

**MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
OCTOBER 8, 2002**

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, A. Ramage, D. Tyson, K. Zimmerman

EXCUSED: N. Weckmueller

GUESTS: R. Sedlak, D. Moen, J. Kapus

I. Call to Order – 2:37 p.m.

II. Announcements and Information

A. Announced Committee Winners –Smith announced that the following committee winners were elected by the Senators during the October 1 Faculty Senate Meeting:
Admissions and Credit Appeals Committee - Anne Cross and Mahshid Jalilvand
General Education Committee - Anne Antonippillai
University Ethics Committee - Joan Menefree
UTLG Campus Screening Committee - Howard Lee, Member and Paul Lokken, Alternate

B. Allen announced the following Sabbatical Quotas:

"We expect 10 sabbatical awards for 2003-04. In order to fully cover the replacement costs for sabbaticals, at least two of the sabbaticals must be for a full year. If there are no full year sabbatical recommendations, then the sabbatical awards will probably not exceed eight.

As a goal, about 25% to 30% of the recommended sabbaticals should include a global international element with the plan."

III. Minutes of September 24, 2002 (Attachment 1)

Motion: Johnson/Smith moved to approve the Minutes of September 24, 2002.

Vote: Passed unanimously.

IV. Chancellor=s Report – gone.

V. Vice Chancellor for Academic Affairs=s Report – Provost Sedlak reported that the Laptop Steering Committee met earlier that morning and things were progressing well. He said that he spoke with Joe Brown concerning recent e-mail problems. Brown said that increased memory would be installed to the e-mail servers this week; new servers would arrive on Friday and be installed during the weekend. Sedlak noted that the traffic-shaping software was working. He added that the e-mail system was slow last week, with 49,000 simultaneous sites open at the same time. They were currently examining the situation and any possible ramifications regarding the problem. Sedlak announced that the recommendation to have only new freshmen and new transfer students receive laptops next year would go to the Chancellor for approval. He explained that he recently met with the Deans and faculty and learned that many transfer students take many freshmen classes when they enter Stout. Sedlak announced that Sandra Claffin-Chalton, an academic staff member at Stout, was appointed a new City Council member last night.

VI. Vice Chancellor for Administrative and Student Life Services=s Report –Vice Chancellor Moen brought Senator's attention to her memo to Tom Allen and Claudia Smith regarding Laptop Thefts. She stated that both faculty and staff are covered under the state's insurance program; the deductible is \$500 if there is proof that shows that the computer was forcibly taken and \$2,500 if

it's just simply stolen without force. However, the deductible laptop replacement cost is the responsibility of the department, college, or division. Moen reminded faculty to lock their office doors in order to help secure their laptops whenever they leave. Beckham said that she remembered when computers were chained down and asked if there was any way this could be done for the laptops. Smith replied that there were special laptop locks available from the University Bookstore for approximately \$35.00. Kapus stated that departments are not only concerned about having to pay the deductible for stolen laptops, but for repairs as well. He noted that the English and Philosophy Department recently paid \$800 to repair a laptop and added that the high bills could deplete a department's travel funds quickly. He suggested for the campus to form a university-wide pool of funds in order to alleviate this burden to departments. Kapus brought Senator's attention to his Resolution under Item D. New Business and asked that the Resolution be brought before the Faculty Senate for endorsement or modification. Much discussion ensued, and Senators agreed that this item would be placed on the October 15 Faculty Senate Agenda. Moen asked if the Workload Report and UCLA Faculty Survey could be brought to the Senate. These items will also be placed on the agenda.

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 distributed a handout to the group and said she had two issues EAC wanted to bring forward. The first issue was for the Senate to decide if Commencement was considered an educational activity or not. Provost Sedlak said that Commencement was counted as an educational activity in May, but during the summer, the campus does not have the same rules. Smith suggested that the Senate could create a faculty policy regarding attendance at graduation ceremonies. If a policy was mandated, then faculty would attend dressed up and ready to go. She noted that there are huge numbers of students that decide to walk in May, so they don't need to return in August when they graduate. Tyson suggested that the issue go before the Faculty Senate for debate and discussion. Cole explained that the issue came up in EAC before and the committee voted in favor of having a Summer Commencement. Much more discussion ensued. Smith stated that faculty should consider it a privilege to attend Commencement ceremonies, explaining that it's all about ceremony, rewarding the students for a job well done, and showing the students that the faculty was proud of them. Beckham suggested that the Chancellor bring the item, as well as potential reasons to cancel Summer Commencement, to the Faculty Senate.

Motion: Tyson/Smith moved to ask the Faculty Senate if they considered Commencement an educational activity.

Vote: Passed with 3 no votes.

Albrecht said that EAC's second issue regarded who determines the Admission Policy for anyone entering the university. She referred to a memo from Cindy Gilberts, Director of Admissions. Much discussion ensued. Sedlak explained that there never was an intention to undermine EAC's responsibilities for reviewing and revising admission policies on campus. He said that he saw the situation as being that their office was under a stressful situation and needed some action taken. Chair Allen asked EAC Chair Albrecht to bring a recommendation to the Faculty Senate. Sedlak recommended for EAC to phrase the language in a manner that would manage enrollment in a timely manner, but not confine or restrict the campus, so more flexibility could happen if necessary. Smith suggested that EAC work closely with Provost Sedlak on the wording of their recommendation. Zimmerman suggested that the recommendation should also be in line with graduation requirements.

C. Elections (Claudia Smith)

D. General Education (Sue Beckham) – Beckham reported that GEC would meet again on

October 11. She added that the GEC Assessment Task Force was busy with their tasks, including assessing programs, models, and different categories. Beckham announced that Jill Klefstad was working with a portfolio education program and would come to speak to the committee how this information could be used.

