

## AGENDA

### **UW-GREEN BAY FACULTY SENATE MEETING NO. 1**

Wednesday, September 17, 2008

University Union 103, 3:30 p.m. **[NOTE: NEW LOCATION AND TIME]**

Presiding Officer: Illene Noppe, Speaker

Parliamentarian: Clifford F. Abbott

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 9, May 14, 2008 [page 2]**

#### **3. CHANCELLOR'S REPORT**

#### **4. NEW BUSINESS**

- a. Election of 2008-09 Senate Deputy Speaker
- b. Requests for future business

#### **5. PROVOST'S REPORT**

#### **6. 2007-08 UNIVERSITY COMMITTEE ANNUAL REPORT [page 5]** Presented by Dean VonDras, 2007-08 University Chair

#### **7. UNIVERSITY COMMITTEE REPORT** Presented by Steven Meyer, Chair

#### **8. OPEN FORUM** Empowering the Senate

#### **9. ADJOURNMENT**

## MINUTES 2007-2008

### UW-GREEN BAY FACULTY SENATE MEETING NO. 9

Wednesday, May 14, 2008  
Alumni Rooms, University Union

Presiding Officer: Kevin Roeder, Speaker of the Senate

Parliamentarian: Clifford Abbott, Secretary of the Faculty and Academic Staff

PRESENT: Lucy Arendt (BUA), Scott Ashmann (EDUC), Matthew Dornbush (NAS), Susan Gallagher-Lepak (NUR), Stefan Hall (HUS), Sue Hammersmith (Provost, *ex officio*), Catherine Henze (HUS), Curt Heuer (AVD), Tian-you Hu (NAS), Pao Lor (EDUC), Kaoime Malloy (AVD), Daniel Meinhardt (HUB), Steven Meyer (NAS-UC), Timothy Meyer (ICS), Kim Nielsen (SCD), Terence O'Grady (AVD-UC), Debra Pearson (HUB), Laura Riddle (AVD-UC), Ellen Rosewall (AVD), Meir Russ (BUA), Jolanda Sallmann (SOCW), Denise Scheberle (PEA), Bruce Shepard (Chancellor, *ex officio*), Kristin Vespia (HUD alternate), David Voelker (HUS), Dean VonDras (HUD-UC), Jill White (HUD)

NOT PRESENT: Vladimir Kurenok (NAS), Thomas Nesselin (URS), Illene Noppe (HUD-UC)

REPRESENTATIVES: Dan McIver (Academic Staff Committee), Ricky Staley (Student Government)

GUESTS: Associate Provost Tim Sewall, Dean Scott Furlong, Dean Fritz Erickson, Professor William Laatsch, Professor Heidi Fencil, Associate Provost Jan Thornton, Scott Hildebrand (Senior Executive Assistant to the Chancellor), and Tania Galligan (SGA Environmental Affairs Committee).

**1. Call to Order.** With a quorum present, Speaker Roeder called the Senate to order at 3:02 p.m.

**2. Approval of Minutes of UW-Green Bay Faculty Senate Meeting No. 8, April 16, 2008.** On a motion by Senator Sallmann (second by Senator Steve Meyer) the minutes were **approved by voice vote.**

**3. Chancellor's Report.** The Chancellor began with laudatory comments on the Senate itself and special recognition to its Speaker (Kevin Roeder) and the chair of its Executive Committee (Dean VonDras). He made a few remarks on the upcoming commencement, the budgetary repair efforts of state government, and administrative transitions. Interim Chancellor David Ward will formally begin work on July 1. A chancellor search committee should be named by President Reilly soon. The hope is to have a job description done by August and a new chancellor in place by January 1, 2009. Interim Provost William Laatsch will formally begin his position in mid June and is expected to serve until the fall of 2009. The Chancellor lauded both interim choices, asked for questions, and received applause instead.

**4. Introduction of Interim Provost.** Professor Laatsch was introduced to the Senate and asked to say a few words. He expressed his sense of being honored by the responsibility and saw his top priority in maintaining the momentum on campus growth.

