

AGENDA
FACULTY SENATE EXECUTIVE COMMITTEE
November 3, 2009
CEDARWOOD ROOM
2:30 – 4:30 P.M.

- I. Call to Order**
- II. Roll Call**
- III. Minutes of October 13, 2009 (Attachment 1)**
- IV. Administration Reports**
 - 1. Chancellor's Report**
 - 2. Vice Chancellor for Academic Affairs' Report**
 - 3. Vice Chancellor for Administrative & Student Life Services' Report**
- V. Committee Reports**
 - 1. Curriculum & Instruction (Jeanne Rothaupt)**
 - a. CIC Global Perspectives Recommendation (Attachment 2)**
 - 2. Educational Activities (Polly Hashmi)**
 - 3. Finance (Steve Terry)**
 - 4. Graduate Education (Gene Ruenger)**
 - 5. General Education (Alan Block)**
 - 6. Personnel Policies (Paul Lokken)**
 - a. Promotion Timeline 2010-2011 (Attachment 3)**
 - b. Sabbatical Timeline 2011-12 for 2012-13 (Attachment 4)**
 - c. Tenure Timeline 2011-12 (Attachment 5)**
 - d. Travel Reimbursement Policies**
 - 7. Planning & Review (Loretta Thielman)**
 - 8. Special**
 - a. Elections (Kat Lui)**
 - 9. Other**
- VI. Unfinished Business**
 - 1. Discussion/Decision Items**
 - a. Other**
- VII. New Business**
 - 1. Discussion/Decision Items**
 - a. PRC Report Follow-up Accountability**
 - b. Co-curricular Transcript**
 - c. Measure of Academic Proficiency and Progress (MAPP) Test (Meridith Wentz, <http://www.ets.org/>)**
 - d. Survey Clearinghouse (Meridith Wentz and Richard Tafalla)**
 - e. Other**
 - 2. Information Items**
 - a. Faculty Representative Meeting Report**
 - b. Information from Faculty Representatives Meeting – October 30, 2009 (Attachments 6, 7, 8, 9, 10, 11 & 12)**
 - c. Other**
- VIII. Adjournment**

MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
OCTOBER 13, 2009
CEDARWOOD ROOM
2:30 – 4:30 P.M.

ATTENDANCE:**CHAIR:** Abel Adekola**SECRETARY:** Kevin Doll**VICE CHAIR:** Kat Lui**PAST CHAIR:**

PRESENT: Abel Adekola, Alan Block, Hector Cruz, Kevin Doll, Brian Fitch, Polly Hashmi, Renee Howarton, Matt Horak, Paul Lokken, Kat Lui, Jeanne Rothaupt, Gene Ruenger, Steve Terry, Loretta Thielman

EXCUSED:

GUESTS: Chancellor Sorensen, Provost Furst-Bowe, Dr. Chandra Sekharan, Doug Mell

I. Call to Order**II. Roll Call**

III. Minutes of September 29, 2009 – No changes were recommended to the minutes.

IV. Administration Reports

1. **Chancellor's Report** - Chancellor Sorensen responded to the memo Chair Adekola sent regarding finding other funding for the Maybelle Ranney professorship. He said there isn't any money available through the Foundation. It was clarified that the request for the funding was from within the system, not necessarily from the Foundation only. The Chancellor stated that he would take it under advisement. He reminded the Executive Committee that this decision came from the government of Wisconsin, not UW-Stout administration. Doug and the Chancellor viewed drinking posters around town the promoted excessive drinking. One establishment publicized a "pre-advisement day special" which is of great concern. The Chancellor suggested that the faculty on campus should draft a letter to the tavern league to show disapproval. He questioned if the advisement day has been assessed and how effective it is. Provost Furst-Bowe said that it has been assessed at least twice. Last spring, the students were surveyed on smoking on campus. The outcome was overwhelmingly to ban smoking. The Chancellor said that it is now time to make decision and asks for recommendations from the Faculty Senate. Ideas to consider are implement a full ban or a limited banning and when it should be implemented. No special force will be hired to enforce the ban, but it will be enforced with peer pressure. A no smoking ban sends a strong message to freshman and their parents on where the university stands on smoking. Educational efforts will also be necessary.
2. **Vice Chancellor for Academic Affairs' Report** – Provost Furst-Bowe said that the Board of Regents will be meeting in Eau Claire on Thursday and Friday, October 15 and 16. The BOR will be taking up the campus master plan and the new program in B.S. in Applied Social Science. On Friday, October 16, Alan Block will present "Study and Benevolence: What's a teacher to Do?". The Faculty Senate approved a revision to ethnic studies requirement last year. The Provost and Chancellor approved the revision under the condition that some of the courses would be revised. The process has been very long, and there currently are not enough courses that fit category A and B. Stipends will be offered to faculty who work on this effort. With the conversion to PeopleSoft, student records are the last piece. There are concerns that DARs are not available. A lot of student information did not transition, so this information has to be manually entered. The Advisement Center is providing additional information. Information that answers questions or concerns regarding advisement day is also available on the Provost's website. These issues should be resolved for spring. There is also confusion with the student number that PeopleSoft creates which isn't the same as the student's id

