ratified by the Senate, October 7, 1989, p. 5, Appendix 11
Revision Initiated by the Senate, May 9, 1992, p. 5, Appendix 11
Revision Adopted by the Senate, January 15, 1993, p. 6, Appendix 9
Revision Adopted by the Senate, October 1, 1994, p. 7; see May 7, 1994 minutes, Appendix 19
Revision Adopted by the Senate, May 6, 1995, p. 7
Revision Adopted by the Senate, March 9, 1996, p. 4
Revision Initiated by the Senate, November 16, 1996, p. 6-7
Revision Adopted by the Senate, January 25, 1997, p. 8
Revision Adopted by the Senate, January 24, 1998, p. 7
Revision Adopted by the Senate, January 10, 2001, p. 25
Revision Adopted by the Senate, March 2, 2001, p. 36, Appendix 2
Revision Adopted by the Senate, January 16, 2002, p. 37, Attachment 2
Reorganized and Renumbered March 15, 2002
Revised by the Senate, May 7, 2004
Revised by the Senate, March 3, 2006
Revised by the Senate, April 28, 2006
Revised by the Senate October 17, 2008
Revised by the Senate (FPSC) March 5, 2010
Revised by the Senate (FPSC) April 23, 2010
Revised by the Senate (FPSC) 2010-10-22
Revised by the SSC (2010-11-15)
Revised by the Senate (FPSC) 2012-03-16
Revised by the Faculty Council of Senators (FPSC) 2012-04-27
Revised by the Faculty Council of Senators (FPSC) 2013-01-09
Revised by the SSC 2013-02-25
Revised by the Senate (FPSC) 2013-04-26

Procedures specified in the following documents must be followed:
A. Wis. Stats. Chapter 19, Subchapter IV (Open Meeting Law)
B. Wis. Stats. Chapter 36
C. Wis. Administrative Code
D. UW System Faculty Personnel Rules
E. UW Colleges Faculty Handbook
F. UW Colleges Constitution (See especially Chapter 5.00, Definitions of Tenure Appointment and Probationary Appointment; Chapter 6.00, Written Notice of Non-Renewal; Chapter 6.01, Reconsideration of Non-Renewal; Chapter 6.02, Appeals Against Non-Renewal.)
G. UW Colleges Senate Policies (including but not limited to the following):
   IP #321 Counting Ad Hoc Experience for Probationary Appointments
   FPP #510: Institutional Need and Tenure Positions
   FPP #509: Faculty Affiliation for Deans

* All timeline provisions refer to working business days. Where specific dates are indicated, it shall be interpreted to refer to that date, except when that date falls on a non-business day, where the deadline will become the next available business day.

III. Criteria and Procedures for Retention of Probationary Tenure-track Faculty
Revised by the Senate (FPSC) 2013-04-26

A. Criteria for Retention of Probationary Tenure-Track Faculty

1. The individual has made appropriate progress toward meeting the criteria for tenure as described in IV.

2. The individual has either made progress toward or received an appropriate degree or has made progress toward the academic preparation as indicated in the letter of appointment.

   Additional Consideration. The requirement for an appropriate degree may be waived in cases of outstanding professional accomplishment widely recognized in the discipline.

B. Procedures for Retention of Probationary Tenure-Track Faculty
Revised by the Senate March 5, 2010
Revised 4-23-10
Revised by the Senate 2012-03-16
Revised by the Senate (FPSC) 2013-04-26

1. General Retention Procedures

   a. September 1. By September 1, of each academic year the provost shall provide appropriate department chairs, campus committee chairs, and campus deans with a complete roster of probationary faculty. Information regarding prior years of service granted, number of years on UW Colleges tenure track, leaves of absence, and other pertinent information shall be included.
b. Department's Role in Retention Decisions. The department executive committee is the first body to make retention decisions regarding probationary faculty. If a decision is negative, the process stops and the faculty member is notified of his/her non-retention by the provost as described in sections 2-5 below.

c. Campus' Role in Retention Decisions. If the department's recommendation is positive, it is forwarded to the campus committee for retention which, in turn, forwards both its and the department's recommendations to the campus dean.

d. Campus Dean's Role in Retention Decisions. If the department's recommendation is positive and the campus committee’s recommendation is negative, the campus dean shall notify the provost who shall notify the faculty member as described in sections 2-5 below. If the recommendations of both the department and campus committee for retention are affirmative and the campus dean concurs, he/she, after notifying the provost, shall notify the probationary faculty member of retention decision. If the campus dean does not concur with the affirmative recommendations, he/she shall consult the department and the campus committee for retention. If, following consultation, the dean still does not concur, he/she shall advise the department and campus committee for retention in writing of his/her continuing non-concurrence and forward all recommendations to the provost, who shall then make the final decision and notify the faculty member.

2. Procedures for Retention of First-Year Probationary Faculty (Note: timelines subject to change on notification from the provost).

a. November 30. By November 30, class visitations shall be conducted by at least two different members of the appropriate department.

b. January 4. The probationary faculty member shall submit the retention dossier to the department.

c. February 1. By February 1, the department executive committee shall forward its recommendation to the campus committee for retention. For affirmative recommendations, reasons for continuing the appointment shall be provided. If the recommendation is negative, no further action shall be taken by the campus committee and the department executive committee shall also notify the provost who shall notify the faculty member of the non-renewal for the next academic year.

[…]

[End]
Attachment 36

UW Colleges Senate
Introduction: April 25, 2014
Proposed Revision of Faculty Personnel Policy #508
(“Policy on Ineffective or Inactive Performance”)

Rationale:
This proposed change is to specify that a written Correction Action Plan be developed in cases of alleged ineffective or inactive performance by a tenured faculty member. This plan will then guide evaluation of progress to correct the case of ineffective or inactive performance. This plan will clearly spell out required actions of the faculty member to said faculty member. This change is proposed for the benefit of the faculty member. The other change in this proposal is to grant authority to either campus dean or department chairperson to take cases to the provost when either suspects that actions to correct the problem have failed. The provost then becomes the final judge in the case.

Proposed changes are in bold, red, underlined italics.

UW Colleges Senate Policy
Faculty Personnel Policy #508
Policy on Ineffective or Inactive Performance

Reorganized and Renumbered March 15, 2002

A. All faculty of the UW Colleges have a responsibility to maintain the quality of teaching, professional growth and university and community service required by the faculty member's department and campus.

B. Faculty generally fulfill this responsibility well in their various ways. However, a faculty member may fail in this responsibility as shown through a pattern of ineffective effort or inactivity.

C. The deans of UW Colleges campuses and chairs of academic departments jointly have the primary and continuing annual responsibility for initially identifying possible patterns of ineffective or inactive performance. There can be no checklist for judging whether such a pattern may exist. Rather, standards of "reasonableness" should prevail.

D. If a dean or chair identifies such a possibility, then they shall jointly decide upon an initial course of action to determine the extent of the problem. Following a verbal communication by the department chair or dean to the faculty member that a concern may exist, various steps may be taken. For example, appropriate actions may include but shall not be limited to peer class visitations and evaluations and/or contacts with former students. If the dean and chair are satisfied that a problem does exist then they shall consult first with the Vice Chancellor, and then with the faculty member to decide upon a positive and remedial course of action to resolve the problem. The
course of action should, if possible, include faculty renewal and development measures rather than punitive measures. **This course of action shall be specified in a written Action Plan, including an appropriate timeline for completion, and shall be shared with the faculty member, the campus dean, and the department chairperson.** The dean and department chair shall involve the relevant campus and departmental committees as appropriate.

E. If the dean and/or chair jointly conclude that remedial efforts to resolve the problem are not successful, the dean and/or department chair, in consultation with their appropriate faculty committees, shall submit the matter to the Chancellor by either (1) filing a formal complaint recommending specific courses of action, or (2) requesting an informal investigation under the provisions of UWS 4.01 (Dismissal for Cause).

F. A pattern of ineffectiveness or inactivity in a faculty member is grounds for discipline under section UWS 6.01 or dismissal for cause under section UWS 4.01, Wis. Adm. Code.

G. Merely being identified for review, as exhibiting a possible pattern of ineffective or inactive performance, cannot in itself be grounds for a formal grievance by the faculty member.

H. Throughout these processes, campus deans and department chairs shall keep adequate records.

[End]
RESOLUTION IN OPPOSITION TO PROPOSED CHANGES
TO THE UW COLLEGES LIBRARIES

Interim Chancellor Brower:

Whereas the movement to make changes to the libraries structure originated in the urgent and real need to meet the current budget shortfall;

Whereas the proposed changes are not projected to save the institution money;

Whereas the proposed changes will not significantly alter the duties of the on-campus library directors; instead, it will simply demote them and cut their pay;

Whereas the UW Colleges is currently between chancellors, so no revenue-neutral, structural changes of this magnitude should be contemplated until we have stable institutional leadership and a long-term vision for and commitment to our libraries;

Whereas no faculty of the UW Colleges were members of the committee charged with this task and were thus formally excluded from the discussion in clear violation of the spirit if not the letter of shared-governance;

Whereas these changes are in clear contradiction to the IEM model of how UWC campuses are to function;

Whereas the contemplated degradation in our ability to maintain academic excellence is exactly what the UWC Senate has the duty, derived from state statute, to speak up about;

Be it resolved that we, the UWC Faculty Council, ask that no changes be made to the UW Colleges libraries or its staffing unless the change can significantly help us to solve our current budget shortfall. Changing the structure of the UW Colleges libraries for any other reason, at this time of great stress on our institution and its people, is unwise and damages our ability to maintain the high level of academic excellence that draws tuition-paying students to our classrooms. We urge that no action be taken in reorganizing the libraries. We urge that no new UWC Libraries Executive Director position be created.
Whereas the faculty listed below served the UW Colleges as members of Senate committees during the 2013-2014 academic year, the Faculty Council of Senators

❖ **We thank you** for your perseverance and good humor brought to the task of changing the piston rings on the university while driving it down the highway at high speeds and, most of all, for your collegiality, and

❖ **We wish you** all the best as you continue to guide the institution forward, now from the classroom and your office, both on campus and in your department.

**Senate Assessment Committee**  
Valerie Murrenus Pilmaier, English, UW-Sheboygan  
Deborah Paprocki, World Languages, UW-Waukesha  
Kristin Plessel, Chemistry, UW-Rock County

**Senate Inclusive Excellence Committee**  
Amanda Hakemian, Chemistry, UW-Marshfield/Wood County  
Rex Hieser, Psychology-Education, UW-Fox Valley  
Mark Karau, History, UW-Sheboygan

**Senate Curriculum Committee**  
James Kabrhel, Chemistry, UW-Sheboygan  
Ellyn Lem, English, UW-Waukesha  
Lou Pech, Biological Sciences, UW-Marathon  
Faye Peng, Business-Economics, UW-Richland

**Senate BAAS Curriculum Committee**  
Jeff Kleiman, History, UW-Marshfield/Wood County  
Karen McLeer, English, UW-Richland  
Lou Pech, Biological Sciences, UW-Marathon County  
Lauren Wentz, Biological Sciences, UW-Barron County

**Senate Online Program Committee**  
Dan Kallgren, History, UW-Marinette  
Troy Kozma, Philosophy, UW-Barron County

**Senate Professional Development Committee**  
Mohamed Ayoub, Chemistry, UW-Washington  
Asif Habib, Chemistry, UW-Waukesha  
Dan Kallgren, History, UW-Marinette

**Faculty Appeals & Grievances Committee**  
Dana Atwood, Anthropology-Sociology, UW-Sheboygan  
Tricia Clasen, CTA, UW-Rock County  
Holly Hassel, English, UW-Marathon County  
Pam Massey, HES, UW-Fox Valley

**Institutional Review Board**  
Kathy Immel, Psychology, UW-Fox Valley  
Bryson Mortensen, Music, UW-Rock County  
Linda Tollefsrud, Psychology, UW-Barron County

**Senate BAAS Assessment Committee**  
Valerie Murrenus Pilmaier, English, UW-Sheboygan

**Senate Information & Instructional Technology Committee**  
Lisa Hager, English, UW-Waukesha

**Senate Teaching Awards Committee**  
Jennifer Flatt, English & World Languages, UW-Marinette  
Asif Habib, Chemistry, UW-Waukesha
Comments from Department Chairs and Associate Deans regarding proposed ASPP #708

From my perspective these look very good and I support fully – right now there is inconsistency between departments between adherence to old policy and a quasi-implementation of these department to department, and it will be good to get them finalized. Yes, there may be some financial implications (especially on larger campuses that utilize far more IAS than those of us who are smaller), but if we ever reach a point as an institution where we decide to simply eliminate professional progress of instructors in rank solely for economic reasons regardless of their contribution to our campuses and students, then we will have lost the heart and soul of the Colleges to be sure.

John

Dr. John William Wright
Associate Professor of Communication & Theatre Arts
Associate Campus Dean
UW-Manitowoc
705 Viebahn St.
Manitowoc WI 54220
(920) 683-4722
john.wright@uwc.edu

Hi, Jeff, I’m so excited to see this moving forward and am on board with the descriptions you have of each rank.

I do have a question about this part:

3) If an IAS member is hired by more than one UW Colleges Campus or the UW Colleges Online Program, she/he will retain the highest rank achieved by the staff member while working at any one campus.

By this do you mean that a person cannot be at a different rank (in the same semester) at two different campuses, or two campuses and online? Likewise, if one of those two campuses decides to rehire the person in the next semester at a higher rank, then the other campus or ONL has to follow suit?

I’m a bit confused by the phrase “retain the highest rank achieved.” Maybe it’s just me. If others find it clear, I’m ok with it.

--Greg Ahrenhoerster
Chair, Department of English
Hi Jeff,

I echo the sentiments of those who have already weighed in – I am very glad to see this moving forward. Two initial thoughts:

1. I agree with Greg’s request for some additional clarity on #3 (for the same reasons he lists).
2. Is it the case that either the campus or the department may initiate the request for promotion? Can that be clarified in the policy?

Thank you, and everyone who has been working on this, for your efforts.

Joe

Joseph J. Foy, Ph.D.
Associate Campus Dean
University of Wisconsin-Waukesha
1500 N. University Dr.
Waukesha, WI 53188
joseph.foy@uwc.edu

Hello Jeff,

Can we also add a grandfather clause to Bachelor’s Degree and IAs appointments? If a current IAS does not have a master’s degree, we should be able to rehire that IAS in the absence of a departmental policy.

Mech Johnson
Associate Professor of Computer Science
Department Chair – Computer Science, Engineering, Physics and Astronomy
UW Colleges – Washington County
400 University Drive
West Bend WI, 53095
262-335-5250 x314 UWWC Office
262-628-4094 Home Office

Hi Jeff,

Thank you for shepherding this through. The document looks very good and reflects the thoughtfulness you guys have put into it. I support it.

Iddi Adam
Associate Dean
UW-Marshfield/Wood County
Sent from my iPhone
This seems to be a very reasonable document. The “grandfathering” already included and more “grandfathering” requested is necessary out of fairness to current IAS, though it means a perpetuation of inequity. Over recent decades campuses and departments have occasionally hired or promoted IAS without much consideration given to degree, experience or quality of performance. And departments will continue to have different expectations based on their own standards and the nature of the job market in their discipline. This also contributes to inequities. We can’t go back and reverse all those anomalies so we continue to live with them. So be it.

I think the biggest problem of consistency in the past was over highest degree, and that has now been eliminated as a policy requirement for a particular rank. As long as the departments can still require a particular degree and the campus can also have some say, I can accept this.