## **5. Continuing Business.**

a. Code change on course responsibilities (second reading). This proposal, having been tabled at the last meeting, was taken from the table on a motion by Senator VonDras (second Senator Steve Meyer) that passed 20-2-3. The discussion began with Senator VonDras reading from a memo from Jan Thornton to the effect that the proposal presented no special problems for the Adult Programs. Senator O'Grady spoke on behalf of the proposal as reducing ambiguity and clarifying responsibilities. There were questions about shared responsibility of courses, the ambiguity in the word 'responsibility', and whether a principle of course responsibility really belongs in Code under someone's job description. The upshot of these questions and discussion led **Senator Nielsen to move to amend the proposed language of 53.05 A 2 to insert the words "*with other interdisciplinary units,*" after "*negotiation*" and to strike the second sentence so that section would read, "*2. The chairperson has leadership responsibilities to approve the scheduling and staffing of courses, subject to negotiation with other interdisciplinary units, relevant disciplines and programs.*" This motion to amend passed 25-0-0. The amended motion itself then passed 25-0-0.**

## **6. New Business.**

a. Election of Senate Speaker for 2008-09. Senator VonDras nominated Senator Riddle, who declined the nomination. Undismayed, Senator VonDras then nominated (second Senator Scheberle) Senator Illene Noppe, who, being absent, was unable to decline. There were no further nominations and **Senator Noppe was unanimously elected Speaker (25-0-0).**

b. Resolution on U-Pass. Representative Ricky Staley, on behalf of Student Government, was invited to introduce this motion to support a pilot project of subsidizing ridership on the Green Bay metropolitan buses for students, faculty, and staff with UW-Green Bay identification cards. He explained the pilot's genesis, its funding sources (SUFAC funds and University Sustainability funds), various partnerships, and plans if the pilot is successful. There were few questions but several laudatory comments on the leadership students had shown in this effort. **On a motion by Senator Rosewall (second Provost Hammersmith) the resolution was adopted unanimously 25-0-0.**

c. Requests for future business. Speaker Roeder asked for items for future business and received none.

**7. Provost's Report.** The Provost made a few additions to her written report. One was to amplify certain aspects of the named professorship currently being considered – that several are open to associate professors and not just full professors and that restrictions in areas (such as business and education) did not necessarily mean restrictions to faculty in particular academic units (such as Business Administration and Education). She talked briefly about transition issues and especially the good feelings and memories she will take with her. Her last day on campus will be the end of May. She then introduced the MLLO project and introduced Professor Fencil to elaborate. This is a four year collaborative effort just begun with the Higher Learning Commission's Assessment Academy to build ways of assessing mission level student learning objectives. After her elaboration of steps taken so far, the membership of the group, general enthusiasms, and a nifty chart, questions from Senators focused on clarifying (and simplifying) what will be asked of the units as contributions to the project.

**8. Committee Reports.** The Speaker acknowledged that the required report for the Academic Affairs Council had been attached to the agenda.

**9. University Committee Report.** Chair VonDras began his report by yielding the floor to **Senator O'Grady, who moved (second Senator Tim Meyer) that the Senate express its gratitude to the Chancellor and Provost for their leadership and support. The motion passed on a voice vote to much applause.** Having regained the floor, Chair VonDras announced that Professor Steve Meyer would be chair of the University Committee next year. He said that the UC had discussed the idea of using clickers in Senate meetings but had decided to defer the issue. The administrative transitions will also defer parts of the administrative evaluation plans, but that they would proceed for the two academic deans. He also shared some data on how certain "non-payers" are affecting faculty who teach summer courses and said the issue was under discussion by the deans, who are aware of the problem and thinking of possible solutions.

