

MINUTES
FACULTY SENATE ORGANIZATIONAL MEETING
SEPTEMBER 3, 2002

ATTENDANCE:

CHAIR: Tom Allen
VICE CHAIR: Claudia Smith

SECRETARY: Mike Galloy
PAST CHAIR: Ned Weckmueller

SENATORS PRESENT: A. Antonipillai, A. Adekola, B. Bergquist, S. Deckelman, B. Evans, B. Foley, A. Hoel, D. Johnson, J. Kapus, B. McAlister, L. Miller, S. Orme, A. Parsons, B. Peters, R. Rothaupt, M. Sherman, S. Shumate, K. Zimmerman, S. Schlough

EXCUSED: G. Choudhury, B. Foley, G. Godfrey, M. Nicolai, M. Spencer, S. Terry, A. Vande Linde, N. Weckmueller

GUESTS: Chancellor Sorensen, D. Moen, J. Furst-Bowe, J. Brown, W. Argo, M. Skutley, A. Ramage

ORIENTATION FOR NEW SENATORS - 2:30 p.m.

I. **Open Meeting Orientation for New Senators** – Chair Allen called the meeting to order and informed new Senators of the importance of their duties to the Senate in acting as liaisons to their departments and colleagues on campus. He asked that departmental Senators report about Faculty Senate business regularly at their department meetings and suggested that they talk to their colleagues so that they can represent their constituents' views in debate and when considering Faculty Senate business.

II. **Senate Structure, Simplified Parliamentary Procedure (from A Roberts Rules of Order[≡]), Open Meeting Law, Responsibilities, etc. (Attachments 1 & 2)** - Chair Allen explained that the Senate follows Robert's Rules of Order when conducting meetings and will operate under the Open Meeting Law; anyone is welcome to attend, and the agenda is set and posted according to the Open Meeting Law stipulations. Friendly amendments will be made to motions as long as the first and second person of the motion agree. Allen reminded Senators that under the State of Wisconsin Statutes Chapter 36.09, faculty, academic staff, and students are given governance rights and can provide input affecting our campus. The responsibilities of the Senate are serious, especially in the areas of personnel. He added that the Senate is the first body to make recommendations on many issues on campus and works together as a team with the Chancellor and other administrators.

Allen gave some helpful suggestions concerning Robert's Rules of Order--a Senator could "call for the question" when a subject seems to be going nowhere. He added that a motion could be saved by tabling the item, especially when there could be a risk that it would fail if voted on that day. This would allow time for Senators to think about the issue and gather constituent's feedback. Vice Chair Smith explained how to make a motion (by simply saying, "I move to....."). She added that whenever a standing committee is bringing business forward, it's always helpful to have members from that standing committee attend the Senate meeting so they can help support and discuss the issue. Chancellor Sorensen informed the group that he, Provost Sedlak, and Diane Moen (as well as other administrators) try to attend all Faculty Senate and Executive Committee meetings regularly; this provides each Senator an opportunity to speak with the administrators directly and engage in discussion on any issue on campus. Allen noted that many misconceptions are cleared up during this time. The Chancellor also explained that in an effort to improve better communication between faculty, administration, and the Faculty Senate, the Senate structure was reorganized several years ago so every department on campus has its own Senator to represent them on the Senate and who can report about Senate business at departmental meetings.

Allen explained that the Executive Committee determines the Senate agenda. Committees sometimes use the Executive Committee as a sounding board for ideas they are discussing. Administrators also use the Executive Committee as a sounding board to see if various issues should come before the full Senate. He explained that in addition to setting the Senate agenda, the Faculty Senate Executive Committee is empowered to act on behalf of the Faculty Senate if necessary. He noted that since the Senate meets frequently during the academic year, this rarely becomes necessary. The Executive Committee meets during the same time as the Faculty Senate,

but on alternate Tuesdays.

Allen described the structure of the Faculty Senate. The Faculty Senate has five standing committees that report to the Faculty Senate and bring recommendations to the Faculty Senate for action. These committees are the Curriculum and Instruction Committee, Educational Activities Committee, Personnel Policies Committee, Planning and Review Committee, and General Education Committee. A sixth standing committee, the Budget and Finance Committee, has been inactive for several years. The chairs of all standing committees give oral reports during the Faculty Senate Executive Committee Meetings. The Faculty Senate acts on recommendations brought forth from the standing committees, and all actions are sent forward by the Faculty Senate Chair to the Chancellor. Policy changes are subject to the Chancellor's approval. Allen encouraged Senators and faculty to e-mail or call him with any issues they would like addressed.