Paragraph #5 in the proposed policy deals with rank and promotion, though apparently there is some fear in using either of those terms. Now we read about “rehiring at a different title”. Can we dispense with the euphemisms? If by using the word “title” rather than “rank” throughout the document, we are pretending that there are no differences in status, experience, expertise and pay, we are deluding ourselves. This isn’t about different titles but about ranks—military-sounding or not. (If that’s the only complaint Lippi has, these must be miraculous times!)

I like the idea of Distinguished Lecturer and that it will be an exceptional promotion rather than a routine one. I once pushed for a similar rank for faculty but got nowhere with that.

Thanks to those of you who worked hard on this.
Ronald Lippi
Associate Dean, UW-Marathon

I agree with others that this policy is welcome and long overdue to be finalized. Two of my questions have been asked by others, so I won’t belabor them. Two others have not, so I will belabor them.

The first is regarding the paragraph following the policy’s point (6), specifically about expectations for non-teaching-related professional development. We have a long history of evaluating IAS solely on their teaching performance, which is what we pay them for after all. Given that, I’m not sure how relevant publications, including ones made at “non-academic institutions”, should be for their promotion chances. The note at the end of that paragraph also qualified that teaching experience is “normally” weighted more heavily than other things. I wonder why we are moving away from that qualifier being “always”. I expect some IAS to come to me with complaints about this and would just like to know the partly line to respond with. :-)

The second is not a complaint that I should level against this policy in particular, because it’s been in our pseudo-policy for hiring expectations for years. And perhaps these result from a too literal reading of the requirements, but here I go.
• In the lowest rank hire for minimum requirements we indicate in both options that teaching experience is required. Does that mean that we may not hire an instructor that does not have teaching experience? If that’s not the intention, why do we list teaching experience as a requirement under the Master’s degree?

• I would also quibble with the absence of PhD from that list at all, implying under a literal reading that a PhD without a Master’s and with less than one year FTE of teaching experience could not be hired.

Perhaps both are too technical of points to worry about. I leave that to you.

Bultman beat Lippi in complaints. But Bultman agrees with Lippi that overall it’s a good document.

Dr. Bill Bultman  
Associate Campus Dean  
Professor of Computer Science  
University of Wisconsin-Fox Valley  
(920) 832-2696

I have a question on the topic of an IAS shared between multiple departments. How does titling work across departments when the person is not hired by multiple departments at the point of initial hire? Ex. An IAS who holds a senior lecture position in one department due to expertise/degree/experience is then later tapped to fill a need in another department but does not meet the standard of senior lecturer in the second department. Is it reasonable to think this could happen where a person really does not meet the standard of an elevated title in more than one department? Is this addressed in the policy and I’m just not seeing it?

Also, I agree with Bill’s comment below that PhDs/ABDs with less than a year of FTE of teaching should be addressed.

Thanks to Jeff and others who worked on this.
Caroline Geary  
Chair, Department of Chemistry

[End]
Attachment 40

UW Colleges Senate
Annual Elections
Spring 2014
Elected Standing Committees of the Academic Staff Council of Senators

Academic Staff Personnel Committee

2 Academic Staff members (2014-2016 terms)

Kristine McCaslin, Director, Auxiliary Services, UW-Marathon County
I have been at UW-Marathon County for 7 years and I am the Director of Auxiliary Services. I have had a lot of experience working with personnel issues for the different areas I oversee. I understand clearly the issues facing staff when working through the changing policies and campus structure. I have restructured my department and I am familiar with issues facing staffing. I am a strong advocate for the issues facing academic staff. I would be honored to serve.

Karen Greenler, Senior Student Services Coordinator, UW-Rock County
I have worked at UW Rock County for 22 years and served on the Academic Staff Personnel Committee for the last two years. I am concerned that both AAS and IAS are treated fairly as the policy environment changes.

Matt Warming, Information Processing Consultant, UW-Baraboo/Sauk County
I will serve for as long as I can, but I would like to withhold as chair.
Qualifications:
Past UWC AS Senator; served on ASPC, chair in 2008. Served and was chair of Nominating, been around system for 12 years.

Amy Castelic, TRiO Coordinator, Talent Search, UW-Fox Valley
It is with great excitement that I nominate myself for the Academic Staff Personnel Committee. I have been a non-instructional academic staff member with the University of Wisconsin System for over 8 years. In the role of Academic Advisor or Program Coordinator for TRIO programs at three different campuses, I look forward to the role of the Academic Staff Personnel Committee in reviewing guidelines pertaining to recruitment, appointment, and promotion of academic staff across UW-Colleges. In my time at UW-Manitowoc I had experience serving as an Academic Staff Senator and experiencing the wonderful opportunity to work with academic staff from around the state. I then transitioned to UW-Parkside and have just begun a new position as TRIO Coordinator at UW-Fox Valley. I also have professional development experience as a Past-President of the Wisconsin Association of Educational Opportunity Program Personnel and through other state and regional associations as I continue the fight for first-generation, low-income students pursuing a college education. I look forward to the opportunity to serve.

Bob Woodle, Associate Lecturer, Mathematics, UW-Fox Valley
I would be willing to serve on academic staff committees. Feel free to put me down for the ASNEC. I am interested in serving in the Senate or on Personnel (I’d prefer to avoid Appeals &
Grievances). I have only been an IAS at UW Colleges since August 2013, having moved from North Dakota at that time. Nonetheless, I already enjoy the atmosphere and culture of the Colleges. I teach 5 hours this semester for UW-FOX, 4 hours for UW-Sheboygan, and 6 hours for UW-WC; thus, I’m pretty sure that I DO meet the .4 FTE Threshold (I taught 12 hours in Fall 2013—8 for FOX, 4 for Sheboygan). I have been a Mathematics Instructor/Assistant Professor/Lecturer since 1978, for most of that time, I was Department Chair, albeit in 2- or 3-person departments. At my most recent post, I spent 4 years Academic Dean (and FT Math Instructor), plus one as VP of Academics (and taught 1 course per semester). Obviously, this was a very small institution (Fort Berthold Community College, with about 200 FTE). I also spent 6 years as director of Assessment, and 3 years as CTE Director (many, many hats), advised students, and represented FBCC at regional and National events.

1 Academic Staff Senator member (2014-2016 term)

Mike Winkler, Associate Lecturer, Business-Economics, UW-Fond du Lac

I will throw my hat into the ring, as they say. Not sure if that is apropos for re-election, but I like the sound of it. Currently serving on Academic Senate (since 2013) teaching this past year in Fond du Lac and one semester at UW Sheboygan. Have taught Business 101, 110, 244 and 294 (Special study, Internships). On Faculty Professional Standards Committee and Academic Council of Senators. Worked for defense contractors as a project manager for 15 years and spend about 10 years in the military. MBA from Indiana Wesleyan University (’03) and Bachelor from Marian University (’90). Lean Six Sigma Green Belt. Will take a class to Germany in Winterim 2015 to Germany for a Country Study offering of BUS 244.

Academic Staff Appeals and Grievances Committee

3 Academic Staff members (2014-2016 terms)

Kristine McCaslin, Director, Auxiliary Services, UW-Marathon County

I have been at UW-Marathon County for 7 years and I am the Director of Auxiliary Services. I have had a lot of experience working with personnel issues for the different areas I oversee. I understand clearly the issues facing staff when working through the changing policies and campus structure. I have worked with appeals before and I know the necessary work that is involved. I would be honored to serve.

Jason Siegel, Lecturer, English, UW-Marathon County

I would be happy to continue serving on the Academic Staff Appeals and Grievances Committee for the 2014-16 term. I have been a Lecturer in English at UW--Marathon County for the last four years, and I am currently on the Academic Staff Appeals and Grievances Committee.

Will Sharkey, Associate Lecturer, Geography-Geology, UW-Sheboygan

Yes I am happy to serve again. Let me work on a write up for you and get back to you.

Tammie DeVooght Blaney, Trio Talent Search Director, UW-Fox Valley
I wish to serve on the AS Appeals and Grievances Committee because I feel my experience in higher education along with working with my own staff, including student workers and interns, will help me bring insight to this role. Also, I would like to contribute to UW-Colleges by serving on a committee in an area that is needed.

UW Colleges Senate
Annual Elections
Spring 2014
Appointed Standing Committee of the Academic Staff Council of Senators

Academic Staff Nominations and Elections Committee

1 Academic Staff member (2014-2016 term)
1 Academic Staff member (to complete the 2013-2015 term)

Bob Woodle, Associate Lecturer, Mathematics, UW-Fox Valley

I would be willing to serve on academic staff committees. Feel free to put me down for the ASNEC. I am interested in serving in the Senate or on Personnel (I’d prefer to avoid Appeals & Grievances). I have only been an IAS at UW Colleges since August 2013, having moved from North Dakota at that time. Nonetheless, I already enjoy the atmosphere and culture of the Colleges. I teach 5 hours this semester for UW-FOX, 4 hours for UW-Sheboygan, and 6 hours for UW-WC; thus, I’m pretty sure that I DO meet the .4 FTE Threshold (I taught 12 hours in Fall 2013—8 for FOX, 4 for Sheboygan). I have been a Mathematics Instructor/Assistant Professor/Lecturer since 1978, for most of that time, I was Department Chair, albeit in 2- or 3-person departments. At my most recent post, I spent 4 years Academic Dean (and FT Math Instructor), plus one as VP of Academics (and taught 1 course per semester). Obviously, this was a very small institution (Fort Berthold Community College, with about 200 FTE). I also spent 6 years as director of Assessment, and 3 years as CTE Director (many, many hats), advised students, and represented FBCC at regional and National events.

Kristine McCaslin, Director, Auxiliary Services, UW-Marathon County

I applied for a couple other committees, but I would be happy to serve again if you need me to do so.

[End]
Attachment 41

UW Colleges
Senate Steering Committee
Annual Report
2013-2014

Committee Members

Danielle (Marcy) Dickson, AS Senator, Academic Staff Rep to System, UW Colleges Online
Berel Lutsky, Faculty Senator, UW-Manitowoc
Margaret Hankenson, Faculty Senator, UW-Waukesha
Holly Hassel, Department Chairs’ Representative (ex-officio), UW-Marathon County
Mark Klemp, Faculty Senator, UW-Marinette
Jeff Verona, Academic Staff Lead Senator, UW-Marshfield/Wood County
Harry Muir, Deans’ Representative (ex-officio), UW-Waukesha
Dale Murray, Faculty Senator, UW-Baraboo/Sauk County
Mark Peterson, Chair, Faculty Senator, Faculty Rep to UW System, UW-Washington County
Alex Roberts, Student Governance Council President, Lead Student Senator, UW-Waukesha

Meetings

The Senate Steering Committee (SSC) will have held 15 meetings by the April 25th Senate meeting: four face-to-face and 11 by teleconference. Minutes are found in Public Folders>Governance>Senate>Senate Steering>Minutes>2013-2014.

The minutes are posted and available, but here are the highlights from last year’s busy schedule.

Highlights from this year’s steering committee include:

A lot of Senate Steering meetings serve the function of hearing reports regarding administrative activities on behalf of the faculty and staff. Some of these activities affect the entire institution, some affect faculty and staff directly, and some primarily impact institutional administration. Highlights of the last year include developing the language for an applied pathway to the BAAS degree and continued revisions of policy to improve and enable the Flex Option but, the two most important items, to my mind, were no doubt the Constitutional amendments and policy revisions to accommodate the integration of Classified Staff into UW Colleges’ shared governance and the beginning of what should be a long term look at questions of gender equity in the Colleges. The initial amendments and policy revisions for Classified Staff integration are now in place, but we can expect to spend the next few years working over the details and addressing questions of gender equity in the Colleges, especially in light of the salary
compression consultant’s findings, should continue to be an urgent priority for Senate Steering – and for all Senators.

The Senate Leaders Retreat at the October meeting was, once again, proved a fruitful opportunity to brainstorm a few strategic topics. We met in Sheboygan after the full Senate meeting to consider: 1) Gender issues in the UW Colleges [led by Professor Hassel], 2) a revision of the AAS degree [led by Provost Lampe], and 3) some updates and deeper discussion about the UW Colleges Repositioning process.

Here is a brief overview of policy related activities:

As usual, Steering staffed committees and found new colleagues to fill gaps in committee membership as required, made recommendations to the Provost and Chancellor, and went about the business of steering policy issues to the appropriate committees. Here’s a sampler:

- Continued to iron out wrinkles in the BAAS degree policies, including the addition of a BAAS applied pathway.
- Worked on new Flex grades and the Flex assessment processes.
- Granted CTA an exception to fall visitation deadlines to accommodate theatrical positions.
- New policies for creating departments within the Colleges.
- New policies governing the approval of departmental bylaws.
- Oversaw collection and dissemination of a Colleges wide morale survey.
- Approved next year’s academic calendar.
- Initiated a review, under Professor Hassel’s direction, of the merit process in light of gender equity issues.
- Chose two SSC members to serve on the UWS Growth Agenda for Wisconsin Grants program review committee.
- Rode shotgun on questions surrounding CLASSIFIED staff compensation for their service in shared governance.
- Sent off the question of mandatory SSIs, once again, for review by SAPC and FPSC.
- Recommended a change in the campus senator election cycles to even out the number of Senators elected each year.
- Forwarded a slate of nominations for the next UW Colleges/ UWEX Chancellor Search Committee.
- And, as always, we finished the year by putting out a call for resolutions of thanks and farewell for our colleagues who have decided to retire.

Respectfully submitted,
Mark C.E. Peterson
SSC Chair
April 25, 2014
1) **Review UW Colleges Senate Policy Regarding Students #201: Admission to the Associate of Arts and Science Degree Program, specifically Section III:** Our review led to several revisions, resulting in a Policy Revision Introduction that does the following: (1) the phrase “entering freshman” was changed to refer to new, returning and transfer students, (2) since placement testing is part of a more comprehensive placement process, proposed changes to II.A, B and III now refer to placement process instead of placement testing, (3) since campus policy, not the discretion of advisors, dictates the consequences of results of the placement process, language reflecting this practice is proposed in II.B.2, (4) since students are no longer sent to technical colleges for skills courses, tutoring etc., this language is deleted from II.B.2.c and (5) a portion of III was moved and modified to II.A since it describes one of the criteria for high risk admission.

2) **Creating Academic Departments:** Work, in collaboration with FPSC, on the issue of creating new departments led to the introduction of Proposed Amendments to UW Colleges Constitution Chapter 4: Academic Departments. The amendments address two issues. First, in UWS 1.03, "Department" is defined as “a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.” A previous amendment to Section 4.00 added the phrase “or interdisciplinary” but failed to include the requirement that departments be recognized by the Board of Regents. The proposed amendment to Section 4.00 brings the definition of “department” in the UW Colleges Constitution into complete agreement with the definition in UW System Administrative Code UWS Chapter 1.03. Second, the Women’s Studies program recently voted to become a department. Amendments to UW Colleges constitution Chapter 4 have been introduced that would provide authority for creation of new departments. SAPC drafted a policy on the process of becoming a department. This policy, upon discussion with the FPSC chair, was submitted to department chairs to solicit their comments. Comments from the departments have been incorporated into the proposed new policy creating Institutional Policy #408 - Procedure for the Creation of New Departments which were introduced at the 25 April 2014 Senate meeting.

3) **Defining academic programs:** SAPC drafted a constitutional amendment that defines and authorizes the formation, organization and termination of academic programs. The draft amendment uses Chapter 4: Departments of the constitution as a model. The draft amendment was sent to FPSC for review. FPSC comments were incorporated. The revised draft was sent back to FPSC and to department chairs for feedback. Using this feedback, SAPC finalized the proposed amendment creating Chapter 11 - Academic Programs for introduction at the 25 April 2014 Senate meeting. Because Chapter 10 – Amendments
already exists, SAPC also introduced an amendment changing Chapter 10 – Amendments to Chapter 11 - Amendments.

