

MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
JANUARY 27, 2004

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Vacant

SECRETARY: David Johnson
PAST CHAIR: Tom Allen

PRESENT: D. Albrecht, S. Cole, M. Decker, L. Koepke, B. McAlister, K. Parejko, A. Ramage, R. Rothaupt, D. Tyson

GUESTS: Chancellor Sorensen, B. Sedlak, D. Moen, L. Miller

I. Call to Order – 2:33 p.m.

II. Announcements and Information

III. Minutes of November 25, 2003 (Attachment 1)

Motion: Ramage/Allen moved to approve the Minutes of November 25, 2003.

Vote: Passed unanimously.

IV. Chancellor's Report - Chancellor Sorensen stated that the promotion quota for the Associate Committee this year was nine, and thirteen people were recommended. He noted that this has happened several times in the past and puts him in a very awkward position. The Chancellor asked that the promotion committees need to pay attention to the quotas and not increase them each year. He asked the group if he should return the recommendations to the committee or simply eliminate the last four people on the list. (The committee said that the people were ranked in priority order.) Ramage said that PPC would address this issue and the group agreed that the Chancellor could simply remove the last four names from the list. Galloy asked if the promotion quotas were chiseled in stone. Provost Sedlak replied that they were figured proportionately by a formula. The Chancellor reported that the Regents have asked for proposals from campuses and Stout submitted one that could align the campus more closely with the technical school system and would provide a seamless transfer of credits to Stout. The campus would like their endorsement to carry the campus forward in the technology and science areas, with the concept that Stout could grow with the technical schools in the state. Other proposals include forming a Center of Adult Access to provide adult needs across the state that could guarantee a portal between these students and Stout. Currently, every school has the right to transfer up to 30 credits to any school within the UW-System. Stout needs to become distinctive in how it can set itself apart from the other schools. The Chancellor reported that the funding for capital planning projects has been increasing from private funding sources. If a campus could generate more funding from the private sector, it could get new buildings; this poses a problem for Stout. However, the campus would continue to reorder and submit building needs. The Chancellor said that they were discussing more ways to recognize Stout employees. One recommendation was to honor one senator each year from each of the three Senates for their outstanding work.

V. Vice Chancellor for Academic Affairs' Report – Provost Sedlak announced that students would be taking the NSSE Survey this semester. He said that graduate students would come into the e-Scholar Program in 2005 and all e-scholars (graduate and undergraduate) would be charged the same rate. The key server is up and running with common software being used for many classes. Sedlak explained that when Stout originally launched the laptop program, students had an opportunity to purchase them after two years. Since that was proposed, the campus discovered that there were too many unique problems that would push the cost of doing this too high. Sedlak stated that AAAT met earlier in the day to examine assessment plans from the Planning and Review Committee. The group has been reviewing the programs for the General Education Component and hopes to put them in priority order so action can be taken on them. He noted that Dan Riordan shared an interesting draft report on how the e-Scholar Program has impacted the way faculty/academic staff teach. The Chancellor added that Compaq has expressed interest in making Stout a training center for this program.

VI. Vice Chancellor for Administrative and Student Life Services' Report - Vice Chancellor Moen reported

that the planning process for Stout's Focus 2010 was sent down to the Board of Regents. Four committees would be formed to work on the four goal areas: Restructure for Efficiency and Effectiveness, Stout Technology Advantage, Academic Programs, and Learning Community. Regardless of what the Regents decide, Stout would still want to move forward. The campus would be informed of any feedback sometime in April. Moen announced that she would be unable to attend the February 3 Senate Meeting; however, Wayne Argo would be attending in her place to talk about unclassified pay stubs and the proposed changing process.