Galloy suggested for the Senate to consider sending all Senate materials to Senators via e-mail instead of sending out hard copies. Smith agreed and added that this item should be addressed this year. Allen then asked Senators to introduce themselves.

ORGANIZATIONAL MEETING - 2:45 p.m.

I. Call to Order – 2:45 p.m.

II. Announcements

- A. **Introductions of New Senators (Tom Allen, Chair; Claudia Smith, Vice Chair; Ned Weckmueller, Past Chair; Mike Galloy, Secretary; Gary Godfrey, CTEM; David Johnson, At-Large) - Chair Allen announced the newly-appointed departmental Senators: Anne Hoel, Business; Brian McAlister, CET; Ana Vande Linde, Chemistry; Scott Orme, Education, etc.; Mehar Arora, Industrial Management; Anne Antonippillai, Mathematics, etc.; Stephen Shumate, Rehabilitation & Counseling; and Mitch Sherman, Psychology.**
- B. **Faculty Senate Resolutions for 2001-2002 (Attachment 3) - Allen stated that the attachment showed an inventory of all Senate business that was sent to the Chancellor last year and was for information only.**
- C. **Faculty Senate Meetings for 2002-2003 Attachment 4) – Allen explained that the attachment showed both Faculty Senate and Faculty Senate Executive Committee Meetings for the year.**
- D. **Faculty Senate Membership for 2002-2003 (Attachment 5) – Allen said that the membership list is forever in process, especially with Faculty Senate and departmental elections to fill Senator vacancies.**
- E. **Other**

III. Minutes of May 14, 2002 (Attachment 6)

Motion: Kapus/Peters moved to approve the Minutes of May 14, 2002.

Vote: Passed unanimously.

IV. Chancellor's Report – Chancellor Sorensen distributed a budget presentation made by UW-System President Katherine Lyall at the August 22 Board of Regents meeting. He said that UW-System represents 9% of state budget, but took 23% of direct cuts, with a total of \$44.2 million reduction for UW-System. The Chancellor encouraged Senators to keep and share the document with their constituents to help with lobbying efforts for 2003-05. Chancellor Sorensen also reported that the campus' wireless and laptop capabilities are in place, with almost all rooms wired for wireless capacity. The Freshmen target has been met, and all parking lot projects have been finished. Stout will meet with the Menomonie School Board to clarify responsibilities for every high school event. Chancellor Sorensen said that he is excited about this year, especially coming out of the Baldrige Award. He encouraged people to contact him by phone, e-mail, or during the Faculty Senate Meetings.

V. Vice Chancellor for Academic Affairs Report – Associate Vice Chancellor Furst-Bowe reported for Provost Sedlak, who was in Turkey. She explained that some of the major projects for the campus

include the restructure and reorganization of Teacher Education and Stout's AQIP accreditation process. Furst-Bowe explained that AQIP is an alternative form of accreditation from the North Central Accreditation. Stout is one of 67 institutions that have chosen to use this continuous improvement process instead of being reviewed every ten years in the traditional NCA process. Stout was asked to identify three-to-five University Targeted Priorities that UW-Stout will focus on over the next three years. The following priorities were identified by our campus: Graduate Education, Assessment of Student Learning, and Leadership Development.

VI. Vice Chancellor for Administrative and Student Life Services – Vice Chancellor Moen explained that she often brings items of interest to the Senate for information to be shared with constituents. These items include surveys, university-wide projects, information concerning major plans on campus, etc. She distributed the "Capital Projects & Facility Maintenance, Summer 2002" to Senators, explaining that the document showed projects that have either begun, or have been completed, over the summer (some of these are still at the "bidding stage"). These items included classrooms renovations, rebuilding and resurfacing parking lots, one-way streets (a city project), repairing several chillers, remodeling and signage for residence dorms, constructing a softball dugout for new fields, basketball floor replacement, Physical Education moisture study and restroom repair, remodeling the Student Health Center's main entry, constructing new sidewalks and minor road/walk maintenance, and replacing the roof of Applied Arts. Chancellor Sorensen said that the campus has received complaints that the softball fields haven't been mowed. An off-company (Market and Johnson Construction) owns the land and is in charge of the mowing. This is a state issue whereby Stout cannot contact them directly; consequently, the campus is caught in a bind. Smith asked if there was a timetable concerning the Education issue and its potential impact on governance. Furst-Bowe replied that there should be something definite by the end of the semester.

