

Annual Reports of University Elective and Appointive Committees 2010-2011 University of Wisconsin—Green Bay

Contents

UNIVERSITY COMMITTEE.....	2
COMMITTEE OF SIX	6
ACADEMIC AFFAIRS COUNCIL.....	7
PERSONNEL COUNCIL.....	8
GENERAL EDUCATION COUNCIL	9
GRADUATE FACULTY BOARD OF ADVISORS	10
COMMITTEE ON COMMITTEES AND NOMINATIONS	12
COMMITTEE ON RIGHTS AND RESPONSIBILITIES	13
LIBRARY AND INSTRUCTIONAL TECHNOLOGY COMMITTEE.....	14
FACULTY APPOINTIVE STANDING COMMITTEES.....	16
ACADEMIC ACTIONS COMMITTEE	16
AWARDS & RECOGNITION COMMITTEE	17
HONORARY DOCTORATE COMMITTEE	17
INDIVIDUALIZED LEARNING COMMITTEE.....	18
INTERCOLLEGIATE ATHLETICS COMMITTEE	19
FACULTY SENATE COMMITTEE ON PLANNING AND BUDGET.....	20
SENATE LEGISLATIVE AFFAIRS COMMITTEE.....	21
COMMITTEES APPOINTED BY THE PROVOST	22
COMMITTEE ON DISABILITY ISSUES	22
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE	25
INSTITUTIONAL ASSESSMENT COMMITTEE.....	26
INSTITUTIONAL REVIEW BOARD	27
INSTRUCTIONAL DEVELOPMENT COUNCIL.....	28
INTERNATIONAL EDUCATION COUNCIL.....	31
RESEARCH COUNCIL.....	34
TECHNOLOGY COUNCIL.....	37
COMMITTEE APPOINTED BY THE CHANCELLOR.....	38
CHANCELLOR’S ADVISORY COUNCIL ON DIVERSITY	38
ACADEMIC STAFF ELECTIVE AND APPOINTIVE COMMITTEES	40
ACADEMIC STAFF COMMITTEE.....	40
ACADEMIC STAFF PERSONNEL COMMITTEE.....	41
ACADEMIC STAFF PROFESSIONAL DEVELOPMENT ALLOCATIONS.....	42
ACADEMIC STAFF LEGISLATIVE COMMITTEE REPORT.....	43
ACADEMIC STAFF PROFESSIONAL DEVELOPMENT PROGRAMMING COMMITTEE	44
LEADERSHIP & INVOLVEMENT COMMITTEE	45
COMMITTEE APPOINTED BY THE VICE CHANCELLOR FOR BUSINESS AND FINANCE.....	46
HEALTH AND SAFETY COMMITTEE	46

FACULTY ELECTIVE COMMITTEES

University Committee

I. University Committee Meetings Schedule and Membership

During the 2010-2011 school year the University Committee met every Wednesday afternoon, for a total of 22 meetings, except for the third Wednesday of each month, as this was when the Faculty Senate met.

University Committee members for 2010-2011 consisted of Dave Dolan, Mike Draney, Derek Jeffreys, Tim Kaufman, Illene Noppe (chair), and Brian Sutton. Brent Blahnik was the Academic Staff Committee representative; Heba Mohammad represented the Student Government Association.

During portions of almost every meeting, Provost Julia Wallace met with the committee for an information exchange. Secretary of the Faculty and Academic Staff Cliff Abbott met with the committee each month on the week before Faculty Senate meetings, to set Senate meeting's agenda, and also met with the committee during other meetings on an as-needed basis, usually to clarify various procedural matters.

II. Faculty Senate Actions

A. Faculty Senate Passed the Following:

1. Personnel and Positions

Memorial resolutions were read for Professors Ganga Nair, Dean O'Brien, Allison Loomer and Jack Norman.

Resolution to coordinate the submission of the Professional Activities Report with performance reviews. Units have the option to review tenured faculty every two years and thus the PAR may be submitted for these faculty on the same cycle.

Resolution calling for fringe benefit rates to be set separately for each comprehensive institution based on actual costs and not be based upon adjustments for the entire UW System.

Approved the proposal to create "Partner-Friendly" University for Faculty. The partner of a UW-Green Bay hire may apply for the title of affiliation of Honorary Associate Fellow and receive an on-campus office (depending upon availability), campus address, e-mail account and access to the library and internet.

Approved a policy on College Student Bereavement to be implemented in Fall, 2011. The policy specifies "Standard Bereavement" and "Leave of Absence" procedures in the case of the death of a loved one.

Resolution specifying that all adjuncts teaching courses at UW-Green Bay be approved and reviewed by the Unit responsible for those courses.

Resolution electing Tim Kaufman Deputy Speaker of the Faculty Senate for 2010-2011. Resolution approving the slate of candidates recommended by the Committee on Committees for elections to faculty committees for 2011-2012.

Resolution electing Mike Draney Chair of the Faculty Senate for 2010-11.

2. Academics

Senate approved a policy on the creation and establishment of University institutes, laboratories and centers. A procedure for the establishment of new institutes or centers was established as well as a procedure for institute or center discontinuation.

Approved the proposal for changing the Individualized Learning Committee from a Provost's Appointive Committee to a Faculty Appointive Committee. The University Committee appoints committee members upon the recommendation of the Committee on Committees and Nominations.

Approved the proposal to implement an online Master of Science in Nursing Program (with an emphasis on Clinical Nurse Leader) at UW-Green Bay. The program was designed to be a collaborative effort between UW-Green Bay and UW-Oshkosh.

Resolution approving faculty involvement in Project Win-Win Phase 2, wherein faculty would be consulted in cases where there is an ambiguous area of emphasis to qualify for the Associate of Arts and Sciences Degree.

Resolution in favor of recommendations of the Honors Program Task Force to seek procurement of funds for creating, implementing and sustaining an Honors Program at UW-Green Bay.

