I. Call to Order
   A. Roll Call – Sign Attendance Sheet
II. Administrative Reports
   A. Chancellor's Report
   B. Vice Chancellor for Academic Affairs' Report
   C. Vice Chancellor for Administrative and Student Life Services' Report
III. Announcements
IV. Approval of Minutes of November 28, 2012 (Attachment 1)
V. Reports
   A. Chair (Jerry Addie)
VI. Committee Reports
   A. Bylaws Committee
   B. Data Committee
   C. Newsletter Committee
   D. Outreach Committee
VII. Old Business
   A. University Personnel Systems
   B. Other
VIII. New Business
   A. Scheduling Guidelines (Attachment 2)
   B. Social Media Use in the Classroom (Attachment 3)
   C. Financial Conflict of Interest Policy – Cayte Anderson (nominated by John Liu) has been appointed as the Academic Staff Representative (Attachment 4)
   D. Memorials for Deceased Students Policy 12-69 (Attachment 5)
   E. What is next for the Supplemental Compensation Program?
   F. Governance Rights for Academic Staff – Limited Appointments
   G. Membership Drive for AS PRO
   H. Recycling Program
IX. Informational Items
   A. SAS Strategic Plan (Attachment 6)
X. Adjournment

Notes:
1. The next Senate meeting will be held at 3:00 pm on February 6, 2013 in Oakwood Room, MSC.
ATTENDANCE

CHAIR: Jerry Addie
VICE CHAIR: Krista James

PRESENT: Jerry Addie, Barb Bauer, James Church, Tracy DeRusha, Susan Greene, Krista James, Josh Lind, Lelah Lugo, John Lui, Robin Muza, Jen Parker, Hong Rost, Sandy White, Deb Gehrke

ABSENT: Robert Butterfield (excused), Nathan Castillo (excused), Stephen Collie (excused), Wendy Dittmann (excused)

GUESTS: Mary Hopkins-Best, Phil Lyons, Chancellor Sorensen, Joan Wahl

I. Call to Order 3:00 pm
   A. Roll Call – Sign Attendance Sheet

II. Administrative Reports
   A. Chancellor's Report
      • System will discuss the Pay Plan at their December meeting. They won’t discuss percentages but will discuss support of a Pay Plan.
      • Supplemental Pay Plan – Ready to go for Academic Staff and Classified Staff. We will start processing for those 2 groups.
   B. Vice Chancellor for Academic Affairs' Report
      • **UW System approval process for new programs.** The intent of the revision is to expedite the process. Less intervention and involvement from System. **1st step:** Permission to develop a plan. It is the responsibility of each campus to send their plan to all UW campuses. There is a 10 day window to respond if there are any problems. Then there is a 20 day window for the original campus to respond back to them. UW-River Falls was concerned that our BS in Environmental Science would duplicate their degree. Today we went to UW-River Falls to discuss their concern and work out details. We explained the differences with curriculum and concentrations. We hope to have a collaborative relationship with UW-River Falls. **2nd step:** Send to Board of Regents to make decision.
      • **Scheduling Guidelines** - Encourage strong support of following the scheduling guidelines. With the Harvey Hall renovation it is extremely important. It is critical that we follow the guidelines in order to have enough space. We will have 24 less classrooms during the renovation. We asked Student Senate what they want. They want classes spread out so that they can get the classes that they need. Chairs and Deans will need to enforce this. We will put together a taskforce. We have external consultants coming to give us their perspective. The Deans have been charged with doing a trial run for the Fall Semester. An endorsement or resolution to follow the scheduling guidelines from the Senates would be helpful.
   C. Vice Chancellor for Administrative and Student Life Services' Report
      • **Discretionary Merit Compensation** – Currently this policy is only for classified staff. The policy may be available for everyone after July 2013. Why is a committee needed for this? There needs to be an approval process. This policy will be rewritten after July 2013. Will Senates get a chance to look at this before it is approved? Yes, the Board of Regents wants to have employees at the table to help make the decisions.
      • **UPS System** - There should have been Faculty Representatives and Academic
Staff Representatives selected by the Senates that were involved in the process. System was running this, so that didn’t happen.

- **Emeritus Status Policy #76-08** – We will be looking to update the policy. We will be asking for an Academic Staff Representative to be on this committee. There are a high number of employees that retire and take their computers with them. Legal said the computer should be on loan for professional services.