number.

3. Vice Chancellor for Administrative & Student Life Services' Report – No Report

V. Committee Reports

- 1. Curriculum & Instruction** – Jeanne Rothaupt said the CIC meet on Thursday. A streamlined cover sheet has been developed to accommodate online courses as they go through CIC. The website has been updated to include a flow chart to make the process more transparent.
- 2. Educational Activities** – Polly Hashmi said the EAC will meet on Thursday to discuss the information policy, the add/drop period once classes begin, the appeals process for graduates, and the new charge to review guidelines for scheduling courses. The Provost said that the guidelines shouldn't only be reviewed, but that they also need to be implemented.
- 3. Finance** –No Report. Steve Terry said that the committee is planning to meet informally.
- 4. Graduate Education** – No Report
- 5. General Education** – No Report
- 6. Personnel Policies** – Paul Lokken said the PPC will be meeting on October 23. A couple of subcommittees have been formed to complete the charges. It was questioned about the protocol for a departmental promotion regarding three individuals going up for promotion. Two of the individuals are members of the promotion committee. The Provost suggested that it should be moved up to the college level.
- 7. Planning & Review** – No Report. Loretta Thielman said the PRC will be meeting on Friday.
- 8. Special**
 - a. Elections** – Kat Lui said that the ballots will be hand-delivered tomorrow.
- 9. Other** – Doug Mell said the inactive Rejuvenated City Relations Committee has started back. The committee had their first meeting yesterday. The meeting focused on issues impacting the city and university. Chair Adekola mentioned that anyone can provide an item for the agenda.

VI. Unfinished Business

- 1. Other**

VII. New Business

1. Discussion/Decision Items

- a. EAC Charge - Review "Guidelines For Scheduling Courses"** – Discussed previously.
- b. Other** – Matt Horak brought forward that the department secretaries are highly overworked, especially with the additional duties when hiring student workers. The Financial Aid office used to take of the paperwork. Chair Adekola stated that this is a union and legal issue, and the Chancellor agreed. It may be an issue that the task is assigned to the department, not to the program assistant, and that someone else could accomplish the task. The Provost was given a list of projects that classified employees are now being imposed to do. The Provost and Chancellor do not think that this is a Faculty Senate issue.

2. Information Items

- a. Academic Affairs Grant Programs for FY 2010-11** –
- b. Collective Bargaining - Office of Human Resources and Workforce Diversity website:** <http://www.uwsa.edu/hr/barglegis.html> - It was suggested that the Faculty Senate should reach out and find out exactly what TAWP is doing. The Chancellor said that most campuses have forums that are lead by the Faculty Senate.
- c. Other**

VIII. Adjournment – 3:12 p.m.

Respectfully submitted,
Kevin Doll, Secretary

Recorded and prepared by,
Janell Reitz

Curriculum and Instruction Committee Global Perspectives Recommendation

"The CIC recommends to the Faculty Senate to include global perspectives with ethnic studies, resulting in a new combined ethnic studies and global perspectives committee."

The rationale for this recommendation is primarily to provide a mechanism for courses requesting global studies approval to be reviewed by a committee who specializes in this area. Currently CIC approves the global studies designation.