Resolution approving the granting of degrees to December 2010 and May 2011 graduates.

3. Other

Resolution in support of the request for funding of Research to Jobs: Growing the Research Infrastructure: UW Research Commons. This initiative would help to increase electronic access to information benefitting students, faculty, staff, and residents of Wisconsin.

Approved a change in code for the Graduate Faculty Board of Advisors eliminating the involvement of the Associate Dean of Graduate Studies and Research and adding the Dean of Liberal Arts and Sciences as a non-voting ex officio member.

Resolution voicing opposition to Governor Scott Walker's "Budget Repair Bill."

Resolution commending the UW-Green Bay women's basketball team.

Resolution endorsing the Wisconsin Idea Partnership, a plan supporting the integrity of the UW-System while extending greater financial and administrative flexibility to individual campuses.

Approved code changes in the procedures for the elections of senators, the selection of an interdisciplinary, disciplinary and other unit chairpersons, the Speaker of the Senate, the Deputy Speaker of the Senate, chairperson of the graduate program, and faculty elective committees.

B. Faculty Senate Considered but Did Not Pass the Following:

Resolution that a first year seminar be provided for every incoming first year student.

C. Faculty Senate Discussed the Following in Open Forums—No Action Required

Discussion of the advantages and disadvantages of alternative delivery of courses.

Unionization at UWGB—presentations by guests Peter Davis, Wisconsin Employee Relations Committee, Julie Schmidt and Michael Coutley of the American Federation of Teachers.

Presentation and discussion of the Task Force Report on Interdisciplinarity, presented by Professor Jeff Entwistle, Task Force Chair.

III. University Committee Actions

A. Committee and Personnel Matters

Brian Sutton served as UWGB's representative at the UW-System Representatives' meetings throughout the 2010-11 school year. Dave Dolan was elected as the 2011-2012 representative.

Worked on a definition of "joint governance committees" and designated committees as faculty, academic staff, or joint. The completed document was sent to the Chair of the Committee on Committees and Nominations for further analysis and recommendations.

Discussed the hiring of a Dean of Professional Studies and participated in the interviews of candidates for the position.

Upon the request of the Chancellor, provided a list of faculty nominees for the Task Force on Graduate Education.

Discussed the possibility of resurrecting the Committee Apprentice Proposal.

Considered and declined the suggestion that the Professional Activities Report include a new SoTL category.

Reviewed, with Tom Maki, a proposed compensation distribution plan to be sent to UW-System.

Provided a list of candidates for election to the Committee on Rights and Responsibilities.

Agreed that Joe Schoenebeck, Classified Staff Representation, should attend Faculty Senate meeting.

Nominated slates of candidates for faculty elective committees, following recommendations from the Committee on Committees.

Provided input to Secretary of the Faculty and Academic Staff Abbott regarding a schedule for Faculty Senate meetings for 2011-2012.

Elected Mike Draney UC Chair for 2011-2012.

B. Academic Issues

Engaged in a discussion with the Provost about the Board of Regents' new Growth Agenda.

Discussed the possibility of a proposal that would prohibit instructors of any one UW-Green Bay course to include requirements that would cause students to miss other classes in a different time slot.

Met with Professors Andrew Kersten, Georjeanna Wislon-Doenges, Steven Meyer and Deans Scott Furlong and Brenda Amenson-Hill about the Faculty Senate's response to the resolution on the First Year Seminar Program.

Discussed Brian Sutton's proposal to eliminate the requirement of an interdisciplinary major or minor for graduation. It was decided to await the delivery of the Interdisciplinary Task Force's report prior to making any decisions about this proposal.

Discussed with Interim Dean Derryl Block, Provost Julia Wallace, and Nursing lecturer Brenda Tyczkowski the possible creation of a collaborative online Bachelor of Science Degree in Health Information.

C. Other Issues

Viewed and provided feedback on the Provost's Academic Plan presentation for the Regents meeting on October 7, 2010.

IV. Acknowledgments

Writing this report gives me the opportunity to reflect on the many accomplishments of the 2010-2011 University Committee. A number of important policies were created and approved despite the continued backdrop of events in Madison that had a significant impact upon faculty morale and planning. This important work would have never happened without the sustained and committed efforts of all the members of the University Committee. It was an honor to work with such dedicated and insightful colleagues. I am especially grateful that Brian Sutton was willing to trek down to Madison to make sure that UW-Green Bay had a presence at the Faculty Representatives meetings, and to Mike Draney, who effectively wielded the gavel during Faculty Senate meetings. I also want to thank SOFAS Cliff Abbott for his valuable input on University procedures, policies, and guidance on the creation of Senate agendas. In addition, Abbott does an amazing job of distilling Senate meetings so that what happened makes sense! Many thanks also goes Provost Julia Wallace, who took time from her busy schedule to keep UC members informed about campus-wide and System-wide happenings. Mary Goral was invaluable in setting up meetings and finding great spaces for the weekly meetings of the UC. Thanks also go to Faculty Senators, who helped to move this university forward during difficult times.

Respectfully submitted,
Illene Cupit

Committee of Six

2010 – 2011 Annual Report

During the 2010-2011 academic year the following served on the Committee of Six Full Professors: Gregory Davis (chair), Carol Emmons, Jeffrey Entwistle, Michael Kraft, Judith Martin, and Timothy Meyer. Three recommendations for appointment at the rank of full professor were received by the Committee from appropriate faculty units. After thorough review and discussion, the Chair forwarded positive recommendations from the Committee of Six to the Dean of Liberal Arts and Sciences.

At the request of the Provost, members of the Committee of Six evaluated the record of the incoming Dean of Professional Studies in relation to the criteria for rank of full professor. Related, members of the Committee of Six continued discussion of the Committee's role in the hiring process for administrative positions that typically include full professor status.

