

AGENDA
FACULTY SENATE MEETING
January 29, 2008
BALLROOM A
2:30 P.M.

- I. Call to Order**
- II. Announcements and Information**
- III. Chancellor's Report**
- IV. Provost's Report**
- V. Vice Chancellor for Administrative and Student Life Services' Report**
- VI. Minutes of December 11, 2007 (Attachment 1)**
- VII. Committee Reports**
 - A. Other**
- VIII. Old Business**
 - A. Review of Hiring Processes - PPC Charge (Jerry Kapus; Attachments 2 & 3)**
 - B. 2009-2010 Academic Calendar (Jerry Kapus)**
 - C. Taskforce on Curriculum and Program Framework (Jerry Kapus; Attachment 4)**
 - D. Bylaw Revisions**
 - E. Other**
- IX. New Business**
 - A. PPC Recommendation on Department Definition of Research (Dennis Vanden Bloomen; Attachments 5 & 6)**
 - B. Summer and Winter Compensation Rates – Finance Committee Charge (Jerry Kapus; Attachment 7)**
 - C. Policy on Length of Class Periods – EAC Charge (Jerry Kapus; Attachment 8)**
 - D. Fee for Credit by Exam – EAC Charge (Jerry Kapus; Attachment 9)**
 - E. 2008 Named Professorship Committee election results (Forrest Schultz)**
 - F. Other**
- X. Adjournment**

**NOTES FROM MEETING OF THE COMBINED SENATES
UNIVERSITY OF WISCONSIN-STOUT
DECEMBER 11, 2007
BALLROOM A
2:30 P.M.**

Jerry Kapus, Chair of Faculty Senate, welcomed everyone at 2:35 p.m. to the last Combined Meeting.

- I. Chancellor's Report – Last week the UW System Board of Regents approved \$8.1 million dollars Friday, December 7th, to renovate and expand UW-Stout's science wing in Jarvis. The project will be forwarded to the building commission on December 19th, and should be approved without a lot of debate. If approved, construction could start this summer. The visit to Dubai was productive. There is no news on the pay plan.**
- II. Provost's Report – There will be a record Winterm enrollment – up 22% from last year. The Teaching and Learning Center is bringing Dr. John Tagg on campus for professional development day, Tuesday, January 15, 2008.**
 - A. Workflow for Research Services – Sue Foxwell states that Research Services is being reorganized to assist with the work flow. Sue will continue working with the grants; Chris Smith with Contracts and Agreements; and Susan McCullen with the student research enterprise. The new publication of StoutQuest was distributed.**
 - B. Career Pathways/Clusters - Juli Taylor gave a brief power point overview of the Career Clusters and Pathways. Career Clusters and Pathways are important in receiving Perkins grants for funding the career and curriculum framework. There are 16 career clusters which are broken down into curriculum framework structure.**
- III. Vice Chancellor for Administrative and Student Life Services' Report – Vice Chancellor Moen sent in the campus longer-range Jarvis plan. The next major project is the Harvey Hall infrastructure, which may begin to be reviewed in 2011. Zenon Smolarek, Zeke's son, has been hired as the Buildings and Grounds Superintendent. The Board of Regents approved the segregated fees policy. Controversy was geared toward the Milwaukee campus. There won't be much change at Stout. Wayne Argo stated that the pay increases (2%, 2%, 1%) for January will be included in the February check with back pay. Additional increases are still possible. Starting spring semester 2008, there will be no more collegial coverage for sick leave for faculty. If an individual does not submit their sick leave for the month, either on department or individual forms, the amount of sick leave days would be reduced. Reduction of sick leave would affect the amount of insurance coverage at retirement.**
- IV. Other**
- V. Information and Announcements**

