

MINUTES
FACULTY SENATE MEETING
DECEMBER 2, 2003

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Vacant

SECRETARY: David Johnson
PAST CHAIR: Tom Allen

PRESENT: M. Arora, C. Bendel, T. Bensen, S. Deckelman, M. Decker, K. Deery, B. Evans, G. Godfrey, A. Hoel, L. Koepke, B. McAlister, L. Miller, S. Orme, A. Parsons, J. Pejsa, R. Rothaupt, S. Schlough, F. Schultz, M. Spencer, G. Wheeler

EXCUSED: B. Bergquist, P. Calenberg, G. Earl, L. Milanesi, B. Peters, J. Roiter, M. Sherman, S. Terry, N. Weckmueller

GUESTS: Chancellor Sorensen, D. Moen, W. Argo, A. Ramage, R. Olson, C. Smith, D. Albrecht, D. Tyson, J. Thomas

I. Call to Order – 3:34 p.m.

II. Announcements and Information - Chair Galloy distributed the “2003 Assembly Bill 540” and encouraged Senators to read the material. He explained that the bill required that the rules relating to the code of ethics for unclassified personnel of the system, whose positions are not subject to the statutory code of ethics for state public officials and employees, include a requirement for each individual who is a member of the faculty to annually report to the system income received from any source other than UW System resulting from any pursuit that is related to the professional responsibilities or expertise of the individual as a member of faculty. Galloy also said that he serves on UW System’s Education Committee’s subcommittee regarding Credit Transfer and Expanding the Number of Baccalaureate Degree Holders in Wisconsin. Galloy asked for Senators to bring the document to their departments for discussion to see how it could impact their programs.

A. Use of Social Security Number Distribution (Mike Galloy; Attachment 1) – Galloy explained that the Chancellor has requested for the Senate to discuss and revise its resolution.

B. Timeline and Process to Use for All Evaluations (Anne Ramage; Attachment 2) - Ramage explained that the timeline had been updated and a revised copy would be coming to the Senate in February.

C. CAC Issues for Discussion (Mike Galloy; Attachment 3) – Galloy stated that the “Issues for Discussion” came from the Chancellor and addressed areas needing to be reviewed on campus. Galloy reminded all Senators that the decision-making process flowed up through them to their departments, deans and colleges. Chancellor Sorensen said that he would like to send campus representatives to different schools to examine how they were handling declining enrollment and other issues and perhaps learn from them. Miller asked where the campus was regarding block scheduling. Smith explained that the process was in the formative stages and discussed with the deans and that they were now working on a system for next fall and next spring. Arora asked how useful Stout Solutions was. The Chancellor replied that it was formed in 1999 as a one-stop shopping center and self-sufficient unit to “sell” Stout to people off-campus. This unit will be analyzed to see if the changes and philosophy had been carried out as originally intended.

III. Minutes of November 4, 2003 (Attachments 4)

Motion: Schlough/Johnson moved to approve the Minutes of November 4, 2003.

Vote: Passed unanimously.

IV. Committee Reports

A. Department Representatives – none.

B. Other

V. Old Business

A. Graduate Education Committee Bylaws (Mike Galloy) – Galloy distributed the Bylaws he

received from Bob Peters and explained that he met with Peters and the Graduate Council.

Motion: Galloy/Bergquist moved to create a new standing committee of the Faculty Senate: The Graduate Education Committee.

Galloy said that only the standing committee would be approved first; then the Bylaws could be approved in a second motion. This committee would create a link in governance between the Faculty Senate and Graduate College. Allen said that the committee's abbreviation would need to be revised, as GEC now stood for the General Education Committee. Galloy said that the committee would be charged with finding a suitable abbreviation.

Vote: Passed unanimously.

Motion: Orme/Deery moved to approve the Graduate Education Committee Bylaws.

Parsons stated that she was concerned that CAS could potentially not be represented on the committee. Deckelman agreed and said that having twelve voting members could pose a problem by allowing a split vote on issues.

Friendly Amendment: Tyson offered an addition to 3. B. (last line) to read, "...forwarded to the Planning and Review Committee *and Curriculum and Instruction Committee respectively.*"

Friendly Amendment: Koepke suggested changing the voting members from 12 to 13 (under C. 1. Membership), and to revise C. 1. a. to read, "Four ~~three~~ Graduate faculty members elected by the Faculty Senate, one each from the College of Technology, Engineering and Management, the College of Human Development, *the College of Arts and Sciences*, and the School of Education."

Vote: Passed unanimously as amended.