Additionally, members of the Committee of Six continued to evaluate the information contained in the document entitled: Guidelines for Preparation of Materials in Support of Candidates for Promotion to Full Professor Rank.

Gregory Davis, Chair, Committee of Six

Academic Affairs Council

2010 – 2011 Academic Affairs Council Activities

1. Reviewed 137 curricular actions. 136 were approved and one deferred because the courses listed in the proposed curriculum modification had not yet been approved.
2. Approved new Master's Program in Nursing.
3. Approved a definition of distance education consistent with usage elsewhere in the UW System.
4. Reviewed the following programs:
 - a. Economics
 - b. English
 - c. Environmental Science
 - d. Mathematics
 - e. Master of Social Work
 - f. Masters in Applied Leadership and Teaching
 - g. Nursing
5. Approved a proposed collaborative program in Health Information Management Technology. We acted on an accelerated schedule to enable the University Committee and Senate to act by the end of the semester, but unfortunately events off campus in the System review process prevented final approval.
6. Approved form K's for splitting AVD into two units, Theater-Dance and Music. This was done at a joint meeting with the Personnel Council. The logic of splitting a large program into more self contained units was clear but concerns were raised about this being a step toward creating completely disciplinary departments.

Steve Dutch, Chair, Academic Affairs Council

Personnel Council

2010 – 2011 Annual Elective Committee Report

Reviewed and recommended promotion with tenure for the following individuals:

Kathleen Burns Finn

Julie Lukesh

Hosung Song

Michael McIntire

Steve Kimball

Recommended candidates for election to Committee on Committees and Nominations from AH and At-Large positions

Met jointly with the Academic Affairs Council to review form Ks for establishing new units in Music and Theatre. Approved form K's.

Alison Gates, Chair, Personnel Council

General Education Council

2010 – 2011 Annual Year-End Report

The General Education Council was comprised of the following members during the 2010-2011 academic year: Andrew Austin (chair), Regan Gurung, Stefan Hall, Jennifer Ham, Steve Meyer, Steve Muzatko, David DePeau (student representative), Assistant Dean Donna Ritch (ex officio), and Associate Provost Tim Sewall (ex officio).

The council accomplished three things during the academic year:

- (1) numerous actions on individual course proposals seeking various general education designations;
- (2) periodic notification of instructors of general education courses concerning expectations that they identify general education goals on their syllabi and in other course materials; and
- (3) soliciting feedback from the domain subcommittees concerning the revision of general education program being developed by the General Education Taskforce.

Concerning the first, the chair continued the practice established in the previous year of working closely with faculty to resolve potential problems with syllabi prior to committee meetings. As a result, very few action items were tabled, thus enhancing the efficiency of meetings.

Attached to this memo are the following documents:

- (1) meeting minutes, which contain the list of actions on individual courses;
- (2) the notification letter sent to general education faculty; and
- (3) domain subcommittee responses to Model 2 of the General Education task force delivered to the Dean of Liberal Arts.

The chair wishes to extend appreciation to all the members of the GEC for their hard work and cheerful disposition.

Andrew Austin, Chair, General Education Council

Graduate Faculty Board of Advisors

2010 – 2011 Annual Summary Report

The members of the 2010-2011 Graduate Faculty Board of Advisors were:

Derryl Block, Interim Dean of the College of Professional and Graduate Studies

Kevin Fermanich, Chair, Environmental Science and Policy

Timothy Kaufman, Chair, Applied Leadership

Meir Russ, Chair, Management

Judy Martin, Coordinator, MSW

Michael Zorn, Member-at-Large

Marilyn Sagrillo, Member-at-Large

Scott Furlong, Dean of the College of Liberal Arts and Sciences, ex-officio member

The Board held seven meetings during the academic year. The Board acted upon or reviewed the following policy or procedural items:

1. Approval of authorization to implement an MSN in Nursing.
2. Added the Dean of the College of Liberal Arts and Sciences as an ex-officio member of the Graduate Faculty Board of Advisors.
3. Developed a formal definition of a graduate level project as compared to a traditional thesis.
4. Reviewed the policy regarding a student's cumulative gpa as part of the degree requirements and the inclusion of wording regarding performance in coursework (i.e. a grade of B or better).
5. Reviewed and approved revisions to the policy regarding thesis committee make-up;
6. Discussed the possibility of a requirement to keep students matriculated until graduation.
7. Discussed the possibility of a policy for graduate students to audit graduate courses.

The Board acted on the following curricular matters:

1. Determined that a Research Ethics element must be part of the curriculum for all graduate programs.
2. Approved the following courses for inclusion in the MSW elective course listing - SOC WORK 747; Mental Health Theories, SOC WORK 757; Treatment and Mistreatment of Offenders, HUM DEV 544; Death and Dying, SOC WORK 799; Guatemala Travel Course.

The Board also reviewed, discussed, and/or provided advice to the Dean of Professional and Graduate Studies on the following topics:

1. The involvement of the Board in Graduate Course Approvals and Graduate Program Reviews.
2. The Provost's reorganization plan, which includes moving the oversight of the Graduate Programs to the Provost office.
3. Enrollment and graduation data along with variables that may be related to enrollment increases and decreases, students dropping out, etc.
4. Continuation of the Outstanding Environmental Science and Policy Thesis Award and criteria for the implementation of a similar award in other programs.
5. Ideas on recruiting a Student Representative to serve on the Board.
6. Education by Mark Olkowski of the Dean of Students Office and Amy Henniges of Counseling and Health Office about handling difficult students.
7. Wording in the General and Admissions sections of the Graduate Catalog.

In summary, the Board functioned effectively, providing procedural oversight of Graduate Programs and advice to the Dean.

