

UNIVERSITY OF WISCONSIN-STOUT  
SENATE OF ACADEMIC STAFF  
MINUTES  
May 9, 2006

**ATTENDANCE**

CHAIR: Vi Jones

ACTING SECRETARY: Heidi Gilbertson-Gansberg

PRESENT: Lori Anda-Bowen; Heidi Gilbertson-Gansberg; Ilse Hartung; Vi Jones; Lelah Lugo; Kari Merritt; Heidi Rabeneck; Jennifer Rudiger; Peter Schlosser; Brenda Swannack; Evan Sveum

ABSENT: Krista James; Michael Lawler; Robin Muza (excused); Dennis Shaw (excused); Sherwood Thompson; Ryan Wilson; Darrin Witucki (excused);

GUESTS: Margaret Lewis, UW System; newly elected 2006-2008 Senators Bhaskar Gaddam (At-Large); Jerry Addie (CTEM); Leslie Wimer (At-Large)

**I. Call to Order:** The meeting was called to order by Chair Jones at 3:39 pm.

**II. Announcements and Information**

Chair Jones welcomed the new Senators in attendance. Chair Vi Jones will be replaced by Dennis Shaw as newly elected chair. Senators ending their terms this year are Brenda Swanneck (Academic Support Services) and Heidi Rabeneck (CTEM).

**III. Approval of Minutes of April 11, 2006**

Motion: (Swanneck) Approve the minutes as presented.  
The motion was seconded by Senator Lugo.

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

**A. Personnel Committee – Senator Lugo**

The committee concurred with four exceptions that were pending in April. All were approved by the Provost.

On April 27, 2006, the Chair of the Personnel Committee, Lelah Lugo, as the Academic Staff representative to the UW-System Compensation Advisory Committee attended a meeting via phone conference. The discussion primarily centered on the compensation percentage that the UW-System will submit to the Board of Regents in the Fall of 2006 for the next biennium. There will be another meeting of the Compensation Advisory Committee in September. President Reilly announced that JCOER agreed to increase

unclassified compensation for this biennium to be equal with classified compensation. This means that on July 1<sup>st</sup>, unclassified staff will receive a 2% increase and on April 1<sup>st</sup>, 2007 there will be a 2.25% increase for a total rolled up increase of 4.30%.

#### **B. Professional Development Committee - Senator Rudiger**

The Professional Development committee met in mid-April to review and award grant funds for projects occurring the first half of FY 2006-07; July 1-December 31. Nineteen projects were supported, totaling more than \$22,238.

As of July 1, 2006 Research Services will again be able to honor "Just-in-Time" proposals. \$12,372 will be available for FY 2007.

#### **C. Elections Committee – Senator Hartung**

The Elections Committee met on Wednesday, April 26 to review statistical results of the elections for Chair and Senators.

The results of the election were properly certified and final tallies were forwarded to Joy Evenson for posting, according to rules.

Chair Hartung, signed letters of congratulations which were mailed to each newly elected member of the Senate.

To conclude the established timeline, Joy submitted elections results for posting in the Stout Community News, and informed the new Chair's corresponding unit in order to proceed with the appropriate allocation.

Constituents who participated in the election reported that the process of voting via D2L was easy. For the next voting period, we plan to inform voters that the process lasts between 2 and 3 minutes.

#### **D. Curriculum & Instruction Committee – Senator Sveum**

#### **MINUTES FOR THE CIC MEETING OF MARCH 23, 2006**

##### **COURSE CHANGES, ADDITIONS, DELETIONS**

##### **MOTION 2 (Bigony/Thielman) to approve revision of description, content and objectives for ART-100 Drawing I**

Paul DeLong, proposer, explained that updates reflect current practice after being offered for decades without formal revision.

**Vote on Motion 2:** Motion passed.

##### **MOTION 3 (Eberhard/Rockwood) to approve revision of description, content and objectives for ART-200 Drawing II**

**Vote on Motion 3:** Motion passed.

Consideration for ENGL-471 Freelancing/Professional Writing is postponed.

**MOTION 4 (Kennedy/Mauldin) to approve the new course GEM-101 Introduction to Golf Enterprise Management**

Tom Franklin, program director for the newly implemented B.S. in Golf Enterprise Management, noted that the course is required in the major and was offered with a one-time exception for 74 students. The course describes program expectations and relevance. It is currently being taught by faculty with an interest in this area, but CHD is recruiting a full-time instructor for the major, someone in the golf industry looking for a teaching career.