**10. Open Forum.** The topic was proposed reforms to the program review process and the discussion was a bit sluggish to get going. Members of the University Committee were apparently hoping that the Senators would gush forth with suggestions for improving the process. There was some doubt that resource issues could be kept out of program reviews, but there was also a general admission that reviews were not the best places to influence budget decisions. Similarly there were concerns that a seven-year cycle may be too long to be effective, but at the same time a recognition that planning was probably going on constantly, not just when reviews are being done. Two concrete suggestions were that in the interests of simplicity reviews probably ought not have data that no one could do anything with, and that those programs subject to external reviews ought to have accommodations to those reviews.

**11. Closed Session.** Senator Arendt moved (second Senator Rosewall) that the Senate go into closed session (pursuant to Wis. Statutes, Sec. 19.85(1)(f) to consider candidates for honorary degrees. The motion passed by a voice vote.

**12. Adjournment.** The Speaker adjourned the meeting at the conclusion of business in closed session at 4:45 p.m.

Respectfully submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

## Annual Report 2007-2008

The University Committee (UC) of the 2007-2008 academic year was comprised of Professors Dean VonDras (Chair), Steven Meyer, Illene Noppe, Terry O'Grady, Laura Riddle, and Kevin Roeder. We met weekly for approximately two hours and discussed a wide variety of issues and concerns. Dan McIver, the Academic Staff Committee representative, and Ricky Staley, the Student Government representative, regularly joined the UC at these meetings. Throughout the year, Provost Hammersmith also met regularly with the UC for discussion and exchange of information. In his position as Secretary of the Faculty and Academic Staff, Professor Cliff Abbott also met with the committee to discuss topics of concern. In addition, throughout the year the UC met with various guests to discuss matters of importance. The specific topics and issues discussed by the UC, as well as topics and items taken up by the Senate and their outcomes, can be found in the minutes of the UC weekly meetings, and in the minutes of the Faculty Senate meetings at <http://www.uwgb.edu/sofas/>. Highlights of the activities of the Faculty Senate and the UC are noted below:

### **The Faculty Senate Passed the following:**

#### *Curricular Issues:*

- New Major in Arts Management
- New Major in Design Arts

#### *Resolutions:*

- Faculty Resolution on the Granting of Fall and Spring Degrees
- Faculty Resolution on the Revised Policy on Student Feedback on Instruction
- Faculty Resolution in support of the 2009-2022 budget initiative "Advantage Wisconsin"
- Faculty Resolution in Support of Student Government Association U-Pass Program
- Memorial Resolution for Professor Emeriti Alice Goldsby
- Memorial Resolution for Professor Anne Kok

***Code Changes:***

- Code change effecting the recusal of members of the Committee of Six Full Professors and Personnel Council
- Code changes that, a) clarified the relationship of the Academic Affairs Council and General Education Council to the Faculty and the Faculty Senate; b) clarified that the intent of the term “recommendation” to mean “approved”; and, c) delineated an appeal process for decisions made by the Academic Affairs Council and the General Education Council.
- Code change delineating the responsibilities and duties of interdisciplinary unit chairpersons, indicating that the chairperson has leadership responsibilities to approve, schedule, and staff courses, subject to negotiation with other interdisciplinary units, relevant disciplines and programs.

***Other:***

- In closed session met to discuss the awarding of honorary degrees.
- Approved the slate of nominees for faculty elective committees.

***Issues and Topics Presented to Senate with Action to be taken in 2008-2009:***

- Issues regarding alignment and support for programs that bridge interdisciplinary units.
- Updating the Curriculum Planning and Procedures Guide.
- Revising and reforming Program Review procedures.

***Senate Discussion Items – Action not required:***

- Instituted a process for faculty administrator evaluations and gained the approval of the Chancellor to begin the evaluations in 2008-2009.
- Held a Faculty Forum during the Senate meeting on the topic of the validity of the CCQs as indices of teaching effectiveness.
- Held a Faculty Forum during the Senate meeting on the topic of possible alignment of disciplinary and other programs with interdisciplinary units.
- Held a Faculty Forum during the Senate meeting on the topic of academic excellence.
- Held a Faculty Forum during the Senate meeting on the topic of Program Reviews.