Agenda items for next year include

- Adding the Dean of Professional Studies an ex-officio member
- Funding of graduate programs
- Role of the Board in curriculum and program review
- Continued discussion of possibility of a policy for graduate students to audit graduate courses.

Committee on Committees and Nominations

2010 – 2011 Annual Report

This year, the Committee on Committees and Nominations met seven times to address two major issues in faculty governance:

- 1) The formation of new “Joint Governance Committees” consisting of faculty and staff (and in some cases, students), and
- 2) The creation of a new electronic method of surveying faculty for the Preference Survey.

Regarding issue #1, the formation of new “Joint Governance Committees,” University Committee chair Illene Noppe presented the CCN’s recommendations at the UC’s fall meeting, where the issue was discussed and then tabled for further discussion with the CCN. The CCN will continue to develop and refine this proposal over next academic year(s).

Most of the CCN’s energies this year were devoted to issue #2, building and executing a new annual Faculty Preference survey. The new survey was designed using Qualtrics, which, in the long-term, will ideally help with archiving, sorting, and filtering information.

Overall, the most successful elements of the new survey in 2010-2011 were its delivery to faculty, and the information it yielded. The design of the survey is also very user-friendly. However, “behind the scenes,” the data was a bit unwieldy and its processing will require refinements. In the long-term, the CCN will continue to improve its abilities to better harness the power of Qualtrics.

Rebecca Meacham, Chair, CCN

Committee on Rights and Responsibilities

2010 – 2011 Annual Year Report

Members: Kaoime Malloy (Chair), Marilyn Sagrillo, Kim Nielsen, Bryan Vescio, Tian-You Hu

Activity

The Committee met once on 9/27/10 to elect a chair. Prof. Malloy was unanimously elected to that position.

No other meetings were required during the 2010 – 11 academic year.

Kaoime Malloy, Chair, CRR

Library and Instructional Technology Committee

2010 – 2011 Annual Report

Members: Katia Levintova (chair), Caroline Boswell, Julie Lukesh, Doreen Higgins, Leif Nelson, Jennifer Hendryx, Adam Dahlka, Kathy Pletcher (*ex officio*), Paula Ganyard (*ex officio*)

The bulk of committee's work this academic year has been dedicated to devising and administering anti-plagiarism survey among both UWGB faculty and students.

During our first meeting, the LITC committee had a discussion regarding potential for disbanding of the LITC. Committee consensus was that the committee should remain as is, noting that its purpose and function are distinct from the Technology Council. During the October 27, 2010 meeting, Doreen Higgins and Kathy Pletcher updated committee on the relevant discussions at the recent Faculty Senate meeting and the future of the Committee. It was reported that the committee will continue to exist in its current form.

Starting in September, the committee discussed anti-plagiarism software, approaches used at UW-Green Bay to combat plagiarism, and setting up a survey to explore student and faculty perceptions of the problem. Efforts to combat the problem were also explored including the use of videos and class exercises to educate students about plagiarism. Committee spent the bulk of the second meeting reviewing and editing survey questions for upcoming student and faculty survey about plagiarism on campus. Doreen Higgins and Kathy Pletcher agreed to continue working on the project. November 23, 2010 meeting likewise consisted of the committee working on the plagiarism survey's logistics, including introduction, IRB approval, and incentives to fill out the survey. During its next meeting, the LITC committee reviewed and updated the survey questionnaires for both students and faculty. Committee discussed and made plans for an IRB approval application and discussed the timeline for sending out the survey. Doreen Higgins and Katia Levintova completed IRB application materials, but it was later determined that the IRB approval was not necessary. Final plans for launching of the plagiarism survey (for both students and faculty), after one final round of revisions, were discussed during March 28 meeting. After a core of the committee met again for the final approval of the survey, it was launched in early April (surveys closed on April 22).

During the last meeting of 2010-2011 academic year, committee reviewed results of the plagiarism survey of faculty and students (231 students and 51 faculty members took the survey). The sample, although small, represented a good approximation of our demographics and allowed committee to identify several areas of concern and improvement. Among possible solutions were (1) modification of search results on the UWGB search page to privilege official statement on plagiarism and university policy on academic dishonesty; (2) incorporation of anti-plagiarism training into D2L class modules, (3) requiring students to sign honors code or anti-plagiarism pledge; (4) educational videos to teach students about the negative effects and the unacceptable nature of plagiarism; (5) incorporation of plagiarism discussion into FOCUS program; and (6) acquiring anti-plagiarism program TurnIt.com for the detection of plagiarism in student work. Committee shared original responses with UWGB CATL and Technology Council offices. The rest of the university community, including the Dean of Students Office and the Academic Council, will receive aggregate results and executive summary in the Fall 2011 semester.

Paula Ganyard briefed the Committee on the proposed Library Impact Statement to be included in the forms AA, CMF, G and I, dealing with the major curricular changes. The Statement is designed to ensure better communication between individual faculty members and library staff when new majors are being proposed or existing majors are being significantly modified. After a brief discussion, Committee unanimously approved the statement. Katia Levintova forwarded a memo from the Committee supporting the statement to the associate Provost Tim Sewall, together with the text of the statement.

Gary Huebner and Bill Hubbard described the new initiatives by the TEAM, presented information regarding the status of instructional facilities on campus and began a discussion about potential future upgrades of instructional technology on campus. Committee invited Gary and Bill to come back after initial improvements scheduled for this summer are completed to report on the progress made. The Committee also began discussions of the follow-up faculty survey to prepare the next three year tech plan to upgrade our instructional technology capabilities.

Committee briefly discussed merits of class distribution lists vs. communicating with classes via D2L, enquiring about the recourses in situations when students use such communications channels inappropriately. We also had a discussion regarding faculty's concerns with the new Outlook Web Access and conversation threads; several members commented on how confusing the new features were.

Among continuing business for the next academic year will be the implementation of measures identified through the plagiarism survey and continued upgrade and improvement of classroom technology, based on the conversations we had this year.

