

MINUTES  
ADMINISTRATIVE BRIEFING  
UNIVERSITY OF WISCONSIN-STOUT  
FEBRUARY 17, 2004

Mike Galloy, faculty Senate Chair, welcomed everyone at 2:30 p.m.

- I. Chancellor's Report – Chancellor Sorensen explained that after an extensive discussion of Stout's vision for 2010 during the 2003 Chancellor's Advisory Council's Retreat, four broad themes and ideas were founded. Working groups, with committee members from the Strategic Planning Committee and the Chancellor's Advisory Council, have now been formed for each one. The Chancellor invited any academic staff or faculty Senator to contact any of the committee chairs for input: Judy Jax, Chair of Academic Programs Work Group; Bob Johnson, Chair of Learning Community Work Group; Mike Galloy, Chair for Restructure for Efficiency & Effectiveness; and Bob Meyer, Chair for Stout Technology Advantage. There will be two Budget Forums scheduled for February 23 and 25 where the Chancellor will talk about Stout's proposal that went to the Board of Regents and to give people an opportunity to ask questions and give input.
- II. Vice Chancellor for Academic Affairs' Report – Provost Sedlak gave an update on the budgetary shortfall from tuition revenue. He explained that the shortfall from this past year will affect the campus next year, resulting in not having as much flexibility in what the campus can do. Enrollment for fall currently stands at 1,425 new freshmen. Applications were more than last year, but there still was a concern that the campus wasn't processing and accepting as many students as it could. An ad hoc group will closely monitor this situation, he added. The Provost also reported that freshmen admission was down by 70 students this past year. However, the campus was working on retention by utilizing a new advising model this past semester and retention has improved from fall to spring. The internal evaluations for student satisfaction were extremely high. New changes next year include a math tutoring lab, where students would have the opportunity for face-to-face instruction as well as computer-assisted instruction to improve their success rate in some of the math courses. Stout plans to replicate and make some enhancements of a University of Alabama model. Provost Sedlak also announced that a representative from "smart thinking.com" would be invited to campus to give a demonstration on their 24/7 tutoring organization (online tutoring in areas of math, English, and some sciences) that would guarantee each student at least ten hours of tutoring. The fee for this service would be based on the number of students using it. The Provost concluded that after hearing the panels' input during the last Faculty Senate Meeting regarding the Add/Drop Policy, he was very supportive of the document as it was proposed.
- Chair Galloy announced that he received a letter from System asking for a campus representative to serve on the Search and Screen Committee for Katherine Lyall's replacement. He said that it would be helpful if anyone interested would send him a one-page biography that he could forward to Madison. Galloy reported that he was serving on a System-wide committee that reviewed transfer credits from the technical colleges, with the goal of improving the process. He explained that currently, all UW campuses have agreed upon a set of courses that could transfer up to 15 credits from the technical colleges. The revised policy would allow 30 credits from the core areas (including the math and sciences areas) and 50 courses across the System that could transfer. Galloy noted that the receiving institution would still bear the responsibility of applying the courses and allocating the credits into the student's degree.
- III. Vice Chancellor for Administrative and Student Life Services' Report – Vice Chancellor Moen explained that each year, the campus negotiates with System for its tuition revenue collection. This amount is broken out between terms, and spring was always a percent of the fall tuition revenue. System has been encouraging Stout to improve its fall-to-spring retention rate, as the campus' biggest shortfall is in the spring. Moen explained that enrollment has declined for graduate students (the higher paying students that help give Stout a bigger cash deficit) and also for many new students who were enrolled this spring. Moen stated that the campus saw a huge decline for what was expected this spring (\$800,000), resulting in less flexibility for the campus next year. Chancellor Sorensen added that this situation would be monitored every two weeks. He said that student patterns were changing, including a decrease of high school graduates from our area. How can the campus counteract this? One possibility being considered is hiring an admission person who could target Illinois and Michigan. Other ideas include restructuring internally, program clustering, and renaming programs. The Chancellor concluded by saying that they want to be proactive and work with the Senates in solving this dilemma.

Moen explained that the classified people have been asking to be recognized, resulting in the creation of the Classified Advisory Council. This group would report to Wayne Argo, examine how professional development opportunities could be provided for classified staff, and spearhead a recognition award system for classified employees.