**Vote on Motion 4:** Motion passed.

**MOTION 5 (Hartung/Rockwood) to approve the new course GEM-201 Principles of Golf Enterprise Management**

Franklin described the course as basic business principles in the field. There were questions regarding inclusion of environmental responsibilities and whether it was appropriate content in this course. Franklin will edit the document to reflect inclusion.

**Vote on Motion 5:** Motion passed.

**MOTION 6 (Hartung/Sveum) to approve the new course GEM-301 Customer Development, Retention and Marketing**

Franklin presented an overview. A couple CIC members noted that content duplicates that of a business course in marketing management, even though this is specific to the golf industry. The business course has a Principles of Marketing prerequisite, and this course should also. Members were concerned that after initial conversations, the Business department hadn't seen the final proposal. Members wished to table the course until discussion with the Business department occurred regarding impact on the duplicate course and necessary prerequisites. These items should be addressed in a revised proposal for reconsideration. Concerns with the level of prior technical knowledge for internet marketing were addressed.

**Motion to table (Bigony/Sveum): Passed.**

**MOTION 7 (Kennedy/Bigony) to approve revisions to credits, description, content and objectives, and adding Global Perspective designation for HT-140 Introduction to Tourism**

Jafar Jafari updated the course to 3 credits. Jafari and the committee discussed content, objectives, and use of library holdings and supportive materials found on the internet. This resource will be added.

**Vote on Motion 7:** Motion passed.

**MOTION 8 (Mauldin/Thielman) to approve revisions to prerequisites, title, content and objectives for HT-362/562 Food, Beverage and Labor Cost Controls; *New title: Foodservice Finance and Cost Control***

Jim Buergermeister updated the course to support the revised major with input of Carol Seaborn, Food and Nutrition department and Dietetics program director.

**Vote on Motion 8:** Motion passed.

**MOTION 9 (Rockwood/Bigony) to approve a new course SPCOM-415 Informational**

## **Interviewing Skills for Professionals**

Amanda Brown, course proposer, was unavailable, and course materials were incomplete. This will be on the next agenda.

**Motion to table (Sveum/Thielman): Passed.**

## **GENERAL BUSINESS**

A. Curriculum approval process review - Subcommittee Draft Report discussion continued. Members asked constituents about use of variable content courses and received mixed input. Some courses have converted to regular courses and are no longer special topics. Many are used as special interest offerings for a short period of time. Some are offered every term to meet program requirements. This use was a concern because they bypassed the scrutiny of the CIC and the all-university approval process. For these reasons, the CIC feels it should have responsibility for approving topics that will be offered more than once. Members should review the Curriculum Handbook and suggest changes. There should be some standard terminology that would help differentiate the three types of courses: 1) Permanent courses approved by CIC, 2) Variable topic/content courses approved by the department, dean, and Associate Vice Chancellor, and 3) one-time only courses, also approved by the department, dean, and Associate Vice Chancellor.

## **E. Educational Activities Committee – Senator Shaw**

**March 31, 2006 Minutes**

### **Subcommittee Reports**

- a. *Academic Standing*: The modifications will be too extensive to strike out and highlight the changes. The subcommittee is hoping to have a document for the next meeting.
- b. *FSSE and NSSE Reports*: The document includes the revisions that were made at the last meeting. The only change was to box in #5 on the first page.

***MOTION: (Thomas/Harris) Move to approve and forward the document to Faculty Senate. Motion carried.***

- c. *Mandatory Declaration of Major by the End of the Students Third Term*: The subcommittee is hoping to have a document for the next meeting.

### **Grade Change**

- The document needs to be reviewed as to the concerns identified in the boxed areas.
- Item I, lead-in paragraph: The way it is written, it is possible that two full-time academic staff members could be on the Grade Review Hearing Committee with no faculty representation.
- Item I.B.1: Dennis Shaw has currently been added as a Hearing Officer besides Joan Thomas.
- Item II: Rules of order should probably be stated, such as "Policy states a majority rule" as a footnote.
- If students can review/strike possible faculty/academic staff from the hearing committee, faculty should also be able to do that to the student list.
- A subcommittee consisting of Janice Coker, Joan Thomas, Dennis Shaw, Paul Lokken, Pinckney Hall, and Donna Albrecht was formed. Coker will call the first meeting together.