- B. Focus 2010 – Galloy stated that this would remain on the Agenda.
- C. Other

VI. New Business

A. Policy for Add/Drop and Repeat Courses, for Information & Discussion – Joan Thomas, Assistant Dean of Students, explained that a revised policy was presented to the Senate last spring, feedback was received, and the subcommittee was now bringing another revised policy forward for information and discussion. She noted that the committee examined course drops and grading in general and found that the current policy wasn't followed very well. Students who habitually or repeatedly drop courses take the place of other students that could initially complete the course, use university facilities and staff (which because of budgetary considerations is increasingly limited in availability), jeopardize their financial aid, and were less likely to complete their degree, especially within four years, because they weren't making satisfactory progress. Thomas said that the goals of policy enforcement and/or change would be to practice university policy; efficiently and effectively utilize university, state, and student resources; encourage students to complete the courses they register for (by improving retention and reducing time to graduation); and to reduce the level of student indebtedness. (Stout is currently higher than average for UW-System schools). Thomas explained that the revised policy was modeled after policies being used at UW-Stevens Point and UW-La Crosse and limits the number of drops a student could have during their career at Stout. Students who withdrew officially from the university would not be penalized toward the drop totals. Discussion ensued regarding the change in grading, especially when using W, WS, WU, F, FN, and FS. Allen stated that some students have emergencies and don't always know how to go to the Dean of Students or how to withdraw satisfactorily, and he doesn't want to see some of these students get hurt by a policy that would deal with relatively irresponsible students. Thomas replied that there were always extenuating circumstances for students (that require documentation) that could help these students. Miller asked if there was a mechanism where the student's advisor could be made aware that a student was dropping. Thomas replied that there could be a way to monitor where they were at. Miller added that students should know who their advisors were, so they could go to them if extenuating circumstances develop. Galloy encouraged Senators to share the policy with their departments and to contact Thomas with any questions/concerns.

B. Tenure Timeline (Anne Ramage; Attachment 6) - Ramage explained that a PPC subcommittee was examining various tenure issues and received feedback when they met with the

Chancellor and Provost. Currently, there was no tenure timeline in place and it was suggested that the PPC develop one. Ramage noted that the Tenure Timeline would be updated each year by PPC, just as they presently do with the Promotion Timeline.

Motion: Johnson/Miller moved to approve the Tenure Timeline for 2004.

Bendel asked Ramage where the January 31 date came from. Ramage replied that there may be departments that have begun their process and the dates wouldn't quite fit for this year. However, it would be expected for them to follow the guidelines next year. Koepke said that sometimes twenty days to review an applicant was not long enough and asked if the date could be changed to begin earlier, as some departments may need more time. Ramage replied that this was written from the current twenty-day policy and that the policy would need to be revised first to change it. Allen asked if it were possible to write more generic guidelines that wouldn't specify a particular date. Ramage replied that it could be done, but PPC felt dates would help keep the tenure and promotion timelines separate. This would keep the Promotion process primarily in the Fall Semester and the Tenure Process in the Spring Semester. She noted that the timeline couldn't extend later than April 1, as the recommendations must be submitted to the UW-System by the Chancellor in time for the June Board of Regents' Meeting. Miller asked Ramage if the wording could be changed to, "no later than January 31, 2004." Ramage said that the timeline would be revised to accommodate this change.

Vote (as amended): Passed unanimously.

Albrecht asked Galloy if EAC should examine/revise the 2004-2005 Calendar according to Sedlak's request. Galloy charged EAC with the task.

C. PRC – General Education Technology Component (Dick Tyson; Attachment 7) – Tyson stated that PRC was recommending that the array of courses designed to satisfy this component continue through the next review provided that the committee's recommendations be implemented. He noted that the recommendations were sent to the dean.

Motion: Allen/Miller moved for the Faculty Senate to endorse the General Education Technology Component as submitted.

Vote: Passed unanimously.

D. Dean's and Dean of Students' Evaluations (Anne Ramage; Attachments 8 & 9) - Ramage explained that when PPC revised the old deans' evaluations, the committee received feedback from each Dean, as well as examining each of their job descriptions.

Motion: Johnson/Bensen moved to approve the Dean's and Dean of Students' Evaluations.

Vote: Passed unanimously.

E. Other – Galloy announced that this was the last Senate meeting of the semester and wished for everyone to have "Happy Holidays."

VII. **Adjournment** – 4:47 p.m.

Respectfully submitted,
David Johnson, Secretary

Recorded and prepared by,
Joy Morical