

**MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
MARCH 16, 2004**

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Steve Schlough

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

EXCUSED: S. Schlough

GUESTS: Chancellor Sorensen, R. Sedlak, D. Moen, C. Smith

I. Call to Order - 2:35 p.m.

II. Announcements and Information – Chair Galloy announced that UW-System’s Salary Compensation Committee met recently and they were back to the bargaining table. President Lyall will ask for the parity piece again during the April Board of Regents Meeting that would include a 1.35% pay raise, a rebate check for health insurance payments, an additional Personal Holiday, and a lump sum payment of \$250. Five of the nineteen represented groups settled for lower insurance co-payments than the faculty and academic staff. Rebate checks for the difference should be issued in mid-June. There have been many complaints concerning the Navitus System for pharmaceutical coverage. It appears that different plans have different schedules for what drugs they’ll pay for and no exceptions/exemptions are being granted. Concerning salary raises, Galloy reported that many of the other groups settled for approximately ten cents an hour adjustment. For 2004-05, the adjustment for faculty and academic staff would be 1.35% based on what other groups have received. Galloy also reported that a \$250 lump sum payment was made to other employees within the state and everyone in the groups that have settled will be receiving this payment after July 1. Additionally, groups that have settled have also received an additional Personal Holiday Day (for Veteran’s Day), but it could be taken at any time.

III. Minutes of February 24, 2004 (Attachment 1)

Motion: Tyson/Johnson moved to approve the Minutes of February 24, 2004.

Vote: Passed unanimously.

IV. Chancellor’s Report – Al Ebel, AODA

Chancellor Sorensen explained that because Freshmen enrollment numbers were down last fall, the campus went into a deficit this spring semester, which would also impact the campus next year. As a result, enrollment is a current concern and is being closely monitored and examined. The Chancellor said that there was also a concern on how some of the programs and courses were titled and if there were other names that could help better explain what they were. He suggested that the campus develop a process to look at other schools and how they package/brand their majors and to review Stout’s names to see if they were still current and marketable. The Chancellor said that he would like to discuss the five Baldrige initiatives (that are \$5,000 each) with the Executive Committee. Because of the ever-changing current issues on campus, he said that he was willing to work with governance groups (so no one was left out) in order to encourage and fund the colleges to work with Baldrige criteria. He asked the group if it was time for Stout’s colleges/schools and programs to penetrate the Baldrige process deeper, especially in light of current pressures and competition in charting the campus’ course with the Board of Regents. Allen recommended soliciting information from departments and other programs on how they were relating to the Baldrige process. Sedlak said that all colleges have gone into strategic planning levels to include the Baldrige process. Rather than having each college/school independently plan to meet the Baldrige objectives, there could be a single training session so everyone could receive the same information to help them better align all areas on campus with the process. Much discussion ensued. Galloy stated that administration was currently using the Baldrige process and most of the campus wasn’t; he recommended that the first thing needed was

in-house training for Baldrige across the campus. Then everyone could examine program array, name changes, etc. Allen suggested that all faculty/academic staff could receive a list of programs and courses, be given an opportunity to rename these programs/courses, and send their ideas/recommendations to the Chancellor or Provost. The Chancellor said that it was important for the campus to be properly aligned and have the same vision. Smith reminded everyone that all criteria and information were on the Web and that the criteria was very specific; however, the way an organization could align the criteria could be individualized, varied, and different. She concluded by saying that it was all about flexibility, efficiency, and maximizing potential human resources that could create different dimensions within an organization.

- V. Vice Chancellor for Academic Affairs' Report - Provost Sedlak said that the campus would continue with the e-Scholar initiative this fall by giving Junior-level and new students new computers. He explained that the campus could not allow students to purchase their computers, as there were complications with the licensing of the software which prevented them to do this. However, they were still working on a resale program for the graduating Seniors. Parejko asked if there would be block scheduling this fall. Sedlak replied that there were blocks set up for Freshmen that have 11-14 credits; July 9 is the last date they could register for classes. The Provost explained that there would be a limited number of seats available for upper classmates to enroll for their General Education courses after the Freshmen have enrolled. Many upper-classmen still need basic English, math, or science courses and have difficulty getting them. Rothaupt asked Sedlak about the enrollment process for transfer students. Sedlak replied that this group enrolls in May. There were currently 1425 new Freshmen enrolled for fall and there were 1430 vacancies scheduled for English 101. Sedlak noted that this was the first time through the process and that they may determine they need to add additional slots. Discussion ensued regarding ways on how to shift the responsibility to the students so they could better plan for their education by taking general education courses in a timely manner. Albrecht added that the program advisors should also be brought into the process, as they have a major responsibility in helping students choose their courses, too.
- VI. Vice Chancellor for Administrative and Student Life Services' Report – Vice Chancellor Moen said that she would like to bring three documents to the Senate: “General Education Senior Level Assessment Report,” “2005-2007 Biennial Operating Budget Timeline,” and the “128 Appropriation 2003-2005 Cash Pullback.” She said that three policies would also be coming to the Senate for approval: “UW-Stout Children and Unauthorized Personnel in Hazardous Environments,” a formal asbestos policy, and a policy regarding key control and access.
- 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) – no report.
 - B. Educational Activities (Donna Albrecht) – Albrecht reported that the calendar surveys would be coming out shortly.
 - C. Elections (Tom Allen) - Allen explained that ballots were out to fill vacant position on Faculty Senate standing and other university committees, including representation from the new School of Education.
 - D. Finance Committee
 - E. General Education (Ken Parejko) – Parejko explained that the assessment subcommittee was developing a framework to establish a regular, ongoing embedded assessment of general education objectives for all general education courses (though not necessarily all sections of those courses) on campus. Faculty will be receiving announcements, information and tools to assist them in this process. For questions or comments, please contact Ken Parejko (parejko) or Bob Salt (saltb).
 - F. Personnel Policies (Anne Ramage) – Ramage said that PPC would discuss feedback received from the tenure focus group sessions and all information was currently being written into a summary report.

- G. **Planning & Review (Dick Tyson)** – Tyson reported that because of Friday’s snowstorm, the committee could not meet.
- H. **Other**

VIII. Old Business

- A. **Other**

IX. New Business

- A. **University Marshal Election (Attachment 2) - Galloy explained that Gladys Earl’s term will expire in August and an election was needed to fill her position.**
- B. **Other Committee Representation for SOE (i.e. Positive Action, Sabbatical Leave, Admission & Credit Appeals, etc.; Tom Allen) - Allen explained that the School of Education would need to be represented on a variety of other university committees and recommended for a small Faculty Senate ad hoc committee to be formed to solve this dilemma. Additionally, the committee could contact committee chairs for their recommendations on how to adjust their membership accordingly to include members from the School.**
- C. **Other – One Minute Governance – Smith explained that the document was a follow-up to the larger survey and all results were now available and on the Web. The survey’s purpose was to improve the quality of contributions the faculty and academic staff governance systems could make to UW-Stout’s overall operation, including job satisfaction. Smith said that the report showed real or perceived potential problems that the campus has. Smith and Galloy agreed that leadership training would benefit members of both Senates. She concluded that the survey would be administered again next fall and the full survey would be given the year after.**

Galloy reminded the group that the Executive Committee represents many committees on campus and needs to take an active role in the leadership and Baldrige process. He encouraged Senators to read related documents placed on the Web and recommend ways on how our campus could improve and fit better into the Baldrige process.

X. Adjournment – 3:40 p.m.

**Respectfully submitted,
David Johnson, Secretary**

**Recorded and prepared by,
Joy Morical**