**F. Educational Support Unit Review – Senator Muza**

No report.

**G. Planning & Review Committee – Senator Rabeneck**

**April 21, 2006 Minutes**

**Dean's Response to M.S. Career and Technical Education**

*MOTION: (Rabeneck/Schofield) Move to receive the dean's response and forward to Faculty Senate Executive Committee along with the consultant report. Motion carried.*

**Dean's Response to Ed.S. Career and Technical Education**

The committee asked Finder to send a memo to Dean Jax with the following recommendations:

- Review the printed and online course scheduling documents,
- formalize two years in advance a schedule expectation with cohort sites, and
- stress to the students that they need to take the proper course sequence.

*MOTION: (Rabeneck/Schofield) Move to receive the dean's response and forward to the Faculty Senate Executive Committee with the stipulation that Finder attach a copy of the memo to Dean Jax which lists the above mentioned recommendations. Motion carried.*

**Consultant Report for B.S. Applied Science**

Murphy distributed a draft copy of the consultant report for the B.S. in Applied Science. The committee didn't have enough time to thoroughly review the document. The following are some suggestions that were made:

- Include a recommendation that relates to the third issue of concern.
- The science departments need to be consistent with their course offerings from semester to semester. Other departments need to be made aware of course scheduling changes that are made in the science areas since this affects some of their courses.
- A status report will be conducted in 3 years.

*MOTION: (Schofield/Rabeneck) Move to table receiving the document so it can be revised.*

**Honors Program**

Finder distributed the following documents: (a) List of alternative questions for the student survey and (b) "Basic Characteristics of a Fully Developed Honors Program." The committee was asked to review the documents and be prepared to discuss reviewing the Honors Program at the next meeting.

**PRC's 2005-06 Annual Report**

Finder distributed a draft annual report for the Faculty Senate. The following is a summary of the discussion:

- Change the headings to read as follows: "Strengths," "Concerns," and "PRC Findings."
- The committee was asked to fill in the blanks for the programs that they reviewed. Try to summarize the strengths and concerns for each program. The recommendations could state why the program is being recommended until the next review instead of just listing when the next review will take place.
- The programs that were not completed last year need to be included in the report. Those programs were: B.S Dietetics; M.S. Education; B.S. Hotel, Restaurant and Tourism Management; B.S. Technical Communication; and B.S. Vocational Rehabilitation.
- Common problems among the programs should be added to the general comments section.

### **Restructure PRC**

Mike Galloy was invited to speak to the committee about the program review process, however he was unable to attend the meeting. Finder will invite him to the next meeting.

### **H. General Education Committee - Celene Fry**

I wasn't able to attend the GEC meeting on April 7, so the minutes you read below are straight from those recorded by Tricia Aspen, our official Committee Secretary.

#### **Draft Statement of Philosophy**

Jerry Kapus's draft was discussed and edits were suggested. In a **motion (Kapus/Haltiner)**, the committee approved the resulting statement:

*The General Education Program provides the core of what it means to be a well educated university graduate. The goal is to promote human excellence through a broad foundation of skills and knowledge required to realize a meaningful personal, professional, and civic life. The General Education Program is intended to enable students to contribute to and live responsibly in a diverse, interconnected, and technologically sophisticated global community.*

The statement needs to be forwarded to and approved by the Faculty Senate and then used in documents seen by students and parents.

#### **General Education definitions and criteria – Feedback from department chairs and discussion**

There was only one response from a department chair. There was general discussion regarding revisions to the GE requirement and comparing to those of other institutions, restructuring the credit distribution, limiting program requirements used as GE, and questioning importance of student options versus a structured GE program.

#### **Draft Summary 2005-2006 activities UW-Stout General Education Committee**

Parejko will draft a summary for review and approval at the next meeting. The committee should also prepare a list of tasks/discussions in progress to be continued next year.

#### **PSYC-110 General Psychology – Revision**

Consensus was that the revised course remains appropriate for GE-SBSCI. Members believe a paragraph on the GE website describing what GEC reviewers look for in a GE course revision would be helpful.

