

MEETING OF THE COMBINED SENATES
UNIVERSITY OF WISCONSIN-STOUT
SEPTEMBER 6, 2005
GLASS LOUNGE
2:30 P.M.

The meeting was called to order by Steve Schlough, Chair of the Faculty Senate, at 2:37 p.m. Chair Schlough explained that the Administrative Briefings provided an opportunity to bring both Senates together in order to hear briefings and reports given by the campus Administrators. Each Senate would then break out into its business meeting after the joint briefing session. Vi Jones, Chair of the Senate of Academic Staff, introduced herself and announced that her Senate would convene in Room 144 of the Commons after the briefing.

I. Chancellor's Report – Chancellor Sorensen reported that there were 1725 Freshmen enrolled at Stout this fall, which brings the campus back on target. He announced that faculty/staff should receive their pay raises on September 9. Concerning the e-Scholar Program, there were 17,000 laptops being used by all students on campus; the program began in 1999 and now was completed. The Chancellor announced that the “First Year Experience” components were currently in place for Semester I, including a good roll-out and laptop program. A search will be launched for the CIO position on campus. However the biggest challenge for our campus, will be the additional budget reductions (approximately \$3 million) that still need to be done. The Chancellor added that not all of the money would be coming out as a base cut, but reminded everyone that the entire campus would need to work together in the challenging year ahead. Overall, the Chancellor is looking forward to an exciting year with good new staff, students, and enrollment.

II. Vice Chancellor for Academic Affairs' Report – Chancellor Sorensen introduced Julie Furst-Bowe to the group as the new Interim Provost. Chair Schlough asked the Chancellor if it was a tendency for campuses to give more two-year interim appointments. The Chancellor replied that there was no policy concerning the subject, UW-System was doing it more frequently, and it was done to give the campus more stability.

Vice Chancellor Furst-Bowe reported that Stout had a record enrollment this year, with 1725 freshmen and 600 transfer students as well. Furst-Bowe distributed copies of “Components of the First Year Experience” to Senators and explained that peer mentoring was returned for new freshmen, along with many move-in activities. The Golf Management Program was scheduled to go to the Board of Regents on September 8. Stout may be eligible for some UW-System funding through the COBE initiative; a proposal will be submitted that would examine new program development that could combine with existing areas. Phil Schwartz, Director of the Library Learning Center, retired and Brenda Swannack has been appointed the Interim Director. John Enger, Director of University Relations, has also retired. His position will not be filled initially, but would be realigned with possibly the Foundation Office to absorb that function. Currently, Ryan Wilson is acting as the point position person to help answer any questions that would have come to John Enger.

III. Vice Chancellor for Administrative and Student Life Services' Report – Vice Chancellor Moen said that she and her office plans on sharing with the Combined Senates planning and budget issues (including the status of any budget reduction decisions), capital planning, campus building projects, and various related reports. Moen explained that there were four broad categories of cuts that needed to be made for this biennia and Stout would still need to make an asset management cut and a Joint Finance Committee cut during the budget cycle. She noted that she planned to go more in depth during the next joint briefing and discuss what the cuts are and how they would impact Stout and UW System. Moen said that any faculty/staff with emerging priorities for the campus could have an opportunity to present them to the administrative listening staff during the October/November budget open meetings this fall. Annette Taylor, Administrative Officer for Budget, Planning & Analysis, and Jerry Drier, Associate Director of the Physical Plant, retired from her Division. Meridith Wentz will serve as the Director of the Budget, Planning & Analysis Office until an overview can be conducted, and Kim Schulte-Shoberg will head the Business Office, due to Ross Olson's departure. Schlough asked Moen about the status of Red Cedar Hall and if there will be plans to tear down JTC. Moen replied that the entire campus planning has been slowed down as a result of the economy. However, Hovlid Hall is planned to be renovated next according to the schedule. When all the residence halls are finally completed, the same number of students will be housed as there were before, she concluded.