4) **Bylaws approval process**: SAPC was charged with developing a Bylaws Approval Process that would 1) establish a clearer process, protocol, and authority line for bylaws approval, 2) determine where the process will be described and 3) establish clear spheres of decision-making and curricular authority. SAPC drafted two documents to address this charge: 1) a constitutional amendment to UW Colleges Constitution Chapter 4.08 authorizing the Senate to establish procedures for bylaws approval and 2) proposed creation of Senate General Institutional Policy #407: Approval of Departmental Bylaws that establishes the process and authority line for approval of departmental bylaws. Both documents were sent to department chairs and the provost for comment. Those comments were incorporated and the policy was introduced at the 14 March 2014 Senate meeting. The introduction passed and had been sent to the campuses for comment.

5) **Review of making the Student Survey of Instruction (SSI) mandatory**: There was uniform agreement that the answer is no, students should not be required to complete the SSI. There were several reasons: 1) mechanisms to coerce students into completing a mandatory SSI may cause feelings of anger, annoyance, or frustration and have the potential to skew the SSI data; given the weight that this data holds in tenure and promotion decisions, as well as merit exercises, this is unacceptable, 2) according to Senate Policy 301.01, “It is the policy of the University of Wisconsin that students be given the opportunity to evaluate teaching faculty. You are not required to complete the evaluation, but your participation is encouraged.” Therefore, while instructors are required to give students the opportunity to participate in an SSI, there is no statutory or senate policy that requires students to participate and 3) the Senate Student Survey of Instruction Working Group did a pilot study where various mechanisms were used to require students to fill out an SSI. The pilot only resulted in a 44% return rate compared to 80% for a paper SSI. This suggests that even more severe penalties would have to be imposed upon students for failing to return an SSI. See item 1.

6) **Review of Senate Student Survey of Instruction Working Group (SSSIWG) Report**: Since the response rate for online SSIs is so low, SSIs should continue to be administered in the paper and pencil format for face-to-face courses. SAPC came to this conclusion for several reasons: 1) a large number of our students are low income and may not have access to computers or the internet at home. Given the material realities of their lives, it is unreasonable and impractical to expect students to do things with technology outside of class that aren't directly connected to required coursework, 2) since Senate Policy 301.01 requires that students be given the opportunity to evaluate instruction, online SSIs may have the unintended effect of denying this opportunity to students based on their economic circumstances, 3) given the limited computer labs that are available at the UW Colleges campuses, using campus computers for SSIs would be impractical and 4) low response rates would result in data that is not statistically significant and thus unusable.

SAPC supports the SSSIWG recommendations 1-5 in their report.
SAPC does not support their further recommendations regarding on-line and making the SSI mandatory for students. There were several reasons: 1) mechanisms to coerce students into completing an SSI are likely to make students angry or, at the very least, annoyed, resulting in SSI data that could be severely biased and reflect more the student’s anger than their assessment of instruction, 2) according to Senate Policy 301.01, “It is the policy of the University of Wisconsin that students be given the opportunity to evaluate teaching faculty. You are not required to complete the evaluation, but your participation is encouraged.” Therefore, while instructors are required to give students the opportunity to participate in an SSI, there is no statutory or senate policy that requires students to participate and 3) the SSSIWG did a pilot where various mechanisms were used to require students to fill out an SSI. The pilot only resulted in a 44% return rate compared to 80% for a paper SSI. This suggests that even more severe penalties would have to be imposed upon students for failing to return and SSI.

The administration of the SSI for on-line courses needs to be re-visited. SAPC agrees with SSSIWG that response rates for on-line courses must approximate those for face-to-face courses. If it is feasible, SAPC recommends that ONL build the survey into course design, in a similar fashion to the “administrative drop/copyright” quiz. At an appropriate time during the semester, the instructor (in accordance with Senate policy 301.01) will set a time in which students, upon logging in, will be required to choose whether to take the SSI or not. Students will not be required to take the SSI but will be required to actively make a choice as to whether they wish to participate.

SAPC would also like to see some evaluation of the cost savings of going to an electronic SSI. What would the savings be? Is it enough to make the low response rate and acceptable trade-off?

7) **Proposed policy on academic forgiveness:** SAPC supports the policy, but had the following question/concerns that were sent back to the originators of the policy: 1) there needs to be clarification of how widespread such policies are within the UW System, 2) there needs to be consideration of what happens with GPA calculations when students re-take classes, 3) transfer issues need to be evaluated and 4) procedures/guidelines/best practices need to be established for the Academic Actions Committee and campus Deans/CEO so that consistency exists across campuses.

8) **Role of the Student Survey of Instruction (SSI) in evaluating faculty:** SAPC also discussed the more general problem of how the SSI is used in promotion, tenure and merit evaluations. Considerable literature exists that indicates severe biases in student responses on SSIs, thus raising questions of their applicability to evaluation of instructors. Further, there are concerns about the way that the numerical data is analyzed and used that requires discussion. Therefore, SAPC would like Senate, and the Colleges in general, to review the role of the SSI in evaluating faculty.

9) **PHI 211 as a general education course:** SAPC was asked to review of IP #101 to allow PHI 211 to serve as a general education requirement and change the policy if deemed necessary. The proposal from the Philosophy Department was sent to the Mathematics
Department for their input. Upon receipt of the Mathematics Department’s response and based on research performed by SAPC, SAPC recommended that the Philosophy and Mathematics departments collaborate directly with each other in the further development of this proposal. In particular, SAPC recommended that Philosophy and Mathematics work to:

1) correct factual errors regarding transfer to other UW institutions,
2) consider how to align PHI 211 in our curriculum so that our requirements parallel other UW System requirements,
3) address the issue of prerequisites,
4) take full advantage of the Mathematics Department’s experience in developing alternative pathways for students,
5) consider beginning negotiations with four-year institutions regarding transfer issues and
6) consider revisions to the course description and course guide for PHI 211 to more clearly articulate that the course has a quantitative reasoning focus.

10) **Creation of an In Progress Grade for Flex Option Students:** SAPC worked with representatives of the Flexible Option AAS Degree Committee to modify IP #202 to create an In Progress (IP) grade for students who are in progress at the end of a subscription period.

11) **Revision of Institutional Curricular Policy #106:** SAPC determined there was no further business that SAPC had to conduct regarding #106.

Respectfully submitted,
Louis L. Pech
Chair of Senate Academic Policy Committee
25 April 2014
Committee members:
Matt Raunio, Associate Professor, UW-Sheboygan (chair)
Julianna Alitto, Assistant Professor, UW-Waukesha
Michael Gorman, Lecturer, UW-Rock County
Duel Harmon, SGC Financial Director, UW-Marathon County
Marc Sackman, Associate Professor, UW-Fox Valley
Stephen Schmid, Associate Professor, UW-Rock County
Jason Beier, Interim Vice Chancellor for Administration & Finance, UW Colleges/UW-Extension
Colleen Godfriaux, Assistant Vice Chancellor for Budget and Planning, UW Colleges, Staff to the Senate Budget Committee

Meetings in 2013-2014:

The Senate Budget Committee met during the regularly scheduled Senate meetings in August (Convocation), October, January, March, and will meet in April. We also met jointly with Senate Steering via teleconference during July.

Major Accomplishments:

The SBC spent most of the year considering the challenges of the UW Colleges (UWC) budget related issues. The committee evaluated the Huron Consulting and Repositioning Task Force reports and the proposed actions in response to these reports by Chancellor Cross and Interim Chancellor Brower.

The SBC endorsed the use of cash (reserve) balances to cover the current year (2013-14) budget shortfall. The real issues involved what should be done in the future. While the SBC agreed with many of the proposed actions; it had issues with many as well, as expressed below.

There were concerns about programs being cut or eliminated as well as the overall burden to the Campuses of covering the shortfall. The issue of campus autonomy versus the success of the Colleges is significant. The coverage of the proposed faculty salary increases from campus reserve funds seriously damages the notion of campus autonomy.

The proposal to reorganize the library administration in particular was of concern to the SBC. There were reservations about a single institutional library director even if it resulted in cost savings, but it was considered indefensible to implement this strategy without significant cost savings or even potential additional costs. Any advantages to the Colleges from this approach do not seem to warrant the problems this will cause at the Campus level.
The network administration and IT service reorganization proposal was also meet with skepticism. While some savings should result, as the technology needs at the Campus level increase this seems very problematic.

The SBC recognizes the serious gap between current faculty salaries and what they should be to attract and retain faculty. However, with all the current budget issues this may not be the right time to start to correct this problem.

The SBC extensively discussed human resources and is anxious to review the findings of the Huron consultants. It is hoped that the need to meet Federal, State and System compliance requirements can be balanced with the need for Campuses and Departments to work efficiently.

2013-2014 year to date tuition (enrollment) results are not favorable. In the aggregate the 13 Campuses are projected to be $366,000 under the tuition target. This represents a decline in total tuition for 2014 of $681,000 compared to 2013. If enrollments during 2015 and beyond do not improve, budgetary problems will not only continue but expand.

Beyond the previously described issues, the SBC worked closely with Jason Beier, Colleen Godfriaux and Sylvia Ramirez to understand, monitor, and provide feedback to the administration about the UW Colleges, UW System and State of Wisconsin budgets in general.

Suggested future tasks:

1. Continue, and perhaps expand, involvement in the UWC budget process. Review the suggestions of committees and other groups as they relate to the UWC budget.

2. Monitor the UW System and State of Wisconsin budgets and promote knowledge of how these impact the UWC among our colleagues and communities.

3. Continue to address compensation issues in the UWC as resources become available:
   
   A. Faculty issues include market-based salaries, salary compression, evaluation of base salary increases for promotion, evaluation of the merit model, and evaluation of workload expectations.

   B. IAS issues mainly involve salary model used to calculate compensation (pay and benefits) and calculation of workload.

   C. Academic staff issues include salary compression, market issues, promotion practices, and salary adjustments after hire.

Respectfully submitted,
Matthew Raunio
Chair, Senate Budget Committee
Committee Members:
Greg Ahrenhoerster, Professor - English, UW-Waukesha, Chairs’ Representative
Dinah Gygi, Student Affairs, UW-Waukesha
Deborah Paprocki, Assistant Professor-World Languages, UW-Waukesha, (Committee Chair)
Kristin Plessel, Assistant Professor-Chemistry, UW-Rock County
Eric Kasper, Associate Professor-Political Science, UW-Barron County
Valerie Murrenus Pilmaier, Assistant Professor-English, UW-Sheboygan, Institutional Assessment Coordinator (ex-officio)
Gregg Nettesheim, UWC Senior Information Manager (ex-officio)
Rex Hieser, UWC Academic Affairs Liaison (ex-officio)

SAC meetings have taken place on the following dates during academic year 2013-2014: September 27 face to face with Campus Assessment Coordinators (CACs), October 30 (with CACs), January 23 (face to face), March 11, and March 31. Additional meetings are planned for April and June, and a face to face meeting with Department Assessment Coordinators (DACs) in August 2014.

The committee has engaged in the following activities during this academic year. SAC has coordinated departmental and institutional assessment and the work of the Department Assessment Coordinators (DACs); and coordinated campus assessment and the work of the Campus Assessment Coordinators (CACs). SAC has also facilitated discussion with CACs regarding a campus assessment cycle and overseen completion of work with DACs on the development of a 5th assessment proficiency Intercultural Skills. The committee continued discussions with UW Colleges librarians and CACs regarding instituting an assessment of UW Colleges students information literacy. Additional information on the committee’s work in these areas is detailed below.

Departmental/Institutional Assessment
- In September SAC reviewed the final DAC reports for 2012-2013 assessment cycle.
- In October SAC received the preliminary department specific/institution wide assessment plans for Fall 2013 from the DACs.
- On January 23, 2014, SAC met with DACs and CACs for the annual winter meeting. This meeting included discussion of budgets, assessment cycles/rotation, and administrative issues. In addition the group discussed the pros and cons of moving to a two year institutional assessment cycle for departments. The group also continued discussions begun in January 2013 regarding assessing students’ information literacy.
- In February SAC received the preliminary department-specific/institution-wide assessment plans for Spring 2014.
• SAC will meet with the DACs via Wisline in June and face to face in August of 2014 to discuss various aspects of the assessment process.
• DACS will submit draft reports for the 2013-2014 cycles in July and SAC will provide comments to DACs for these draft reports in August before DACs prepare their final reports.

Campus Assessment
• During September and October the CACs worked with their campuses to discuss the focus of the 2013-2014 assessment plan.
• In September the CACs and members of SAC met at UW Sheboygan, a meeting that had been requested by CACs during the previous January meeting. CACs provided brief comments about the current year’s campus assessment project and received useful feedback. There were also discussions of methods for data collection and analysis as well as continued discussion of a campus assessment cycle.
• In October SAC received the campus assessment plans from the CACs. A Wisline meeting was held with the CACs on October 30, 2013, to discuss the campus plans.
• CACs attended the January 23, 2014 face-to-face meeting to participate in discussion of assessment and the other Colleges matters presented at that meeting (see summary above for January meeting). The CACs met in a break out session at this meeting to discuss assessment cycle/rotation and the merits of having a common institution wide assessment theme/topic. The group agreed that it would like to assess information literacy as a campus project. CACs and SAC have continued to work during Spring semester on developing a plan for this assessment.
• In April 2014, the CACs will meet via Wisline with SAC to discuss progress in the campus assessment process for 2013-2014.
• By May 30 the CACs will submit final reports for the campus assessment cycle. SAC will review the reports and provide feedback in June and July.

Intercultural Skills Proficiency
After the Senate voted to approve the addition of this 5th proficiency in January 2013, the committee and DACs made some further revisions to the performance indicators and rubric at the summer 2013 meetings. Departments were informed during the summer that this proficiency would be one of the choices for institutional assessment for the 2013-2014 cycle. At this time no departments have chosen to assess the proficiency, though several have expressed interest in doing so in the future. During the January 2014 meeting he committee and DACs discussed having some departments pilot test assessing this proficiency on a smaller scale.

Respectfully submitted by
Deborah Paprocki
SAC Chair
April 11, 2014
Members:
Larry Graves (Registrar, non-voting, ex-officio)
Christa James-Byrnes (CSEPA, Barron)
James Kabrhel (Natural Sciences and Mathematics, Sheboygan)
Nichole Kathol (Communications and Theater Art, Barron)
Ellyn Lem (Humanities, Waukesha)
Sandy Neumann (Psychology/Education, Marshfield/Wood County)
Lou Pech (SAPC, Biology, Marathon)
Faye Peng (Social Sciences, Richland)
Patti Thwaites, (Student Affairs, Marathon)

This report is based on Committee Minutes and Curricular Reports. The committee met on the following dates: 9/13/13 (Preliminary), 10/1/13, 10/4/13, 11/15/13, 11/21/13, and 2/25/13. At the time of writing, the fourth and final round of proposals has yet to be reviewed. The following table gives an overall tally of the nature of the proposals that SCC has reviewed this academic year. (Note: proposals were still coming in at the time this report was submitted, so the final number of proposals is higher than listed below.)

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SCC members also worked on the following issues in addition to curriculum reviews:

Development of Curriculum Forms
- Preliminary development of streamlined forms began, including discussion and revision. Formal approval likely for next academic year.
Flex Degree Approval Process

- The approval process for the UW-Colleges Flex Degree competencies was given to a panel made of former and current Senate Curriculum members. Nichole Kathol served as a member from the current SCC to the Flex Approval panel.