## **University Committee Discussion and Actions:**

### ***Committee and Personnel Issues:***

- Discussed and revised the charges of the Faculty Senate Planning and Budgeting Committee.
- Endorsed the establishment and naming of faculty to the Executive Committee of the Global Studies Minor.
- Provided names for the interim-Chancellor and interim-Provost positions.
- Nominated faculty to serve on the new Chancellor search committee.
- Replacement nominations were provided for the Committee on Rights and Responsibilities and the Senate Appointed committees.
- Asked that the Unit Chairs and Deans meet with UC representatives in discussion of unit alignment and budget matters.
- Discussed code changes effecting, a) the Committee of Six Full Professors and Personnel Council; b) Academic Affairs Council and General Education Council; and, C) responsibilities and duties of interdisciplinary unit chairs.
- Discussed the use of Emeritus Faculty on Executive Committees.
- Created an Administrator Evaluation Committee to serve for one-year at the discretion of the UC to assist in implementing evaluation of administrators.

### ***Salary, Workload, Campus Climate Issues:***

- Discussed and provided response to System's inquiry concerning sick leave coverage.
- Continued to discuss with the Provost issues regarding internal (local campus) inequities in faculty salaries, and concerns for salary compression and inversion.
- Provided a recommendation to the Chancellor regarding the distribution of the Chancellor's 10% discretionary fund.
- Discussed payment for courses taught in the summer session and asked the Deans to address this issue.
- Discussed campus traffic safety and a report provided by Public Safety.
- Discussed and requested for a weekly common hour in the 14-week calendar.
- Discussed and suggested refinements in the employee tuition assistance policy.

### ***Governance and Curricular Issues:***

- Discussed and requested of the Provost the creation of an informational web site that makes the campus planning and budgeting more transparent.
- Discussed the advisability of providing a contextualized GPA on transcripts.
- Discussed alignment of major and minor programs with interdisciplinary units.
- Discussed possible ways to reform and revise Program Reviews.
- Discussed and suggested updating and revising the Curriculum Planning and Procedure Guide.
- Discussed the establishment of an Executive Committee for the Global Studies Minor.
- Discussed procedures and implementation of the timeline for administrator evaluations.
- Discussed and requested a reporting of students with low standing to program chairs.
- Discussed the use of clickers as a method of voting in the Senate.

### ***Campus Wide Issues:***

- Discussed procedures for faculty evaluation of administrators.
- Discussed student feedback of teaching and the CCQ instrument.
- Discussed and suggested a multifaceted approach to assessing teaching effectiveness.
- Most of the UC met with the Higher Education Commission during accreditation.
- Discussed the new MLLO initiative that focuses on mission level student learning.
- Discussed and commented on campus planning and budget issues.
- Discussed and suggested opportunities for professional training programs addressing sexual harassment, ethical behavior, cultural competency and diversity, etc.
- Discussed System efforts to formalize the role of Faculty and Staff Representatives.
- Discussed and endorsed the U-Pass initiative of the Student Government.
- Discussed and endorsed the initiatives of the library to provide greater access to e-journals.



***Conclusion:***

In closing, I would like to express my sincerest thanks to Steven Meyer, Illene Noppe, Terry O'Grady, Laura Riddle, and Kevin Roeder for their kind support and collegial discussion throughout the year. Our committee worked with a great spirit of cooperation, hoping to understand and address the important issues and challenges faced by our whole University community. I would also like to express my thanks to Professor Cliff Abbot for his guidance in all matters concerning code and senate rules, and to Pat Przybelski for her administrative assistance. It is important to note also, that throughout the year the Faculty Senate worked very conscientiously and ably to debate and find direction that led to resolution of the items and matters presented to them, and thus I would like to convey my thanks and great appreciation to each of them for their very judicious service.