E. Personnel Policies (Anne Ramage) – Ramage reported that PPC met earlier in the day and was working on issues regarding the proposed School of Education. She said that the group passed three motions and recommendations that would come to the next Executive Committee Meeting.

1. Charge to PPC regarding researching other “terminal” degrees – Allen asked the Executive Committee if PPC should continue looking for other degree areas, or if this item could be dropped from PPC's duties. Ramage said that PPC examined the M. in Architecture because certain individuals approached them and requested that it be done. She stated that PPC decided that they would only consider examining additional degrees if departments requested the committee to do so. However, PPC decided not to actively pursue the issue at this time. Deckelman asked if UW-Stout had a definition explaining what terminal degrees were. Allen replied that a Doctorate was considered a terminal degree. Sedlak replied that J. D. degrees were also considered terminal degrees under certain circumstances. Allen said that this item would be crossed off PPC's workload.
2. Sabbaticals – Allen asked the group if there could be some way to have more consistency in the way that Sabbatical applications were evaluated. Beckham said that she served on the committee when the Sabbatical Policy was formed. She explained that the committee's intent was to keep the sabbatical leave criteria flexible, so that the Sabbatical Leave Review Committee could determine how the applications would be evaluated. Smith said that she thought it was healthy to review the policy every once in a while. It was decided that this item would be kept under PPC's items to review.

F. Planning & Review (Dick Tyson) - Tyson distributed the Entitlement to Plan for the Master of Fine Arts to the group and said that PRC approved the document at their October 4 meeting. This item will be placed on the October 15 Agenda.

Provost Sedlak asked the Executive Committee if the review for the Early Childhood Program could be delayed until next year. He explained that the program was very large and would be going into the new School of Education. He noted that more time was needed in order to sort out the curriculum and currently, there was considerable review and discussions taking place. He added that review of the program this year could be side-tracked with focusing around personnel issues instead of the program's quality. He suggested that PRC could spend the time instead by reviewing questions they ask in self-studies and to also examine their entire work flow process.

Motion: Smith/Johnson moved that the Executive Committee recommend delaying the review of the Early Childhood Program until next year as requested by Provost Sedlak.

Vote: Passed with one abstention.

This item will go to the Faculty Senate on October 15.

G. Other

1. Task Force re: Relationship between Graduate College and Faculty Senate Office – Allen reported that there was nothing new regarding this item.

VII. Old Business

- A. Proposed New Web Information Policy #02-62 - For Endorsement - This item will be placed on the October 15 Faculty Senate Agenda.
- B. Other

IX. New Business

- A. B.S. Cross-Categorical Special Education (Dick Tyson; Attachment 2) – Allen said that this item would be placed on the October 15 Agenda.

Allen distributed copies of the process and steps involved for the campus to "Develop Proposal for New Major/Degree" to the group and said that the Faculty Senate was discussing this issue a couple of years ago. He explained that when System streamlined the process so programs could move through in two years instead of ten, the roles of the Faculty Senate and Standing Committees had been reduced. A special task force was set up to review the issue a couple of years ago, but due to certain circumstances of the members, it was discontinued. Allen said that the Faculty Senate now only has one chance to review programs with the current process. Discussion ensued regarding when to bring this to the full Senate and how it could affect the two entitlements to plan that were up for approval. Allen said that approving new programs used to be a three-stage process; now it is a two-stage process. Cole suggested to distribute the document to Senators for discussion only at the October 15 Faculty Senate Meeting. Beckham suggested that an ad hoc committee be formed, chaired by Weckmueller, to examine this further. Galloy suggested tabling the issue until the Executive Committee could have an opportunity to hear from the people that served on the original task force that studied it. Allen said that he would like to talk to Ron Verdon and Mary Hopkins-Best before any action occurred, so not to cause a major time problem for their entitlements to plan. Smith added that the Executive Committee doesn't want to be a stumbling block for new programs going through. Tyson reminded the group that PRC approved the two plans, recommended that they be brought to the Senate on October 15, and said that it could take a couple of years before they return to the campus for the second review. Ramage recommended that the Faculty Senate discuss the document at their October 15 meeting. It was agreed that the document would be placed on the October 15 Agenda for discussion only and for Allen to request that Weckmueller explain the history and additional background information to Senators before the item was discussed.

- B. Resolution on Laptop Theft/Damage (Jerry Kapus; See Below) - was covered under Vice Chancellor's Moen's report above.

Resolution:

Be it resolved that since departments have limited funds to provide for exigencies, a university-wide fund should be set aside to cover the cost of deductibles for faculty and staff laptop theft and damage.

- C. Summer Commencement (EAC; Donna Albrecht; Attachment 3) - was covered under the EAC Report.
- D. Application Forms for Sabbatical, Promotion, Named Professorships, etc. on WEB – This item was deferred to the October 29 Faculty Senate Executive Committee Meeting.
- E. Collection of Current Bylaws from Colleges and Academic Departments (Tom Allen) - This item was deferred to the October 29 Faculty Senate Executive Committee Meeting.
- F. Other – Allen stated that Anne Hoel recommended to have the Faculty Senate Minutes posted under the daily e-mails in an URL, in order to make it easier for people to find and read them. Cole suggested that Joy could either send Judy Boughton an attachment file or URL address that could be sent to everyone in the daily e-mails.

IX. **Adjournment** – 4:40 p.m.

Respectfully submitted,
Mike Galloy, Secretary

Recorded and prepared by,
Joy Morical