IV. ACT CAAP Writing Test Results (Julie Furst-Bowe and Meridith Wentz; Attachment 1) – Furst-Bowe explained that “The Collegiate Assessment of Academic Proficiency” (CAAP) was an academic test designed to measure general educational foundational skills typically attained in the first two years of college. It includes five multiple choice tests and a writing essay test. She gave an overview of the document, noting that the Faculty Senate approved the model two years ago. The results of Stout's composite scores in 2005 are lower than the national average, as are the scores for sophomore, junior and senior students individually. At

Stout, seniors had the highest mean scores, followed by the sophomores and then juniors. Furst-Bowe explained that the results were shared with the English & Philosophy Department Chair and Student Services and many different interpretations could be given. The campus plans on opening a Writing Center this fall, and Dan Riordan has agreed to do targeted professional development workshops on how to help students learn to write better. Jones added that the Writing Center would be open on September 19.

AGENDA
FACULTY SENATE ORGANIZATIONAL MEETING
SEPTEMBER 6, 2005
GLASS LOUNGE – (Following Meeting of the Combined Senates)

ATTENDANCE:

CHAIR: Steve Schlough
VICE CHAIR: Forrest Schultz

SECRETARY: Anne Hoel
PAST CHAIR: Mike Galloy

PRESENT: T. Allen, B. Anderson, C. Bendel, T. Bensen, B. Bergquist, T. Brantmeier, K. Carlson, S. Cole, M. Decker, J. Dzissah, G. Earl, B. Flom, R. Howarton, L. Koepke, K. Mauldin, K. McDonald, S. Nold, M. Ondrus, B. Peters, A. Scott, R. Teleb, S. Terry, N. Weckmueller

EXCUSED: D. Brouillard, P. Calenberg, E. Hughes, L. Milanesi.

GUESTS: D. Moen, K. Martinson, B. Finder

ORIENTATION FOR NEW SENATORS - Past Chair Galloy passed the gavel to Steve Schlough, this year's Chair, and said that the experience he had as Senate Chair gave him an understanding of the entire university. He added that he has an extended appreciation for what everyone does on campus and the position challenged him to expand his way of thinking from a more parochial view to what was in the best interest for the entire university. However, the real strength lies in what everyone on campus contributes and develops. Galloy concluded by encouraging the Senators to run for leadership positions on the Senate, as well as on other governance committees. Chair Schlough then presented a plaque to Galloy and thanked him for serving two terms as Chair (as a result of Claudia Smith's promotion).

- I. **Open Meeting Orientation for New Senators** – Chair Schlough welcomed everyone to the first meeting of the 2005-2006 Faculty Senate and explained that the Senate meetings would immediately follow the Meeting of the Combined Senates, so no start times would be indicated on the Agendas. Schlough stated that he would prefer to use the e-mail system to send out the Senate agendas and packets. All packet information and material would need to get to Joy by Fridays, so she could distribute them on Monday mornings, or sooner, if possible. He asked that Senators print out their copies and then bring them to the meetings. Galloy also noted that if someone needed a paper copy, he/she should contact Joy.
- II. **Senate Structure, Simplified Parliamentary Procedure (from “Roberts Rules of Order”), Open Meeting Law, Responsibilities, etc.** (Attachments A & B) – Chair Schlough requested for Senators to read their packet handouts. He explained that the Faculty Senate Meetings were run by Parliamentary Procedure. Schlough also reminded the group that they served as liaisons between their units/departments and to please pay attention to their constituencies' input on how they would want them to vote on Senate issues and encouraged them to distribute information to their constituents in order to gain information. Schlough noted that emails were easy to read and added that he would forward various e-mails to Senators and it would be up to their perusal to forward them on. Schlough reported that he will work with Joy regarding the Faculty Senate website, once the template has been set. However, once the site is reformatted, he would send an email to Senators to obtain what links they would like to include. Both the Faculty Senate and the Senate of Academic Staff would be on the same opening page, with links to each Senate. Schlough concluded by stating that he sees his role as a Chair (not as a President) and wants to work with Senators, faculty, and administration when conducting all Senate meetings.