- Ross Olson, Budget, Planning and Analysis, gave an overview of the research responsibilities in his office. He explained that Chris Ness was moving from Technology & Information Services to BPA effective February 8, 2004. Chris' responsibilities will continue to center around assisting faculty and staff with their research, primarily survey design and statistical planning, and scanning evaluations and test results.

IV. e-Scholar Program – Jane Henderson, Stout Solutions, reported that there have been 2,541 laptops deployed and 140 laptops still on inventory. Next fall, incoming freshmen will receive 1,425 laptops during Orientation Week. Transfer students will receive approximately 800 and re-entry student, 200 laptops. All students earning less than 89.5 credits will receive a laptop. Henderson stated that Dan Riordan conducted a survey from colleagues regarding their experiences (what's working and what's not) and best practices utilizing laptops in the classroom; he will post these results on the Web. She said that another survey was being conducted from the students asking them about their laptop learning experiences; the data is due March 1. Milanesi asked Henderson when all the students on campus would be using laptops. Henderson replied that Fall, 2005 was the target for everyone on campus to be using laptops (unless a 5<sup>th</sup> year senior).

**AGENDA  
FACULTY SENATE MEETING  
FEBRUARY 17, 2004  
BALLROOM A**

**ATTENDANCE:**

**CHAIR:** Mike Galloy  
**INTERIM VICE CHAIR:** Steve Schlough

**SECRETARY:** David Johnson  
**PAST CHAIR:** Tom Allen

**PRESENT:** C. Bendel, T. Bensen, P. Calenberg, S. Deckelman, M. Decker, B. Evans, G. Godfrey, A. Hoel, B. McAlister, L. Milanesi, L. Miller A. Parsons, J. Pejsa, B. Peters, J. Roiter, F. Schultz, M. Sherman, M. Spencer, N. Weckmueller, G. Wheeler

**EXCUSED:** M. Arora, B. Bergquist, K. Deery, G. Earl, L. Koepke, S. Orme, R. Rothaupt, S. Terry

**GUESTS:** Chancellor Sorensen, Provost Sedlak, J. Kirschling, J. Thomas, A. Ramage, S. Cole, K. Parejko, D. Albrecht, SSA Student

**I. Call to Order – 3:15 p.m.**

Chair Galloy announced that the Board of Regents asked for a representative from Stout to serve on the Search and Screen Committee for Katherine Lyall's position. He reported that Steve Schlough has been elected Faculty Senate Vice Chair for next year and asked the Senators if Schlough could begin his duties earlier as interim; it was unanimously agreed for him to do so.

**II. Announcements and Information**

**A. 2004 Named Professorship Committee Election Results**  
Abel Adekola, At-Large  
Tom Allen, Chair  
Bea Bigony, CAS  
Bob Hendricks, CTEM  
Leslie Koepke, CHD  
Karen Zimmerman, SOE

**III. Minutes of February 3, 2004 Attachment 1)**

**Motion:** Peters/Johnson moved to approve the Minutes of February 3, 2004.

**Corrections:** Bendel said that in his report on page three, the word, "English," should be replaced with

the words, "Mathematics, Statistics and Computer Science." Another Senator said that on page five, the date needed to be corrected to February 17, 2004 (instead of February 24).

**Vote:** Passed unanimously as corrected.

**IV. Committee Reports**

- A. Department Representatives
- B. Planning and Review (Attachment 2)
- C. Other

**V. Old Business**

A. **PPC Focus Groups on Tenure and Post-Tenure Review (Anne Ramage)**  
Peters explained that this item was discussed two weeks ago. He reported that the first focus group met earlier in the day, eight tenured and seven tenure-track faculty attended, and they had a very good discussion. Peters encouraged Senators to ask their colleagues to attend the remaining focus groups in order for PPC to receive more input. Galloy reminded the group that PPC reviewed tenure issues on campus, were in the process of creating tenure guidelines, and said it was important for faculty to participate in forming this important procedure.

B. **Approve Revised Bylaws of CIC (Steve Cole, distributed on Feb. 3)**

**Motion:** Weckmueller/Decker moved to approve the Revised Bylaws of CIC.

Cole explained that the major changes included adding an additional member from SOE and the Graduate Education Committee to the membership respectfully, decreasing the at-large faculty from five to three, changing the committee terms from two to three years, and some additional minor language changes.