VII. Committee Reports

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) – Cole reported that CIC revised its bylaws; copies would be distributed later in the meeting.
- B. Educational Activities (Donna Albrecht) - Albrecht distributed “EAC Issues” and the revised “2004-05 Calendar” to the group. Lou Miller explained that because of this past year’s student behavior, the Provost requested EAC to revise the number of days that students would be on campus before the beginning of classes. He explained that the revisions included having registration/orientation/advisement, convocation, and laptop rollout on September 7, with classes beginning on September 8. Miller added that the Orientation Committee strongly supported needing two or three days for the laptop rollout. After meeting with them, Miller felt that the original calendar was preferable. Ramage reminded the group that student’s behavior this year was a terrible problem which was way out of hand. Much discussion ensued. It was agreed to send both the original and newly-revised 2004-05 Calendar (first semester) to the Faculty Senate. Albrecht asked the committee if a new policy needed to be written concerning students who tamper with computers and cause trouble. It was agreed that no new policy was needed, as there already was one that could address this issue. However, clear statements must come from the instructor’s syllabi to let students know that actions would be taken if they violate the rules. Albrecht said that Joan Thomas has requested to bring people to the February 3 Faculty Senate Meeting to explain the multi-facets of the Add/Drop Grading Policy. It was agreed that this item would be placed on the Agenda and twenty minutes given for information/discussion. The Global Perspective Requirement Policy would also be placed on the Agenda. Albrecht asked that the Grade Change Policy be placed on the Agenda, but the committee agreed to hold this for a later date until the Add/Drop Policy was acted upon, as the two were too closely related.
- C. Elections (Tom Allen) – Allen reported that a “Call for Nominations” for Senate and University Committees would go out in early February. Galloy said that Steve Schlough was elected as Faculty Senate Vice Chair and asked the group if Schlough could begin his duties this semester. All unanimously agreed, as the Vice chair’s position was currently vacant.
- D. Finance Committee (To be announced when formal committee is formed)
- E. General Education (Ken Parejko) – Parejko stated that this was the first meeting he could attend due to a scheduling conflict during first semester. He reported that GEC’s revised Bylaws would be coming as soon as possible and the committee has been working on assessment work and program revisions.
- F. Graduate Education (To be announced when formal committee is formed)
- G. Personnel Policies (Anne Ramage; Summary Reports for 11/5/03, 11/19/03 and 12/3/03; Attachment 7) – Johnson distributed the “PPC Bylaws” and “Focus Group Questions on Tenure and Post-Tenure Review” to the group and said that all feedback would be used to standardize a process for Post-Tenure Review on campus. Allen recommended that department chairs be asked to send a representative to one of the meetings to explain how their department handled post-tenure review. Cole also recommended that it would be helpful if all personnel chairs from the departments could attend, as every department on campus has a different procedure. This item will be placed on the Agenda for February 3.
- H. Planning & Review (Dick Tyson) – The PRC has begun its hearings for programs under review in 2003-04 with Early Childhood Education and the M.S. in Hospitality and Tourism being the first considered. It has also taken up consideration of the proposal for an Entitlement to Plan an M.S. in Communications Technologies program. Galloy reminded the group that all PRC reports were now going to AAAT to help ensure that all deans were informed of programs and that report information could be used to make administrative decisions.

I. Other

VIII. Old Business

A. Other

IX. New Business

- A. Vote for Members to 2004 Named Professorship Committee (ballots will be brought to the meeting) Allen distributed ballots to the group, asked them to fill them out, and return them before the end of the meeting.**
- B. Policy for Add/Drop and Repeat Courses (For Approval; Attachment 2) – was covered earlier in the meeting.**
- C. Administrative Evaluations (Mike Galloy) – Galloy announced that the Dean’s Evaluations would go out in February. He and Mark Skutley met with Provost Sedlak and Diane Moen to give them the results of last years’ Administrative Evaluations and plan on meeting with the Chancellor on February 29 to give him his. Galloy will also give Katherine Lyall a copy of the Chancellor’s evaluation. Galloy recommended that it would be helpful for each person to receive his/her evaluation at least one week prior to their meeting with the Chairs in order to give them an opportunity to review the information beforehand. He reminded the group that only the numerical data was kept on file in the Senate Office and the information would be shared with anyone that would like to look at it.**
- D. 2005-06 Calendar (For Information; Attachment 3) – It was agreed to place this item on hold, as any revisions would depend on what happened to the 2004-05 Calendar.**
- E. Faculty Senate Meeting Schedule for Semester 2 (Attachment 4) - for information only. Cole recommended changing the beginning of the Faculty Senate’s meeting times in order to allow more flexibility with the Open Meeting Law. This will be done.**
- F. Elect Senator to the Finance Committee for 1 Year Term (Tom Allen) – Allen stated that this person must be a faculty senator and an election would be held on February 3.**
- G. Approve Revised Bylaws of PRC (Attachment 5) – This item would be placed on the Agenda.**
- H. Approve Revised Bylaws of EAC (Attachment 6) – This item would be placed on the Agenda.**
- I. Other – Cole distributed the revised Bylaws of CIC to the group. This item would be placed on the Agenda. Johnson distributed the revised Bylaws of PPC to the group; these would also go on the Agenda. Galloy stated that all standing committee bylaws needed to be changed in order to accommodate representatives from the new School of Education.**

X. Adjournment – 4:20 p.m.

**Respectfully submitted,
David Johnson, Secretary**

**Recorded and prepared by,
Joy Morical**