**UNIVERSITY OF WISCONSIN-STOUT
2010-2011 PROMOTION PROCEDURES EVENTS AND TIMETABLE**

Please refer to the Promotion Policies and Procedures in the Faculty, Academic Staff, Limited Appointees Handbook, pages 3-117 to 3-127 and on the Web at http://www3.uwstout.edu/hr/upload/IIIb_rules_fac.pdf.

Application Process

Application Forms

Mon., June 28, 2010

Application forms available at: http://www3.uwstout.edu/hr/upload/promotion_app.pdf

Application Workshop

Fri., September 10, 2010

10:00-11:00 a.m., Northwoods Room, Student Center. The purpose of this session is to answer questions regarding the Promotion Policy.

Application Deadline

Fri., October 1, 2010

Faculty member submits application, completely filled out, to immediate supervisor.

Committee Elections

Promotion Process

Mon., Aug. 30-Fri., Sept. 10, 2010* Election of All-University Promotion Committee.

Wed., September 15, 2010*

Results of election announced to Colleges, Departments, Provost's Office by the Faculty Senate.

Fri., Sept. 17-Fri., Sept. 24, 2010

Election, as needed, of departmental and college committees.

Fri., Sept. 24-Fri., Oct. 1, 2010

All committees meet to select chairperson.

Wed., October 6, 2010

Personnel Policies Committee, together with the Chancellor, Provost, Affirmative Action Officer, and Faculty Senate Chair, will hold an orientation meeting for all chairpersons of promotion committees from 7:00-8:00 a.m. and 4:00-5:00 p.m. in the Glass Lounge, Commons.

Notification of Applicants

Even if a Department or College level committee finishes its deliberations ahead of the date indicated below, the committee **will notify the applicant only on the date specified**. An All University Committee **MAY** notify the applicant of its recommendations ahead of schedule as long as all applicants at the same rank are notified at the same time.

Consideration of Applicants

LEVELS	COMMITTEE WORK: START TO FINISH	*DATE TO NOTIFY APPLICANT & FORWARD TO NEXT LEVEL FACILITATING ADMINISTRATOR	PERIOD FOR FACILITATING ADMINISTRATOR TO PREPARE APPLICATION BOOKS	PERIOD FOR APPLICANT TO SUBMIT APPEAL TO NEXT LEVEL (START TO FINISH)
LEVEL I Departments	10/6/10 – 10/20/10 (Wed.) (Wed.)	10/21/10 (Thurs.)	10/22/10 – 11/2/10 (Fri.) (Tues.)	10/22/10 – 10/29/10 (Fri.) (Fri.)
LEVEL II Colleges	11/1/10 – 11/29/10 (Mon.) (Mon.)	11/30/10 (Tues.)	12/1/10 – 12/7/09 (Wed.) (Tues.)	12/1/10 – 12/8/10 (Wed.) (Wed.)
LEVEL III All University	12/9/10 – 1/27/11 (Thurs.) (Thurs.)	1/28/11 (Fri.)		1/28/11 – 2/4/11 (Fri.) (Fri.)
Chancellor	2/7/11 – 3/1/11 (Mon.) (Tues.)	3/7/11 ** (Mon.)		

* See the **Summary of Promotion Action** page.

