

UNIVERSITY OF WISCONSIN-STOUT
SENATE OF ACADEMIC STAFF
MINUTES
February 28, 2006

ATTENDANCE

CHAIR: Vi Jones
SECRETARY: Dennis Shaw

PRESENT: Lori Anda-Bowen; Heidi Gilbertson-Gansberg; Ilse Hartung; Vi Jones; Lelah Lugo; Kari Merritt; Robin Muza; Jennifer Rudiger; Peter Schlosser; Dennis Shaw; Evan Sveum; Brenda Swannack; Darrin Witucki

ABSENT: Krista James; Michael Lawler; Heidi Rabeneck (excused); Sherwood Thompson; Ryan Wilson

GUESTS: Ray Rivera

I. Call to Order: The meeting was called to order by Chair Jones at 3:20pm.

II. Announcements and Information:

Chair Jones made the following announcements:

- The Chancellor has called a meeting on Wednesday 10am of Senate leaders regarding the polytechnic issue. Senator Swannack is available to attend unless Senator Gilbertson-Gansberg, who is our representative on the Polytechnic Committee, can attend.
- We have been asked to provide feedback on the proposed disciplinary process (UWS 7). The draft has thus far only addressed faculty and not Academic Staff. If that changes we could call a special meeting to discuss it.
- Celebration went well. 60-70 people attended. Thanks Chancellor Sorensen for your support!

Senator Witucki informed the senate that the SSA was going to discuss SB452. With senate voice approval, he will be attending the student senate meeting to discuss with them why we passed a resolution opposing the legislation.

III. Approval of Minutes:

Minutes from the January 31, 2006 meeting were discussed and approved for filing.

IV. Reports (*Distributed as E-mail Attachments*)

A. Personnel Committee – Senator Lugo

Chancellor has approved salary guidelines.

B. Professional Development Committee - Senator Rudiger

The Professional Development Grant committee (academic staff reps only) met in early February to review nominations for and recommend a UW-Stout academic staff member for the 2006 Academic Staff Regents Award for Excellence. The recommendation was forwarded to the Chancellor, who will then forward onto the UW-System committee for consideration.

The committee will meet later in the month to review nominations for the UW-Stout Chancellor's Academic Staff Award for Excellence.

The deadline for the next Professional Development Grants bi-annual awards cycle is March 1, 2006. Projects occurring any time during the next fiscal year, July 1, 2006-June 30, 2007 will be considered.

The committee continues to entertain Just-In-Time proposals for programs or projects which do not fit into the regular biannual cycle. To date ten proposals have been funded through these dollars, with \$2,400 remaining in the account for the current fiscal year.

For more information about professional development funding opportunities contact Research Services.

C. Elections Committee – Senator Hartung

The Elections Committee met on Thursday, February 23 to review the timeline, call for nominations material, Community News announcement, and list of senators whose turns will expire in 2006.

Joy will request the most updated list of eligible Academic Staff members from Wayne Argo's office. Committee chair will discuss web update with Barb Button, as materials are now online.

Call for nomination will be going out soon.

D. Curriculum & Instruction Committee – Senator Sveum

Minutes of the January 26, 2006 Curriculum and Instruction Committee meeting were sent to Senators via email but was not in a format to cut and paste into the minutes. Contact the Senate Office if you want a copy sent to you.

E. Educational Activities Committee – Senator Shaw

From the February 10, 2006 EAC Meeting:

Announcements

- Student Progress Policy (students completing required math/science/speech/English requirements by the end of their second year): Albrecht submitted a memo to Faculty Senate Executive committee stating that EAC would like to wait at least another year before researching this issue. The campus is in its second year of block scheduling for the general education courses for incoming freshmen. The committee would like to see at that time if there still is a need to develop a policy. Faculty Senate Executive Committee was in agreement with this rationale.
- The committee welcomed Janice Coker who replaced Claudia Smith on the committee.

Subcommittee Reports

- a. **Academic Standing:** The subcommittee is looking at the Academic Probation and Dismissal policies. They are hoping to have a recommendation for the committee to review at the next meeting.

- b. **Attendance Policy:** Instead of mandating an attendance policy, the subcommittee would like campus support for the Early Alert Program. Thomas indicated that next week she will be sending a memo to the instructors who have freshmen in their courses. By accessing their class roster online, the instructors will be able to type comments for the freshmen in their classes. An e-mail will automatically be sent to the student and their advisor indicating that the instructor stated the student is having difficulty in their course.