Future Goals /expectations from 2012-13 Annual Report

- Development of streamlined forms: currently underway.
- Creation of a form specifically for Service Learning: this will be folded into creation of streamlined forms. Service Learning proposals will not get a specific form, but areas of new forms will have room for Service Learning request.
- Moving away from Public Folders for form availability: Public folders are being eliminated, and the replacement has yet to be developed. All current forms are saved in multiple locations, including the SCC Sharepoint site.
- Student member attendance: no student member was named, so there was no student representation this academic year.
- As mentioned in the previous Academic Year’s Report, Campus and Departments should be encouraged to ensure that proposals they review are complete and in compliance with policy before they are submitted to SCC: still an issue. It is the hope of the committee that streamlined forms would make complete proposals more likely.
- Use of the co-chair model: This should be encouraged after the success of the last two academic years. This significantly eases the workload of the chair.

Respectfully submitted by
James Kabrhel and Patti Thwaits
SCC Co-Chairs, 2013-2014
Senate Professional Development Committee Members 2013-2014:

* Chair

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<td>Ayoub, Mohamed</td>
<td>Natural Sciences and Mathematics Division Faculty Member</td>
<td>Professor, Chemistry, UW-Washington County</td>
</tr>
<tr>
<td>Bouffleur, Scott</td>
<td>Academic Staff Member</td>
<td>Non-Online Distance Education Coordinator, UW Colleges</td>
</tr>
<tr>
<td>Gregori, Eduardo</td>
<td>Humanities Division Faculty Member</td>
<td>Assistant Professor, World Languages, UW-Marathon County</td>
</tr>
<tr>
<td>Habib, Asif</td>
<td>Office of Academic Affairs Staff Member (Ex-officio, Non-voting)</td>
<td>UWC Professional Development Coordinator</td>
</tr>
<tr>
<td>Kallgren, Dan</td>
<td>Department Chair Member</td>
<td>Associate Professor and Chair, History, UW-Marinette</td>
</tr>
<tr>
<td>Price, Paul</td>
<td>Campus Dean Member</td>
<td>Dean &amp; CEO, UW-Washington County</td>
</tr>
<tr>
<td>Rinzel, Jill</td>
<td>Social Sciences Division Faculty Member</td>
<td>Assistant Professor, Psychology/Education, UW-Waukesha</td>
</tr>
<tr>
<td>Skurzewski, Missy</td>
<td>Natural Sciences and Mathematics Division Faculty Member</td>
<td>Assistant Professor, Health, Exercise Science and Athletics, UW-Sheboygan</td>
</tr>
<tr>
<td>Whitehead, William</td>
<td>Academic Staff Member</td>
<td>Senior Lecturer, Anthropology/Sociology, UW-Fond du Lac</td>
</tr>
</tbody>
</table>

During 2013-2014, the SPDC met as follows: 8/29/13 (in-person meeting at the UWC Fall Convocation, UW-Fox Valley), Wisline meeting on 10/7/13, 11/4/13, 11/18/13, 12/17/13, and several e-mail correspondences. On 8/29/13, I was elected as Chair of this committee.

The committee reviewed, discussed and recommended a list of awardees for the UWC Sabbatical Leave Awards, Wisconsin Teaching Fellows and Scholars, Grants to Increase Student Engagement through Professional Development (GISE-PD), Knowledge and Skill Expansion Grant (KSEG), UWC Summer Research Grants, UW System Posters in the Rotunda, UWC Student Research Journal, and Faculty College.
UWC Sabbatical Leave Awards: On October 7, 2013, the committee noted that the eight sabbatical proposals were competitive. Here is the committee’s recommendation for the top three with a unanimous vote:

1. **Dale Murray** (Associate Professor, Philosophy, UW-Baraboo/Sauk County): Traditional Funding, Academic Year 2014-2015, A casebook manuscript "Environmental Ethics: The Global and the Local"

2. **Toye Ekunsanmi** (Professor, Biological Sciences, UW-Washington County): Traditional Funding, Spring 2015, Study to determine the factors contributing to success and failure of immigrant students in science laboratories

3. **Cassandra Phillips** (Associate Professor, English, UW-Waukesha): Traditional Funding, Academic Year 2014-2015, Book: "Unearthing Literacies: The Processes of Exposing Teachers’ Literacy Assumptions"

The other sabbatical proposals are:

4. **Dean Kowalski** (Associate Professor and Chair, Philosophy, UW-Waukesha): Traditional Funding, Fall 2014, Book on Filmmaker Joss Whedon

5. **Sidney Konell** (Associate Professor, Business and Economics, UW-Barron County): Traditional Funding, Academic Year 2014-2015, Book on applied economics, exploring common misconceptions from a working-class perspective

6. **Connie F. Sexauer** (Associate Professor, History, UW-Marathon County): Traditional Funding, Academic Year 2014-2015, Book: “From a Park to a Stadium to a “Little Piece of Heaven:’’ Cultural Changes Seen Through the St. Louis Cardinals’ Baseball Diamonds.”

7. **Amy Reddinger** (Associate Professor, English and Women Studies, UW-Marinette): Traditional Funding, Fall 2014, Book: "Something Different": Changing Representation of Race and Culture in Cookbooks 1945-1975

8. **Paul Sundheim** (Associate Professor, Mathematics, UW-Waukesha): Traditional Funding, Fall 2014, "An Ongoing Project in Math for Undergraduate Research."

**Wisconsin Teaching Fellows and Scholars:** The committee indicated that the seven Wisconsin Teaching Fellows and Scholars Applications were noteworthy. Here is the committee’s recommendation for the Wisconsin Teaching Fellow (WTF) and Wisconsin Teaching Scholar (WTS) and alternates with unanimous vote:

**Wisconsin Teaching Scholar:**

**Brandon Fetterly** (Associate Professor, Chemistry, UW-Richland). Brandon’s proposal “assessing student learning based on feedback during tests and other evaluations” is very teaching-centered and shows clear evidence of commitment to the Colleges and to improving teaching. The committee saw that Brandon will benefit greatly from the WTFS program.

Alternate: **Holly Hassel** (Professor, English and Women’s Studies, UW-Marathon County). Holly’s proposed project “Deep learning and understanding in women's and gender studies” using student feedback about the usefulness of the text materials that are part of a co-edited book on threshold concepts in Women’s Studies is well defined. In 2004-2005, Holly received the WTFS award and benefited greatly from it. She has a strong SOTL background, which is well
demonstrated in her application and proposal, and deserves recognition. Holly has a proven track record of exceptional work.

The third WTS application from Kimberly Dirlam-Schatz (Associate Professor, Chemistry, UW-Fox Valley) is also competitive. Kim’s proposed project “using guided inquiry activities and tactile biochemistry models to assess and enhance student learning” is well thought out with good ideas for SoTL research. She received the WTFS award in 2002-2003, which is evident in her strong teaching and SOTL record.

Wisconsin Teaching Fellow:

Kristin Plessel (Assistant Professor, Chemistry, UW-Rock County). Kristin’s proposed project “enhancing the POGIL pedagogy in the chemistry classroom” is well articulated and her qualifications and background in POGIL are noteworthy. The committee strongly felt that Kristin’s application, one of the earliest submitted, has a well thought out teaching pedagogy and an appropriately targeted proposal.

Alternate: Jill Halverson (Assistant Professor, Business and Economics, UW-Fox Valley). Jill’s proposed SOTL project “assessing if ‘minute papers’ and use of interdisciplinary criteria would improve greater learning and concept retention” is well written and already underway, and being part of this program would be a good way for her to finish it.

The third WTF application from Matthew Fencl (Assistant Professor, Health, Exercise Science, and Athletics, UW-Baraboo/Sauk County) “The Effect of Integrating Physical Activity into Lecture Classes to Enhance Student Retention and Learning” has merit and can provide useful insight.

The fourth WTF application from Christy Talbot (Assistant Professor, Music, UW-Sheboygan) dealing with “behavioral objectives relationship to assessment” was also good. Christy has a good history of concern about teaching strategies and a unique idea for SoTL research.

Grants to Increase Student Engagement through Professional Development (GISE-PD) and Knowledge and Skill Expansion Grant (KSEG): The committee indicated that the three GISE-PD and one KSEG applications were noteworthy. The SPDC voted unanimously on the following recommendation for the GISE-PD and KSEG:

Grants to Increase Student Engagement through Professional Development (GISE-PD):

Julie Tharp, UW-Marshfield/Wood County: The Change We Wish to See: Service Learning in the First Year

Matthew Jurvelin, UW-Baraboo/Sauk County: Attendance at the 33rd Annual Conference on the First Year Experience to Gather Ideas and Information on Ways to Improve Our Campus ESFY Programming

Knowledge and Skill Expansion Grant (KSEG):

Ibrahim Saleh, Mathematics, UW-Marathon County: Cluster Structure on Some Hyperbolic Categories

UWC Summer Research Grant: The committee reviewed the compiled rankings of the Summer Research Grant proposals. The committee agreed to forward them in that ranked order to the Provost’s office. All but one of the proposals were regarded as worthy of support, as follows:

Steinweg, J. Megan, Assistant Professor, Biological Sciences, UW-Baraboo/Sauk County, “Decomposition dynamics during forest encroachment on a native sand prairie”

Ayoub, Mohamed, Professor, Chemistry, UW-Washington County, “Hydrogen Bonding: Electronic Basis for a Unique Bond”

Fleischmann, Jonathan, Assistant Professor, CSEPA, UW-Rock County, “Development of micromechanics-based continuum constitutive models for particulate materials, informed and validated by the discrete element method”

Wrinn, Kerri, Assistant Professor, Biology, UW-Rock County, “The Evolution of Autotomy and Regeneration in Spiders”

Milani, Hamid, Professor, Business and Economics, UW-Marathon County and Musa Ayar, Business and Economics, UW-Baraboo/Sauk County, “Economic Impact Analysis of UW-Marathon County”

Saleh, Ibrahim, Assistant Professor, Mathematics, UW-Marathon County, “Hopf Representations”

Szabo, Tait, Assistant Professor, Philosophy, UW-Washington County, “Moral Markets”

Leskinen, Emily, Assistant Professor, Psychology, UW-Baraboo/Sauk County, “Women and Gender Harassment: Policing Gender Norms at Work”

Fencl, Matthew, Assistant Professor, Health, Exercise Science, and Athletics, UW-Baraboo/Sauk County, “The effect of an inclusive five-day adventure education field course on the self-concept of college students”

Schreibendorf, Lisa, Associate Professor, English, UW-Fond du Lac, “Recognizing Analysis Across Disciplines: Helping Students Recontextualize Skills”
Peng, Faye, Assistant Professor, Business and Economics, UW-Richland, “Designing classroom experiments for Introductory Economics course”

Liang, Yanting, Assistant Professor, Mathematics, UW-Fond du Lac, “On mod \((2p + 1)\)-Orientations and \((k, b, Z_{2p+1})\)-Orientations”

UWS Posters in the Rotunda: Explore the Power of Undergraduate Research (March 12, 2014, Madison): The committee agreed that all the proposals submitted by the deadline merited our support and recommended that they proceed to the next step in the selection process, as follows:

<table>
<thead>
<tr>
<th>Poster Title</th>
<th>Faculty Advisor</th>
<th>Student</th>
<th>Campus</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Lithologic and particle-size change of outwash sands and gravels along flow paths of the Green Bay Lobe during the Wisconsin Episode Deglaciation, eastern Wisconsin</td>
<td>Johnson, Beth A.</td>
<td>Lueck, Lillian</td>
<td>FOX</td>
<td>GEO/GOL</td>
</tr>
<tr>
<td>2 Natural Bond Orbital Approach for the Electronic Basis of Hydrogen Bonding</td>
<td>Ayoub, Mohamed</td>
<td>Davis, Alexander; Dorst Andrew; and Marsh, Gavin</td>
<td>WSH</td>
<td>CHE</td>
</tr>
<tr>
<td>3 Ecological Niche Plasticity in Nostoc</td>
<td>Joneson, Suzanne</td>
<td>Bilicki, Nick</td>
<td>WAK</td>
<td>BIO</td>
</tr>
<tr>
<td>4 Treatment of bedding to reduce mastitis in dairy cows.</td>
<td>Dubear Kroening</td>
<td>Kositzke, Adam and Horkman, Alexander</td>
<td>FOX</td>
<td>BIOL</td>
</tr>
<tr>
<td>5 Impacts of Local Land Use on Water Quality of Five Streams in Manitowoc County, Wisconsin</td>
<td>Hein, Rick and Abler, Rebecca</td>
<td>Halvorsen, Cody and Schenian, Mallary</td>
<td>MAN</td>
<td>BIOL</td>
</tr>
<tr>
<td>6 Soil Phosphorus and Fungal Population Analysis on a Newly Restored Creek in Manitowoc WI</td>
<td>Hein, Rick and Abler, Rebecca</td>
<td>Yang Allison; Hunn, Alec; Vang, Bao; and Rappe, Amber</td>
<td>MAN</td>
<td>BIOL</td>
</tr>
<tr>
<td>7 Putting the Pieces Together: After an Autism Diagnosis in Wisconsin</td>
<td>Glowacki, Jeanne</td>
<td>Brady, Lisa</td>
<td>WAK</td>
<td>PSY</td>
</tr>
<tr>
<td>8 Microfossil Community of the Upper Devonian Lime Creek Formation, Rockford Iowa location</td>
<td>Emerson, Norlene</td>
<td>Carpenter, Dustin</td>
<td>RLN</td>
<td>GEO/GOL</td>
</tr>
<tr>
<td>9 The Effects of Diet on Anti-Inflammatory and Anti-Angiogenic Markers</td>
<td>Brock, Lori</td>
<td>Finn, Lindsay</td>
<td>WAK</td>
<td>BIOL</td>
</tr>
</tbody>
</table>
UWC Student Research Journal: The committee reviewed and approved a proposal from the UWC Office of Academic Affairs to support the development of an Undergraduate Research Journal (published online) featuring the research done by our students with faculty and academic staff. The financial support will be given for a semester. This is a pilot and has the support for matching funds from the Provost’s office.

Faculty College: The committee reviewed the applications and approved all of them with one alternate.