Respectfully submitted,

Dean D. VonDras, Chair  
University Committee 2007-08

September 2008

Dear Colleagues,

Welcome to the 2008-09 Faculty Senate! A major goal of this year's University Committee (UC) is to encourage our Senators' active involvement with the faculty governance process. We thought we would begin with a letter that would introduce some of the policies and procedures of the Faculty Senate. Please feel free to direct further questions to any of the UC members, who are listed below.

For starters, we direct you to the Faculty Governance Handbook which is kept up to date on [www.uwgb.edu/sofas/handbook.htm](http://www.uwgb.edu/sofas/handbook.htm). The section on the Faculty Senate (UWGB Chapter 52) is most important. See also the house rules of the Senate at [www.uwgb.edu/sofas/facGov/facsenate/house\\_rules.htm](http://www.uwgb.edu/sofas/facGov/facsenate/house_rules.htm). The handbook begins with a description of faculty governance. Chapter 36.09 (4) of the State of Wisconsin Statutes grants faculty the primary responsibility for academic and educational activities and faculty personnel matters. The Faculty Senate represents the faculty on such matters. Therefore it is vital that you take the issues that come up during our meetings to your units and consult with your immediate colleagues. Many important decisions are made during committee meetings. Faculty governance can be strengthened if we take the time to read minutes and to be aware of what is happening in our committees. At each Senate meeting included in the report by the Chair of the UC will be information about committee work on campus. An *informed* faculty Senator can be in a powerful position to help determine the course of our institution; use that position wisely and with commitment.

The agenda for our meetings is set by the UC, the executive committee of the Faculty Senate. Faculty may also request that items be placed on the agenda by first submitting the item to the University Committee for consideration or by requesting at a Senate meeting that permission be granted to place the item on the agenda of the next Senate meeting (please refer to the Faculty Handbook for proper procedures). It is imperative that items on the agenda be announced in advance (at least 24 hours) of our meetings, in compliance with the Open Meetings Law. The current Chair of the UC is Professor Steven Meyer. This fall semester, the UC will meet every Wednesday (excluding Senate days) from 3:30 – 5:15 in CL825. We have included below Mike Thron's (former Secretary of the Faculty and Academic Staff) summary on "Useful Parliamentary Procedures". Any questions about procedure may be directed to Professor Abbott, our Secretary of the Faculty and Academic Staff. Normally we will use a voice vote or show of hands. Some issues come before the Senate for immediate action and others (typically more substantial issues such as changes of our codification) are given a first reading at one meeting and a second reading with action at the following meeting. New business may be brought to the floor during a Senate meeting, but cannot be discussed until the following meeting.

Senators will be given a name card. Please remember to bring your name card along with you to all meetings. Illene Noppe is Speaker of the Senate and it is her job to follow through on the agenda, recognize speakers, facilitate the discussion, and call motions to vote. She will do her best to make sure that everyone who desires has a chance to speak. On the occasion where she feels impelled to voice her own opinion, she will ask the Deputy Speaker to step in for her. The meetings end promptly at 5:00 pm, unless the time is extended by a motion to suspend the rule (which requires a 2/3 vote).

UC Members:

Illene Noppe, SS, 3-year term, Speaker of the Senate  
Brian Sutton, at-large AH, 3-year term  
Laura Riddle, AH, 2-year term  
Steven Meyer, NS, 1-year, Chair  
Meir Russ, PS, 1-year replacement term  
Dean Von Dras, at-large SS, 1-year term  
Academic Staff Rep.: Lisa DeLeeuw  
Student Gov Rep.: Ricky Staley

## USEFUL PARLIAMENTARY PROCEDURES AND COURTESIES

Preamble: The UW-Green Bay Faculty Senate has used the simpler procedures in *Robert's Rules of Order* to conduct its business. When motions have become tangled in procedures, common sense and good humor have prevailed to untie the knots. The following procedures are helpful ones to keep business running smoothly, and most importantly, fairly so all may have a say in the issues before the Senate.

