

**MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
JANUARY 28, 2003**

ATTENDANCE:

CHAIR: Tom Allen
VICE CHAIR: Claudia Smith

SECRETARY: Mike Galloy
PAST CHAIR: Ned Weckmueller

PRESENT: D. Albrecht, S. Beckham, S. Cole, S. Deckelman, D. Johnson, C. Bendel (for A. Ramage), D. Tyson, K. Zimmerman

GUESTS: D. Moen, J. Furst-Bowe

I. Call to Order – 2:35 p.m.

II. Announcements and Information – Chair Allen announced that Chancellor Sorensen and Provost Sedlak were unable to attend the meeting.

III. Minutes of November 26, 2002 (Attachment 1)

Motion: Johnson/Galloy moved to approve the Minutes of November 26, 2002.

Correction: Tyson requested that the wording in the seventh sentence of Section F. be changed from "A plan for an evaluation could be made and it could go on an agenda four-five years from now." to "A plan for evaluation could be made so an evaluation could take place beginning four to five years from now."

Vote: Passed as amended.

IV. Chancellor's Report

A. Principles and Guidelines for Base Budget Reduction (Attachment 2) – Vice Chancellor Moen distributed the latest version (as of 1/28/03) to Senators and said that this document replaced Attachment 2 in the packet. Moen noted that the Budget Reductions Steering Group meets weekly and has been reviewing the Principles and Guidelines to the proposed 2003-05 budget reduction. Specific examples have been added, she explained, so people could relate to each issue easier. Discussion ensued regarding Access to Learning and Moen stated that if any of the items were dramatically reduced, the students would be brought back into the discussion. She explained that a first statement was added on the second page, as well as a description for "resources," that was listed at the bottom. The Provost's Council added Number 3 to the third page, itemizing implementation strategies that will be considered. Moen stated that a website will be available next week that will list all the analysis and general outcome statements from each week's meeting. The intent of this website would help keep interested people informed and keep the lines of communication open with the university. Allen asked how much of Stout's budget would get cut. Moen replied that they have been working with a 5% budget reduction for the campus, but now it will be too low. There will be approximately a \$100-200 million budget reduction for the entire UW System (10-20% cut) with the hope that tuition increases will offset half of that amount. Stout is scheduled to have a \$2 million base budget cut the first year of the biennium. However, nothing will be known until the Governor completes his budget. Moen said that the steering group would identify strategies that could be implemented, but would also work with the governance policies and people. Tyson asked if the Senate could get a fiscal note for the cost of the School of Education proposal. Moen replied that she would talk to the Provost. Tyson asked if there was a lapse for this year and how it was being handled. Moen replied that Stout's share was \$265,000; unclassified vacancies would be carefully scrutinized, all but necessary advertising would be eliminated, and out-of-state GPR travel must have the Chancellor's approval. The group then decided that the entire document should be placed on the February 4 Agenda.

V. Vice Chancellor for Academic Affairs' Report - no report.

VI. Vice Chancellor for Administrative and Student Life Services' Report - no report.

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 distributed his report to the group and said CIC will meet again on January 30, 2003.
- B. Educational Activities (Donna Albrecht) – Albrecht distributed her report and said that EAC was working on a Withdrawal Policy that would try to limit the number of student withdrawals the campus receives each semester. She noted that the committee was drafting possible solutions to the dilemma (i.e. students would have a limited number (approximately 4-6) of course withdrawals during their time at Stout. After that number has been met, they will need to go through an appeal process.) Allen said that this item could take a minimum of two Senate meetings and would be placed on the agenda first as a discussion item in order to allow time for Senators to get feedback from their departments. Smith asked if EAC was examining the "Credits and Appeals/Admission Office" item. Albrecht said she would check. Allen asked Albrecht to indicate both the old and new language on the document, in order to make it easier for the Senators to understand.
- C. Elections (Claudia Smith) - -Smith explained that two people were needed to fill CHD alternate positions on CIC. Allen suggested using the At-Large alternates from CHD on the committee instead of holding an election.

Motion: Tyson/Beckham moved for the two at-large alternates from CHD on the Curriculum & Instruction Committee be moved to replace the college representative and alternate for this semester, in accordance to the number of votes they received when elected.