<table>
<thead>
<tr>
<th>Wisconsin Teaching Fellows &amp; Scholars</th>
<th>Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandon Fetterly (Scholar), RLN</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Jill Halverson (Fellow), FOX</td>
<td>Business-Economics</td>
</tr>
</tbody>
</table>

**Faculty College Nominees**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Sager (FDL)</td>
<td>English</td>
</tr>
<tr>
<td>Katie LaPlant Turkiewicz (WAK)</td>
<td>Communication-Theater Arts</td>
</tr>
<tr>
<td>Kristi Wilkum (FDL)</td>
<td>Communication-Theater Art</td>
</tr>
<tr>
<td>Younis Zaidan (FOX)</td>
<td>Mathematics</td>
</tr>
</tbody>
</table>

Alternate(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drew Blanchard (WAK)</td>
<td>English</td>
</tr>
</tbody>
</table>

**Faculty College Nominees, UW-Richland Center**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marnie Dresser</td>
<td>English</td>
</tr>
<tr>
<td>Jennifer Gavinski</td>
<td>Biology</td>
</tr>
<tr>
<td>Zoie Lutz/Teresa Schueller*</td>
<td>Comm. Arts-Theater/Biology</td>
</tr>
<tr>
<td>Faye Peng</td>
<td>Business/Economics</td>
</tr>
</tbody>
</table>

*Lutz will share with Schueller. Lutz in the A.M. and Schueller in the P.M.*

After each deliberation, a review summary with the committee’s rationale for its recommendation was sent to Professor Asif Habib to be forwarded to Provost Lampe.
All committee materials are posted in its SharePoint site: https://collab.uwex.uwc.edu/uwc/senate/SPDC/default.aspx. The committee’s agenda and minutes were posted in its public folders: Public Folders->All Public Folders->Governance->Senate->Professional Development Committee->Professional Development Committee 2013-2014

Respectfully Submitted by,
Mohamed Ayoub
Chair, UWC Senate Professional Development Committee 2013-2014
Committee Members:
Richard Brunson, Humanities Division, UW-Baraboo/Sauk County
Larry Graves (Registrar, non-voting, ex-officio)
Jeff Kleiman, Social Sciences Division, UW Marshfield
Kim Kostka, Natural Sciences and Math Division, UW Rock County
Karen McLeer, Humanities Division, UW Richland
Hamid Milani, Social Sciences Division, UW Marathon
Lou Pech, Senate Academic Policy Committee Chair (non-voting, ex-officio)
Mary Voyles, Adult Student Advisor, UW Marinette
Lauren Wentz, Natural Sciences and Mathematics Division, UW Barron County, Chair
Patti Wise, UW Colleges BAAS Program Manager (non-voting, ex-officio)

Subsequent to the last annual report dated April 11, 2013, the Senate BAAS Curriculum Committee (SBCC) met nine times via WisLine (26 April 2013, 20 May 2013, 25 June 2013, 9 August 2013, 23 October 2013, 14 November 2013, 5 December 2013, 26 February 2014, and 10 April 2014), and held one face to face meeting in conjunction with the Fall Convocation (29 August 2013). Dr. Lauren Wentz, BRN, was elected as chairperson of the SBCC at the 29 August meeting, replacing outgoing chairperson, Craig Hurst.

The SBCC approved 21 UW-Colleges BAAS course proposals (not including several minor revisions to existing BAAS courses) and 44 course proposals from partner institutions (primarily, Stout, Superior, LaCrosse, and Platteville). Nearly all of the partner institution courses are offered online, whereas UW-Colleges courses are offered in a variety of modalities, including face-to-face, point-to-point, and online. More than half of the UW-Colleges courses include service-learning as a key feature; 3 of the proposals were for internship courses in the BAAS; two of the proposals concerned the senior capstone experience that is an integral part of the degree program.

Several members of the committee (Brunson, Voyles, and Wentz) also joined a task force convened in March 2014 for the purpose of formalizing the BAAS Senior Capstone experience into the courses CSS 483 Senior Capstone Seminar and CSS 493 Senior Capstone Project. These two courses grew out of the capstone course template designed by faculty members Christa James-Byrnes (BRN), Mary Hoeft (BRN), and Chris Hays (UW Washington Cty).

The SBCC is planning to hold one additional meeting during the academic year after its May 2nd deadline for submission of course proposals. That meeting will most likely be scheduled during the week of May 13-17, 2014, with the next meeting set for Fall Convocation.

Respectfully submitted,
Lauren E. Wentz, Ph.D.
Department of Biological Sciences, UW-Barron County
Chair, UW Colleges Senate BAAS Curriculum Committee
11 April 2014
I. Committee Membership

Mark Karau
SS Representative; UW Sheboygan

Mary Beth Knoeck
Student Affairs Representative; UW Marshfield/Wood County

Dean Kowalski
Department Chair Representative; UW Waukesha

Laura Lee
Ex officio, Advisor; UW Marshfield/Wood County

Stephen Schmid
Chair and HU Representative; UW Rock County

Amanuel Teweldemedhin
NS Representative; UW Waukesha

Patti Wise
Ex officio, BAAS Program Manager

II. Meetings

August, 29, 2013: Convocation, UW Fox Valley

September 18, 2013: Madison, WI

October 11, 2013: Madison, WI

November 8, 2013: Waukesha, WI

January 31, 2014: Madison, WI

February 21, 2014: Madison, WI

April 18, 2014: Wisline

III. Activities Completed

1. Conducted focus groups sessions: Focus group sessions were conducted at each of the six BAAS campuses for groups of faculty/staff and students. The one–hour sessions were facilitated by Lyn Reigstad, under the direction of the committee. Members of the SBAC attended each of the focus groups sessions as assistants to the facilitator. In November and December 2013, 61 members of UW Colleges faculty and staff and 19 currently enrolled BAAS students attended these focus group sessions.

2. Focus Group Report on the Early Stages of the BAAS Program: In January 2014, Lyn Reigstad submitted results from the focus groups sessions. The 24-page report included direct and indirect quotes from each of the sessions. The report also included a summary of common themes arising in the focus group sessions.

3. Analysis of the “Focus Group Report on the Early Stages of the BAAS Program”: SBAC reviewed the report from the focus groups sessions and produced its assessment of the BAAS program, including successes and items requiring attention. SBAC submitted this eight-page evaluation and the Focus Group Report to Senate Chair Peterson in early March 2014.

4. Review of BAAS Marketing: SBAC reported observations and suggestions resulting from two sets of information: the marketing proposals created by each of the BAAS campuses and respondents’ comments from focus group sessions conducted at each of the BAAS campuses. This report will be submitted to Senate Chair Peterson in April 2014.
IV. Continuing Projects and Future Directions

1. Review and assess Core Proficiencies in light of Quality Collaboratives Grant Team’s work on the Degree Qualifications Profile.
2. Review Senior Capstone project, internship program, and service learning components.

Respectfully submitted,
Stephen Schmid, chair
9 April 2014
Committee Members:

Michael Bartlett, UW-Marinette, Associate Professor, Mathematics;
Cristi Beringer, UW-Manitowoc, Senior Academic Program Specialist, Instructional Technology;
Dave Brigham, UW Colleges Director of Distance Education;
Jennifer Heinert, Co-Chair fall 2012, UW-Washington County, Assistant Professor, English;
Neil Ihde, Lecturer, UW-Fox Valley, Psychology;
Daniel Kallgren, UW-Marinette, Associate Professor and Chair, History;
Nichole Kathol, UW-Barron County, Assistant Professor CTA & ONL;
Troy Kozma, UW-Barron County, Associate Professor, Philosophy;
Frances Perkins, Co-Chair fall 2012, Chair spring 2013, UW-Fox Valley, Communications and Theater Arts;
Glena Temple, Director of DE and ONL;
Renee Wallin, UW-Marathon County, Associate Academic Librarian.

Meetings in 2013-2014

The Online Program Committee conducted non-meeting-related business via e-mail; we had 4 Wisline meetings, and one meeting in person at the Fall Collegium. Additional meetings regarding ONL matters were held over the summer and were attended by SOPC members whenever possible.

Accomplishments:

The number one issue for 2013 was improving communication between ONL, its instructors, departments and Senate. SOPC has taken a lead role in this and, with the help of Interim Director Margaret Cleek and new Director Glena Temple, we have instituted some procedures to assist in this area. A monthly ONL update will be sent out to SOPC and ONL instructors to aid in transparency and an open line of communication that was not previously in place.

Spring 2013 focused on redefining SOPC and what its position/responsibilities are within Senate and ONL procedures. This wasn’t completed until Spring 2014, due to the change in leadership at ONL, the hiring of an Associate Dean for ONL, and the ensuing changes both brought to the table.

As a part of this new model of communication, we were consulted by ONL for many issues, including the following; addition of an Asst. Dean of ONL position; updating the UWC Online Diversity and Inclusion Statement; creating a Lead Instructor Description; scheduling existing
course revisions; merging ONL’s and Campuses instances of D2L; proctoring of online exams; changing ONL registration procedures; updating ONL payment plans; ongoing issues with the ONL budget.

Ongoing issues:

Policy #403 regarding joint creation and ownership was revisited in both 2012 and 2013. As of Fall 2013, it had been referred to System Legal for review. As of April 2014, new issues regarding 403 have arisen; the Lead Instructor description proposed by ONL does not jibe with 403 as it is currently written. SOPC will be taking the lead in rewriting 403 and peripheral policies in the future.

Respectfully submitted,
Frances Perkins
Chair, UW-Colleges Senate Online Program Committee
Attachment 50

UW Colleges
Senate Informational and Instructional Technology Committee
Annual Report
2013-2014

(No report submitted.)

Mark Hall,
UW-Marathon County
Chair
Attachment 51

UW Colleges
Institutional Review Board
Annual Report
2013-2014

<table>
<thead>
<tr>
<th>Member</th>
<th>Discipline</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jayant Anand</td>
<td>Anthropology and Sociology</td>
<td>Barron (Chairperson)</td>
<td>2012-2015</td>
</tr>
<tr>
<td>Amy Cavanaugh</td>
<td>Biology (fall 2013)</td>
<td>Rock</td>
<td>2012-2015</td>
</tr>
<tr>
<td>Noah Anderson</td>
<td>Biology (spring 2014)</td>
<td>Baraboo</td>
<td>2012-2015</td>
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<tr>
<td>Kathy Immel</td>
<td>Psychology</td>
<td>Fox</td>
<td>2011-2014</td>
</tr>
<tr>
<td>Linda Jaros</td>
<td>Community Member</td>
<td>Marshfield Clinics</td>
<td>2010-2014</td>
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<tr>
<td>Julie Konik</td>
<td>Psychology</td>
<td>Sheboygan</td>
<td>2013-2016</td>
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<tr>
<td>Bryson Mortensen</td>
<td>Humanities</td>
<td>Rock</td>
<td>2011-2014</td>
</tr>
<tr>
<td>Linda Tollefsrud</td>
<td>IRB Coordinator (ex-officio)</td>
<td>Office of Academic Affairs</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Jodi Kiffmeyer</td>
<td>Student Member</td>
<td>Barron</td>
<td>2013-2015</td>
</tr>
</tbody>
</table>

The Office of Human Research Protection (OHRP) register of members was updated by the Coordinator on 12/9/13.

The Federal-Wide Assurance does not need to be updated again until March of 2018.

Meetings in 2013-2014

The IRB had a teleconference April 25th, 2013 and also met face-to-face prior to convocation (August 29th, 2013) to establish procedures, meet each other, and discuss several proposals.

Additional WisLine meetings were conducted on September 27th, October 30th, and November 22nd, 2013; also on January 14th and March 21st, 2014. Although the committee discusses proposals during meetings or teleconferences, communication with the investigator(s) often continues via email if modifications are required before a project can be approved. Another teleconference is scheduled for April 29th, 2014.

Member training

a. All members of the IRB have completed recent (within the last 3 years) online training on the Office of Human Research Protection (OHRP) regulations.

b. The Coordinator sent training and guidance information to the new faculty IRB member (J. Konik) on May 21 and August 28 and to the new student member on November 13, 2013. This was done again for the biology replacement person (N. Anderson) on January 20, 2014.
c. The group received training (from a certified IRB professional) on the regulations concerning exempt and expedited reviews during the August 29th meeting.

d. The Coordinator, the Chair and two other IRB members attended a PRIM&R webinar on qualitative research on October 24th. The title was “Protecting Human Subjects in Qualitative Research: Ethical Considerations for IRBs and Researchers.”

e. The Chair, Coordinator and student member also attended an 8-session webinar in January 2014 entitled “Ethical Research Oversight Course.”

f. The Coordinator is registered to attend an OHRP training in Madison on July 8, 2014.

Policy and website development

A noncompliance policy was drafted in spring 2013, presented to a meeting of department chairs on May 31, 2013, discussed in department meetings during fall convocation, and approved by the Chancellor’s Cabinet on February 17, 2014. It is currently being reviewed by legal counsel.

The Chair serves as webmaster. A FAQs section was added to the website in March of 2013.

The Coordinator started an Excel file to track the progress of each IRB proposal, to clarify which projects are completed and which are still active.

The project “continuation” and “change to protocol” forms were combined into a “project status” form, which can also be used to signal the end of a research project (inactive status).

The IRB is considering adding a protocol form more suitable to qualitative research, to more fully address concerns of the Department of Anthropology/Sociology; this will be discussed further in August of 2014.

Proposals Reviewed Since Last Report

Since the last report, the IRB has completed its review of 71 proposals; another three are still in progress. Most proposals require at least minor modifications before being approved (as indicated by varying “completion” dates below). Innumerable additional requests for information, clarification, etc. have been received and responded to.

April 2013


5. *Student perception on the use of Twitter as a classroom response system* – new (faculty) proposal – determined to be exempt from further review on 4/26/2013


7. *Effects of Technology on Learning Outcomes and Student Perceptions in an Applied Calculus Course* – determined to be exempt from further review on 4/29/2013.


**May 2013**

10. *Survey: Impact of Civic Engagement on Authorship in Students' Writing* – new (faculty) proposal – determined to be exempt from further review on 5/15/2013


13. *A Case Study: Best practices in culturo-linguistic and service learning-based study abroad programs* – declared exempt from further review on 5/30/2013

**June 2013**

**July 2013**


**August 2013**
<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Status and Approval Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Student-Centered Learning in the Choral Rehearsal – new proposal (faculty) – declared exempt from further review 8/7/2013</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Community College Survey of Student Engagement (CCSSE) – new proposal – declared exempt from further review on 8/14/2013</td>
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<td>18.</td>
<td>Reading Literature to Write Analysis: Exploring the Effectiveness of Fiction in the Composition Classroom – new proposal – declared exempt from further review on 8/22/2013</td>
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**September 2013**

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<thead>
<tr>
<th></th>
<th>Title</th>
<th>Status and Approval Dates</th>
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<tbody>
<tr>
<td>23.</td>
<td>Impact of Mental Health Services on a Midsize College Campus – request for continuation and modification – approved via expedited review 9/17/13</td>
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<td>24.</td>
<td>Survey of Cross-generational academic achievement of Hmong college students – new (student) proposal (UW-River Falls) – declared exempt from further review on 9/20/13</td>
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<td>26.</td>
<td>Using Data Analytics to Improve Retention: A Joint Proposal from UW-Madison, UW-Platteville, and the UW Colleges -- continuation request and minor changes to protocol approved on 9/27/13</td>
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**October 2013**
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<td>27.</td>
<td><em>A Sense of Proportion</em> – new proposal from UW Madison researcher – approved via expedited review on 10/14/13</td>
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<td>28.</td>
<td><em>Gender Counter-stereotypicality: Self &amp; Others’ Perceptions</em> – declared exempt from further review on 10/17/13</td>
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<td>29.</td>
<td><em>Assessing effectiveness of small group projects in PSY 202</em> – declared exempt from further review on 10/21/13</td>
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<td>33.</td>
<td><em>Perceptions of Organized Youth Sport Participation and Adult Physical Activity Levels</em> – new proposal – approved on 11/16/13</td>
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<td>34.</td>
<td><em>Student perception on learning certain calculus II topics using the flipped classroom model</em> – new proposal – approved via expedited review on 11/18/13</td>
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<td>35.</td>
<td><em>Introductory Psychology Textbook Chapter Survey</em> – new proposal – declared exempt from further review on 11/18/13</td>
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<td>37.</td>
<td><em>A case study: Best practices in culturo-linguistic and service learning-based study abroad programs</em> – declared exempt from further review on 12/9/13</td>
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<td>38.</td>
<td><em>An examination of the use and relevancy of the ACUHO-I standards in community college housing programs</em> — new proposal – approved 12/10/13</td>
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<td>39.</td>
<td><em>English as an Additional Language and Everyday Literacy Practices</em> – approved via expedited review on 12/14/13</td>
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<td>40.</td>
<td><em>Building Conversational Skills Among Non-Native English Speaking College Students</em> – declared exempt from further review on 12/31/13</td>
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41. Testing CogSketch geoscience worksheets as an effective spatial learning tool in introductory geoscience courses – approved via expedited review on 1/10/14