--Respectfully submitted,

Katia Levintova, Chair, Library and Instructional Technology Committee

FACULTY APPOINTIVE STANDING COMMITTEES

Academic Actions Committee

2010 – 2011 Annual Report

The Academic Actions Committee for 2010-2011 was comprised of: Julie Lukesh (chair, NS), Sampath Ranganathan (PS), David Severtson (AH), Michael Zorn (NS), Darrel Renier (*ex officio* and therefore not voting), Amanda Hruska (*ex officio*, and therefore not voting), Dave Depeau (student), and Benjamin Royer (student)

The Committee met three times during the 2010-11 academic year: September 24, 2010; January 11, 2011; and June 6, 2011.

A meeting on August 23 was schedule to hear student appeals. There were none, therefore the meeting was canceled.

We met on September 24 to introduce new members of the committee. The academic calendar for 2013-14 was discussed and later approved by email.

At the January 11, 2011 meeting 7 student appeals were considered.

At the June 6, 2011 meeting 5 student appeals were considered.

Respectfully submitted,

Julie Lukesh, Chair, Academic Actions

Awards & Recognition Committee

2010 – 2011 Annual Report

Members of the Awards and Recognition Committee: Kimberly Baker (chair), Emily Rogers, Heidi Sherman, Donna Van Straten, Deborah Furlong, Anthony Laluzerne, Ekaterina Levintova, and Victoria Goff.

The committee conversed and convened via email and met three times during the 2010-11 academic year.

Summary of Activities:

- The committee reviewed the credentials of three potential commencement speakers, making positive recommendations in each case.
- The committee reviewed the Founders Award letter sent to nominators to request materials for final candidates and suggested one change.
- The committee solicited nominations for the 2011 Founders Association Awards and selected recipients from among those nominations.

Respectfully submitted,

Kimberly Baker, Chair, Awards & Recognition Committee

Honorary Doctorate Committee

2010 – 2011 Annual Report

Members of the Honorary Doctorate Committee: Kimberly Baker (chair), Ekaterina Levintova, Heidi Sherman, and Victoria Goff.

The committee met once during the 2010-11 academic year.

The committee will forward information regarding three nominees to the appropriate academic units for advice and recommendation of its faculty. The nominations will be reviewed at a later date if and when supporting materials are received from the executive committee of the appropriate academic unit.

Respectfully submitted,

Kimberly Baker, Chair, Honorary Doctorate Committee

Individualized Learning Committee

2010 – 2011 Annual Report

Members: Jeff Benzow, Greg Davis, Pam Gilson, David Radosecvich, Donna Ritch, Jaida Samudra, Denise Scheberle, Brian Sutton (chair)

The Individualized Learning Committee met four times during the 2010-11 school year.

- At the first meeting, Brian Sutton was elected chair, and the members reviewed the charge to the committee.
- At the second meeting, the committee approved with changes Diann Hallam's proposal for an individual major in Ethology and Environmental Enrichment.
- At the third meeting, the committee approved with changes Cali Rogers's proposal for an individual major in Nutrition Ecology.

At the fourth meeting, the committee approved with changes Sarah Eggers's proposal for an individual major in Women's Studies with an emphasis in Women's Health, and (also with changes) Amber Micolochek's proposal for an individual major in Cross-Cultural Health Studies.

Brian Sutton, Chair, Individualized Learning Committee

Intercollegiate Athletics Committee

2010 – 2011 Annual Report

The IAC met monthly during the 2010-2011 academic year.

Committee members were: Profs. A. Nelson, M. Schnurr, L. Warner, T. Meyer (Chair); Academic Staff members R. Warpinski, M. Simonsen; Community Representative W. Resch; T. Fabel, Student Representative; ex-officio/non-voting K. Bothof, Athletics Director; Prof. D. Ritch, Fac. Ath. Rep.; J. Stangel, Assoc. Ath. Dir., ex-officio/non-voting.

Major topics and actions included the following:

- The IAC worked on the issues of gender equity, academic support services for student athletes, graduation rates for student athletes as compared to non-athlete students, and matters relating to the Academic Progress Rate (assessed for all D-1 sports, men's and women's, across all D-1 institutions). We were provided with complete and timely updates compiled from institutional data and information provided by the NCAA and by the Horizon Conference.
- The Committee also discussed the move toward matching the ratio of men's and women's sports to more closely approximate the overall gender distribution of UWGB's enrollment. While "close" suffices for now, it is clear that "a match" will be required in the next few years. Increasing the number of female student athletes remains a priority.
- The IAC approved the appeal of a student athlete (non-scholarship) to allow him to transfer and play without waiting a full year.
- The IAC provided input on new coach selections for various men's and women's sports.
- The IAC approved post-season competition for various men's and women's sports.
- The IAC provided feedback and input on the IA budget, including fund-raisers and institutional support.

The IAC continues to play a very useful role in our intercollegiate athletics program, providing advice and input, as well as developing and approving important policy matters affecting the entire campus. The Committee remains both pleased and impressed with the quantity and quality of input and cooperation from the Athletics Department administrators and staff.

Prepared by,
Professor Timothy P. Meyer, Chair, IAC

Faculty Senate Committee on Planning and Budget

The Faculty Senate Committee on Planning and Budget's official charge includes the following:

1. The Committee will provide ongoing information and advice to the Faculty Senate, University Committee, and other bodies of faculty governance regarding budgetary matters related to the UWGB academic program and other faculty interests.
2. The Committee will be expected to play an active role during all stages of the University's budget-building process. The Committee also will be available for consultation with the Chancellor, Provost/Vice Chancellor, Assistant Chancellor, Deans, and academic budgetary units involving emergency decisions and related issues.
3. A report from the committee will be presented at least annually to the Faculty Senate and will include an appraisal of the adequacy of resources provided to UWGB's academic programs, the distribution of resources among academic programs and between instructional and non-instructional activities at UWGB, and such other financial matters that affect UWGB's ability to achieve the goals of its academic mission.