C. External Review of Hiring Processes - Chair Kapus has talked with Al Crist, from UW-System, and needs specific comments and is trying to identify best practices. The 24-hour acceptance limit was discussed. Even though it is legal to request a candidate accept a position, a candidate should be given more than 24 hours to make a decision. All UW campuses should be contacted to find out what practices attract and hire the best candidates. It was also discussed what the scope of this review should be. Hector Cruz gave suggestions of who should be appointed to the committee and that the committee has the ability to stop the search. The department should also have a voice in who will be working for the department. Possibly have candidates present to the whole department, and then have the department make a suggestion of who would be the best candidate. The Chancellor made the point that if the same procedure isn't followed across campus, and wondered how Al Crist will assist in the procedure. It is unclear as to what is exactly being requested of the external review. It is not known what is done on campus – there is a huge disparity. Provost Furst-Bowe commented that quality candidates are lost due to the length of searches and the time it takes to offer the position. The motion may need to redefine the scope. There are two different systems in hiring administration and faculty. It is suggested that PPC should work with Donna Weber and report to the Faculty Senate. A Dean search will probably be launched in January. The Dean searches will be staggered. It would be beneficial to have the results of the review before these searches. Chair Kapus will charge PPC to research best practices. There is no time to bring it before Faculty Senate Executive Committee.

D. Other

VI. New Business

A. Shared Governance Guidelines – Faculty Representatives - Chair Kapus attended the UW-System Faculty Representative's meeting. The Shared Governance Guidelines have been approved by the Board of Regents and each campus is being asked to endorse the guidelines. The Chancellor wonders if this is going to be a super senate and supersede individual campuses. Chair Kapus said that it will not be a governance body, only a liaison, and provides improved communication between faculty and the Board of Regents. There wouldn't be any additional work for the faculty chair. This might help the Regents to be better advocates.

Motion: Pamperin/Terry moved to endorse the shared governance guidelines.

Vote: By voice vote, motion is defeated.

B. Other – Chair Kapus discussed the Proposed Salary Increase for the 2007-2008 Biennium.

Motion: Weckmueller/Calenberg moved to approve the Proposed Salary Increase for the 2007-2009 Biennium.

Vote: Passed unanimously.

VII. Adjournment

**Respectfully submitted,
Ned Weckmueller, Secretary**

**Recorded and prepared by,
Janell Reitz**



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To: Dennis Vanden Bloomen
Chair, Personnel Policies Committee
cc: Charles Sorensen, Chancellor, Julie Furst-Bowe, Provost

From: Jerry Kapus
Chair, Faculty Senate

Date: January 22, 2008

Subj: Review of Candidate Search Processes

At its November 27, 2007 meeting, the Faculty Senate approved the following motion: “that Faculty Senate facilitate an external review of the candidate search process used at UW-Stout, giving particular attention to integrity, efficiency, and faculty representation.” To initiate this review, I am charging Personnel Policies Committee with identifying current policies and/or practices used for faculty and administrative searches with the goal of recommending a set of best practices that can be used as a guide by campus search committees.

Attached is a copy of the report completed in 2007 by the Academic and Student Affairs Hiring Improvement Process Taskforce. You may want to use this as a resource for beginning your review. I also suggest that you consult with Wayne Argo (Director of Human Resources), Donna Weber (Assistant to the Chancellor for Affirmative Action) and others as you think needed as you undertake the review. I realize that PPC is very busy this year with several charges. If PPC feels that it needs additional help with conducting this review then please let me know that and additional faculty members can be added to PPC on an ad-hoc basis to assist specifically with this charge.

I ask that you submit your report to the Faculty Senate by the end of April, 2008.

Let me know if you have any questions, and thank you for working on this charge.

**Academic and Student Affairs
Hiring Process Improvement Task Force
Recommendations to be Implemented, Effective September 1, 2007**

The 2006-2007 Faculty Hiring Process Improvement Task Force included Dale Hawley, Mary Hopkins-Best, Susan Hunt, LaMont Meinen, Rich Rothaupt, and Jackie Weissenburger. The charge of the committee was to make improvements related to the process of hiring new faculty and academic staff and present their recommendations for consideration by the Deans, Provost and Chancellor.

As a result, the following improvements will be implemented.