42. Increasing Internal Locus of Control Through Self-Monitoring – new proposal – declared exempt from further review on 1/14/14

43. Evaluating the Effect of Ethnic Studies Courses on Student Attitudes & Feelings – continuation of project #13-2012-f – approved on 1/14/14

44. Assessment of Student Learning Gains and Teaching Methods in CHE 204-Applied Survey of Biochemistry – declared exempt from further review on 1/14/14

45. Follow-up EGR 210 Engineering Mechanics: Statics Comparative Study – new proposal

46. Assessment of Active Learning Techniques in the Biology Classroom – continuation request approved via expedited review – 1/20/14

47. The Influence of Self-Disclosure on Academic Motivation and Achievement – new proposal -- approved 1/23/14

48. Writing Across the Curriculum at UW Fox Valley: a Collaboration Between The Writing Center and Geology on the incorporation of source material – approved via expedited review 1/30/14

February 2014

49. Students’ self-perceptions in a general education math class – approved via expedited review 2/5/14

50. Cogen Study: Effectiveness of class demonstrations and peer instruction in student learning of Physics/Astronomy – approved via expedited review 2/17/14

51. Rhetorical Knowledge and Course Delivery – continuation & modification to protocol – approved via expedited review – 2/17/14

52. Wisconsin Time Use Study: Experience-Sampling Method – (UW-Madison researchers) -- approved via expedited review – 2/26/14

March 2014

53. Analysis of Personality Factors that Contribute to a Prediction of Success in Accelerated Undergraduate Courses (Cardinal Stritch U.) – approved via expedited review – 3/6/14
54. After an Autism Diagnosis in Wisconsin (student project) – approved via expedited review – 3/10/14
55. Material Resources: A Factor in Moral Judgment (student project) – approved 3/21/14
56. Civilization vs. Consumers: The effects of consumer-oriented attitudes on American citizens (student project) – approved 3/21/14
57. Easy or Tough: Reading may be the answer (student project) – approved 3/22/14
58. Intentional Harm and the Attribution of Personhood (student project) -- approved 3/22/14
59. Put Yourself in My Shoes: How Taking Your Perspective Depleted My Self-Control (student project) -- approved 3/22/14
60. Is Money More Important Than Food?: Allocating Food versus Monetary Resources (student project) -- approved 3/22/14
61. Put Your Heart Into It: The Effect of Effort and Emotional Intensity on Psychological Distance (student project) -- approved 3/22/14
62. Coping with Embarrassment: Our Response to Emotion (student project) -- approved 3/22/14
63. Stop! That Hurts! A Look at Blame Motivation and Unintentional and Intentional Harms (student project) -- approved 3/22/14
64. So You Think You Were Happy? How Recall Fluency Influences Our Judgments of Past Happiness (student project) – approved 3/24/14
65. Changing numbers, changing mind: ” The Effect of Priming on the Determinants of Crisis Donations (student project) -- approved 3/24/14
67. Oxymoronic – How Precise Anchors Carry Big Influence (student project) -- approved 3/24/14
68. Do Cyclical Patterns of Thinking Help People to Save More Money, Than Linear Patterns of Thinking? (student project) – approved 3/24/14
69. Material Resources…A Factor in Moral Judgment (student project) – approved 3/24/14
70. Why yes, I’d be more than happy to morally disengage (student project) – approved 3/25/14

71. The Effect of Electrolytes on Heart Rate during Physical Activity (student project) – approved 3/26/14

72. The effect of smoking on taste perception (student project) – approved 3/27/14

In progress


. Developing Data-Driven Creativity Workshops

. The effect of an inclusive six-day adventure education field course on self-concept of college students

Policy issues addressed this academic year:

August: Motion by K. Immel, second by A. Cavanaugh to approve revised version of proposed non-compliance policy with one clarification at the end of #9 to read “remove an IRB member . . . from his/her position on the IRB . . .;” motion carried 6-0-0.

The status of possible changes to the 45 Code of Federal Regulations 46 of the Department of Health and Human Services (the “Common Rule”) is still uncertain; DHHS was scheduled to make an announcement on this sometime in April 2013; that date was then changed to April of 2014.

Respectfully submitted,
Jayant Anand, Chair, Institutional Review Board
Assistant Professor of Anthropology/Sociology
University of Wisconsin-Barron County
Committee Membership:
Jennifer Flatt, Professor, English/World Languages, UW-Marinette (Chair)
Norlene Emerson, Associate Professor, Geography/Geology, UW-Richland
Jeff Kleiman, Professor, History, UW-Marshfield/Wood County
Tammy Ladwig, Associate Professor, Psychology/Education, UW-Fox Valley
Harald Schenk, Associate Lecturer, CSEPA, UW-Sheboygan
Habib, Asif, Office of Academic Affairs Member, UWC Professional Development Coordinator (ex officio, non-voting)

Activities:
The committee met four times via Wisline:
1. September 12, 2013 to elect a chair.
2. December 13, 2013 to discuss and recommend the nominee for the Regents’ Teaching Excellence Award and provide recommendations regarding the portfolio to be submitted.
3. April 2, 2014 to recommend three nominees for the Alliant Energy Underkofler Award and provide feedback to the nominees regarding their portfolios to be submitted.

Unfinished Business:
The Committee will meet in late April 2014 to review the portfolios for both IAS and faculty nominees for the Chancellor’s Excellence in Teaching Awards.

Respectfully Submitted,
Jennifer Flatt, Chair, Senate Teaching Awards Committee 2013-2014
Committee Members:
Tricia Clasen, Faculty Appeals & Grievances Committee Member, UW-Rock County
Ron Gulotta, Faculty Professional Standards Committee Member, UW-Waukesha
Janet Labrie, Academic Staff Appeals & Grievances Committee Member, UW-Waukesha
Lou Pech, Senate Academic Policy Committee Member, UW-Marathon County
Mark Peterson – Chair, Senate Steering Committee Member, UW-Washington County
Matt Raunio, Senate Budget Committee Member, UW-Sheboygan
Mary Voyles, Academic Staff Member

Meetings:
The Senate Correspondence Committee held no meetings this year.

Respectfully submitted,
Mark Peterson,
Chair  SCoC
The committee began the year by discussing possible courses of action. The previous year’s committee had written a AAC&U grant proposal to further explore routes to integrate intergroup dialogue into the curriculum and activities on UWC campuses. It was discovered during summer of 2013 that the grant was not funded. The new committee discussed the possibility of using parts of the grant proposal as a way to plan initiatives. However, after further discussion, it was decided that the committee would design a survey to be taken by faculty and staff in the Colleges. The purpose of the survey was to determine interest and needs in the area of inclusivity.

After careful collaboration and drafting, the survey was completed and sent out by email to UWC faculty and staff before the winter break. The survey was then sent out again after winter break. The committee received 128 responses and agreed to work with the information collected.

The top issues of interest by the respondents were #1 Establish a protocol for responding to hate/hostile incidents and #4 Identify conflict mediation/resolution support services. There was also interest in accessibility of electronic resources. The committee discussed dissemination strategies, and agreed that an already existing medium would be the best way for the SIEC to reach the UWC faculty and staff. Therefore, it was decided that the May 22 Colloquium meeting would be the best avenue. The committee decided that the topic of electronic accessibility would be appropriate, due to the theme of the Colloquium meeting. Kelly Thomas wrote and submitted a proposal.

The committee discussed the possibility of using a similar survey every year, and sending the survey out in the beginning of the academic year would allow for more time to implement initiatives.

The committee will perhaps meet one more time before the close of the academic year to plan a course of action to move smoothly into the 2014-15 academic year.

In October, Samantha Kimball represented the committee by attending the Senate Chairs meeting at UW Sheboygan. Kimball then briefed the SIEC members about the discussions held at the meeting.

Submitted by
Christina Cavaco
SIEC Chair
April 25, 2014
I. Items Completed

The FPSC introduced several policies this year. They are:

- **FPP #510** This change was to specify that the information to be shared with tenure-track faculty should now occur at the 3rd year review, as we collapsed the old 2nd and 4th year reviews into a single 3rd year review a few years ago.
- **FPP #501** We considered a request to change policy to eliminate use of SSI data and feedback from students from sections taught during winterim and summer sessions, as it was felt too many tenure reviews contained too much info from these sessions. We concluded that no change should be made here, since instruction in all formats should be evaluated and the abundance of feedback from summer and winterim sections, if it truly exists, is a matter of implementing policy, not a flaw of the policy itself.
- **FPP #501.01 and 501.02** We removed language requiring a central office payment to cover expenses of printing a copy of the tenure dossier, and print copies are now the responsibility of the party wishing to read a paper copy.
- **FPP #503** We changed language to specify that the chancellor’s designee for receiving merit review letters and documentation should be the Director of the Office of Human Resources.
- **FPP #501** We added an exception to allow the CTA department the right to use a spring of first year play production as subject for one of the two second-year visitation reports for the retention evaluation process.
- **FPP # 506** We clarified the timing for post-tenure and promotion reviews to make these uniform across campuses and departments.
- **IP #320** We clarified and specified timings for evaluations of IAS and retired faculty instructors.
- **Chapter 4 of the UWC Constitution** Amendment introduced to assure that instructors of developmental courses would have departmental oversight.
- **IP #301 and FPP #501** Adding language to specify that due dates are to be for business days or next available business day.
- **IP #301** We proposed striking the exception for SSI data in the case of courses being taught for first time in a format new to the instructor.

The FPSC also considered changes to IP 104 on office hours and concluded that no change was the best course of action at this time. The simple policy allows needed flexibilities and any more specified version of the policy would jeopardize that flexibility and create more burdens than it would lift.

The FPSC consulted with SAPC on policies and constitutional amendments dealing with the creation of new departments and with structuring programs.
The FPSC also consulted with the FLEX Program Steering Group on matters of faculty/instructor compensation schemes and faculty/instructor work loads.

II. Items to be Completed by the Beginning of the Fall Semester

We have three projects that we expect to complete before the beginning of the fall semester. They are:

- **Faculty Appeals and Grievances** A complete re-write of Constitution chapter 6 and senate policies dealing with appeals and grievances are needed. We wish to create uniformity where appeals processes and grievance processes are sketch in the constitution and specified in senate policy.

- **FPP#503** We wish to amend this policy to give greater clarity to the merit review criteria. We hope this will also lead to uniformity across campuses and departments. Within this clarity will be rubrics for evaluation in the merit process.

- **IP #320 Merit Procedures for IAS**. Similar changes will be made to merit evaluations for IAS. This process will also require a unique rubric for IAS and a new activity reporting process and form for IAS, as their contractual obligations differ from those of faculty.

III. Items Requiring Work in the 2014-2015 Session of the Senate

Much of this summer work will require the 2014-15 senate to introduce specific policy changes and constitutional amendments, beginning with the October meeting.

- **Business Day policy updates**. Additional policies will be identified requiring the inclusion of language to business day or next available business day.

- **FAGC**. Proposed changes to chapter 6 of the constitution and to policies will be ready for introduction and senate consideration in the 2014-15 senate session.

- **FPP#503** Introduction should be ready by October for an amended version of the merit process policy, specifying common rubrics.

- **IP #320** A policy revision specifying a new IAS version of the activity report form should be ready for introduction by October’s meeting of the senate. As well, a separate revision will spell out a common merit review rubric for IAS.

- **FPP #508** The revision introduced in April of 2014 will be up for a vote at the October senate meeting.

I would like to thank our committee members for all the hard work they have done this semester. Your 2013-2014 FPSC are Michael Winkler, Ron Gulotta, Lisa Schreibersdorf, Faye Peng, and Evan Kreider.

Respectfully Submitted,

Ron Gulotta
Chair, FPSC
April 11th, 2014
Committee Membership:

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<tr>
<th>Name / Term</th>
<th>Group</th>
<th>Title / Campus</th>
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<tr>
<td>Atwood, Dana</td>
<td>Social Sciences Division Faculty Member</td>
<td>Associate Professor, Anthropology-Sociology, UW-Sheboygan</td>
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<tr>
<td>Co-Chair 2012-2014</td>
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<tr>
<td>Carpenter, Dennis</td>
<td>Social Sciences Division Faculty Member</td>
<td>Associate Professor, Psychology, UW-Richland</td>
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<td>Clasen, Tricia</td>
<td>Humanities Division Faculty Member</td>
<td>Associate Professor, Communication-Theatre Arts, UW-Rock County</td>
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<td>Co-Chair 2012-2014</td>
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<td>Gibeau, Peter</td>
<td>Humanities Division Faculty Member</td>
<td>Associate Professor, Music, UW-Washington County</td>
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<td>Hassel, Holly</td>
<td>At-large Faculty Member</td>
<td>Professor, English, UW-Marathon County</td>
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<td>Massey, Pam</td>
<td>Natural Sciences and Mathematics Division</td>
<td>Associate Professor, Health, Exercise Science and Athletics, UW-Fox Valley</td>
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<td>Faculty Member</td>
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<td>Sundheim, Paul</td>
<td>Natural Sciences and Mathematics Division</td>
<td>Associate Professor, Mathematics, UW-Waukesha</td>
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<tr>
<td>2013-2015</td>
<td>Faculty Member</td>
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Activities:

Fall 2013
- The Committee met during convocation and elected Tricia Clasen and Dana Atwood as Co-chairs
- Co-Chair Lee attended the UWC Senate Leaders Retreat.
- Co-Chair Clasen met twice via phone with UW-Colleges legal, System Legal, and a representative from a complainant regarding a grievance filed.
- A previous appeal that had been under consideration was rescinded.

Spring 2014
- Co-chair Clasen continued to work with a System Legal Advisor to request appropriate documentation for a pre-hearing.
- A meeting request was made, but the case settled prior to the meeting.
- No additional appeals have been received as of April 11th, 2014.
Respectfully submitted,

Tricia Clasen, Co-chair
Dana Atwood, Co-chair
Senate Faculty Appeals and Grievances Committee
Dear Academic Staff members,

Even though the year has been stressful, I have enjoyed chairing the ASPC and value all of you. I am serious and committed to our common cause. Through all of you, I have learned so much and I thank you for that. The sharing and support is awesome and important.

The issue of IAS Retitling still has a long road to travel. I admire all of the IAS members for all they give even though they do not get what they deserve in return (including respect from tenure track faculty). We all pray for fairness with IAS someday and, truthfully, I am not sure if UW Colleges can deliver. I feel this way because as I read and re-read the 2011 NCHEMS Report and the 2013 HURON Report, it seems obvious to me that the decision makers (including the Repositioning Task Force) focus on saving their own jobs and, in reality, do not care about future success of UW Colleges or any of us as individuals. What else can explain hiring NCHEMS and HURON within 2 years of each other to the tune of $200,000 or so, and then not implementing their top suggestions?

The UW Colleges Morale Survey speaks volumes! Incivility among staff and faculty is disgraceful and adds to the budgetary stressors. I would bet that money issues/pay is one of the reasons for some of the incivility. Some academic staff members earn a higher annual salary than PhD faculty. That must feel wrong to them. And, of course, the age-old nonsense of a hierarchy based on how many ABC’s one has after their name. Sorry, PhD’s, those days are long gone if you have not noticed. Unfortunately, campus culture spills over onto students, guests, and the general public. We need leaders with the integrity, ethics, and courage that it takes to stop this uncivilized behavior. By the way, there is a UWC policy addressing incivility, the UW Colleges Senate Policy, Institutional Personnel Policy Affecting Faculty & Academic Staff #305 Code of Conduct. Policy statement, “Respect for human dignity is essential to the university environment (pg. 1).”