** Date to notify applicants.

**University of Wisconsin-Stout
Sabbatical Application Timeline
2010-2011 for 2011-2012**

	<u>Due Date</u>
Announcement and timeline distributed to all faculty.	Wed., 7/28/10
Applications available on-line at: http://www3.uwstout.edu/hr/upload/sabbatical_application-2.pdf	Fri., 8/20/10
Faculty Senate schedules October meeting of the Sabbatical Appointment Committee. During the meeting the chair of PPC will review the process and procedures.	
Applicants for sabbatical appointment notify department chairs of intent to apply.	By Fri., 8/27/10
Department chair notifies dean of applicants and begins informal review of replacement resource needs. Meetings with department chair, dean and applicant are arranged by the applicant if necessary; meeting must be scheduled by Tue., 9/7/10	Tues., 8/31/10
Personnel Policies Committee will hold an orientation meeting for all Sabbatical applicants. The purpose of this meeting is to answer questions regarding the process, procedures and application materials.	Tues., 8/31/10
Applications submitted to department chair for review.	Mon., 9/27/10
Department chair sends application on to dean.	Mon., 10/4/10
Meetings begin with deans and departments to assess resource needs.	Mon., 10/4/10
All applications, with department chair and dean signatures and rationales, if appropriate, are hand-carried to the Faculty Senate Office.	By Mon., 10/11/10
Faculty Senate Office duplicates and distributes applications to Sabbatical Appointment Committee, and notifies each individual through campus mail that the application has been received.	Mon., 10/11 to Wed., 10/13/10
Sabbatical Appointment Committee evaluates and ranks applications.	Wed., 10/13 to Fri., 10/29/10
Sabbatical Appointment Committee makes recommendations to Chancellor.	Mon., 11/1/10
Plan for coverage and resource needs forwarded to Provost.	Mon., 11/1/10
Sabbatical Appointment Committee notifies applicants of results of its deliberations.	Thurs., 11/4/10
Chancellor makes recommendations to UW System, and notifies applicants, chairs, and deans of decision.	By Mon., 11/15/10
Announcement of sabbatical awards by Board of Regents.	December 2010
Provost begins implementation of sabbatical appointments through negotiation with chairs, deans, and affected colleagues.	No later than January 2011
Sabbatical Appointment Committee evaluates procedure and recommends modifications.	Mon., 1/3/11 to Thurs., 3/31/11
Chancellor or designee announces to the faculty the prospects for sabbatical appointments in the academic year beginning eighteen months hence.	April, 2011
Chancellor or designee sends announcement to department chairs and deans along with explanation of their roles in the process.	April, 2011
Faculty Senate solicits nominees for Sabbatical Appointment Committee after which committee members will be elected by the faculty at-large.	Semester II
NOTE: The faculty member (who has been on sabbatical) will complete and submit a final report to the Provost's Office.	Within three months of completion of Sabbatical
A university-wide presentation will be made.	Within one-year of completion of Sabbatical

Tenure Timeline for 2011-12

These rules shall provide for written notice of the departmental review to the faculty member at least 20 days prior to the date of the departmental review, and an opportunity to present information on the faculty member's behalf. The probationary faculty member shall be notified in writing within 20 days after each decision at each reviewing level. In the event that a decision is made resulting in non-renewal, the procedures specified in UWS 3.07 shall be followed.

PPC recommends the following timeline per the FASLA handbook:

Faculty Eligible to Apply for Tenure Hired in Fall

Mon., Dec. 6, 2010	Written notice is given to all probationary faculty regarding date of departmental review no later than December 6 th .
Mon., Jan. 24, 2011	Tenure materials due to Department Chair no later than January 24 th .
Tues., Jan. 25 - Mon., Feb. 21, 2011	Departmental decisions are made. Applicants and Chancellor must be notified of the recommendation in writing within 20 days of the decision, but no later than February 21 st .
Mon., Feb. 21, 2011	The latest date by which the Applicant must be notified.
Tues., Feb. 22 - Mon., Mar. 21, 2011	Chancellor makes his decision and notifies the Applicants in writing within 20 days, but no later than March 21 st .
Tues., March 22, 2011	Chancellor notifies UW System of his recommendations on Tenure.

Faculty Eligible to Apply for Tenure Hired in Spring

Fri., Sept. 2, 2011	Written notice is given to all probationary faculty regarding date of departmental review.
Mon., Oct. 17, 2011	Tenure materials due to Department Chair no later than October 17 th .
Tues., Oct. 18 – Mon., Nov. 14, 2011	Departmental decisions are made. Applicants and Chancellor must be notified of the recommendation in writing within 20 days of the decision, but no later than November 14 th .
Mon., Nov. 14, 2011	The latest date by which the Applicant must be notified.
Tues., Nov. 15 – Mon., Dec. 19, 2011	Chancellor makes his decision and notifies the Applicants in writing within 20 days but no later than December 19 th .
Mon., March 19, 2012	Chancellor notifies UW System of his recommendations on Tenure.

