

MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
APRIL 20, 2004

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Steve Schlough

SECRETARY: David Johnson
PAST CHAIR: Tom Allen

PRESENT: D. Albrecht, M. Decker, L. Koepke, S. Orme (for B. McAlister), K. Parejko, A. Ramage, R. Rothaupt

EXCUSED: S. Cole, D. Tyson

GUESTS: Provost Sedlak, C. Smith, D. Moen, M. Wentz

I. Call to Order – 2:32 p.m.

II. Announcements and Information

- A. Annual Faculty & Academic Staff Retirement Dinner, May 7, 2004 (Galloy)
Retirees attending include Sue Beckham, Glen Miller, and Mary Riordan
- B. Chair Galloy announced that the Senate Office will be moving to 11 Harvey Hall sometime over the summer. The current Senate Office space will be used to house electrical upgrading for Harvey Hall.

III. Minutes of April 6, 2004 (Attachment 1)

Motion: Schlough/Johnson moved to approve the Minutes of April 6, 2004.

Vote: Passed unanimously.

IV. Chancellor's Report – no report.

V. Vice Chancellor for Academic Affairs' Report

VI. Vice Chancellor for Administrative and Student Life Services' Report – Vice Chancellor Moen said that she would try to compile a list of capital projects for the May Senate Meeting and announced that the Chancellor will decide on the final funding for projects on campus next week. These projects include upgrading the generally-assigned laptop classrooms, as well as improving classroom furniture and equipment, if needed. Moen said that the Chancellor would also be deciding on a request to purchase additional software for the re-keying project, a request to purchase imaging software for Administrative Services to help eliminate paper, and making a final decision to upgrade the laptop project to include graduate students. Schlough asked Moen about the status of customized students. Moen replied that each program could make a request to include these students on a case-by-case basis. Currently, they were automatically excluded because of distance, part time attendance, and other special circumstances. Moen said that the Chancellor had asked her and Provost Sedlak to examine the recruitment process for vacant faculty/academic staff positions. He would like additional data provided, including FTE, minority, and other information (which would be modeled after UW-Whitewater's process) that could help him determine the necessity of each position. She explained that there were three random positions on campus being used as a pilot study; improvements to the process would be made after these were completed, if necessary. Schlough asked if positions that were lab-intensive could be pulled, as this group could misrepresent the credit hours. Moen replied that she would check; however, customized and access-to-learning funds were currently removed. Ramage asked if the deans received this information from their department chairs each year. Moen and Smith replied that it was an expectation for them to be forwarded this information.

VII. Committee Reports

Chair Galloy asked all committee chairs to complete their work for this year to help alleviate repeated discussions on old issues with the newly-elected people that would be on the committees

next year.

Committee chairs are requested to give oral reports to the Executive Committee and prepare brief written reports for Faculty Senate meetings. Committee chairs who are not Senators need not attend Senate meetings unless there are specific agenda items from their committee on the agenda. Reports should be submitted by e-mail to Joy by noon on Thursdays. All standing committee chairs are expected to attend the Executive Committee Meetings, since they are voting members of the group.

- A. Curriculum & Instruction (Steve Cole) – no report.
- B. Educational Activities (Donna Albrecht) – Albrecht distributed two policies to group: “Grade Change Policy and Procedure” and “EAC Recommendations for 2006-2007 Calendar.” She explained that Anne Ramage helped write the Grade Change Policy, Joan Thomas reviewed it, and both served as hearing officers on campus. Albrecht noted that grading initially was a judgment by the faculty, but people could contest their grades from bias or not following the syllabus. She added that the document showed an appeal process if it were needed. Allen suggested that the same people who served on the Academic Misconduct Committee could also determine these cases, as the same process was used. Ramage agreed. Much discussion ensued regarding faculty having inappropriate requirements in their syllabi which could hamper the student’s appeal process. Albrecht said that there were other grade determination policies in place. Sedlak said that attendance should not be used as a factor in grade determination. Koepke said that she felt a syllabus was a contract between the students and instructor and that students needed to understand that. Ramage agreed, but noted that some syllabi weren’t very clear. She said that some of these issues came before the Academic Misconduct Committee and suggested that another policy could deal with these concerns. Sedlak said that he was concerned because students had no basis for appeal as the document presently stands. Much more discussion ensued. Albrecht declared a Point of Order and said that EAC was charged with formulating a Grade Change Policy. She said that the committee examined other policies being used throughout the UW System and the document was comparable to what other campuses were using. She asked if the Executive Committee wanted to charge EAC to revise the policy again, or bring it to the Faculty Senate. It was agreed that the item would be placed on the April 27 Faculty Senate Agenda.

Albrecht explained that the EAC had surveyed faculty and students regarding whether or not to keep Advisement Day, Evaluation Week, and the equal number of instructional days between fall and spring semester in the 2006-2007 Calendar. Based on the survey results, all three were recommended to be included in the calendar. Allen recommended to add the word, “approximately” before the word, “equal” regarding the number of instructional days in the calendar. Albrecht thanked Meridith Wentz for tallying and preparing the results. Smith asked that the full document be forwarded to Provost Sedlak, as it needed to go to the deans and department chairs. Albrecht said that she would send Joy the revised document to be included in the April 27 packet.

- C. Elections (Steve Schlough)
- D. Finance Committee
- E. General Education (Ken Parejko) – no report.
- F. Personnel Policies (Anne Ramage) - Ramage announced that Scott Orme was elected Vice Chair for next year. She said that PPC formed a subcommittee to work on criteria for the named professorships and that a recommendation would be coming to Senate this year regarding post tenure review and evaluation policies.
- G. Planning & Review (Dick Tyson) –no report.
- H. Other

VIII. Old Business

- A. Other

IX. New Business

- A. University Marshal Election (Mike Galloy & Steve Schlough) – Schlough explained that a current printout from Human Resources showed that eight people had over 35 years of service at Stout. He added that these included one person from each college and the group of “other.” The person’s term who was currently acting as an Assistant Marshal from CHD (Gladys Earl) will expire on August 24; she agreed to serve again if re-elected.

Discussion ensued regarding having gender and college equity represented. It was agreed to elect Earl during the April 27 Faculty Senate Meeting. Chair Galloy said that SOE still needed representation and that this issue would be resolved when the other committees were made equitable.

Smith asked Chair Galloy if he wanted the ACT data presented at the April 27 Faculty Senate Meeting. Chair Galloy said that he would invite Furst-Bowe to the next meeting to give a report if she was ready.

Smith said that she and Chair Galloy applied for a professional development grant to develop leadership and training for the Senates and that it was just approved. Galloy said that the Executive Committee could discuss how the funds could be used, as it fell into the AQIP leadership category.

- B. Proposed WiSYS Policy (Chair Galloy; Attachment 2) – This item will go on the April 27 Faculty Senate Agenda.
- C. Proposed Asbestos Management Policy Chair Galloy; Attachment 3) - This item will also be placed on the April 27 Faculty Senate Agenda.
- D. Other

X. Adjournment – 3:35 p.m.

Respectfully submitted,
David Johnson, Secretary

Recorded and prepared by,
Joy Morical