ORGANIZATIONAL MEETING.

- I. **Call to Order** – 3:20 p.m.
- II. **Announcements** – Chair Schlough asked everyone to introduce themselves to the group.

- A. **Introductions of New Senators (Steve Schlough, Chair; Forrest Schultz, Vice Chair; Mike Galloy, Past Chair; Anne Hoel, CTEM Rep; Barb Flom, SOE Rep; Kitrina Carlson, At-Large Rep, Tamara Brantmeier, Art & Design Rep; Steve Nold, Biology Rep; Byron Anderson, Education Rep; Brian Bergquist, Hospitality & Tourism Rep; John Dzissah, Operations, Construction and Management Rep; and Richard Tafalla, Psychology Rep; Karen Martinson, PPC Chair; Brian Finder, PRC Chair**
- B. **Faculty Senate Resolutions for 2004-2005 (Attachment 2)**
- C. **Faculty Senate Meetings for 2005-2006 Attachment 3)**
- D. **Faculty Senate Membership for 2005-2006 (Attachment 4) - Please let Joy (x1789) know if there are corrections.**
- E. **Other**
 - 1. **Faculty Reps Meeting, August 12, 2005 – Chair Schlough reported that he attended the meeting as UW-Stout’s faculty representative and the reps discussed issues that affected faculty, especially Chapter 36 (which explain governance roles). He explained that faculty governance structures on each campus were created by laws and were specified in the Wisconsin Statutes; they weren’t simply committees. The reps discussed UW-System’s image with the public, at-large, legislatures, and the interaction between all the groups. Schlough cautioned the group when writing their legislators concerning negative views and concluded by stating that whenever the faculty representatives meet in Madison, there were always administrators from Madison who attended the meeting as well.**

III. Minutes of May 10, 2005 (Attachment 5)

Motion: Galloy/Peters moved to approve the Minutes of May 10, 2005.

Vote: Passed unanimously.

IV. Approve Anne Hoel as Faculty Senate Secretary (Steve Schlough and Forrest Schultz) – Chair Schlough stated that the Senate needed to appoint a Secretary, and Anne Hoel volunteered to serve.

Motion: Galloy/Peters moved to appoint Anne Hoel as Secretary to the Faculty Senate for 2005-2006.

Point of Order: Weckmueller said that the Bylaws were changed several years ago (1997-1998) to elect this position and suggested for Schlough to go through the records and find when this was done and to update the Bylaws accordingly. Schlough replied that the Senate needed to go by the current Bylaws that were published on the Web. Koepke called for the question.

Vote: Passed unanimously.

Schlough said that he and Joy would check the records. Terry suggested that the motion would simply need to be restated to reflect the vote made years ago.

V. Electronic Distribution (Steve Schlough) – Chair Schlough explained that the packets were distributed last year both electronically and by paper and asked the group what they preferred. Several Senators indicated that they still wanted to receive paper packets, so Schlough asked them to sign their names on a list for Joy to use. However, the majority of the Senators agreed to receive only electronic distribution of the meeting packet. Schlough explained that the Senate needed to examine ways on how to distribute more documents electronically. The Senate elections will eventually be done this way, but the Bylaws would need to be changed before this could be done. Nold asked if it were possible to receive the agenda items earlier. Galloy explained that all standing committees send agenda items first to the Executive Committee and then they send them to the Faculty Senate for final approval. Allen added that almost all formal policies were discussed at least in one meeting before action/voting takes place in a second meeting, allowing enough time for any revisions to be shared with their constituents. Schlough noted that there were ways for Senators to vote that could allow for more time, if needed (such as tabling an item).