- **Administrative Cost Assessment for Program Revenue Activities Policy Review Committee Policy #85-42** - Nathan Castillo is Academic Staff Representative on this committee. For cost assessment, the federal rate is going down 18% to 14% to 12%. The campus rate is coupled to the federal rate. Is it logical to have the federal rate coupled to the campus rate? Committee needs to take a look at that and provide a recommendation.

III. Announcements
- Welcome Hong Rost to the Senate of Academic Staff (SAS).
- Welcome to Joan Wahl (classified staff). Joan is interested to see how things work in SAS as Classified Staff is looking at having a governance group.
- Chancellor has approved a name change for the library on campus. The new name is: Robert S. Swanson Library and Learning Center

IV. Approval of Minutes of November 14, 2012

**Motion:** James/White  
**Changes:** Update spelling of Lui in minutes.  
**Minutes accepted with amendments.**

V. Reports
A. Chair (Jerry Addie)
   - Will be attending the Academic Staff Reps meeting in Madison on Friday. Pay Plan is on the agenda. Stay tuned.
   - Supplemental Pay Plan – Our letter to the Chancellor and the Qualtrics Survey made a difference. Letters will be going out to individuals and the increase should be on February 1st paychecks.
   - The Veteran Center Letter and Resolution were sent on Monday. Thank you to Josh Lind for bringing it up.

VI. Committee Reports
A. Bylaws Committee
   - Brenda has requested the by-laws in a WORD document from HR. Once that arrives – I’ll move on the changes we made so far.
B. Data Committee
C. Newsletter Committee
   - An update to the Newsletter was added to give current information about the Supplemental Pay Plan.
   - Looking to get the next newsletter out by the end of January. Do you have items that you want included?
   - Please send a link to the SAS work study position. May have students that are interested.

D. Outreach Committee
   Want to meet with past website committee soon.

VII. Old Business
A. University Personnel Systems – Board of Regents will be briefed on it next month.
B. Administrative Procedure on Copyrightable Instructional Materials
   Faculty is not going to do a vote since it is an Administrative Procedure. Send forward our recommendation to include wording of Non-Instructional Academic Staff that was voted on at the last meeting.
C. Other
VIII. New Business
   A. Other

IX. Informational Items
   A. SAS Strategic Plan
   B. Minutes from Academic Staff Representatives Meeting on 11/02/2012
   C. Discretionary Merit Compensation
   D. Minutes from Tobacco Free Campus Implementation Committee
      • There are mixed opinion about the Tobacco Monitors, and how clean the campus is.
      • Need to look at alternatives and suggestions. A stepped process may have been better. Maybe designated places with containers for people to smoke now and then down the road go totally smoke free.
      • Is the intent for our faculty and students to be healthier and not smoke? If that is the case, then we need helpful resources for them. Maybe we need to help people quit if that is the intent. Need an education component and set a long-term goal. Behavior change takes time.
      • 90% of students from Middle East are smokers when they come here. This is part of their culture. We tell students to smoke in the street. Isn’t this a safety issue. We need to tell them where they can go to smoke. We need to have designated areas for students to smoke.
      • Refer this to the Safety Committee.
      • Is it possible to work with the City to come up with a safe area where people can smoke?

X. Adjournment 4:22 p.m.

Notes:

1. The next Senate meeting will be held at 3:00 pm on January 23, 2013 in Oakwood Room, MSC.
GUIDELINES FOR SCHEDULING OF COURSES
(Revision 12/11/2012)

- Schedule courses so that the first nine periods of the day are fully and evenly utilized with a uniform balance of sections per class period. Courses during these periods are to be scheduled so that no more than three additional sections meet during the most utilized period than meet during the least utilized period.

- Courses should be scheduled to fully utilize university resources, including evenings and weekends.

- Classes scheduled during periods 10-13 (5:45 PM-9:40 PM) are to be assigned on a fair and equitable fashion to the department staff.

- Semester long 3-credit lecture courses which meet in some combination of M-W-F should be scheduled in the 55 minute format if meeting prior to 2:30. Three-credit courses meeting 85 minutes should be scheduled on Tuesday and Thursday ONLY unless beginning at 2:30 or later.

- A three credit 85-minute class scheduled twice per week should be scheduled contiguously on Tuesdays and Thursdays with another 85-minute class of the same size so that the middle hour is fully utilized. (In other words, schedule a three-hour block for two courses.) Preference should be given to using blocks 1-3, and 4-7.