VII. Election of 2 Faculty Senate Reps to serve on STRAP - 2 needed (The 5 reps are filled by the Faculty Senate Chair, Vice Chair, Past Chair and 2 senators.) - Galloy nominated Steve Schlough. Anne Hoel self-nominated.

Motion: Foley/Galloy moved that nominations be closed and cast a unanimous ballot for Steve Schlough and Anne Hoel to serve one-year terms on STRAP.

Vote: Passed unanimously.

VIII. Election of Members to Faculty Senate Election Committee (Members are Faculty Senate Vice Chair, 2 Senators, and 2 non-Senators that are faculty.) - Smith stated that two non-Senators volunteered to serve: Peggy Kothmann and Amy Gillett. It was decided that nominations from Senators would be taken later in the meeting to complete her committee.

IX. Election of College Reps and Alternates for CTEM, CAS, and CHD to serve on the Faculty Senate Executive Committee (Elected by members of each College) – Allen reminded the group that the main function of the Executive Committee was to assist the Chair in establishing the agenda for Faculty Senate meetings. The Senators then caucused by college. Executive Committee members selected were:

CAS: Steve Deckelman (representative) and Ann Parsons (alternate).

CHD: Karen Zimmerman (representative) and Steve Shumate (alternate).

CTEM: David Johnson (representative) and Brian McAlister (alternate).

X. Election of Senators to Standing Committee - Nominations will be taken at the time of the election.

A. Personnel Policies Committee: 2 Senators for 3-year terms. Must be from the Faculty Senate.

Johnson and Galloy (members of PPC) explained that the biggest duties of the Personnel Policies Committee include salary guidelines, sabbatical leave policy, promotion policy, tenure, and anything to do with personnel issues. Johnson said that he was willing to serve another term. Galloy nominated Adekola. Adekola asked how long his term would be. Smith replied that because his term on the Faculty Senate was only one year, he would

have a one-year term on PPC.

Motion: Ramage/Peters moved to close nominations and unanimously elect Johnson and Adekola to the Personnel Policies Committee.

Vote: Passed unanimously.

- XI. Appoint Faculty Senate Rep to new Assessment Taskforce (Attachment 7)** - Furst-Bowe explained that Chancellor Sorensen asked her to form this taskforce this fall, with the purpose to review all current assessment initiatives, identify future initiatives and to put everything into a framework--from entering freshmen through graduation. She noted that the group should be finished with its duties by December, 2002. Peters asked if certain people from specific areas could give better input than others. Furst-Bowe replied that there are other members on the committee that have expertise, and anyone from the Senate that works with students could serve. Galloy nominated Bob Peters. Steve Deckelman self-nominated. Adekola nominated Scott Orme and Ann Parsons. Furst-Bowe asked for one member and one alternate to be elected. A ballot election was held; Ann Parsons was elected as the Faculty Senate member and Scott Orme, alternate.

Chair Allen explained that a member of the Faculty Senate serves on the Senate of Academic Staff and that Bob Foley has agreed to serve another year.

Motion: Galloy/Peters moved to endorse Bob Foley to represent the Faculty Senate on the Senate of Academic Staff for 2002-2003.

Vote: Passed unanimously.

Allen said that two Senators were still needed to serve on the Faculty Senate Election Committee for this year. Amy Gillett and Peggy Kothmann have volunteered to serve as the non-Senators on the committee. Bob Peters self-nominated. Abel nominated Mike Galloy.

Motion: Ramage/Johnson moved to close nominations and cast a unanimous ballot for Amy Gillett, Peggy Kothmann, Bob Peters, and Mike Galloy to serve on the Faculty Senate Election Committee for 2002-2003.

Vote: Passed unanimously.

- XII. Announcement of Election Results**

- XIII. Adjournment – 3: 45 p.m.**

Respectfully submitted,
Mike Galloy, Secretary

Recorded and prepared by,
Joy Morical