Many of you have heard that on November 1, 2013, I received a layoff notice. My last day is April 30, 2014. I filed an appeal and my hearing is April 11, 2014 in Madison at the Regent St. location. As Academic Staff Personnel Committee Chair, I believe it was my duty to challenge the layoff decision based on seniority policy. Then, hopefully, Academic Staff and administration will gain a clear
understanding of seniority policy and procedure. Wish me luck! My best wishes to all of you!

Sincerely, Mary

The following ASPC report has committee email correspondence from Oct 23, 2013 to Jan 7, 2014. In addition, there is some history on IAS Retitling and suggestions.

From: Voyles, Mary
Sent: Monday, October 21, 2013 8:41 AM
To: SENATE-Academic Staff Personnel Committee
Subject: options for meeting this week

Good morning ASPC members,

Out of the 5 members, so far, three of us can meet via teleconference on Wednesday from 9 a.m. to 10 a.m.

Another way we could “meet” is simply via email. I think this would work well if we all submit our findings by Wednesday morning (or sooner), discuss the issues by reply-all, then I would write up a rough draft, send it to you for revisions/approval, then write the final report and sent it to Jeff Verona sometime on Wednesday.

Thank you for submitting your available days/times. Please let the group know your preferred way of meeting this week. My thoughts, the email version may allow for more participation from all members.

Sincerely,

Mary

Mary Voyles, MS
Senior Student Affairs Coordinator
Military Veterans Services
Internships

From: Greenler, Karen
Sent: Wednesday, October 23, 2013 2:09 PM
To: Greenler, Karen; Mehrotra, Sunita; Voyles, Mary; Warming, Matthew; Winkler, Michael
Subject: background

Hi all,

I’ve reviewed emails and drafts from last year. Here’s what I have.

The original charge was to write a policy that would replace the rescinded ASPP #707. The chancellor, or so I understood, wanted a policy that would include the possible pay for inclusion of scholarship and service into the IAS Hiring Policy. He was clear that there should be no extra
work without extra pay. So the original policy draft I have (attached) stated that the Assoc Lecturer would be hired at 80% and have to scholarship or other duties. The No-prefix Lecturer would be hired at 90% and have advising or other activities as listed in UPG 01a1. And the Senior Lecturer would be hired at 100% and be expected to be involved in scholarship, under either the Carnegie Fdtn or UWEX definition. But that this pay would only be forthcoming if there was adequate money.

Our committee and others voiced concern that to have a policy that based seniority on pay that didn’t exist was problematic. It was too easy to see that a campus could demote a senior lecturer, for instance, to associate because they didn’t want to pay for scholarship. Or there would be an expectation built around scholarship, but oops! No funding! There were many other concerns too, about how such a change would be handled logistically. But there was an immediate concern. Since ASPP #707 was rescinded, there was no policy in place and there was no ability for IAS to apply for promotion. (Or at least that’s what we called it last year.) And no policy on hiring.

The committee decided last year to work on a “stop-gap” titling policy, one that didn’t include additional remuneration. Once we had that done (so we thought) we could work on one for the day when there was additional money. We went through several versions of the Titling Guidelines and ended up with the policy above labeled 4-10-13. We got stuck on a cul-de-sac about adding a “Distinguished” level, but I think that needs to be laid aside because (if I remember correctly) there is not salary line in the Colleges for this title.

Along with this there was Hiring Guidelines that we were working on. I attach the first and final copies of those, from 2011 and 2013, respectively. There was a big kerfuffle about the lower credential required for developmental courses, so we added that the departments may have different requirements. And I’m not sure we have it correct, because I think sometimes our adjunct music teachers (credit-bearing classes for music majors) may not have Master’s degrees. So that may still need some tweaking.

Some of the Chancellor’s comments make sense to me and can be adjusted easily. Others, like the one about being treated like faculty members or about the financial implications, mystify me.

OK. That’s a brief synopsis of what I know. There are lots more details, but this is the big picture.

Karen

Karen Greenler
Senior Student Services Coordinator
UW-Rock County
2909 Kellogg Ave.
Janesville, WI 53534
608-758-6565 x240

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Academic Staff Personnel Committee
Thoughts on IAS Titling
October 25, 2013

BACKGROUND:
This fall, Jeff Verona, Lead Academic Staff Senator, received an email from Chancellor Cross with the following request: “Jeff, I ask that you and your colleagues who are members of the AS Council of Senators to consider the six items above as you work to revise the titling guidelines document. Further, before you submit a revised document to me, I ask that you share the document with the academic department chairs, the campus deans, and the associate deans.” Chancellor Cross was referring to the proposed IAS titling guidelines in ASPP #708. In 2012, the original charge to the ASCS was to write a policy that would replace the rescinded ASPP #707. The chancellor wanted a policy that would include the possible pay for inclusion of scholarship and service into the IAS Hiring Policy. He was clear that there should be no extra work without extra pay. The goals: simplify titling structures, protect existing employee rights, establish a compensation structure that allows each institution to consider market competition and merit pay as part of efforts to recruit and retain a highly qualified workforce. According to documents, Legislators are exploring ways to move IAS titles to faculty classifications without tenure-track privileges. Chancellor Cross “pushed” this and believes legislators are serious about this change.

THE SIX ITEMS TO CONSIDER:

1. Rank/Title at Time of Hire
2. Reconsideration of Distinguished Lecturer Title
3. Master's Degree w/Teaching Experience or Bachelor's Degree w/Significant Teaching Experience (define "significant").
4. Full Time Associate or Senior Lecturer paid at 80% rate because no requirement for scholarship activities or service to campus, department, or institutional service.
5. Department Chairs feel that IAS need qualifications similar to faculty if they want to be treated the same.
6. Financial impact of if/when new policy is enacted.

ASPC THOUGHTS AS OF OCTOBER 25, 2013:
After ASPC discussions, reviewing the ASPP #708 draft, the ASCS’s work in 2012, and the faculty and staff emails reacting to the six points to be considered, it is felt that IAS face many serious inequities, and that trying to fit IAS into tenure track faculty models is like trying to fit a square peg into a round hole. Furthermore, the idea of doing so is creating contention.

ASPP #708 does not seem to address the goals stated above. The back and forth emails seem to complicate matters. The ASPC viewed IAS policy at other institutions. The UW-Whitewater policy is simple, easy to understand, logical, and fair. Incorporating all or some aspects of the UW-Whitewater policy should receive consideration in the revision of ASPP #708. The highlighted areas address the six items to be considered.

SOURCE: Office of the Provost and Vice Chancellor for Academic Affairs-UW-Whitewater
shall be considered to be in Level 1 until such time he/she is promoted. The monetary amount of the permanent salary increase for promotion to each level will be determined by the Chancellor and is based upon the amount of promotion funds available, the number of applicants promoted and the current salary of the applicant.

B. At the time of application for promotion to any Level, persons must have been at the present Level for two full years, unless they hold a recognized terminal degree in their discipline.

C. The Chancellor will determine the date on which successful and unsuccessful applicants shall be notified of their status.

D. The following are the eligibility requirements for promotion to each Level:

  1. Promotion from Level 1 to Level 2

II. The applicant must have completed the master's degree and must be in at least the third year of full-time Eligibility

A. There are four levels of instructional academic staff on this campus. The four levels are Level 1, Level 2, Level 3, and Level 4. All instructional academic staff shall be considered to be in Level 1 until such time he/she is promoted. The monetary amount of the permanent salary increase for promotion to each level will be determined by the Chancellor and is based upon the amount of promotion funds available, the number of applicants promoted and the current salary of the applicant.

B. At the time of application for promotion to any Level, persons must have been at the present Level for two full years, unless they hold a recognized terminal degree in their discipline.

C. The Chancellor will determine the date on which successful and unsuccessful applicants shall be notified of their status.

D. The following are the eligibility requirements for promotion to each Level:

  1. Promotion from Level 1 to Level 2

    a. The applicant must have completed the master's degree and must be in at least the third year of full-time equivalent instructional service at UW-Whitewater or the applicant must be in at least the third year of full-time equivalent instructional service at UW-Whitewater (i.e., 3 years in a 100% appointment, 4 ½ years in a 75% appointment, 6 years in a 50% appointment…) and hold a bachelor's degree plus a professional credential recognized in his/her field as an advanced level of competence, such as persons who are Certified Public Accountants, Certified Purchasing Managers or Professional Engineers, etc. A special review of persons holding such credentials will be considered at the time that an individual makes application for promotion.

    b. There will be no minimum time in Level 1 status for those instructional academic staff members who hold a recognized...
terminal degree in their discipline to apply for promotion to Level 2.

c. An applicant holding a terminal degree when hired, is eligible to apply for Level 3 promotion after a minimum period of three full-time equivalent instructional years of service (regardless of previous level).

2. Promotion from Level 2 to Level 3

a. In addition to the academic qualifications in D.1.a. above, the applicant must be in at least the sixth year of full-time equivalent service at UW-Whitewater (i.e. 6 years in a 100% appointment, 9 years in a 75% appointment, 12 years in a 50% appointment…).

b. The applicant must have served in Level 2 a minimum period of three academic years before the effective date of the promotion to Level 3.

c. There will be no minimum time in Level 2 status for those instructional academic staff members who hold a recognized terminal degree in their discipline to apply for promotion to Level 3. A minimum of three full-time equivalent instructional years of service is required to advance to level 3.

3. Promotion from Level 3 to Level 4

a. The applicant must be assigned to the classification of Educational Code 1 - a recognized terminal degree and the applicant must be in at least the ninth year of full-time equivalent service at UW-Whitewater (i.e. 9 years in a 100% appointment, 13 ½ years in a 75% appointment, 18 years in a 50% appointment…).

b. The applicant must have served in Level 3 for a minimum period of three academic years before the effective date of the promotion to Level 4.

c. Applicants possessing a recognized terminal degree, who have a minimum of nine full-time equivalent instructional years of service (regardless of previous level) may skip level 3 and go directly to level 4.

III. Instructional Academic Staff Promotion Committee

a. The Academic Staff Assembly will form a promotion committee consisting of six members of the instructional academic staff and one ex officio member serving as Tabulator from either instructional or non-instructional ranks. Length of membership on the committee is per Academic Staff Assembly policy.

b. The Promotion Committee will elect one of the members as its chair who will be responsible for conducting meetings and adhering to the timelines established in I above.

c. The Promotion Committee will verify the minimum qualifications of all applicants and rank those applicants who qualify within the promotion level.
d. The information from qualified applicants will be evaluated as follows:

Job performance: (70% of the information provided by the applicant).

Self-Evaluation
Documentation of Teaching Effectiveness

If you have other positive contributions which should be considered in your evaluation, it is your option to include that material under the following headings: Professional Activities/Awards
Contributions/Service to the University and Community

Supervisors' Evaluations (30% of the information provided by the supervisors)
(Please refer to the specific guidelines in the application form)

e. Within each of the categories, there are six possible ratings. The ratings are as follows:

- 0 no score, unsatisfactory performance
- 1 weak job performance, some deficiencies
- 2 acceptable, meets minimum requirements of job description
- 3 satisfactory, fully complies with all aspects of the job description
- 4 excellent, superior work, makes contributions beyond job description, makes contributions to division, college and/or university
- 5 outstanding, performance well in excess of the job description, makes contributions to the profession outside of or beyond the university

Professional Activities/Awards
Contributions/Service to the University and Community

Supervisors' Evaluations (30% of the information provided by the supervisors)
(Please refer to the specific guidelines in the application form)

f. Within each of the categories, there are six possible ratings. The ratings are as follows:

- 0 no score, unsatisfactory performance
- 1 weak job performance, some deficiencies
- 2 acceptable, meets minimum requirements of job description
- 3 satisfactory, fully complies with all aspects of the job description
- 4 excellent, superior work, makes contributions beyond job description, makes contributions to division, college and/or university
- 5 outstanding, performance well in excess of the job description, makes contributions to the profession outside of or beyond the university

The chair of the Promotion Committee will forward to the Academic Staff Assembly, the ranking, scores, and recommendations of those applicants who have submitted a qualified promotion application.
h. The Promotion Committee will recommend promotion based upon the following minimum composite scores as established by the Academic Staff Assembly:
   - 3.50 to Level 2
   - 4.00 to Level 3
   - 4.50 to Level 4
i. Academic Staff Assembly forwards the Promotion Committee's recommendation on promotion to the Office of the Provost. Final decision of promotion will be determined by the Chancellor.

Instructional Academic Staff Promotion Application Form

A. So that all applicants can be rated with their peers, the application form in effect for the current promotion cycle must be used and guidelines set forth therein should be strictly adhered to.
B. Applications submitted not using the current form or guidelines will not be rated by the Promotion Committee.

Academic Staff Salary Plan
Any pay plan of 2.0% or less will be distributed based upon solid performance and merit. The Academic Staff Assembly ratified the following procedures to be implemented if the pay plan is higher than 2.0% (on an annual basis).

SOLID PERFORMANCE:
Fifty percent of the available pay plan amount will be used to provide a solid performance award to the individual salaries of all eligible academic staff whose satisfactory performance has been certified by their immediate supervisor. Those academic staff not performing satisfactorily will not be eligible to receive this distribution.

C. MERIT:
Fifty percent of the pay plan funds will be distributed in a single category of merit. The available merit money will be guidelines will not be rated by the Promotion Committee.

D. Academic Staff Salary Plan
E. Any pay plan of 2.0% or less will be distributed based upon solid performance and merit. The Academic Staff Assembly ratified the following procedures to be implemented if the pay plan is higher than 2.0% (on an annual basis). SOLID PERFORMANCE:
Fifty percent of the available pay plan amount will be used to provide a solid performance award to the individual salaries of all eligible academic staff whose satisfactory performance has been certified by their immediate supervisor. Those academic staff not performing satisfactorily will not be eligible to receive this distribution. MERIT:
Fifty percent of the pay plan funds will be distributed in a single category of merit. The available merit money will be allocated and distributed to merit pools as a
percentage of salary bases in each of the pools. For instructional and non-instructional academic staff, erit pools will be administered at the departmental or unit level. Only academic staff receiving solid performance reviews qualify.

PROMOTIONS:
Academic Staff Instructional Promotions will be funded through the salary increases originally targeted for the non-continuing (resigned or retired) academic staff. Any shortfall will next come from pay plan savings transferred to the contingency fund in the previous year(s). Finally, any remaining balance will be taken off the top of UW-Whitewater’s total pay plan allocation for academic staff.
Promotion to Level 4 Academic Staff $2,000
Promotion to Level 3 Academic Staff $1,550
Promotion to Level 2 Academic Staff $1,100

TERMINAL DEGREE:
Salary base adjustment of $1,100 shall be awarded for the completion of a terminal degree. Funding will be provided through the salary increases originally targeted for non-continuing (resigned or retired) academic staff. Any shortfall will next come from pay plan savings transferred to the contingency fund in the previous year(s). Finally, any remaining balance will be taken off the top of UW-Whitewater’s total pay plan allocation for academic staff. (This category is not intended to cover contingencies placed in contracts at the time of initial hire).