1. The UW-Stout Hiring Process for Equal Opportunity Recruitment Manual will be updated (see four bullet points below) and placed online with web links to the ES forms, vacancy announcement template, etc. for greater access and consistency:
 - The Manual's checklist, timeline and procedure documents will be combined to reduce redundancy but the checklist will maintain the same format.
 - The Manual will state which tasks could be conducted concurrently and which need to be conducted sequentially and the weeks in the timeline will be removed because some searches have shorter or longer timelines than others.
 - The Manual will state that a lengthy vacancy announcement needs to be approved by EO/AA office and a smaller version can be advertised to help reduce the costs. Guidelines will be included for what is minimally needed in the vacancy announcement and the minimum length of time needed to advertise the position.
 - The information included in the Manual on international hires will be clarified.
2. The Telephone Interview Candidates ES form and the Candidate Selected for On-Campus Interview ES form will be combined into one document. By combining these forms, a list of finalists would be approved and there would be no need to get prior approval to waive phone interviews. However, the EO/AA Office will still be legally required to review the pool of qualified applicants and telephone interview candidates at the same time it is monitoring the campus interview candidates. If deemed necessary, the EO/AA Office may request additional information/clarification or may require search committees to interview candidates that were unfairly eliminated.
3. The Hiring Recommendation ES form will be revised to allow the search committee to list the alternates for a position and for alternate candidates to be contacted immediately if the first person declines the offer (without additional administrative approval).
4. The EO/AA Office will develop online training for search committee members. Initially, the online training will supplement the traditional training provided by the EO/AA Officer. The EO/AA Office also recommends pursuing the WISELI "Train-the-trainer" training in which a person from each unit would undergo search training and can then conduct training and "certify" each search in their dept/unit for EO search training.
5. Search committees may have a minimum of three members however, additional members are recommended to ensure diverse perspectives among group members. It is highly recommended that search committees include minority faculty and staff members and minority representation is required

on administrative searches. A subcommittee may complete the initial screening tool but this task cannot be assigned to individuals outside of the committee.

6. Salary ranges may be included in the vacancy announcement and the salary range can be shared with applicants or potential applicants at any stage in the search process. If a search fails, a higher salary should be considered.
7. Criminal background checks will be conducted by the Human Resources Office when a candidate has been selected for a position.
8. A recruitment packet will be mailed to the finalists prior to their on campus interview. Some things that could be included are:
 - summary packet of benefits
 - information about the community
 - realtor information
 - information about the schools in the Menomonie area
9. In certain disciplines, the university will allow for the hiring of individuals without doctorates provided they have appropriate master's degrees and professional experience. This is already being done on a case-by-case basis based on accreditation requirements.

Recommendations under consideration by the Chancellor, Provost and Vice Chancellor

1. Allow electronic signatures. Although not possible at this time, this will become a reality in the near future as the campus moves forward with advances in imaging technology.
2. Have a standard set of Search Committee questions that have been pre-approved by EO/AA and a list of scripted questions that can be asked by people who are not on the search committee. This recommendation requires further discussion by the campus. Questions asked by Search Committee members and others involved in the process may vary greatly depending on the nature of the position. Follow-up questions may be necessary to obtain complete and accurate information.
3. Proposing that ES forms need to go through the entire approval process within 48 business hours after the chair/director signs the document. Although designees have been formally assigned for all administrators involved in the hiring process and administrators are aware of the urgency required in the hiring process, there may be situations where administrators have questions or require additional information before signing the ES form. Often delays are due to schedule conflicts among search committee members and scheduled breaks during the academic year.
4. Provide additional support to the Human Resources Office to ensure that contracts are issued in a timely manner. This is a resource issue and must be considered in the context of other staffing needs in the Administrative and Student Life Services Division.
5. Providing information about moving expenses in the contract letter. There is no "standard" information on moving expenses to provide in the contract letter. Currently moving expenses are negotiated on a case-by-case basis at the department or college level.

Recommendations for further study

1. The taskforce should continue their work and generate a set of “Best Practices” related to the hiring and interviewing processes. Topics may include:
 - schedules and timelines for Search Committees
 - advertising vacancies and attracting larger (and more diverse) candidate pools
 - recommendations for on campus interviews (agendas, transportation, meals, minimizing candidate expenses, etc.)
 - incentives for interviewees to accept positions at UW-Stout (spouse/partner resources, summer session opportunities, tuition reimbursement)
 - professional development needed for search committee members, chairs and others involved in the hiring process
 - other topics as deemed relevant by the taskforce

Hiring Process Taskforce: rm
Implementation Recommendations

Taskforce on Curriculum and Program Framework

Recommended Membership

Senators

Marcia Miller-Rodeberg (CAS, asst. prof., Chemistry)
Kevin Doll (CHD, asst. prof., Human Dev. and Family Studies)
Renee Howarton (CTEM, assoc. prof., Business)
Juli Taylor (SOE, asst. prof.,)