  Example:
  - ENGL-101-001 8:00AM-9:25AM T TH
  - ENGL-101-002 9:45AM-11:05AM T TH
  
  *Avoid scheduling 85-minute classes M W.*

- Do not schedule 2-4 hour classes on a single day except for lab courses, and classes beginning at or later than 3:25 PM. If daytime courses must be scheduled on a weekly basis beginning before 3:25PM (e.g., graduate-level courses), identify companion courses that can be scheduled during the same time block on corresponding days following the M-W-F or T-Th schedule.

- Courses offered both quarters should be scheduled during the same time and day both quarters.
  - Example: ENGL-101-001 QTR 1 8:00AM-8:55AM M W F and ENGL-101-010 QTR 2 8:00AM-8:55AM M W F

- Avoid scheduling faculty and academic staff members so that they will have teaching assignments at both extremes of the schedule on the same day and avoid scheduling faculty for 3 consecutive class periods.

- Department chairpersons and departmental staff should be conscious of the room size assigned when scheduling and/or assigning overloads. List realistic class size.

- Avoid scheduling large blocks of time for service or scholarship obligations on Fridays. Rather, spread these days throughout the week.

The purpose of these guidelines is to increase the opportunity for students to obtain courses and to permit more efficient room utilization.
TO: Jerry Addie  
Pete Schlosser  
Ned Weckmueller  
c: Chancellor’s Cabinet  
Brenda Krueger  

via electronic mail

FROM: Charles W. Sorensen  
Chancellor

DATE: December 18, 2012

RE: Social Media Use in Classroom

Recently concerns have been raised by UW-Stout students regarding the required use of social media platforms in courses. The students are concerned with privacy and security with the use of these platforms and the lack of a social media policy or guidance from instructors on these concerns.

This is to request that you discuss this concern at an upcoming senate meeting and develop a recommendation on how to address this issue such as developing a disclaimer to be utilized on course syllabi or appropriate training. Doug Wahl should be invited to the initial senate meeting to provide further information on this topic. Please submit your recommendation to Kristi Krimpelbein by April 12, 2013 so the recommendation can be implemented in the fall semester of 2013.
TO: Jerry Addie  
    Elizabeth Buchanan  
    Sue Foxwell  
    Pete Schlosser  
    Kim Schulte-Shoberg  
    Ned Weckmueller  
    c: Meridith Drakowski  
    Kristi Krimpelbein  
    Brenda Krueger  

FROM: Charles W. Sorensen  
      Chancellor  

DATE: December 18, 2012  

RE: Financial Conflicts of Interest Policy  

This is to approve the request for the development of a new Financial Conflicts of Interest policy. The policy is necessary due to federal regulations that require all faculty and academic staff who participate in U.S. Public Health Services (PHS) funded research disclose potential financial conflicts of interest and complete training. The request also meets the criteria for the development of an all-university policy.

With this memo, I am charging Sue Foxwell to serve as the lead person and policy owner, to develop this policy with policy review committee members: Elizabeth Buchanan, Kim Schulte-Shoberg, one academic staff representative and one faculty senate representative.

This is to request that Pete Schlosser or Ned Weckmueller and Jerry Addie submit the name of one faculty member and one academic staff member to serve on this policy review committee. Please submit these names to Kristi Krimpelbein no later than January 15, 2013.

I am asking Meridith Drakowski to attend the first meeting of the group in order to explain the steps involved in the development of new all-university policies. Please submit your first draft of this policy document to Kristi Krimpelbein no later than April 1, 2013.
TO:     Jerry Addie  
        Pete Schlosser  
        c: Meridith Drzakowski  
        Kristi Krimpelbein  
        Brenda Krüger  
        Joan Thomas  

via electronic mail

FROM:  Charles W. Sorensen  
        Chancellor  

DATE:  January 7, 2013  

RE:    Memorials for Deceased Students: #12-69

This memo is to request a formal review and resolution by the Faculty Senate and the Senate of 
Academic Staff of the revised policy entitled Memorials for Deceased Students: #12-69. Your resolution 
would be appreciated by February 15, 2013. The policy was developed by the Policy Review Committee 
that included Julie Bates and Shawn Wilson as faculty and academic staff representatives. The policy has 
been reviewed by the campus policy committee and the Chancellor’s Cabinet.