**Faculty Representatives Council Meeting
Friday, October 30, 2009**

780 Regent Street #108***note location**

Agenda

- 9:00 Discussion among Faculty Representatives
- 11:00 Joint Session with Faculty Reps, Senior Vice President Martin, and Associate Vice President Kolison (Room 108)
- Policy on Non-Medical Leaves of Absence for Unclassified Staff (Al Crist & Pat Brady)
 - FBAC (Fringe Benefits Advisory Committee) support for leave improvements (Al Crist)
 - Other Human Resource Issues (Al Crist)
 - Competitive Workforce (Rebecca Martin)
 - Legislative Update (Communications & External Relations)
 - Transforming current Textbook Guidelines to Regent policy (Stephen Kolison)
- 12:30 Lunch
- 1:00 Discussion of Issues raised by Academic Staff Reps (Rebecca Martin, Senior Vice President for Academic Affairs and Stephen Kolison, Associate Vice President for Faculty and Academic Programs, Al Crist, Associate Vice President for Human Resources and Workforce Diversity)
- 2:00 Meeting Adjourns

Next Meeting: Friday, December 4, 2009 1820 Van Hise Hall

DRAFT 10/1/09**POLICY ON NON-MEDICAL LEAVES OF ABSENCE FOR UNCLASSIFIED STAFF**

Unclassified staff members possess talents, expertise and interests that are often valued and sought after by organizations and governmental units outside the UW System, or by other institutions within the System. Granting leaves of absence in appropriate circumstance allows unclassified staff members to share these special skills with other entities, and can offer significant benefits both to the staff member's home institution and the outside organization by fostering collaborations and developing productive relationships among businesses, educational institutions, research organizations and other branches of government. It is the policy of the Board of Regents to permit leaves of absences for non-medical reasons to be granted to unclassified staff members as follows:

- I. The chancellor of each institution, after considering specific institutional needs, may grant an unclassified staff member a full- or part-time leave of absence without pay for non-medical reasons for a period up to five years.
- II. A leave of absence granted under section I must specify the period and the percentage time of the leave.
- III. A leave of absence under section I may be granted for reasons including, but not limited to, the following:
 - A. Allowing the unclassified staff member to engage in entrepreneurial activities such as forming companies or businesses related to or arising in connection with the unclassified staff member's institutional research or area of academic specialization;
 - B. Allowing the unclassified staff member to perform services for another UW System institution or UW System Administration;
 - C. Allowing the unclassified staff member to engage in public service as an elected or appointed official of local, state or federal government;
 - D. Allowing the unclassified staff member to serve as a fellow of a research entity affiliated or engaged in research with a UW System institution;
 - E. Allowing the unclassified staff member to engage in activities similar or related to those enumerated in this section.
- IV. Upon the recommendation of the chancellor, the UW System president may grant an unclassified staff member an extension of a leave of absence beyond five years for the reasons enumerated in section III.
- V. The UW System president will report to the Board of Regents annually on the status and number of unclassified staff members whose leaves of absence have been extended beyond five years.

Resolution on Vacation Payout Reinstatement
Fringe Benefits Advisory Committee
October 9, 2009

Unclassified University of Wisconsin System employees were previously able to cash-out 40 hours of vacation after 25 years of service. This provision was suspended by the Board of Regents effective with the 2003 – 2005 unclassified pay plan, due to budget concerns. Prior to 2003, the Department of Administration (DOA) reimbursed the employer for any vacation hours that classified employees cashed-out. After DOA ended the reimbursement for classified employees, the Board of Regents acted to suspend the benefit for unclassified employees.

Many classified employees have the option to cash-out up to 40 hours of vacation once they have completed 15 years of service. Reinstating this provision for unclassified employees will create greater equity between these two employment groups. Unclassified employees would be able to cash-out vacation after 15 years, which would be a change from the old policy of allowing a cash-out after 25 years of service.

Employees often save hours in their Annual Leave Reserve Account (ALRA) so they can either receive a large cash payout at termination or use the hours to remain on payroll past the last physical day of employment. This creates a large financial liability for the UW at termination. ALRA is paid at the rate of pay at termination, which is generally the highest wage rate of an employee's career. If employees are allowed to cash-out leave at a lower pay rate earlier in their careers, the long-term ALRA liability would decrease and the payout would be spread over several years.

For this reason, reinstating the cash-out provision may also reduce long-term ALRA liability because employees may opt to receive a cash payout now versus place unused vacation hours in ALRA for future use. As of the end of 2008-09 fiscal year, the total ALRA liability across UW System was over \$33.8 million. When the vacation pay-out provision was suspended at the end of fiscal year 2001-2002, the ALRA liability was \$544,607 System-wide.