Thomas will be using the class schedules for all freshman students to ensure the Early Alert Program announcement is sent to each of their instructors.

The Early Alert Program began last semester. The technology on campus can't handle the volume of all the students being notified if they are having any difficulty with their courses.

MOTION: (Lokken/Thomas) EAC endorses the Early Alert Program for the first year students and encourages the faculty/staff to participate as this program addresses issues beyond just the classroom performance and attendance. Motion carried.

- c. **FSSE and NSSE Reports:**
 - The subcommittee picked out items from these reports that would be useful to Stout.
 - Coker will replace Smith on this subcommittee.

- d. **Mandatory Declaration of Major by the End of the Students Third Term:**
 - Wu distributed a handout which included some background information and comments from various people on campus.
 - Students can switch their major.
 - The subcommittee needs the number of students in their 4th term who haven't declared a major to see if there is any progress being made.

- Subcommittee can look at other universities that are similar to UW-Stout.
- Less than 10% of the students haven't declared a major after their 3rd term.
- Thomas indicated that career clusters were designed to give the undecided students a general area (such as education, technology) as a career path.
- A Career Cluster survey is going to be done asking the undecided students to choose a career cluster. If they choose to remain undecided, then they will need to state why. During Spring Break the results of the survey will be analyzed.
- Thomas feels the campus is addressing the undecided students. However, the subcommittee can do a report showing the number of students who are undecided and indicate what the campus is doing to help them.
- Thomas agreed to join this subcommittee since she has a lot of information that would be helpful for writing the report.

Chancellor's Memo Regarding Charges for EAC

Subcommittees have been set up for three of the charges. Thomas is compiling data from the last two years regarding the charge that states: 'student progress policy (requirement that students complete core courses in English, analytic reasoning, natural science, and speech by the end of their second year)." She may have the data ready for the next meeting.

Cancel/Add Meetings

The EAC meetings scheduled for February 24 and March 10 are being canceled. The committee will meet on March 3.

F. Educational Support Unit Review – Senator Muza

The ESURC committee met on Thursday, Feb. 16th at the meeting the internal and external surveys were discussed for the following units: Physical Plant, Student Services and College of Human Development.

G. Planning & Review Committee – Senator Rabeneck

From the February 17, 2006 PRC Meeting:

Review of M.S. Food and Nutritional Sciences Program

Janice Coker (previous program director), Carol Seaborn (current program director), John Wesolek (dean), Carolyn Barnhart (department chair) and Bob Salt (associate dean for the College of Human Development) were present to discuss the M.S. in Food and Nutritional Sciences program. The following is a summary of the discussion:

- Coker distributed a summary for the committee to review.
- Carol Seaborn became the program director in January 2006.
- One-third of the students take the Food Science and Technology concentration;

two-thirds of the students take the Food and Nutritional Sciences concentration; and one student is in the Food Packaging concentration.

- Dietetic internships are available. Students become a RD once they have completed the master's degree and internship.
- Since the last PRC review, the program was revised in 1999 and 2002.
- Have a steady enrollment. Currently have 33 students in the program.
- Have students from six different countries.
- Have a strong core of courses emphasizing research.
- Since the last review there has been a large turnover of faculty due to higher salaries and better perks at other facilities. When hiring for faculty positions, the department looks at the candidate's area of expertise. The faculty who have left stated they had no complaints with the university. Currently have great faculty.
- Chemistry and biology faculty teach key courses and help advise thesis papers.
- A lot of money has been invested in their labs.
- A large number of their graduates pursue a doctorate degree.
- They are looking for an area to perform Nutrition Counseling.
- Students want more online course offerings, however, this has been difficult to do with the faculty turnover that this program has experienced.
- Will look at the comments regarding duplication of course content.
- Would like more money for graduate assistantships.
- Would like more faculty to be willing to serve as advisors for thesis papers.
- Need to make students aware of Career Services.
- Having an IFT designation would attract more qualified faculty. The program would need a certain number of faculty with a doctorate degree and they also need to teach at least 75% in the department.
- It would be nice if the workload for faculty who teach master level courses was 9 credits. Having a 12-credit workload is high when compared to other institutions. Other institutions also have release time for research.

