

ADMINISTRATIVE BRIEFING NOTES  
UNIVERSITY OF WISCONSIN-STOUT  
APRIL 27, 2004  
BALLROOM B  
2:30 P.M.

Mike Galloy, Faculty Senate Chair, welcomed everyone at 2:38 p.m.

- I. Chancellor's Report – Chancellor Sorensen announced that he was lobbying recently with Chancellor Mash from UW-Eau Claire, the Interim Chancellor at UW-River Falls, and four or five legislators regarding the budget cuts. The legislators felt that The Taxpayer Bill of Rights (TABOR) would not be voted on, as it could tie many hands. He noted that the legislators have sympathy with the UW-System. The Chancellor said that the Enrollment Management Task Force would include 7-10 people that would review enrollment management issues, including ways to help predict more effectively which students get into what programs. The enrollment issue would be monitored very closely, he added. The Chancellor also reported that after President Lyall's position was filled, a task force would be formed to chart long-range planning for the UW System; a state-wide mission could benefit Stout by making the campus more positive.
- II. Vice Chancellor for Academic Affairs' Report - Assistant Vice Chancellor Smith reported on block scheduling. She encouraged faculty/staff to tell their students who were having trouble getting into classes to contact Shirley Murphy in Student Services. Murphy is working with the associate deans to identify where class openings are available for next fall, and the goal is to accommodate everyone. Smith noted that most students who were coming into Murphy's office with only 6-8 credits, were leaving with 12 credits. Smith stressed that there was help available in the Advisement Center for students. McAlister asked Smith if the process would be reevaluated after this semester. Smith replied that it would be. The Chancellor added that the General Education courses were the building blocks for all majors on campus. Currently, there were senior students taking freshman-level classes; however, the system is in the process of being cleaned up in order to get incoming freshmen into their appropriate classes. The Advisement Center was trying to work one-on-one with these students, with some classroom sections being temporarily formed to accommodate student need. The main goal, the Chancellor noted, was to get the students through their programs without delay as much as possible. Parsons asked Smith if students were contacted as to how to get the help they needed on campus. Smith replied that they were. Parsons distributed a limited survey that she gave to her freshmen students regarding registration and said that the average number of credits that her students were able to get for next fall was 10. The Chancellor stressed for all faculty/staff to encourage their students to go the Advisement Center or to see Shirley Murphy.
- III. Vice Chancellor for Administrative and Student Life Services' Report - Vice Chancellor Moen announced that the Chancellor approved allocating funds to update 9-12 general classrooms next year in support of the e-Scholar initiative and that these upgrades were given in addition to the lab upgrade money. Moen stated that decisions were still pending regarding the purchase of a new software vendor (to allow credit card transfers to be made by students) and new imaging software for large paper operations on campus (i.e., Financial Aids, Human Resources) that could allow certain information to be imaged and viewed electronically. Moen said that the computer cost share program would still be available next year that would allow faculty/staff to upgrade their laptop and desk top computers. She announced that she would be bringing a list of capital projects to the Senate's next meeting, as well as information regarding the Summer Retreat.

MINUTES  
FACULTY SENATE MEETING  
APRIL 27, 2004  
BALLROOM A

**ATTENDANCE:**

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

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

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

**EXCUSED:** M. Arora, B. Bergquist, K. Deery, R. Rothaupt, M. Sherman, N. Weckmueller, G. Wheeler

**GUESTS:** Chancellor Sorensen, D. Albrecht, A. Ramage

**I. Call to Order – 3:35 p.m.**

**II. Announcements and Information**

- A. Annual Faculty & Academic Staff Retirement Dinner, May 7, 2004 (Chair Galloy)  
Retirees attending include Sue Beckham, Glen Miller, and Mary Riordan
- B. Senate Office will be moving to 11 Harvey Hall - Chair Galloy announced that Harvey Hall would undergo electrical wiring renovations and the Senate Office would become the “electrical room” for the building. Consequently, the Senate Office will be moving to 11 Harvey Hall to accommodate this need.
- C. Named Professorship Awards – Chair Galloy announced that Dr. Amy Gillette was awarded the 2004 Maybelle Ranney Price Professorship and Dr. Marian Marion and Dr. Richard Tafalla were awarded the 2004 Dahlgren Professorships.

Parsons asked Galloy if a faculty representative was found to serve on the search committee for Katharine Lyall’s position. Galloy replied that Steve Schlough volunteered to serve.