College/School Representatives

Kathy Callahan (CAS, asst. prof., Social Sciences)
Kathryn Kujawa (CTEM, asst. prof., Apparel and Comm. Tech.)
Richard Tafalla (CHD, prof., Psychology)
no SOE volunteer

Graduate School

no volunteer

Provost's Office (ex-officio member)

Janice Coker (Assoc. Vice-Chancellor)

Complete List of Volunteers

Faculty Senate

1. Michelle Barfoot (CAS, asst. prof., Art & Design)
2. Kevin Doll (CHD, asst. prof., Human Dev. and Family Studies)
3. Renee Howarton (CTEM, assoc. prof., Business)
4. Marcia Miller-Rodeberg (CAS, asst. prof., Chemistry)
5. Juli Taylor (SOE, asst. prof.,)

Colleges/School

1. Desiree Budd (CHD, assoc. prof., Psychology)
2. Kathy Callahan (CAS, asst. prof., Social Sciences)
3. Kathryn Kujawa (CTEM, asst. prof., Apparel and Comm. Tech.)
4. Richard Tafalla (CHD, prof., Psychology)
5. Radi Teleb (CAS, prof., Math, Stats. & Computer Science)
6. Susan Wolfram (CHD, asst. prof., Human Dev. and Family Studies)

So far, there are no volunteers from the Graduate School and no volunteers from SOE beyond Juli Taylor.

Provost's Office

1. Janice Coker (Assoc. Vice-Chancellor)



University of Wisconsin-Stout
P.O. Box 790
Menomonie, WI 54751-0790

To: Jerry Kapus
Chair, Faculty Senate

From: Dennis Vanden Bloomen
Chair, Personnel Policies Committee
cc: Charles Sorensen, Chancellor, Julie Furst-Bowe, Provost

Date: January 18, 2008

Subject: Review of Department Definitions of Research

In response to your charge to the Personnel Policies Committee of October 31st, 2007, the PPC has conducted a review of the definitions of research of all departments within the University. Based upon this review, we recommend acceptance of the departments' definitions of research currently on file at the Senate office.



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To: Steve Terry
Chair, Finance Committee
cc: Charles Chancellor, Julie Furst-Bowe, Provost

From: Jerry Kapus
Chair, Faculty Senate

Date: January 22, 2008

Subj: Review of Summer and Winterm Compensation Rates

I am charging the Finance Committee with the task of reviewing faculty compensation rates for teaching summer and winterm classes since the inception of the current flat rate compensation basis. You should review these rates in terms of the length that they have been in effect, any changes to the rates, their relationship to summer and winterm tuition rates, and compensation rates at peer institutions. You should consult with the Provost's Office and Human Resources in conducting your review. Please submit your report and any recommendations to the Faculty Senate by the end of March, 2008.

Let me know if you have any questions.



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To: Laura Schmidt
Chair, Educational Activities Committee
cc: Charles Chancellor, Julie Furst-Bowe, Provost

From: Jerry Kapus
Chair, Faculty Senate

Date: January 22, 2008

Subj: Review of Policy on Length of Class Periods

I am charging EAC to review the policy on setting class periods at 55 minutes for classes that meet three times per week and 85 minutes for classes that meet two times per week. You should consider whether it would be more beneficial to set class periods at 50 minutes and 75 minutes respectively. In reviewing this policy, you should consult with the Provost's Office and the Registration and Records Office. You should submit any recommendations to the Faculty Senate by April 22, 2008.

Let me know if you have any questions.



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To: Laura Schmidt
Chair, Educational Activities Committee
cc: Charles Chancellor, Julie Furst-Bowe, Provost

From: Jerry Kapus
Chair, Faculty Senate

Date: January 22, 2008

Subj: Review of Fee for Credit by Exam

After consultation with the Provost's Office, I am charging EAC to review the policy on the fee charged for credit by exam. The current fee is only \$5.00 per credit. This fee has not changed in a number of years, and it does not cover the current administrative costs for offering this service to students. In conducting your review, you should consult with the Provost's Office concerning this issue and possible changes to the current policy. You should submit your recommendations to the Faculty Senate by the end of March 2008.

Let me know if you have any questions.