In concluding the previous annual report, we wrote "The Committee looks forward to an active, meaningful role in the planning and budget process now that we have a clearer sense of purpose." With all the uncertainties surrounding the budget and faced with the certainty of cuts (but never knowing how much or with what flexibility or lack thereof), the Committee did not meet until we heard from the Administration regarding our inclusion of the Committee in the process. With decisions coming only recently, we never had the occasion to meet. For next year's Committee, senior administrators need to lay out how this Committee fits into the budget and planning process and how this would be implemented. Failing this, convening is largely a waste of time and effort.

Report prepared by, Timothy P. Meyer, Convener

Senate Legislative Affairs Committee

Met jointly with the Academic Staff Legislative Committee.

COMMITTEES APPOINTED BY THE PROVOST

Committee on Disability Issues

2010 – 2011 Annual Summary of Activities

Members of the Committee on Individuals with Disabilities for the 2010-11 school year included Susan Gallagher-Lepak (faculty), Eileen Kolb (academic staff), Teri Ternes (classified staff) and Patrick Bertand student representative. Director of Human Resources and Affirmative Action Sheryl Van Gruensven, Coordinator of Disability Services Lynn Niemi and Americans with Disabilities Act Compliance Coordinator Greg Smith served on this committee as ex-official members. Lynn Niemi and Greg Smith served as co-chairpersons. Paul Pinkston, Director of Facilities Management, attended all meeting and will serve as an ex-official member starting in 2011-12.

The Committee on Individuals with Disabilities met officially two times this year as a full committee.

Areas the committee addressed this year were as followed:

- Changed the committee's charge to reflect the new committee's name – Committee on Disability Issues and to include Facilities Management Member to the committee.
- Microscope Proposal to Lab Modification Grants was approved with the support from the committee, unit chairs of Chemistry and Biology and lab technicians.
- Continued working on campus Policies and Procedures Relating to Students with Disabilities.
- Committee was consulted for Lab eye washing stations which were being modified.

The co-chairs of this committee feel that it has been doing valuable work and is worthwhile. We are ensuring individuals with disabilities have access to our campus and events held.

Minutes from this year's full committee meetings are included with this report along with new charge.

Committee on Individuals with Disabilities
November 15, 2010
Minutes

Attendees: Eileen Kolb, Sheryl Van Gruensven, Paul Pinkston, Greg Smith, Lynn Niemi

1. Introduction of Members
 - Teri Ternes, (Term 10-13)

- Eileen Kolb (Term 09-12)
- Susan Gallagher-Lepak (Term 9-12)
- Patrick Bertrand (Student Rep)
- Sheryl Van Gruensven (ex-officio, voting)
- Greg Smith (ex-officio, voting)
- Lynn Niemi (ex-officio, voting)

2. Reviewed Committee's Charge

We reviewed the charge.

Lynn will contact Provost Wallace to determine if she has any issues she wants us to review and to make some recommendations on changes for the charge (name change, add a representative from facilities management, and update office/title changes).

3. Reviewed 2009-10 Committee Report.

4. Update on Facilities – Paul Pinkston

Rose Hall – Renovations to 3rd floor which is all office space. On 3rd floor will be a gender neutral restroom that will meet the ADA specifications. RH250 classroom also has renovations which include accessible seating at the top and bottom levels of the classroom, different sized seating and 7% of seats are for left handing individuals. Renovations are almost complete and will be ready for Spring 2011 semester.

Wood Hall Renovations – Renovations will occur on all four floors. Each floor will have a gender neutral restroom. Classrooms will be table and chairs which there will be one adjustable table in each classroom. The Plaza Level Doorway will open to the West Side of the Building which will be closest to the accessible parking in the WH parking lot.

Other facility discussions: Student Services Entrance – Paul will look to see if the sloop would meet ADA guidelines. Parking Lot in Weidner – Accessible parking in Weidner Center lot may need some repairs as the concrete on the ramp is breaking down.

5. Action Items for Committee for 2010-11

- a. Proposal for Microscopes - Greg and Lynn have been working with Chairs in Chemistry and Biology to propose two microscopes for the lab that will enlarge the specimens.
- b. Updates to Committee's Charge
- c. Review UWGB disability policies and procedures

Minutes respectively submitted by Lynn Niemi

Committee for Individuals with Disabilities

February 24, 2011 2:00PM-3:00PM

Minutes

Attendees: Eileen Kolb, Paul Pinkston, Teri Ternes, Sheryl VanGruensven, Patrick Bertrand, Greg Smith, Lynn Niemi

Excused: Susan Gallagher-Lepak

1. Approved minutes from 11/15/2010
2. Lab Science Update – Microscope and Dissecting Microscope were approved from lab modifications. Labs continue to be modified as students enroll in the labs.
3. Reviewed 2011-12 Committee Charge and the changes. The changes include the name – **Committee on Disability Issues** along with adding Facilities Management Representative and changing the wording to reflect the office and title changes.
4. Updates to Policy – Policies and Procedures Relating to Students with Disabilities
The committee reviewed the changes made to the policy. No additions or changes were made from this meeting. Greg and Lynn will submit change for approval by campus leadership over the summer. One suggestion is to look at the policy relating to web based courses and identify if we need to add anything to the current policies.
5. Facilities Update – Rose Hall is open and renovations are being made to Wood Hall. WH will change the main entrance. Upgrades made to SA 350 Lab and they will have an accessible table.
6. Other concerns/updates
Clickers - Concerns about the accessibility of the Clickers used in classrooms. Patrick will contact the LTC to discuss how they accommodate students with disabilities.

