

**MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
NOVEMBER 11, 2003**

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Vacant

SECRETARY: David Johnson
PAST CHAIR: Tom Allen

PRESENT: D. Albrecht, S. Cole, M. Decker, B. McAlister, S. Beckham (for K. Parejko), A. Ramage, R. Rothaupt, B. Finder (for D. Tyson)

EXCUSED: L. Koepke

GUESTS: Provost Sedlak, D. Moen

I. Call to Order – 2:38 p.m.

II. Announcements and Information – Chair Galloy announced that the November 18 Faculty Senate Meeting would be used for the Focus 2010 Session; no business meeting would be held. Galloy distributed a letter from Chancellor Sorensen to the group giving his rationale for returning Resolution No. 02-03/33, “Use of Social Security Number Distribution.” The Chancellor was requesting further Senate discussion or revision before resubmitting the resolution. Galloy asked the group if the item should be forwarded to the full Senate. Allen recommended that it should be reported. Moen explained that the wording in the resolution prevented some business functions on campus from being conducted. It was agreed that this item would be placed on the Agenda for the December 2 Faculty Senate Meeting as an informational item. Decker recommended that the original resolution also be distributed, especially to provide background information for new Senators. Galloy distributed “Issues for Discussion” to the group and explained that the Chancellor had asked the Chancellor’s Advisory Council to discuss the issues, as they all have an impact on the way Stout does business.

III. Minutes of October 28, 2003 (Attachment 1)

Motion: Johnson/Ramage moved to approve the Minutes of October 28, 2003.

Vote: Passed unanimously.

IV. Chancellor’s Report – The Chancellor was ill-no report.

V. Vice Chancellor for Academic Affairs’ Report – Provost Sedlak reported that during the last Board of Regents Meeting, six proposals concerning the technical college transfer credits came forth. He said that the proposals that passed included articulation agreements which specified the number of credits that students needed to take to complete their majors. Stout provides this already. Sedlak explained that the TIS (Transfer Information System; a UWS System that students can access on-line to see what undergraduate credits can transfer to which campus) would be the official data system for articulations and technical colleges. He stated that vocational courses would be transferable outside of the articulation agreements and up to 30 general education credits from technical colleges could be allowed to transfer to a university. Sedlak noted that the previous policy stated that only 15 credits in general education and 2 credits in math and/or science would be accepted. However, this would be subject for review by the faculty at each campus and would follow the same review and approval process used in the departments (the only change would be the increase to 30 credits). Sedlak announced that STRAP would be meeting bimonthly in order to examine Stout’s mission, vision, and values for any redundancy and to also re-sharpen the language. Sedlak explained that AAAT (Academic Affairs Administration Team) included Chair Galloy in its membership. He noted that the Team’s role and function were expanded to include reviewing reports from PRC, assessment, and majors that could help ensure that the deans were fully informed of approved courses and how they would impact their budgets.

Sedlak stated that the tenure process was recently discussed. The criteria and reasoning a department recommended need not be the same that the Chancellor used to award tenure. Discussion ensued regarding what a supervisor’s signature means on a document. Galloy said that he would like to see more clarification from all sides. Cole said that this has come up before in CIC; perhaps there needed to be something on the course approval form that the deans could sign affirming there were resources in their college to cover the particular courses. Sedlak said that the enrollment targets were all approved by the

deans, too, and he would initiate more discussion with the deans in his meetings.

VI. Vice Chancellor for Administrative and Student Life Services' Report – Moen stated that due to the Focus 2010 Session planned on November 18, there would be no reports from her during that meeting. She informed Senators that Stout had three additional assessments from the state as a result of the biennial budget act; the Chancellor was dispensing with those. The Chancellor has decided to pay \$84,000 for state health insurance for part-time employees from available funds and was reviewing alternate methods for next year's payment of \$160,000. The plan to distribute models for allocating the \$1.2 million reduction from 128 accounts this week will affect every department at Stout that generates its own money. However, the students segregated fee revenues were protected through their lobbying. This will be further discussed as a campus. The Campus Physical Development Committee held their fall night walk recently and came back with common-sense recommendations, such as to replace burned out lights or have bushes pruned back.