Motion: The UW-System Fringe Benefits Advisory Committee recommends reinstating the vacation cash-out option for unclassified employees who have completing 15 years of service at the end of the 2009 -2010 fiscal year. These employees would be able to cash-out up to 40 hours of vacation per year. Allowing the cash-out of up to 40 hours of vacation would provide unclassified employees with a benefit that is currently only available to classified employees. It may also reduce total ALRA liability in the long-term.

If the recommendation is adopted, the vacation cash-out provision will be added to UPG 9.05 as item (3).

DRAFT – 10-27-09

Resolution on Sick Leave Reinstatement
Fringe Benefits Advisory Committee
October 9, 2009

Currently unclassified staff who terminate employment with the University of Wisconsin System prior to retiring or attaining 20 years of state service lose their sick leave balance. However, the sick leave balance is reinstated if the individual returns to a WRS eligible position within the UW System within three years reinstated, pursuant to UPG 10.03 (6)(a) and (b).

Classified employees are allowed five years to return to eligible WRS service and have their sick leave balance restored, pursuant to §230.31(1)(a), Wis. Stats.

Motion: The UW-System Fringe Benefits Advisory Committee recommends increasing the sick reinstatement period to five years for unclassified staff who return to the UW System in a WRS eligible position. This enhancement would give unclassified staff the same sick leave reinstatement rights as classified employees.

UPG 10.03 (6) would be revised to state:

(6) (a) If an unclassified employee terminates employment with the University of Wisconsin System before attainment of 20 years of state service, retirement, or death, the sick leave account is terminated. If a former University unclassified employee returns within five years to the University's employ in any position that is eligible for WRS coverage, the previous sick leave balance is reinstated.

(b) Sick leave may be reinstated after the expiration of the five year period if the former unclassified employee submitted an application for a specific position within five years of termination and was ultimately hired into that position.

(c) If a former unclassified employee returns to an unclassified position after more than five years, in a position that is eligible for WRS coverage, and is not eligible to have sick leave reinstated, the appointment shall be treated as an initial appointment and the employee shall be granted up to 22 days of sick leave as provided in this section.

DRAFT 10-27-09

UNIVERSITY OF WISCONSIN SYSTEM
GUIDELINES FOR MAKING TEXTBOOKS MORE AFFORDABLEⁱ
May 8, 2009

I. Background

In the effort to alleviate the burden placed on students by the rising costs of textbooks, the University of Wisconsin System has undertaken a number of activities designed to keep textbooks affordable. Some institutions within the System have encouraged their faculty to adopt textbooks early, while others have established textbook rental programs. To date, seven UW institutions, including the UW Colleges, have textbook rental programs: UW-Eau Claire; UW-La Crosse; UW-Platteville; UW-River Falls; UW-Stevens Point; UW-Stout; UW-Whitewater; UW-Barron; and UW-Richland. Pilot textbook rental programs have been established at UW-Marshfield/Wood County and UW-Sheboygan. Despite these efforts, the unabated rising cost of textbooks continues to be a major concern for the University of Wisconsin System. In order to maintain access and affordability for UW System students while ensuring the quality of the educational experience, this concern needs to be addressed.

In developing a policy to address this concern, several factors must be considered, including the: 1) UW System governance structure; 2) primary role or responsibility of the academic faculty and instructional academic staff in selecting textbooks as an integral element in curriculum development; and 3) market forces that involve bookstores and textbook publishers. The UW System anticipates arriving at a policy in the fall of 2009. In the meantime, the guidelines proposed below serve as interim actions that all campuses are encouraged to follow in bringing about some immediate relief to students from the rising cost of textbooks.

II. Federal Requirement

In addition to the urgency felt by UW System institutions and their students to alleviate the burden placed on students by textbook costs, the Federal Government is also proposing action. By July 2010, all institutions within the University of Wisconsin System will need to comply with Section 133 of the 2008 Higher Education Opportunity Act which, among its provisions, requires that “*to the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall:*

1. *Disclose on the institution’s Internet course schedule and in the manner of the institution’s choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed on the institution’s course schedule used for preregistration and registration purposes.*
2. *If the ISBN number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher and copyright date for such college textbook or supplemental material. If the institution determines the disclosure of the information required above is not practicable for a college textbook or*

supplemental material, then the institution shall so indicate by placing the designation “To Be Determined” in lieu of the information required.”