VI. Revision to Sabbatical Application Cover Sheet (Steve Schlough; Attachment 6) – Chair Schlough explained that the Chancellor returned the Sabbatical Application Cover Sheet and asked for minor language changes to be made that would address people having split assignments. He met with Anne Ramage, last year’s Personnel Policies Committee Chair, to review the item before meeting with the Chancellor. Ramage recommended more detailed wording. It was agreed for this year to simply eliminate the word “or” (as the attachment shows) in order to allow an administrator with a split assignment the opportunity to apply for a sabbatical. Rather than taking any formal action, the item was given to PPC to analyze the wording and make a formal recommendation.

VII. Election of 2 Faculty Senate Reps to serve on STRAP (The 5 reps are filled by the Faculty Senate Chair, Vice Chair, Past Chair, and 2 senators) – Chair Schlough stated that the Strategic Planning Committee (STRAP) did not meet at all last year, but all members were included in the Chancellor’s Summer Retreat. He added that it’s being debated whether or not to continue STRAP, as the Chancellor’s Advisory Committee (CAC) does the same thing. However, the election to elect two additional Senators to serve on STRAP would still be conducted. Moen explained that Chancellor Sorensen chairs the Chancellor’s Advisory Committee and that a new group would be evolving that would combine CAC and STRAP, meet three times a year, with the majority of the work being accomplished during the summer. Schultz said that he and Anne Hoel served on STRAP last year and had the opportunity to attend the Summer Retreat. He noted that the STRAP meetings were more dialog and the CAC Retreat was more interactive; he was supportive of the merge.

Galloy nominated Anne Hoel and she agreed to serve. Renee Howarton also volunteered.

Motion: Galloy/Peters moved to close the nominations and appoint Anne Hoel and Renee Howarton to serve as Senators on STRAP for 2005-2006.

Vote: Passed unanimously.

VIII. Election of Members to Faculty Senate Election Committee (Members are Faculty Senate Vice Chair, 2 senators, and 2 non-senators that are faculty.) – Schultz said that he contacted members from last year’s Election Committee and Chris Bendel and Bob Peters agreed to serve for another year. However, he had not heard back from Amy Gillett or Bill Bailey, but asked for approval so his committee could begin its duties with counting the Promotion Committee ballots that were currently being sent to the Senate Office.

Motion: Schultz/Terry moved to unanimously appoint Chris Bendel, Amy Gillett, Bill Bailey and Bob Peters to serve on the Faculty Senate Election Committee for 2005-2006 (if all agree to serve).

Vote: Passed unanimously.

IX. Election of College Reps and Alternates from CTEM, CAS, CHD, and SOE to serve on the Faculty Senate Executive Committee (Elected by members of each College/School) Chair Schlough explained that the Executive Committee met on alternate Tuesdays from the full Senate Meetings and set the Agenda for the Faculty Senate Meetings. The Senators then caucused by college to elect their representatives and alternates. Executive members selected were:

CAS: Kirk Mauldin (representative) and Mark Decker (alternate).

SOE: Byron Anderson (representative) and Denise Brouillard (alternate).

CHD: Leslie Koepke (representative) and Steve Terry (alternate).

CTEM: John Dzissah (representative) and Renee Howarton (alternate).

X. Election of Senators to Standing Committee - Nominations will be taken at the time of the election.

A. PPC: 3 Senators. (1 for 1 year; 1 for 2 years; and 1 for 3 years.) - Must be from the Faculty Senate. Schlough explained that the major responsibilities and duties of the PPC included salary guidelines,

sabbatical leave policy, promotion policy, tenure, evaluations of the administrators and deans, and anything related to personnel issues. Schultz asked for nominations. Anne Hoel was nominated and agreed to serve for the three-year term.

Motion: Schultz/Mauldin moved to elect Anne Hoel as the Faculty Senate representative to serve on PPC for a three-year term.

Vote: Passed unanimously.

Marty Ondrus volunteered to serve for the two-year term.