The policy revision included criteria for awarding a posthumous degree. Joan Thomas can serve as a 
resource person for any questions.

Thank you for your consideration of this new policy.

Attachment
University of Wisconsin-Stout Policy
Memorials for Deceased Students Policy

Policy No. 12-69
Date: 8/9/2011
Revised 12/18/12

1.0 INTRODUCTION

The purpose of this policy is to ensure that the university responds equitably to the untimely deaths of students.

2.0 SCOPE OF POLICY

Any student enrolled at the time of his or her death in a degree, certificate, certification or specialization program is included in this policy. Alumni of UW-Stout are not included in this policy, nor are non-degree seeking special students.

3.0 STATEMENT OF POLICY

Upon learning of the death of an enrolled student, the Dean of Students office will notify the Memorials and Honors Committee of that death, and will direct the following actions:

3.1 The student’s name, hometown, date of death and program at UW-Stout, will be added to a special student memorial webpage located on the UW-Stout website. A link to an obituary will be noted when possible.

3.2 The student’s name, program and date of death will be listed at a designated place of remembrance on campus, and will be communicated via campus mail.

3.3 The Clock Tower bell will toll on a date recommended by the dean of students.

3.4 The student will be considered for a posthumous degree in accordance with the Posthumous Degree Procedure(appendix A).

4.0 IMPLEMENTATION OF POLICY

4.1 Funding: The financial support for creating the place of remembrance will come from memorial gifts accumulated by the Stout University Foundation, with updates supported through subsequent gifts. Should memorial gifts accumulate, the Foundation will have discretion in using such funds for a memorial scholarship fund.

4.2 Management of the Memorial Process: The Dean of Students will work in conjunction with the executive director of the Stout University Foundation to make sure student deaths are accurately memorialized and that all action noted in the statement of policy are implemented.

5.0 REFERENCES
Student Death Response Administrative Procedure http://www.uwstout.edu/asls/upload/ap022-2.pdf


Return to Sequential Index.
Return to Subject Index.
Memorials for Deceased Students Policy
Appendix A

POSTHUMOUS DEGREE CRITERIA
Posthumous degrees may be awarded at the undergraduate and graduate level. A deceased student may be considered a candidate for a posthumous degree when the following requirements are met.

Requirements for Nomination:
1. The student must have been in good academic standing with UW-Stout at the time of death. Good standing is defined as not having any of the following statuses: academic probation, academic dismissal, disciplinary suspension or expulsion.

2. The student must have been enrolled at time of death or his or her continuous enrollment was interrupted by their injury, illness, deployment, or other extenuating circumstance.

3. An undergraduate student must have earned 90 undergraduate credits (at UW-Stout or transfer).

4. A graduate student must be within 75% of degree completion as determined by program director.

5. The college in which the student was enrolled will recommend the awarding of a posthumous degree with support from the program director and dean.

Nomination/Approval Process:
1. Anybody may recommend a candidate for a posthumous degree. This recommendation must be made to the dean of students.

2. The student’s degree audit file shall be obtained from Registration and Records (undergraduate and professional students) or the Graduate School (graduate students) to verify program/plan and progress toward degree completion.

3. The program director and dean of the college in which the student was enrolled will recommend the candidate for a posthumous degree in the form of a formal written request to the provost/vice chancellor for academic and student affairs. The request must include the name of the student, the degree/program to be awarded, and the recommended semester for degree conferral.

4. If supported by the provost, the provost will submit the recommendation to the chancellor for formal approval. If approved by the chancellor:

   a. The Provost’s Office will notify the dean of students, the registrar, and the commencement coordinator.

   b. The dean of students will inform the immediate family of the university’s decision to recognize their student with this honor. This process should be kept confidential until and unless approved at all levels. If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the commencement coordinator for planning. If the family does not wish to attend the commencement ceremony, the diploma will be mailed to the requested address.

5. A posthumous degree will be printed in commencement programs within the appropriate college section. If the family chooses not to participate, this award may still be read during the ceremony (unless explicitly requested otherwise by the family). Arrangements will need to be made to ensure the “name readers” read the student’s name at the appropriate place in the ceremony.

