

**MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
APRIL 6, 2004**

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Steve Schlough

SECRETARY: David Johnson
PAST CHAIR: Tom Allen

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

EXCUSED: L. Koepke

I. Call to Order – 2:37 p.m.

II. Announcements and Information

A. UW System Faculty Reps Group

Chair Galloy announced that he attended the April Faculty Reps Meeting in Madison and would bring information concerning the taxpayer bill of rights' initiatives to the April 13 Faculty Senate Meeting. He also said that a faculty representative would be needed by April 19 to sit on the search and screen committee for the Assistant Chancellor for University Development (Pat Reisinger's position).

III. Minutes of March 16, 2004 (Attachment 1)

Motion: Rothaupt/Ramage moved to approve the Minutes of March 16, 2004.

Vote: Passed unanimously.

IV. Chancellor's Report

Chancellor Sorensen reported that Stout was \$1 million dollars short of its projected budget due to low enrollment this year. He explained that in the past, System covered campus deficits, but this practice has been discontinued. Administration is very concerned about enrollments for this fall. Plans for increasing enrollment include organizing a review committee that would review enrollment management issues, practices and policies, generating a larger freshman class, monitoring freshman enrollment every two weeks, and inviting an expert on the subject to campus in order to give input. The campus will be taking short- and long-term steps, as it is critical that Stout's enrollment target is met each semester. The Chancellor reported that Stout's proposal for aligning the campus with the technical school system was well received by the Board of Regents, politicians, and business people and should be approved in June. When the proposal passes, the campus would need to develop a plan for accomplishing the co-curricular process for lead programs across the state. Allen asked if the technical schools would be equal level partners in the proposal. The Chancellor replied that they would be in a collaborative way.

V. Vice Chancellor for Academic Affairs' Report – Provost Sedlak explained that in order to offer Stout's programs across the state and to monitor student enrollment effectively, the campus needed to balance out two different groups of students—the off-campus degree students and on-campus degree students. Both sets get counted in the numbers for enrollment. Sedlak noted that the customized instruction tuition (which is not subsidized) was different than the regular student tuition (which is state subsidized). The off-campus students' income (from approximately 250 students) can't be included in the total count anymore because it has been previously masking the tuition total. He stated that the M.S. in Manufacturing Engineering would be coming before the Board of Regents for approval in May. The campus was moving ahead with the training program for emergency staff (150 people), and a two-day training session is scheduled for May or June. A committee was also monitoring the block scheduling program in an effort to provide students with a stable and secure schedule during their first two years on campus.

VI. Vice Chancellor for Administrative and Student Life Services' Report – No report, as Vice Chancellor Moen was out of state.

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) – no report.
- C. Elections (Steve Schlough) – Schlough reported that the Election Committee counted ballots to fill vacancies on various university committees on April 2 and he would distribute an election report at the April 13 Faculty Senate Meeting.
- D. Finance Committee
- E. General Education (Ken Parejko) – Parejko reported that the Assessment Committee was making progress and a letter would be sent to all teaching faculty/academic staff explaining the steps that the committee was taking, as well as announcing summer workshops that will be scheduled in order to help plan for assessment within the various disciplines. Parejko concluded that a speaker was also scheduled for this fall with breakout workshops planned following the program.
- F. Personnel Policies (Anne Ramage) – Ramage reported that the 2004-2005 Promotion Procedures Events and Timetable was ready to go to the April 13 Faculty Senate Meeting, as well as PPC information sheet regarding suggestions for preparing faculty tenure application materials.
- G. Planning & Review (Dick Tyson) – Tyson reported that PRC met March 19 and April 2 and heard a proposal for a Preliminary Entitlement to Plan a B.S. in Golf Enterprise Management and conducted a hearing on the B.S. Apparel Design and Development and approved a recommendation for the Preliminary Entitlement to Plan M.S. in Communication Technologies. The committee also approved reports and recommendations for the following: B.S. Early Childhood Education; M.S. Industrial Technology Education, B.S. Engineering Technology; M.S. Hospitality & Tourism; and the B.S. Food Systems and Technology.
- H. Other

VIII. Old Business

- A. Other – Allen explained that he served as Chair of the 2004 Named Professorship Committee and that they met on April 1 to determine the 2004 Named Professorships. Allen said that the committee would like PPC to review and possibly update the professorship criteria (which he distributed to the group). He said that he additionally requests PPC to review the selection process and rewrite the professorship's focus. Applicants should describe what they intend to do in terms of how it could relate to their professorships. Some people provide next to nothing, Allen noted. Ramage asked Allen when he would like PPC's work to be completed by. Allen replied by October, 2004, so it could be approved before the next year's professorship cycle. Parejko agreed and said that his college needed clarification on how the applicant should prepare his/her application and also on the process of how the college's committee chooses their applicants.

IX. New Business

- A. University Marshal Election (Mike Galloy; Attachment 2) – Galloy explained that the attachment showed the number of years of service for senior faculty/academic staff on campus and said that the Senate needed a clearer process for selecting the Marshals. Allen suggested beginning by calling the people with 35 years of service to fill the vacancies and work down from there. This would provide an opportunity for a greater number of senior people to have this honor before they retire. Galloy noted that Gladys Earl's position expired and that she was willing to serve again (she has 35 years of service to the university). Schlough said that he would gather names for the ballot.
- B. 2004-2005 Promotion Procedures Events and Timetable (Anne Ramage) – Ramage distributed the 2004-2005 Promotion Procedures Events and Timetable to the group and explained that only the dates were changed. This item will be placed on the April 13

Faculty Senate Agenda.

- C. Other – Ramage explained that PPC refined an information sheet that showed suggestions for preparing faculty tenure application materials. She distributed copies to the group and asked that this item be placed on the April 13 Agenda. Ramage noted that one suggestion that came from the focus groups included for PPC to provide more structure regarding the tenure process on campus and to make suggestions on what could be included in the individual faculty’s tenure portfolio. She said that the tenure timeline would be coming forward later. This entire process would help provide a common base and recommendations for faculty to use while going through the tenure process. These people should be reviewed yearly and given feedback toward tenure. PPC also recommends that each person begin to compile a portfolio at the first day of hire and build on it each year. An appendix could be used to keep track of progress and goals, she noted. It was agreed that the handout would be placed on the April 13th agenda.**

- X. Adjournment – 3:53 p.m.**

**Respectfully submitted,
David Johnson, Secretary**

**Recorded and prepared by,
Joy Morical**