Preliminary Entitlement to Plan for M.S. Scientific and Technical Communication Program

Bruce Maylath (program director for B.S. Technical Communication) and Dan Riordan (professor in the English and Philosophy Department) were present to discuss the Preliminary Entitlement to Plan for the M.S. in Scientific and Technical Communication program. The following are the highlights from the discussion:

- The University of Minnesota came to UW-Stout to initiate collaboration between the two universities.
- A needs analysis has been completed.
- Details such as where the students enroll, etc. will be defined in Stage II of the approval process.
- The B.S. in Technical Communication at Stout has applied fields so the students can specialize in the area that they want to become a writer for. This proposal has concentrations which is the same as applied fields.
- Have seven specialists in the Technical Communications area at Stout. One program director can not serve both the undergraduate and master's programs.
- There will be a minimal draw on department resources. Competency courses will

be taught at different departments on campus.

- The University of Minnesota currently has 20 students.
- The University of Minnesota will be restructuring their program to match ours.
- There is no program in Wisconsin that is like the University of Minnesota's program.

MOTION: (Harris/Gjevre) Move to approve the Entitlement to Plan. Finder will write a memo for the committee to react to. If he receives no major concerns, then the recommendation will be forwarded to the Faculty Senate Executive Committee. Motion carried.

Consultant Report for Status Report on B.S. Technology Education

The following changes were suggested:

- Section II, Response Summary, Item 2: Change to read as follows: "...program director has held advisory board meetings, solicited feedback from various stakeholders, and initiated dialogue..."
- Section III: Change "2008" to either Spring 2009, Fall 2009 or 2009-10.
- Section III: Change the last sentence to read as follows: "It is recommended that the dean and coordinating chair monitor and address this concern..."
- Section III: Include that the student concerns are related to recent transitions from the DPI requirements (PPST, portfolio, content test, etc.).

MOTION: (Schofield/Harris) Move to allow the above changes to be highlighted in the document and e-mailed to the committee for any further comments. If nothing major is recommended, then McLean can forward the document to the dean for her response. Motion carried.

February 10, 2006 Minutes

The following changes were made to the minutes:

- Item 3, 8th bullet: Change to read as follows: "...allow students to teach through the upper primary grades."
- Item 4, 8th bullet: Remove the statement.
- Item 5, 1st bullet: Change to read as follows: "...student concerns will lessen when the program..."

MOTION: (Thielman/Murphy) Move to approve the minutes as amended. Motion carried.

Consultant Report for B.S. Manufacturing Engineering

The committee made the following changes to the document:

- Page 1, Previous Review, Lead-in Paragraph: Reeg Steidinger's first name was accidentally omitted.
- Page 2, Previous, Review, Item 3: Include that the dissatisfaction was stated among the key instructors as well as the department faculty.
- Page 2, Areas of Concern, Item 2.a.: Change to read: 'student enrollment is stable yet recruitment is fluctuating and challenging.'
- Page 3, Areas of Concern, Item 2.d.: Change to read as follows: "...inadequate to meet program needs."
- Page 3, Recommendations for the Department Chair, Item d.: Include that faculty input should be sought regarding software requirements.

- Include a recommendation for the College of Arts and Sciences Dean to work with the Chemistry and Physics Department Chairs to ensure timely and consistent scheduling of the required courses for this program.
MOTION: (Thielman/Schofield) Move to allow the above changes to be highlighted in the document and e-mailed to the committee for any further comments. If nothing major is changed, then McLean can forward the document to the dean for his response. Motion carried.

Consultant Report for M.S.Ed. and Ed.S. in School Psychology Programs

The committee made the following changes to the document:

- Committee Findings: Change to read as follows: "...made by the committee be implemented."
- Page 4, line 3: Change to read as follows: "...two courses were changed..."
- Page 4: Change 'summation of Consultant's' to 'summation of Consultants.'
- Section V, Program Strengths, Item 2: Change to read as follows: "...essentially 100%. In fact, many..."
- Section V, Recommendations for the Program Director, Item 1: Change to read as follows: "...found in this program, the department should continue its effort to hire... In addition, a web-based recruitment video..."
- Section V, Recommendation to the Coordinating Chair of the School of Education: Change to read as follows: "...should receive support from administration in this effort to actively pursue a successful search."
- Section V, Recommendation for the Dean of the School of Education: Change to read as follows: "...consultation with the coordinating chair and upper... 1:10 in line with the accrediting body guidelines. Finally, the dean...the coordinating chair for the above...in light of the accreditation's policy..."
MOTION: (Harris/Gjevre) Move to allow the above changes to be highlighted in the document and e-mailed to the committee for any further comments. If nothing major is changed, then McLean can forward the document to the dean for her response. Motion carried.