III. Interim Guidelines

- A. All institutions within the University of Wisconsin System are encouraged to develop and implement schedules for the early adoption of textbooks in ways that are effective.
- B. Each bookstore owned by a UW Institution shall provide faculty and instructional academic staff who are placing book orders with current information about the retail price of selected course materials. A bookstore not owned by a UW Institution, but granted a contract to operate on a campus prior to the development of these guidelines, shall, to the extent possible, also provide faculty and instructional academic staff who are placing book orders with current information about the retail price of selected course materials.
- C. To the extent feasible and appropriate, faculty and instructional academic staff teaching the same course for multiple semesters are encouraged to use the same textbooks and course materials for multiple semesters.
- D. Whenever appropriate within the goals of the course, faculty and instructional academic staff are encouraged to order new editions of textbooks only if older editions are not of comparable educational content. In such cases, instructors are encouraged to list information pertinent to previous editions which are of acceptable use.
- E. When available, faculty and instructional academic staff are encouraged to request unbundled versions of textbook and course materials.
- F. To the extent possible, if bundled materials are assigned, the bookstore should make available both bundled and unbundled versions of the materials for purchase. In situations where bundled materials are assigned, institutions and bookstores should clarify on the bookstore website that students should purchase either the bundled package or all required portions of the bundle individually.
- G. When appropriate and available, faculty and instructional academic staff should permit students to purchase electronic versions of textbooks.
- H. All UW institutions are encouraged to look for creative ways to lessen the financial hardship of college textbook purchases, such as: targeted scholarship and financial aid funds, exploration of economically viable textbook rental programs for selected courses, consideration of placing selected course materials on reserve in campus libraries, using information in public domain (custom publishing), and encouraging student-managed initiatives such as textbook swaps.

ⁱ These Guidelines were developed using input from UW Faculty and Academic Staff Representatives, UW Provosts, UW Chief Business Officers, Section 133 of the HEOA of 2008, and the University System of Maryland Textbook Policy of 2009.

May 8, 2009

Agenda Item I.1.A.

**INTERIM GUIDELINES FOR
MAKING TEXTBOOKS MORE AFFORDABLE
EXECUTIVE SUMMARY**

BACKGROUND

The UW System Board of Regents has been concerned with the high costs of textbooks for a number of years, and in 2007 commissioned the report “Textbook Costs in Higher Education” in order to find more cost-effective ways to combat rising textbook prices by the UW System and its institutions. The University of Wisconsin System has undertaken a number of activities designed to keep textbooks affordable, including early adoption and textbook rental programs.

The recent economic downturn has brought into even greater focus the financial burden placed on students and their families as textbook costs rise unabated. In the effort to alleviate this burden and maintain access and affordability for UW students, the UW System has developed a set of interim guidelines intended to help the System and its institutions make textbooks more affordable. At its May 2009 meeting, the Board of Regents will be asked to approve interim guidelines, as prelude to the development of a Regent policy in Academic Year 2009-10.

REQUESTED ACTION

Approval of Resolution I.1.A., adopting the Interim Guidelines for Making Textbooks More Affordable.

DISCUSSION

Several factors need to be considered as the UW System moves forward in developing a policy to address the rising costs of textbooks. These include: 1) the UW System’s governance structure; 2) the primary role and responsibility of the academic faculty and instructional academic staff in selecting textbooks as an integral element in curriculum development; and 3) market forces that involve bookstores and textbook publishers. The UW System anticipates arriving at a policy within the next academic year. This policy will go into effect prior to July 2010, at which time the Federal Government will put into place rules requiring additional information on textbooks provided to students by textbook publishers and higher education institutions, as a part of the Higher Education Opportunity Act of 2008.

In the meantime, the proposed guidelines serve as interim actions that all campuses are encouraged to follow in bringing about some immediate relief to students from the rising cost of textbooks.