Respectively submitted,

Lynn Niemi, Co-Chair, Committee on Individuals with Disabilities

Institutional Animal Care and Use Committee

2010 – 2011 Annual Report

The 2010-11 season for the UWGB -IACUC has been completed.

Six proposals involving fishes, birds, frogs, and small wild mammals were submitted and approved. International studies included the appropriate national forms.

Our committee (Kimberly Baker- GB faculty, Amy Wolf- GB faculty, Dennis Lorenz- GB faculty/Chair, Jill Fermanich- GB Safety Inspector, Thomas Baye- Green Bay naturalist, and Patrick Warpinski- Green Bay veterinarian), convened and conversed mostly by email this year with excellent results.

Finally, the animal laboratory in LS was inspected May 14, 2011 and found to be reasonably clean, well equipped and cared for.

Sincerely,
Dennis Lorenz Ph.D., Chair of the IACUC

Institutional Assessment Committee

2010 – 2011 Annual Report

Members: Debbie Furlong, Paula Ganyard, Pam Gilson, Dan Schrickel, Courtney Sherman, Mussie Teclezion, and Le Zhu, Kate Burns, David Radosevich (chair)

The Institutional Assessment Committee was quite active and met on roughly a biweekly basis during the 2010-11 school year.

- During our first meeting, Tim Sewall communicated our the charge, which was to develop the University’s comprehensive assessment plan in anticipation of the Higher Learning Commission’s next On-site Review in 2017-2018. The committee elected David Radosevich as chair.
- During the fall semester, the committee engaged in a comprehensive data gathering phase. We learned about all the different university assessment practices currently being done. We visited with several of the assessment “owners” or key contact people to hear how they conducted assessments.
- During the spring semester, the committee crated assessment criteria, most notably on how to “close the loop” with our assessment processes; that is, ensuring that the data from the assessment processes were integrated into University decision making in order to better achieve the institution’s mission. We created three different categories of reports:
 1. Reports for Individual Assessment Instruments – An alphabetical listing of each assessment instrument with details.
 2. An Assessment Chart – A listing of the assessment instruments organized by University divisions.
 3. Comprehensive Assessment Plan – listing our methods and recommendations to ensure that the University is positioned to have a successful reaccreditation process.

David Radosevich, Chair, Institutional Assessment Committee

Institutional Review Board

2010 – 2011 IRB Annual Report

The Institutional Review Board (IRB) had another very positive year, reviewing many proposals. What follows is a summary of the 2009-2010 academic year's activities.

Proposals:

The IRB met nine times, approximately once per month, during the 2010-2011 academic year and reviewed 91 proposals.

Of these proposals, 19 were reviewed by the full board. The remaining 72 were reviewed by the Chairperson or a delegate of the Chairperson and fell into the following categories: 36 expedited proposals, 29 exempt proposals, 5 modifications to proposals already approved by the board, and 2 annual renewals. Those proposals that did not require full board review were reviewed, on average, within 4 days of being submitted. Two proposals were withdrawn – both because the researchers chose not to conduct the research.

Additional IRB Activities:

The IRB took on several other important tasks during the 2010-2011 academic year, including (1) modifications to their documentation and (2) developing a long-term electronic filing system.

Documentation Modifications: Though our forms were modified in the 2009-2010 year to make them easier for researchers to fill out and for reviewers to find important information, we have been working on a negative consequences form that can be used for researchers to report any problems that arise during research. We anticipate finishing that form in the fall of 2011.

Electronic Filing: We have moved to an electronic filing system for all finalized IRB proposals. This allows for some consistency in filing as opposed to the prior system where each chair filed the final proposals in his or her office.

Future Goals:

The IRB must continue to develop the expertise of our members through training opportunities. IRB members must have a comprehensive knowledge of the federal guidelines related to the protection of human subjects. This is especially true for the Chairperson as the bulk of the committees review responsibilities fall on him or her.

Ryan Martin, Chair, Institutional Review Board

Instructional Development Council

2010-2011 Annual Report

The Instructional Development Council (IDC) is the UW-Green Bay committee charged with supporting faculty development in the area of teaching, and it serves in an advisory role to the Center for the Advancement of Teaching and Learning (CATL) on campus. The eight appointed faculty members of the Council for 2010-11 were: Lucy Arendt, Tim Dale, Aeron Haynie, Catherine Henze, Brian Merkel, Jolanda Sallmann, Amy Wolf, and Jennifer Zapf. As Director of CATL, Heidi Fencl also served in an ex-officio role during the Spring 2011 semester (she was on Sabbatical during the Fall 2010 sabbatical). In her absence, Aeron Haynie served as Interim Director of CATL during the Fall 2010 semester.

The IDC met as a complete Council six times during the academic year. The three subcommittees (Grants – Tim Dale, Catherine Henze, and Amy Wolf — Chair; Awards – Lucy Arendt, Brian Merkel, Jolanda Sallmann — Chair; Faculty Development Conference – Aeron Haynie, Jennifer Zapf) each met several additional times in order to complete their assigned duties. In all, the work of the Council focused on supporting and working with CATL; evaluating applications for grant and award programs; supporting teaching-related professional development activities, including the 15th Annual Faculty Development Conference; and reviewing sabbatical proposals. Each of these domains will be discussed in further detail below.

The IDC and CATL

The IDC continued its collaborative work this year as, at each IDC meeting, the events scheduled through CATL were discussed and the involvement of CATL throughout the University was reviewed. The IDC maintained its practice of a sub-committee for conference planning, with the CATL Interim Director and Chair of the IDC serving on this committee, and together speakers were selected and the schedule was set. Unique to this academic year was the work of Interim Director Aeron Haynie during the Fall 2010 as the current Director of CATL, Heidi Fencl, was on a sabbatical leave during that time. In short, much of what happens as a part of CATL is shared with the IDC and the IDC's input is often sought on ideas and activities which originate from the CATL office.