**I. Human Resources Office – Wayne Argo**  
No report submitted

**J. Chair Report - Chair Jones**

Congratulations to those who were elected to the Senate for the next term. A special congratulations to Dennis Shaw, who has been elected as Chair for next year and who is getting married on Saturday, May 6! Also, thank you to those who have served in the past. Your contributions have been greatly appreciated!

The Academic Staff Leadership Conference will be held at UW-Eau Claire on July 13 and 14 this summer. Please contact the Senate Office, HH 11 (Ext. 1352), if you would like to attend. A panel from UW-Stout will conduct one of the sessions on the topic of e-governance.

Margaret Lewis will be attending both the Combined Senates meeting and the Senate of Academic Staff meeting on May 9. Margaret is the Associate Vice President for University Relations at System. She will talk to us about successful lobbying strategies and goings-on in Madison. Feel free to attend either or both of these sessions.

The Senate of Academic Staff would like to sponsor an orientation session for new professional staff during the opening week activities in the fall. Please let Dennis Shaw (the incoming Chair) know if you are interested in helping with this event.

The academic staff reps will be meeting in Madison on May 18 for the last time for this academic year. I have not received the agenda yet, but probable items will include collective bargaining, having a representative at the Board of Regents meetings, and a visit from President Reilly.

There will likely be a summer meeting of the Senate of Academic Staff in late July. Look for a message in early summer from Dennis Shaw.

Thank you again for giving me the privilege of serving as your Chair for a total of four year. It is been a rewarding experience.

**K. Others - Ethnic Studies Curriculum Advisory Committee**  
No report submitted

**V. Old Business**

**A. Election Results**

Chair Jones shared that this was the first year of doing electronic elections. There was lower participation, possibly because positions were not very contested. Senator Hartung suggested it would have been helpful to indicate the length of time needed to complete the election form in the future may encourage more people to participate since it only takes a couple of minutes.

**B. Leadership Conference**

Chair Jones made a reminder about the upcoming Leadership Conference in July being held at UW Eau Claire. Only 10 people have signed up so far. The Provost will pay the registration fee for whoever would like to attend since there is no lodging cost.

## **VI. New Business**

### **A. Guest: Margaret Lewis**

Margaret shared the following thoughts regarding advocacy for the University at the legislative level:

- It continues to be important to inform the legislature on what it takes to run a university, and the difference in how the University operates compared to the K-12 school system
- We need to be efficient with less funding and resource, and share what we are doing
- We need to familiarize people more with the unique operations of the University for student, community and business relations

Chair Jones shared her disappointment in having only one response from the legislators regarding the Academic Staff celebration in March. Margaret suggested making the invitation more personal, honoring the invitee somehow or giving them a role in the event. She also suggested a follow up call following the written invitation.

Chair Jones asked, "How effective are mass mailings or emails to legislators?"

Margaret commented that the more personal the communication the more attention it is likely to receive. She suggests something hand written, references to a specific situation where you may have met them or heard them speak; something you share in common as a way to elicit more attention.

Senator Merritt asked, "What is the most effective way to check past voting records of current legislators?"

Margaret said that it is really hard to track, and the key votes may not be the ones you can or would expect. You can click on Bill History on the website and see the roll call and votes of legislators. She suggested developing a Higher Ed roll call but putting it on a different (alumni) website.

The Alumni for Wisconsin website's goal is to direct people to a cover page for each school. It is also a good resource for faculty and staff, but it needs to be made better known. They are working on a list of alumni in district areas for contacts on specific issues.

Senator Swaneck asked, "Is it ok to use your university email for legislative issues?"

Margaret suggested that it would be better to contact them via letters, and to be careful of using the university technology as a mode of communication. Alumni from Stout are getting alumni email addresses, which is a more appropriate one to use.

Chair Jones presented the last two items as announcements:

**B. Fall Orientation for new staff**

Dennis Shaw will be leading that this summer. More information will be forthcoming from him.

**C. Summer Meeting**

A summer meeting will probably be held in the last week in July. Dennis Shaw will be contacting the senators with that information.

**VII. Adjournment**

The Senate was adjourned at 4:24pm.

Respectfully Submitted,  
Heidi Gilbertson-Gansberg  
Substituting for Dennis Shaw, Recording Secretary