Motion: Galloy/Bensen moved to elect Martin Ondrus as the Faculty Senate representative to serve on PPC for a two-year term.

Vote: Passed unanimously.

Kitrina Carlson volunteered to serve for the one-year term.

Motion: Schultz/Galloy moved to elect Kitrina Carlson as the Faculty Senate representative to serve on PPC for a one-year term.

Vote: Passed unanimously.

- B. **Appoint/Elect a Senator to serve on the Finance Committee for a 3-year term** – Past Chair Galloy stated that the Finance Committee never met last year and no report was ever given. Schlough said that an election should be held, but he would also check the status of the committee with Chair Bill Murphy. Discussion ensued regarding the necessity of keeping the Finance Committee. Weckmueller explained that it was deactivated in the past, but later reinstated in order to have a Faculty Senate standing committee ready to respond to administrative budgetary issues, if necessary. He added that the group may go a long time without meeting, but if an issue came up that the Senate wanted to explore more extensively, a tool (committee) would be available to take on the task. Steve Terry volunteered to serve.

Motion: Schultz/Galloy moved to elect Steve Terry to serve a three-year term on the Finance Committee.

Vote: Passed unanimously.

- XI. **Committee Structure and SOE (Steve Schlough)** – Chair Schlough explained that all of the Faculty Senate standing committee included School of Education (SOE) representation. However, when Joy has been calling for nominations, she has been finding and including other committees that still needed representatives from SOE. Schlough said that he and Joy will go through the Committee Book to ensure that all were included. Schlough also stated that the group of “Other” was getting exceedingly small and there were no eligible people to run on the Full Professor and Associate Professor ballots. He noted that Mary Richards, Jana Reeg Steidinger, and Bob Johnson were the only faculty left (other than administrators) and they were Assistant Professors. Galloy explained that as people in these positions retire or leave, they were being replaced by academic staff. These people should be given the choice to what group they’d like to be in. Many committees still have slots to be filled by faculty from “Other,” but these people were being overworked because there were so few of them. The campus recently acquired one faculty and one academic staff from ROTC and they could go into the college where they’re housed (CTEM), as they both have governance rights. Galloy suggested that PPC could decide and analyze the issue, as it’s a personnel decision. Cole asked Schlough if the campus really needed all the committees that it had. Schlough replied that an overview could be done at the same time in order to ensure that Chapter 36 was carried out in all of the committees.

Discussion ensued regarding the curriculum process and if campus committees slowed the progress down. Schlough said that the entire process needed to be analyzed, so courses could flow through in a timely manner. Terry suggested that the Senate ask the Chancellor for specific examples to what/where items/courses have been slowed down, and as the committees come together, for him to tell us anything that needs improving for more efficiency. Allen suggested that Schlough request that the Chancellor and

Provost attend the entire Faculty Senate Meetings. Cole added that he also felt that some communication was lost between the two groups since going to the joint meetings. Galloy said that they could be invited to stay for certain issues, especially so they could come more prepared to discuss certain agenda items more pointedly and suggested to have the Executive Committee talk to him about it, as he stays for these meetings. Galloy said that he would like the Executive Committee to discuss expanding the Chancellor's Advisory Committee to include members from STRAP and possibly fold these two committees together; it would give faculty more representation on CAC, as the Chancellor's Office was heavily represented on CAC. Allen said that he had a different perspective and didn't see CAC as governance body; instead, he felt it was a coordinating body that has members from different offices from the campus community to come together and share ideas. He noted that there was no committee culture for free thinking and debate on CAC, but that the Chancellor ran a tightly-structured and scheduled meeting, where reports were given. Discussion ensued. Schlough said that it will go on the Faculty Senate Executive Committee Agenda for September 13.

XII. Announcement of Election Results

XIII. Adjournment - 4:45 p.m.

Respectfully submitted,
Anne Hoel, Secretary

Recorded and prepared by,
Joy Evenson