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 would meet on November 20 and the bylaw changes for SOE and the Graduate Education Committee would be done at that time.
- B. Educational Activities (Donna Albrecht) – Albrecht said that all subcommittees were working, but there was nothing to report.
- C. Elections (Tom Allen) – Allen announced that Howard Lee was elected to the Parking Appeals Board during the recent election. Ballots will be sent out on November 14 to elect Faculty Senate positions for 2004 and there were candidates for all positions. Galloy asked the group if he could ask the one candidate running for vice chair to serve in an interim capacity immediately. Allen replied that as long as the person was willing to serve, a Senate vote could be held after he was elected.
- D. Finance Committee (Ned Weckmueller) – Galloy reported that elections would be held to elect the new committee members.
- E. General Education (Ken Parejko) – Beckham reported that GEC would meet on November 14. The Assessment Committee was still working on its tasks.
- F. Personnel Policies (Anne Ramage) – Ramage distributed and announced that the revised Timeline for all Evaluations (chancellors/administrators/deans) was ready to go the full Senate for approval. Beckham asked Ramage why the results from last year weren't published yet. Galloy explained that the data took quite a while to be processed; the Senate Office just received the raw data a month ago and was now trying to find time to disseminate it. Ramage added that the Administrator Evaluations were distributed late last year because PPC was asked to make major revisions to all the evaluations. PPC examined each administrator's job description when creating the new questions. The committee has now completed the Deans' Evaluations, which should be presented at the next Executive Committee Meeting. Beckham recommended that it would be helpful to include information on when and how the dissemination would be done. Ramage asked the group if the Timeline needed to be approved by the full Senate. Galloy replied that it did, but only as an informational item.

Ramage distributed the Tenure Timeline to the group and explained that the subcommittee met with the Chancellor and Sedlak to receive their input. She noted that if approved, the Timeline would go into effect for 2004. Ramage stated that PPC spent much time making revisions and reviewing the policy in creating the document. Beckham recommended revising it in order to help clarify the process for new faculty. Cole asked Ramage if the process was any different from that used before. Ramage replied that it wasn't, but there was so much confusion because no one knew the dates; she noted that this would only help clarify the process. However, each department was responsible for their own tenure procedures (while following the established policy). This item will be placed on the December 2 Faculty Senate Agenda. Ramage stated that PPC was examining what types of information could be used as evidence for applying for tenure, including a brief sample application that could be used. Ramage explained that the Chancellor would like to know each department's evaluation of the word, "teaching," that could accompany the applications coming forward. She commended David Johnson for his good ideas. Much discussion ensued regarding the use of tenure materials instead of tenure applications, tenure density, portfolio wording, and some departments requiring different materials than others. Tenure is a faculty decision, where they were inviting new faculty into the community. Ramage explained that the UW System guidelines

state that the final decisions were made by the Chancellor after recommendations were received from the departments. Rothaupt recommended having the faculty's job description when they were hired included in the tenure material packet. Ramage said that PPC would continue discussing the post tenure review process, as well as various issues in subsequent meetings. She added that they would also be reviewing PPC's Bylaws.

- G. Planning & Review (Dick Tyson) – Brian Finder, PRC Vice Chair, distributed the General Education Technology Component to the group and explained that PRC recommended that the array of courses designed to satisfy this component continue through the next review provided that the committee's recommendations be implemented. It was agreed that this item would be placed on the December 2 Faculty Senate Agenda. Finder also reported that the Social and Behavioral Sciences Component of General Education, carried over from last year, still needed to come forward.
- H. Other

VIII. Old Business

- A. Graduate Education Committee Bylaws – Galloy explained that he, Julie Furst-Bowe, and Bob Peters would meet with the Graduate Council on November 20. Cole asked Galloy the status of the Graduate Education Committee Bylaws in relation to the standing committee ones. Galloy replied that all standing committee bylaws were being held until the Graduate Education Committee Bylaws were finalized.
- B. Other

IX. New Business

- A. Post-Tenure Review- see above.
- B. Focus 2010 – Galloy said that he's been receiving feedback that good discussions were taking place at the Focus 2010 Sessions and encouraged everyone to attend them. Allen added that the 2010 documents only represented brain storming and nothing was a "done deal." He encouraged the group to invite other faculty to attend, as all sessions were open meetings.
- C. Other

X. Adjournment – 4:00 p.m.

Respectfully submitted,
David Johnson, Secretary

Recorded and prepared for,
Joy Morical