**Friendly amendment:** Parsons asked that the word, "voting," be inserted between "academic staff" and "members" on page 4, number 5.

**Vote:** Passed as amended.

C. **Approve Revised Bylaws of EAC (Donna Albrecht; distributed on Feb. 3)**

**Motion:** Schultz/Johnson moved to approve the Revised Bylaws of EAC.

Albrecht explained that they increased their membership from fifteen to sixteen members in order to include the School of Education.

**Vote:** Passed unanimously.

D. **Approve Revised GEC Bylaws (Ken Parejko; Attachment 3)**

**Motion:** Peters/Milanesi moved to approve the Revised GEC Bylaws.

Parejko explained that they increased their membership from thirteen to fifteen members to accommodate the School of Education, changed the number of required members for a quorum, and added an additional committee alternate.

**Vote:** Passed unanimously.

E. **Approve Revised Bylaws of PPC (Anne Ramage; distributed on Feb. 3)**

**Motion:** Galloy/Johnson moved to approve the Revised Bylaws of PPC.

Ramage explained that they increased their membership from fifteen to seventeen members to include representatives from the School of Education, changed the quorum requirements, added Tenure/Post-Tenure Review and Work related issues to the committee's requirements, and other minor changes.

**Vote:** Passed unanimously.

- F. Approve Revised Bylaws of PRC (Dick Tyson; distributed on Feb. 3)

**Motion:** Allen/Peters moved to approve the Revised Bylaws of PRC.

Galloy explained that PRC increased its membership from sixteen to eighteen to include representatives from the School of Education.

**Vote:** Passed unanimously.

- G. Add/Drop, Withdrawal Policy (Donna Albrecht and Joan Thomas; Discussion – 15 Minutes)  
Galloy explained that this item was presented during the last Senate meeting and asked the Senate if it should come up for a vote.

**Motion:** Miller/McAlister moved to approve the Add/Drop, Withdrawal Policy.

Allen stated that he was concerned that faculty were written out of the policy and explained that decisions were shifted from the faculty to the Dean of Students. Thomas distributed a sample draft of a Late Drop Request which was used by UW-Stevens Point to the group. Albrecht explained that faculty would have a chance for interaction. Much discussion ensued. Milanesi asked Thomas about students needing to leave school for military service. Thomas replied that military students were treated differently than the others and that they would be given “W’s” on their transcripts and wouldn’t be dropped. Thomas explained that she had been chairing this committee for three years. Over this time, the committee went to departments, senates, had much discussion, and tried to incorporate a policy proposal that would help students, not hurt them, by efficiently keeping them in school and saving university resources. She said that the process was being utilized by sister institutions; the dean of students and registrar at both said that they receive very few appeals. Schlough called for the question.

**Vote:** Passed with 5 abstentions.

- H. Revision to Global Perspective Requirement Policy (Donna Albrecht; distributed Feb. 3)

**Motion:** McAlister/Peters moved to approve the Revision to Global Perspective Requirement Policy.

Albrecht explained that EAC was simply deleting item four of the Implementation Guidelines; everything else on the document remained the same.

**Vote:** Passed unanimously.

- I. Focus 2010 – Galloy explained that the membership for the Focus 2010 Working Groups were set and invited Senators to contact any of the members with input/concerns.

- J. Other

## VI. New Business

- A. Sabbatical Application Timeline 2004-2005 for 2005-2006 (Anne Ramage; Attachment 4) – Peters explained that the Sabbatical Application Timeline 2004-2005 for 2005-2006 was the same as last year; only the dates were changed to accommodate the new calendar and two additional days were given in order to allow more time for the distribution and notification process to occur.

**Motion:** Allen/Godfrey moved to approve the Sabbatical Application Timeline 2004-2005 for 2005-2006.

**Vote:** Passed unanimously.

- B. Status Report for M.S. in Risk Control (Dick Tyson; Attachment 5) – Galloy explained that this item was for information only.

- C. **Other – Albrecht requested that the Grade Change Policy be placed on the next agenda. She reported that EAC would be conducting an on-line survey regarding calendar issues (Advisement Day, Evaluation Week, Even Semester) under Mike Galloy’s name and encouraged everyone to participate.**

**VII. Adjournment – 4:04 p.m.**

**Respectfully submitted,  
David Johnson, Secretary**

**Recorded and prepared by,  
Joy Morical**