Vote: Passed unanimously.

- D. General Education (Sue Beckham) -Beckham reported that the committee was waiting for Provost Sedlak to act regarding the assessment issue. She explained that during the last meeting, GEC discussed various proposals, possible implementation strategies, and cost-efficient ways to get the message out to the students. Also discussed was adding a display or portal promoting the General Education requirements. Beckham noted that at GEC's next meeting, the group planned to explain how General Education complements their majors. Weckmueller asked if the documents would return to the Senate after the Provost's reaction. Allen said that it would be helpful for the Senators to see the documents beforehand.
- E. Personnel Policies (Anne Ramage)- PPC Vice Chair, Chris Bendel, reported for Anne Ramage. He said that the School of Education has been a major topic in the committee meetings; Judy Jax, Tom Allen, and Provost Sedlak were invited to their last meeting to address questions and concerns. Allen asked about the status of the 2003-04 Salary Guidelines. Galloy replied that the same principles for the allocation of funds will be used as last year's. The Salary Guidelines must be submitted to UW System by March 1.
- F. Planning & Review (Dick Tyson) - Tyson reported that PRC will meet January 31 and that there were two items on the Agenda.
- G. Other
1. Task Force re: Relationship between Graduate College and Faculty Senate Office

VIII. Old Business

- A. Other

IX. New Business

- A. **B.S. in General Business Administration (Dick Tyson; Attachment 3) – Tyson stated that PRC had some concerns regarding the size of the program relative to staffing and advising, but that these issues have been addressed and responded to. This item will be placed on the February 4 Agenda.**
- B. **B.S. in Telecommunication Systems (Dick Tyson; Attachment 4) – Tyson said that PRC's concerns regarding the quantity and quality of lab equipment and stations available for students have been corrected. This item will be placed on the February 4 Agenda.**
- C. **Governance Evaluation Report (Ross Olson; Attachment 6) – This item will be placed on the February 4 Agenda.**
- D. **One-Minute Governance Evaluation Instrument/Procedure/Timeline (Claudia Smith, Ross Olson; Attachment 5) – Allen stated that this item was related to the Governance Evaluation Report above and was part of an on-going monitoring of the system. Smith said that the questions on the survey were pulled directly from the large survey. This item will be placed on the February 4 Agenda.**
- E. **Professional Development Needs for Governance Members (Julie Furst-Bowe) – Furst-Bowe explained that this topic evolved out of the governance evaluation instrument and report and was also related to an AQUIP priority regarding leadership development. She noted that the professional development would be available for both the Faculty Senate and the Senate of Academic Staff. Recommendations are being received regarding visibility and location; however, a plan still needs to be developed. The amount of funding for each year would be \$5,000. Furst-Bowe asked the group how they wanted to proceed and suggested that because the Senate's workload was so full, that she identify options and attend a later meeting. She said that some of the suggestions included providing a special speaker for Professional Development Day and having a mentoring program established. Allen agreed for her to come at a later date and provide a list of options for the Senators. He also suggested allowing opportunity for Senators to give additional suggestions and ideas. Allen said that this would be done in two meetings--the first to give out the information, and the second to prioritize the items/suggestions. Smith and Galloy agreed. Smith added that it would be nice to use some funding to bring together committee members and the Faculty Senate together, as many people serve on committees, but are disconnected from the Faculty Senate. She also suggested having a retreat for the Senate and committee members to meet and have a building/planning day, perhaps toward the end of second semester, where people could be thanked and shown appreciation for their service. Albrecht suggested that discussion boards could be used for certain Senate issues and perhaps a weekly Senate memo could be sent out.**
- F. **Vote for Members on the 2003 Named Professorship Committee (Ballots will be brought to the meeting) – Allen distributed ballots and Senators voted for the following members to the 2003 Named Professorship Committee:
CTEM - Rita Christoffersen
CAS - Claudia Smith
CHD - Denise Skinner
At-Large - Howard Lee
Ned Weckmueller, Past Chair of the Faculty Senate, will chair the group.**

G. **Other**

X. **Adjournment – 4:00 p.m.**

**Respectfully submitted,
Mike Galloy, Secretary**

**Recorded and prepared by,
Joy Morical**