**III. Minutes of April 13, 2004 (Attachment 1)**

**Motion:** Peters/Orme moved to approve the Minutes of April 13, 2004.

**Vote:** Passed unanimously.

**IV. Committee Reports**

- A. Department Representatives
- B. Other

**V. Old Business**

- A. Focus 2010 – Budget Forums – Chair Galloy said that he felt the budget forums were well attended and received good discussion regarding the variety of issues concerning the campus.
- B. Other

**VI. New Business**

- A. University Marshal Election (Galloy & Schlough) – Schlough explained that the current process for choosing the Marshal and three Assistant Marshals included trying to have each college represented, gender equity, and seniority in the membership. The Marshal’s title goes to the person with the most seniority (from the four elected). Schlough added that Gladys Earl’s term as Assistant Marshal will expire on August 24, and she has agreed to serve again.

**Motion:** Schlough/Johnson moved to renew Gladys Earl’s term for another five years.

**Vote:** Passed unanimously.

Schlough said that the Senate would need to examine conflicting or vague items to the process next year, as well as adding a representative to the membership from the School of Education.

- B. **Proposed WiSYS Policy (Galloy; Attachment 2) – Chair Galloy stated that the policy explained how the money would be divided when a faculty/staff invented something that was patented.**

**Motion: Koepke/Schultz moved to approve the WiSYS Policy.**

**Vote: Passed unanimously.**

- C. **Proposed Asbestos Management Policy (Galloy; Attachment 3) – Chair Galloy said that this policy explained how Stout would manage asbestos on campus.**

**Motion: Peters/Bensen moved to approve the Asbestos Management Policy.**

**Vote: Passed unanimously.**

- D. **EAC Recommendation for 2006-2007 Calendar (Albrecht; Attachment 4) - Albrecht explained that the EAC had surveyed faculty and students regarding whether or not to keep Advisement Day, Evaluation Week, and the equal number of instructional days between fall and spring semester in the 2006-2007 Calendar. Based on the survey results, all three were recommended to be included in the calendar.**

**Motion: Miller/Hoel moved to approve keeping Advisement Day in the 2006-2007 Calendar.**

Senators discussed how many of their students actually came to them for advisement on this day. Some had very few students and some had most of their class come. Miller said that it was a transitional period for undeclared students and that the committed students were more aware on how important their advising was. Schlough suggested for faculty/staff to put “holds” on their students’ records until they came in for their advising session.

**Vote: Passed unanimously.**

Galloy stated that EAC would be charged next year to include Advisement Day in the documents.

**Motion: Miller/Allen moved to approve keeping the number of instructional days approximately equal between fall and spring semester in the 2006-2007 Calendar.**

Bensen said that he greatly appreciated having equal number of days in each semester, especially when teaching the same course.

**Vote: Passed with 1 no vote.**

**Motion: Allen/Miller moved to approve keeping Evaluation Week in the 2006-2007 Calendar.**

**Vote: Passed unanimously.**

- E. **Grade Change Policy and Procedures (Albrecht; Attachment 5)**

**Motion: Allen/Miller moved to approve the Grade Change Policy and Procedures.**

Albrecht distributed a revised document to the group and explained the changes. Much discussion ensued regarding the meaning of the words, “prejudicial or capricious.” Many suggestions were made by many Senators during the meeting to revise the policy again. Miller explained that the Faculty Senate passed the Grade Change Policy last year. However, the Chancellor returned the document because there was not a well-established review procedure in place. Miller said that this procedure was now added and noted that no procedure could cover every course situation. This policy would seldom be used, but could protect the students if they really felt (after appealing to their instructor and department chair) the need to appeal. This would provide another alternative to pursue their case. Koepke said that the Provost explained during the last Executive Committee Meeting that some syllabi weren’t very clear to the students. Evans said that as a department

chair, he saw all course syllabi from everyone in his department. He added that departments should have a responsibility and desire to be consistent to each department's standards/principles. Much more discussion ensued and suggestions made to revise the document further.

**Motion:** Peters/McAlister moved to table the Grade Change Policy until the revised document could be brought forward for Faculty Senate review.

**Vote:** Passed.

Chair Galloy encouraged Senators to contact Albrecht with any further suggestions or recommendations they may have.

F. GEC Letter Regarding New Model for the Assessment of General Education (Parejko; Attachment 6) – Chair Galloy explained that the document was just for information only and came from the Provost's Office.

F. Other

VII. **Adjournment** – 4:10 p.m.

Respectfully submitted,  
David Johnson, Secretary

Recorded and prepared by,  
Joy Morical