Consultant Report for B.S. Dietetics

The following changes were made to the document:

- Page 6, Item E. – The last sentence should read as follows: "If an issue has not been resolved, the relevant dean will be asked."
- Page 6, Item E.3. – Add CHEM-201 Organic Chemistry
- The revised document should be sent to Deans Wesolek, Murphy and Hall with a memo stating that the document was revised.
MOTION: (Murphy/Harris) Move to approve the consultant report as amended and forward to the Faculty Senate Executive Committee. Motion carried.

Consultant Report for Status Report on B.S. Early Childhood Education

Discussion on the consultant report was postponed so the committee can receive input from Platz.

Consultant Updates

- Applied Mathematics and Computer Science, B.S.: Program will be reviewed at

the February 24th meeting.

- Applied Science, B.S.: The program will be reviewed at the February 24th meeting.

H. General Education Committee - Celene Fry

From January 20, 2006 GEC Meeting:

With the inclusion of a few edits we approved the general education revisions to the BS in Packaging.

Ken Parejko summarized the sessions on GE Assessment (for department chairs) and GE and Program Relationship (for program directors) held during Professional Development week. The session on assessment was good; more department chairs need to be made aware of the process. The session for program directors was good, they were thankful for the opportunity for dialogue. As a result of a question raised in this session (whether courses approved for GE credit meet GE criteria), the GEC will begin a review of present category definitions to determine if they need updating. We will start with Technology and Health/PE at our next meeting.

CIC Chair Steve Cole referred two course revision proposals to GEC because the courses are on the GE list. GEC Chair Ken Parejko reviewed the proposals and felt the GE content wasn't affected by the revisions, but asked the proposal writers for additional information regarding assessment. The Course Revision Cover Sheet states "Any change to a GE course needs to include GE goals and provisions for assessment. –per GEC, 2/13/04". The GEC committee membership discussed and agreed it should review course revisions as well as new course proposals.

February 17, 2006 meeting:

I wasn't able to attend this meeting, and the official minutes haven't been distributed to committee members yet, so I will have them by the time of the next Senate meeting.

I. Human Resources Office – Wayne Argo

No report.

J. Chair Report - Chair Jones

The Academic Staff Leadership Conference will be held in Eau Claire this summer in July. I will let you know the exact dates when the host campus makes the decision. Having it close by will undoubtedly give more of us a chance to attend as was the case with its being held at River Falls last year.

It appears that SB 452 (collective bargaining bill) won't get out of committee. We will need to be watching for future bills and examine the wording and directives as we did this one.

The reps meeting this month focused on the disciplinary process. The first recommendation focused on faculty; we will be gathering information about academic staff now (statutes are in a different place) and looking to take official action by April. Our situations are different from faculty state-wide in that there are varying Senate structures. I will keep you posted. Other discussion focused on President Reilly's view of the future of the University and its impact on academic staff.

Our celebration on Wednesday was a success! Thanks to everyone who helped and attended.

K. Others

None.

V. Old Business

A. Polytechnic Update

Items discussed included:

- Senator Gilbertson-Gansberg will attend the Chancellors meeting (see agenda item II). The senate wants Senator Gilbertson-Gansberg to take to the meeting that our senate supports the idea of a Polytechnic designation and would not be happy if the idea is dropped without a full debate of its merits.
- Chair Jones passed out the Polytechnic Plan drafted by Faculty Senate

B. By-Law Change

Motion: Having received a "first reading" at the December 13, 2005 senate meeting, and a "second reading" at the January 31, 2006 senate meeting, Senator Swannack moved, and Senator Lugo seconded that the following proposed by-laws changes be adopted:

Changes to ARTICLE II , Section 5.A:

A. Nominations. ~~An written~~ *electronic* call for nominations for all vacancies shall be issued to all eligible academic staff at least one month prior to the election. Nominating forms shall give academic staff the opportunity to:

1. Nominate themselves,
2. Be nominated by another eligible academic staff member with the consent of the nominee,
3. Indicate willingness to serve as a committee member on Senate or All-University Committees.
4. If vacancies remain, follow procedure referred to in Section 5.D.