UNIVERSITY OF WISCONSIN SYSTEM
PROPOSED POLICY FOR MAKING TEXTBOOKS MORE AFFORDABLEⁱ
October 28, 2009

I. Background

In the effort to alleviate the burden placed on students by the rising costs of textbooks, the University of Wisconsin System has undertaken a number of activities designed to keep textbooks affordable. Some institutions within the System have encouraged their faculty to adopt textbooks early to enable students to purchase books from competitively priced sources, while others have established textbook rental programs. To date, seven UW institutions, including the UW Colleges, have textbook rental programs: UW-Eau Claire; UW-La Crosse; UW-Platteville; UW-River Falls; UW-Stevens Point; UW-Stout; UW-Whitewater; UW-Barrow County; and UW-Richland. Pilot textbook rental programs have been established at UW-Marshfield/Wood County and UW-Sheboygan. Despite these efforts, the unabated rising cost of textbooks continues to be a major concern for the University of Wisconsin System. In order to maintain access and affordability for UW System students while ensuring the quality of the educational experience, this concern needs to be addressed.

This proposed policy takes into consideration several factors including: 1) the UW System governance structure; 2) primary role or responsibility of the faculty and instructional academic staff in selecting textbooks as an integral element in curriculum development; and 3) market forces that involve bookstores and textbook publishers.

II. Federal Requirement

In addition to the urgency felt by UW System institutions and their students to alleviate the burden placed on students by textbook costs, the Federal Government is also proposing action. By July 2010, all institutions within the University of Wisconsin System will need to comply with Section 133 of the 2008 Higher Education Opportunity Act which, among its provisions, requires that *“to the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall:*

1. *Disclose on the institution’s Internet course schedule and in the manner of the institution’s choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed on the institution’s course schedule used for preregistration and registration purposes.*
2. *If the ISBN number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher and copyright date for such college textbook or supplemental material. If the institution determines the disclosure of the information required above is not practicable for a college textbook or supplemental material, then the institution shall so indicate by placing the designation “To Be Determined” in lieu of the information required.”*

III. Policy

- A. All institutions within the University of Wisconsin System will work towards developing and implement schedules for the early adoption of textbooks in ways that are effective in allowing students time to order textbooks from competitively priced sources. It is expected that all institutions will achieve this goal by the end of 12 months from the effective date of this policy.
- B. Each bookstore owned by a UW institution shall provide faculty and instructional academic staff who are placing book orders with current information about the retail price of selected course materials. A bookstore not owned by a UW institution, but granted a contract to operate on a campus prior to the development of this policy, shall, to the extent possible, also provide faculty and instructional academic staff who are placing book orders with current information about the retail price of selected course materials.
- C. To the extent feasible and appropriate, faculty and instructional academic staff teaching the same course for multiple semesters are encouraged to use the same textbooks and course materials for multiple semesters.
- D. Whenever appropriate within the goals of the course, faculty and instructional academic staff are encouraged to order new editions of textbooks only if older editions are not of comparable educational content. In such cases, instructors are encouraged to list information pertinent to previous editions which are acceptable for use.
- E. When available, and economically advantageous to students, faculty and instructional academic staff shall request unbundled versions of textbook and course materials.
- F. To the extent possible, if bundled materials are assigned, bookstores owned by UW institutions shall make available both bundled and unbundled versions of the materials for purchase. In situations where bundled materials are assigned, institutions and bookstores should clarify on the bookstore website whether students should purchase either the bundled package or all required portions of the bundle individually.
- G. When appropriate and available, faculty and instructional academic staff shall encourage students to purchase electronic versions of textbooks or textbooks available for purchase online.
- H. All UW institutions shall look for creative ways to lessen the financial hardship of college textbook purchases, such as: targeted scholarship and financial aid funds, exploration of economically viable textbook rental programs for selected courses, consideration of placing selected course materials on reserve in campus libraries, using information in the public domain (custom publishing), and encouraging student-managed initiatives such as textbook swaps.

ⁱ This policy was developed using UW System BOR approved Guidelines for making textbook more affordable. The BOR approved Guidelines were developed using input from UW Faculty and Academic Staff Representatives, UW Provosts, UW Chief Business Officers, Section 133 of the HEOA of 2008, and the University System of Maryland Textbook Policy of 2009.