1. LENGTH OF PAY PLAN:
   This plan is a two-year pay plan. Ratings given to continuing academic staff in the first year will be the same ratings used in the second year. Academic staff who were not employed during the merit rating period (and therefore do not have a merit rating), shall be awarded the average merit percentage in addition to their solid performance increase. For example, in a year with a 4.2% pay increase, the unrated academic staff person will receive the solid performance award of 2.1% plus the 2.1% merit increase.

2. IMPLEMENTATION FOR NON – INSTRUCTIONAL ACADEMIC STAFF:
Each department/office and its academic staff will formulate the criteria and formula for awarding merit dollars that assures a differentiation for different levels of performance. Copies of the agreed criteria shall be forwarded to the Dean or Division Head and the Provost. Job performance will be the primary component in determining merit based upon specific assignments in the job description. Other areas of contributions which exceed defined assignments may be considered.

3. IMPLEMENTATION/EXAMPLE FOR INSTRUCTIONAL ACADEMIC STAFF:
Each department/office and its AS will formulate the criteria and formula for awarding merit dollars that assures a differentiation for different levels of performance. Copies of the agreed criteria shall be forwarded to the Dean or Provost. Job performance will be the primary component in determining merit based upon specific assignments in the job description. Other areas of contributions which exceed defined assignments may be considered. For example, teaching effectiveness may be 80% of the total. The remaining 20% would be based on other criteria, such as service, involvement in student organizations, etc.
4. CATEGORY A DISTINGUISHED PREFIX

A. Criteria for Titling Decisions. The Distinguished prefix is available only to academic staff who have titles in the Professional series (title code functions R00 through W99). The Academic Staff Titling Committee will base its decisions on the definition of "Distinguished" contained in Unclassified Personnel Guideline (UPG)#1 and the UW System Unclassified Title Definition Book, (Attachment 1 to UPG#1.) Assignment of the Distinguished prefix is reserved for that very limited number of individuals who have extensive and consistent records of exceptional performance and who have been recognized for expertise in their field both within and outside of the University of Wisconsin System. It is not intended to be the final step in a normal career progression; seniority and longevity are not sufficient for awarding the designation. The Committee will evaluate applications for the Distinguished prefix on the basis of the following criteria:

1. defined assignments may be considered. For example, teaching effectiveness may be 80% of the total. The remaining 20% would be based on other criteria, such as service, involvement in student organizations, etc.

1. Experience - A minimum of ten or more years of progressively responsible experience in the field is typically required to qualify as "extensive experience."
2. Peer Recognition - Peer recognition applies to a reputation of excellence within the profession, which is recognized by individuals or groups in the same profession who work, or are organized, outside of the UW System.
Evidence of peer recognition may include, but is not limited to:
a. Receiving an achievement award, which recognizes a significant contribution to the profession, from a national or international organization. Consideration may also be given to comparable recognition at the regional level of the organization.
b. Serving at the request of national or international organizations or agencies as a consultant or spokesperson, because of the individual's reputation of excellence within the profession. Consideration may also be given to similar service at the regional level of the organization.
c. Serving as a representative of the University System to workshops, meetings, collaborative projects, where the individual makes a significant contribution to the outcomes.
d. Election to membership in a national or international professional organization where membership is granted in recognition of superlative accomplishments in the individual's field of work.
Hi everyone,

I’m sure you’re aware that the chancellor has convened a “Repositioning Task Force” to address the cuts to the base budget which the Legislature delivered in its last session. As a member of that TF, I intend to keep you informed of what’s going on. We have a fairly tight meeting schedule, so you may see these updates frequently. And from time to time (today included) I’ll have some requests for information from you.

Please check around your campus to see how many AS positions have turned over in the last 6 months or so. I’ve gotten reports from some campuses that AS are leaving and not being replaced, or that those positions are being combined (e.g., two AS leave and their positions are merged into one). I’m asking you to focus on AS, not IAS, because the ordinary flux between fall and spring enrollment may be obscuring underlying trends among the IAS. AS positions aren’t subject to such flux, so they’re a more reliable indicator of what’s actually going on. I need that information by next Wednesday, October 2 (the RTF meets again on October 3).

At this point, I don’t have much else to add. My intention is to be as specific as I can, when I can. I’d be happy to discuss any concerns, comments, and suggestions which arise from your AS/IAS on your individual campuses, but I’d like to do so in separate email threads. Feel free to start one (just send it to “Senate-Academic Staff Council of Senators” and “Senate-Academic Staff Liaisons”).

Yours,

Jeff Verona
Lecturer of English
Lead Academic Staff Senator
UW -Marshfield/Wood County
From: Greenler, Karen  
Sent: Wednesday, October 30, 2013 5:22 PM  
To: Voyles, Mary; SENATE-Academic Staff Personnel Committee  
Subject: RE: IAS titling  

Does this mean that we somehow failed at our job? We worked really hard at it last year, but found it a quagmire of concerns. I’ll be interested to hear what the council comes up with.  
Karen  
Karen Greenler  
Senior Student Services Coordinator  
UW-Rock County  
2909 Kellogg Ave.  
Janesville, WI 53534  
608-758-6565 x240  
karen.greenler@uwc.edu  

From: Voyles, Mary  
Sent: Wednesday, October 30, 2013 5:19 PM  
To: SENATE-Academic Staff Personnel Committee  
Subject: IAS titling  

Dear ASPC members,  

A word from Jeff Verona indicating that we do not need to meet any more on the IAS titling issue. I submitted our info to Jeff last Friday. Thanks for your input and work on this topic.  

Most sincerely,  
Mary  

“At this point, I think the committee has done all it needs to do for the moment. The full council is spearheading revisions, which I hope to get to the chancellor no later than the next senate meeting (January 22, 2014). I’ll probably run the revised draft past the ASPC just to make sure we haven't overlooked anything.”  

Yours,  

Jeff Verona  
Lecturer of English  
Lead Academic Staff Senator  
UW –Marshfield/Wood County  

-----Original Message-----  
From: Winkler, Michael  
Sent: Thursday, October 31, 2013 11:01 AM  
To: Greenler, Karen; Voyles, Mary
Subject: RE: IAS titling

My guess is it just means it has been OBE (overcome by events)... The re-positioning committee has really taken center stage. IAS are sort of back burner, now! Unfortunately, I think we are in crisis mode.

Mike

-----Original Message-----
From: Voyles, Mary
Sent: Friday, November 01, 2013 11:08 AM
To: Winkler, Michael; Greenler, Karen
Subject: RE: IAS titling

I don't believe it means that any person or group failed at their job in the IAS Titling arena. Mike is correct in saying that there is so much crisis in UW Colleges at this time that IAS is not in the forefront.

We all work so hard and, I think most of us, love our jobs. Working harder and harder for less pay, more job duties, the threat of layoff can really become overwhelming. The way I see it, those who are in the "in" group will not lose their job regardless of their work performance. Those of us not in the "in" group have something to worry about (I got called into our deans office this morning and Pam Dollard was there. I did get laid off and my last day will be April 30, 2014).

Mary

From: Verona, Jeffrey
Sent: Tuesday, November 05, 2013 3:48 PM
To: Voyles, Mary
Subject: RE: IAS titling

Thanks, Mary. We're getting a revision together, and it'll go out to the ASPC before heading to the chairs, etc.

Yours,

Jeff Verona
Lecturer of English
Lead Academic Staff Senator
UW Marshfield/Wood County

From: Voyles, Mary
Sent: Tuesday, November 05, 2013 1:56 PM
To: Verona, Jeffrey
Subject: FW: IAS titling
Hi Jeff,

Just received this from Greg Lampe today. Nothing big. Just thought I'd pass it along to you.

Sincerely,

Mary

From: Lampe, Greg
Sent: Tuesday, November 05, 2013 9:36 AM
To: Voyles, Mary
Subject: RE: IAS titling

Hi Mary,

I apologize for not making your deadline. Please let me know if you still need any information from me about the IAS titling guidelines. My only advice going forward is to be sure that the Academic Staff Council of Senators shares the revised guidelines with academic department chairs, associate deans, and campus deans for input.

Thanks,

Greg

From: Voyles, Mary
Sent: Tuesday, October 22, 2013 9:05 AM
To: Lampe, Greg
Subject: IAS titling

Hello Greg,

This year, the AS Personnel Committee has an important charge in reviewing and revising the proposed IAS Titling Guidelines. As ASPC Chair, I was asked to oversee the process. The ASPC has met via Wisline. At our last meeting, it was decided that more background information is needed before we can proceed. Each of the 5 members was given an assignment and mine was to contact you.

I, and the ASPC, would greatly appreciate any insight or information you are willing to share in regards to IAS titling. We are hoping to submit our report to the AS Council before the October 25th Retreat. Thanks much.

Sincerely,

Mary
Mary Voyles, MS
Senior Student Affairs Coordinator
Military Veterans Services
From: Dollard, Pamela  
Sent: Friday, January 03, 2014 4:19 PM  
To: Voyles, Mary  
Cc: Beier, Jason  
Subject: FW: academic staff info

Hi Mary,  
In response to your request, there have been no other Academic Staff layoffs in the last six months other than your position and Connie Scofields’ 100% position at UW-Marinette.  

Please let me know if you have additional questions.  

Thanks  
Pam

From: Beier, Jason  
Sent: Friday, January 03, 2014 4:15 PM  
To: Dollard, Pamela  
Subject: FW: academic staff info

Hi Pam,  
This is the request for AS layoffs in the last 6 months. Can you please respond directly to Mary and copy me?  
Thanks,  
Jason

From: Voyles, Mary  
Sent: Friday, January 03, 2014 4:12 PM  
To: Beier, Jason  
Cc: Baum, Linda; Verona, Jeffrey  
Subject: academic staff info

Hi Jason,  
I hope to have the Academic Staff lay-off and downgrade information from you in time for the January 7, 2014 deadline for Senate business.  

Thanks much,  

Mary Voyles  
ASPC Chair  
Senior Student Services Coordinator
From: Voyles, Mary  
Sent: Tuesday, January 07, 2014 4:00 PM  
To: Fitzer, Pam  
Subject: FW: academic staff info

From: Verona, Jeffrey  
Sent: Tuesday, January 07, 2014 9:43 AM  
To: Voyles, Mary  
Subject: RE: academic staff info

Mary,

Thanks for the information. I'll share it with the members of the ASCS at our meeting on January 22.

Yours,

Jeff Verona  
Lecturer of English  
Lead Academic Staff Senator  
UW Marshfield/Wood County

From: Voyles, Mary  
Sent: Tuesday, January 07, 2014 12:26 AM  
To: Verona, Jeffrey; Baum, Linda  
Subject: FW: academic staff info

Hi Linda and Jeff,

The email below from Pam Dollard contains the latest Academic Staff lay-off and position downgrade information for UW Colleges. The only lay-off and downgrade that has occurred within UW Colleges has been on the UW-Marinette campus. This is exactly what I suspected as I communicated with colleagues throughout the state.

On November 1, 2013 I received a lay-off notice. Of the 4 Student Services Coordinators at UW-Marinette, I have seniority with 12 years of consecutive service. My working title was Senior Coordinator of Services for Adult Students. I have never received a reprimand and for 12 years have had annual evaluations rated 3.5.

UW-Marinette's Library Director, Connie Scofield's position was downgraded from 100% to 60%. Connie has been in her position for probably 30 years.

On November 1, 2013 campus dean, Paula Langteau, sent an email to all staff informing everyone of the cuts. She stated, "Elimination of the
Adult Student Coordinator position in Student Affairs, held by Mary Voyles, occurred due to demographic changes over the years that suggest a blurring between many formerly distinct characteristics of traditional and non-traditional populations, eliminating the necessity of a dedicated position. The Adult Student Coordinator responsibilities will be absorbed by other Student Affairs personnel while Mary transitions to work on Student Affairs projects for the institution for the next 6 months. The 50% Adult Student Initiative position was also eliminated. The person in that position (with 2 years of employment with UW Colleges) was slid into a newly-created 50% position in the International Program.

I find it curious that the other 13 campuses have not eliminated their Adult Student Coordinator and ASI positions, and that the Huron Report recommendations are not being followed? In fact, at UW-Marinette, the exact opposite approach is being taken. The Huron Report suggests that the UWC Recruiter positions, International and Pre-College programs and ESFY be reviewed (pg 18). UW-Marinette has 2 UWC Recruiters, is expanding their International program, and maintaining Pre-College and ESFY programs.

The Huron Report recommends improving/maintaining service levels (pg 20) and regionalizing the highly paid campus administrators. At UW-Marinette (which is the smallest, least-enrolled campus), there is a campus dean, associate dean faculty member, assistant dean of student services and an assistant dean of finance, 4 Student Services Coordinators, a housing director, housing assistant, and housing administrator, etc. The campus has reduced service to students by eliminating the 2 adult-student-related positions which included service to military veterans, elimination of career services, and the internship program.

Please do with this information what you see as most fitting. Thanks very much to both of you for your consistent and helpful communications.

Most sincerely,

Mary Voyles
ASPC Chair
Senior Student Affairs Coordinator
Veterans Services-School Certifying Official
Internship Program Coordinator & Instructor
The Academic Staff Appeals and Grievances Committee (ASAGC) does not meet regularly during the year, but only when there is a complaint or grievance forwarded to it by an Academic Staff person. This year we did not convene until a request for a hearing about a layoff was presented to us in late January, 2014. Since that time, and with advice from Pam Dollard on how to proceed with a layoff hearing, we have been attempting to bring forward the hearing and, in fact, had scheduled it for April 11 (a Friday). However, on April 8, we were contacted by the Office of General Counsel for the University of Wisconsin System informing us that, because of the legal complexity of layoffs, the General Counsel could provide our Committee with assistance from Legal Counsel if we would choose to accept that assistance. Neither I nor anyone on my committee had any idea nor were we ever given any information that such assistance was available to us, nor did the General Counsel’s Office understand why they were not contacted about this case until this last week before we had scheduled the hearing.

Therefore, we cancelled the hearing, realizing that we were not appropriately prepared, and with the help of someone from the General Counsel’s office, are working to establish a hearing date for some time in May. At that point, we will also have access to the documents from either side and to the witness list, things that we had not been allowed to access as we were preparing for our first hearing date.

It is clear to me that had we gone forward on the hearing date we first established, we would have been inadequately informed, supported, and prepared to the detriment of the plaintiff.

Janet M. LaBrie
Chair of Academic Staff Appeals and Grievances Committee
April 15, 2015
Committee Members:
- Michael Kirby (Chair)
- David Carlson
- Kristine McCaslin

Committee Activities:
- Committee members were unable to meet during Fall 2013 Convocation due to other committee commitments. Lead senator Jeffrey Verona and Michael Kirby decided, with consultation from other ASNEC committee members, to issue open nominations effecting a mid-term replacement for Academic Staff Council Senator Daniel Anhalt, who departed for another position within the university system.

- Lack of nominees for the mid-term replacement transitioned the search to an appointment, motion voted as unanimous by an email correspondence with ASNEC members and lead Academic Staff Council Senator Jeffrey Verona. Appointment of Richard Djukpen (UW-Fox) to replace Daniel Anhalt on the Academic Staff Council of Senators in October 2013.

- Gathered nominations for Academic Staff Council of Senators Seats (5 total). Conducted election of Academic Staff council members (April 2014). New senators are: Julie Dezeeuw (UW-Baraboo/Sauk Co), Danielle Dickson (UW-Online/Central), Lucas Dock (UW-Online/Central), Steven Kaiser (UW-Marshfield/Wood Co) and Michael Winkler (UW-Fond du Lac).

- Currently gathering election nominations for Academic Staff Personnel Committee, Academic Staff Appeals and Grievances Committee

Michael Kirby.