5. ~~The deadline for returning nomination forms to the senate office shall be five working days after forms are first distributed.~~

Changes to ARTICLE II , Section 5.B:

B. Balloting. Ballots shall be prepared and approved by the Executive Committee and distributed electronically to all eligible academic staff within eight working days following the nomination deadline.

For positions representing one of the colleges, schools or other major divisions of the University, only eligible academic staff members from that unit may vote. For at-large positions, all eligible academic staff members may vote.

Voting shall be by ~~written~~ electronic ballot via a secure process which ensures confidentiality of the voter, and allows only one vote per eligible voter. Electronic Bballots must be submitted electronically within eight working days of distribution and the results will be compiled and presented to the Elections Committee, which will make the official determination of election results and verify the eligibility of all voters and votes ~~must be returned in envelopes provided by the Senate within eight working days of distribution. Each voter shall write his/her signature, printed name, and school or division on the outside of the envelope.~~ Write-in votes shall be counted in any election.

If three or fewer candidates are nominated for a position representing a school or division, the person receiving the most votes shall be elected. If four or more candidates are nominated for such a position and no one candidate receives a simple majority in the election, a special run-off election shall be conducted among the three candidates receiving the most votes no more than five working days following the announcement of the results of the first election.

Electronic Bballots must be submitted electronically within five working days of distribution ~~must be returned in envelopes provided by the Senate within five working days of distribution.~~

In the election of at-large senators, those candidates with the highest number of votes shall be elected. In the case of tie, a coin-flip shall decide the winning candidate. The Senate shall, in addition, appoint one minority senator at-large.

Changes to ARTICLE II , Section 5.C:

C. Announcement of Election Results. Election results shall be posted near the Academic Staff Senate Office within five working days following the close of the election. At least two individuals will ~~count~~ review the

ballots and sign the ~~final tally sheet~~ official compilation of electronic results. The winners will be notified within five working days.

Changes to ARTICLE II , Section 5.F:

F. The Election Committee. The Election Committee shall be responsible for conducting the election. The Committee shall prepare, distribute and collect ballots, and ~~tabulate~~ determine official results. The results of the election shall be announced no later than five working days after the deadline for the ~~return~~ electronic submission of ballots.

Discussion: Senate Elections Chair Hartung stated that the Faculty Senate has some concerns about electronic voting and she will discuss their concerns with Faculty Senate leadership.

Vote: Passed unanimously.

C. Provost Search

No report at this time.

D. Other upcoming searches

Library Director search is coming along.

E. Facility Use Policy

Senate leadership relayed concerns about the part of the policy that limits church services and wanted to make sure that student groups like Campus Crusade can still use the facilities. Faculty Senate voiced a similar concern.

VI. New Business

C. Minority Faculty Staff Network

Ray Rivera gave the senate an update on the work of this group which can serve as a sounding board for minority faculty and academic staff.

Motion: Senator Shaw moved that the Senate of Academic Staff recognize and applaud the work and goals of the new Minority Faculty Staff Network. Senator Schlosser seconded the motion.

Vote: Passed unanimously.

A. April Elections

The senate wants to encourage interested persons to run for senate positions. Current senators are reminded they can serve up to 6 years and then must take at least 1 year off. Senate Chair term is for only 1 year.

D. Alumni Outcomes Survey

Distributed for information.

E. Diversity Committee

Motion: Senator Witucki moved that Jaonne Deml be named to replace the remainder of Suzanne Johnson's 3-year term on the campus Diversity Committee. Senator Sveum seconded the motion.

Vote: Passed unanimously.

The senate is also looking for someone to serve on the Sexual Harassment Education Committee as Senator James cannot attend at the scheduled times.

B. Candidates for Awards

The following award recipient information was discussed:

- Joan Thomas will be our nominee for the Regents Academic Staff Award. That nomination has been approved by the Chancellor and Ms. Thomas' name has been forwarded to Madison.
- The Chancellor Academic Staff award will be discussed at the April meeting.
- March 29 is the deadline for the Merle Price Academic Staff Award nominations.
- On Saturday, Senator Ilse Hartung will be recognized as the outstanding woman of color on our campus.

VII. Adjournment

The Senate was adjourned at 4:25pm. Next meeting will be held on April 11, 2006.

Respectfully Submitted,
Dennis Shaw, Recording Secretary.