### Types of Motions and How to Use Them:

1. **Principal Motion.** This is a motion that gets business going and should be presented in writing if possible. Most come from the agenda and are carefully constructed by the University Committee. In our traditions, some more consequential motions are up for discussion at one meeting and then for action (often with revisions, based upon the discussion) at the next. Other motions are made, discussed, and voted on at a single meeting. A majority of those voting (excluding abstentions) is required to pass the motion.

2. **Amendments to the Principal Motion.** Most of these come from the floor, and it is most appreciated if the amendment is written and given to the Secretary of the Faculty and Academic Staff. Amendments, like Principal Motions, need seconds. You can have "an amendment to the amendment" but not "an amendment to the amendment to the amendment." Sometimes the motion is complex with two or three different propositions in it leading a Senator to seek to divide the motion. This is often wise if many support one aspect of a motion but not another.

**Debate on a Motion or Amendment:** The person making the motion gets the first crack at debate. If the UC offers the motion, usually the chair gives the reasons for adoption. The Speaker of the Senate will try for as even a debate of the pro's and con's as possible. The Speaker will call on those who have not spoken to the motion before returning to a Senator who has had a chance to make remarks. It is tough to follow that order sometimes, but a Senate debate is more formal than a discussion in a committee meeting so try to restrain the desire to talk to each other rather than gaining permission to speak from the Speaker.

**The Open Meeting law and debate in the Senate:** Only Senators, and those bringing reports before the Senate, are entitled to speak; those observing the meeting cannot speak unless the Speaker of the Senate gives permission. The Senate may overrule the Speaker and withdraw the permission to speak by a majority vote. There is often a desire to let all in the room have their say on a controversial issue, but it is wise to keep remarks from those outside the Senate to a minimum so that Senate debate may proceed.

3. **Tabling a Motion.** A Senator may seek to "postpone temporarily" or "table" a principal motion before the Senate. The motion to postpone must have a second. It is not debatable and requires a majority of those voting to be adopted. The effect is to remove the principal motion from the Senate's agenda. The principal motion can be brought back before the Senate at the same meeting or at the next scheduled meeting by a majority vote. If the Senate takes no positive action on the tabled item at either of these meetings it can only be reintroduced through the regular agenda-setting process. A Senator may also move to **postpone indefinitely**, in which case the main motion is removed from the agenda. This motion needs a second, is debatable, needs a majority vote, and can be reconsidered. There is also a motion to **postpone to a specified time** which needs a second, can be debated and amended, needs a majority, and can be reconsidered.

4. **Closing Debate.** When a Senator believes that discussion on an item should end and a vote be taken immediately, he or she may "call for the question." If the Speaker of the Senate believes that the debate is winding down, he or she may ask if there is any objection to proceeding to an immediate vote. If any single Senator objects or wishes to speak, the debate continues. Debate may be ended by a motion to "move the previous question" or simply to "close debate." That requires a second, is not debatable, and needs 2/3 of those voting to pass.

5. **Suspension of the Rules.** The Senate has established 5:00 p.m. as the time to adjourn; if the Senate wishes to meet beyond that time, a Senator moves to suspend the rules to continue meeting until a specific time. Any suspension of the rules requires a 2/3 majority of those voting. A call to adjourn can be made at any time and takes precedence over all other motions and is not debatable. If passed by a 2/3 majority, all business is over for the day. The use of a motion to suspend the rules to introduce action or discussion items not on the posted agenda is not permissible under Wisconsin Open Meeting rules. All matters to be considered by the Senate must be publicly posted at least 24 hours before the meeting (although "for good cause" a two-hour notice is allowed).

6. **"Friendly" Amendment.** Often we hear someone ask the person who made a motion if she or he would accept a "friendly amendment" that changes the wording of the motion in some way after it has been proposed. However, once a motion has been made and seconded and the chair has repeated the motion so that it is clear to all, the motion belongs to the group, no longer to the individual mover, and any amendments must be made by the Senate.