6. The statement "awarded posthumously" will be printed on the student’s academic record but not on the diploma.
### UW-Stout
#### Senate of Academic Staff Strategic Plan

<table>
<thead>
<tr>
<th>Action Plan:</th>
<th>Task:</th>
<th>Responsible:</th>
<th>Timeline:</th>
</tr>
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<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>“What action item will you implement to support this plan?”</td>
<td>“Who are the positions or people that will be responsible?”</td>
<td>MUST be specific target completion date.</td>
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<td><strong>Bylaws -</strong></td>
<td>Review existing Senate and standing committee by-laws. <a href="http://www.uwstout.edu/hr/upload/II_govern.pdf">http://www.uwstout.edu/hr/upload/II_govern.pdf</a></td>
<td>Wendy Dittmann, Josh Lind, John Lui, Robin Muza</td>
<td>December 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Draft of by-law changes to Senate of Academic Staff</td>
<td>Wendy Dittmann, Josh Lind, John Lui, Robin Muza</td>
<td>March 27, 2012</td>
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<tr>
<td></td>
<td>Presentation for approval</td>
<td>Wendy Dittmann, Josh Lind, John Lui, Robin Muza</td>
<td>May 1, 2012</td>
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</tbody>
</table>
| **Data Committee** - To collect and analyze data to inform change as requested by the Senate of Academic Staff. | Determine best practices for collecting data:  
- Data collected is limited to Academic Staff at UW-Stout  
- Data committee members need to be educated about University policies related to data collection (i.e. Qualtrics, Institutional Review Board [IRB]).  
- Senate of Academic Staff must have input at all stages  
- Clear objectives have to be set by the Senate that identifies how the data will be used.  
- Data Committee will contact on-campus resources to determine if recent data is available.  
- All data committee members should be included on creation of SAS Qualtrics surveys.  
- Whenever possible, create a “trial run” for the survey to make sure the survey is understandable.  
- Be clear about the data or time period the survey should reflect.  
- Use standard language, avoid jargon, and | Krista James, Susan Greene, James Church, and Jen Parker | December 2012 |
### UW-Stout

#### Senate of Academic Staff Strategic Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Create and manage Qualtrics surveys that are needed by the Senate of Academic Staff</strong></td>
<td>Krista James, Susan Greene, James Church, and Jen Parker</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Newsletter – Develop an electronic newsletter to share Senate information with all Academic Staff</strong></td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td>10/16/2012</td>
</tr>
<tr>
<td>Determine frequency of the newsletter. Goal is to publish 2 times each semester (4 times a year).</td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td>10/16/2012</td>
</tr>
<tr>
<td>Determine the content of the newsletter and solicit contributions from other Senators:</td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td>Ongoing</td>
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<tr>
<td>Develop newsletter format.</td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td>10/16/2012</td>
</tr>
<tr>
<td><strong>Outreach Committee - Link Academic Staff to available resources and services to:</strong></td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>12/15/2012</td>
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<tr>
<td>Senate of Academic Staff Website.</td>
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<tr>
<td>University Personnel System.</td>
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<tr>
<td>Engage Academic Staff on UW-Stout governance structure.</td>
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<tr>
<td>Review and update Academic Staff Website.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>12/15/2012</td>
</tr>
<tr>
<td>Meet with prior Website members to review current status and remaining work to be done.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>12/15/2012</td>
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<tr>
<td>Work with the Senate administrative assistant to update and maintain the Senate Website.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>Ongoing</td>
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</table>

Abbreviations. Keep questions short and simple.
- Questions should not be leading or threatening.
- Report of results must be voted on by Senate before dissemination.
- Senate determines method of dissemination.
- A report must be submitted for long-term storage on the UW-Stout website (ImageNow).
- Data committee must agree on statistical analytical techniques prior to data collection.

Outreach Committee - Link Academic Staff to available resources and services to:
- Senate of Academic Staff Website.
- University Personnel System.
- Engage Academic Staff on UW-Stout governance structure.
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<th>Description</th>
<th>Responsible Individuals</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>Develop a response process for comments/suggestions including a distribution</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>02/28/2013</td>
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<td>pathway, ex: newsletter, e-mail, etc.</td>
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<td></td>
<td>Review and advocate for standardization and improvement of Academic Staff</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>03/28/2013</td>
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<td></td>
<td>contract options.</td>
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<td></td>
<td>Provide orientations for new academic staff on the Senate of Academic Staff</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>Ongoing</td>
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<td>and its functions.</td>
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