Grant and Award Programs

The IDC continued its role of evaluating applications and making recommendations to the Director of CATL for grant and award programs. The review process was quite smooth as the calls were available via the website early, along with public rubrics regarding how the applications would be reviewed. Proposals for *Teaching Enhancement Grants*, which are designed to support faculty development efforts related to teaching and learning, were reviewed both in Fall and Spring. Five *Teaching Enhancement Grants* were awarded in the Fall semester to: Adolfo Garcia, Alison Gates, Jennifer Morken, Kathleen Burns, and Clif Ganyard. In the Spring of 2011 the recipients included: Kim Nielsen, Illene Noppe, and Kristy Deetz. The 2010-2011 Fall recipient of the *Faculty Development in Online Learning* grant was Theresa Adsit; the Spring recipient was Hosung Song. This grant is designed to provide support for faculty members' professional development in the area of online education.

The IDC also considered applications for award programs on campus. The Council continued to support a *SoTL Award* which offers support for a SoTL project that has been completed or nearly completed at the time of application for the award. This year there was one award granted for the upcoming 2011-2012 academic year and the award went to Kim Baker. This award will fund travel related to the Scholarship of Teaching and Learning. The Council also evaluated candidates for the UW System Teaching Fellows and Scholars program and supported the application of Tim Dale (Teaching Fellow). The IDC also made recommendations regarding the *Instructional Development Award*. Recipients this year were: Clif Ganyard as well as Bryan Vescio and Vince Lowery.

This was the second year the *Student Nominated Teaching Awards* were awarded. The purpose of this award is to recognize and reward excellent teaching, from the perspective of students. We offer both an Early Career and an Experienced Teacher version of this award; out of 36 nominations, this year's recipients were Amanda Nelson (Early Career) and Andrew Kersten (Experienced).

Professional Development Activities

This year the IDC continued to serve in an advisory role to the CATL Director in the development and implementation of professional development activities. The IDC continued to be the co-sponsor of the Faculty Development Conference. This year's conference (with a theme of "Collaborative Learning") was very well-received. A nationally and internationally recognized figure in the Scholarship of Teaching and Learning, Dr. Elizabeth Barkley, was the keynote speaker. The IDC and CATL also secured Dr. Kerry Ann Rockquemore as the 2012 Faculty Development Conference's keynote speaker. She is likely to speak on topics such as how to get research/creative work done with a heavy teaching load, how to navigate the tenure and full professor routes, and how to attract and retain diverse people on campus. It is the Council's hope that, given the current interest on campus in issues of retention, that the Chancellor, Provost, the American Intercultural Center, and/or others might also be interested in having her present on related topics during her visit to UWGB.

Other highlight of the year in terms of faculty development included the NWTC/UWGB Inter-Campus Teaching/Learning Study Circle, SoTL Discussion Brown Bags, and the New Faculty Orientation Series which provided opportunities for all faculty members to brush up on a variety of teaching-related areas, such as the tenure and review processes and strategies for course design.

Sabbatical Proposal Review

Consistent with its committee charge, the IDC reviewed 10 submitted sabbatical proposals – five for the 2012-2013 academic year, one for the Fall 2012 term, and four for the Spring 2013 term. The Chair then composed and forwarded a document summarizing that review to the Provost's Office.

Summary and Recommendations

In sum, this has been a busy and successful year for the IDC:

- The Council continues to strongly support the presence of the Center for the Advancement of Teaching and Learning on campus, as well as the programs, grants, and awards it funds (e.g., The Teaching Scholars Program, Teaching Enhancement Grants).
- The IDC continues to recommend open communication between the IDC Chair, the Subcommittee Chairs, and the Director of CATL and supports a continued examination of ways to optimize the use of the professional development activities offered on campus.
- Given a set of Sabbatical applications missed the specificity needed for an acceptable application; the Council recommends that applicants have access to sample proposals as models, and that additional guidelines be established for writing and evaluating applications. These guidelines would include details about the acceptable use of time and compensation while working for other institutions in a teaching and/or research capacity, and the specificity required for research and teaching projects pursued during the sabbatical period.
- We suggest a review of whether untenured faculty members should be responsible for making Sabbatical recommendations - a form of personnel decision.

In closing, the Chair would like to express appreciation to all of the Council members for their dedicated service and to single out CATL Director Heidi Fencl, Interim CATL Director Aeron Haynie, as well as subcommittee chairs Amy Wolf and Jolanda Sallmann, for special recognition.

Prepared by,
Jennifer A. Zapf, Chair, Instructional Development Council

International Education Council

2010 – 2011 Annual Year End Report

Chair: Lucy Arendt

Members: Lucy Arendt, Brent Blahnik (*ex-officio*, non-voting), Jorge Estevez, Minkyu Lee, Katia Levintova, Sarah Meredith, Heidi Sherman, and Leanne Zhu.

The International Education Committee met six times during the 2010-11 academic year, beginning on November 1, 2010. Two ad hoc subcommittees met several times in addition to the six times that the full Committee convened.

The Committee was subject to a new charge approved by the Provost and Vice Chancellor for Academic Affairs on August 6, 2010.

Prof. Arendt was appointed by the Provost to serve a three-year term as the Committee's Chairperson.

The Committee was very active in the first year of its newly-constituted state. The Committee:

1. Reviewed the results of faculty and student surveys completed during the Spring, 2010 semester. Based on these results, the Committee identified several priorities for the upcoming year.
2. Reviewed a site visit proposal to explore the possibility of establishing an exchange program with the University of Trieste in Italy.
3. Reviewed and suggested changes to the Protocol for the Establishment of Long-term Study Abroad Programs.
4. Reviewed a proposal for an International Scholar-in-Residence.
5. Created two ad hoc subcommittees, one to address Travel Abroad issues and one to develop a faculty-led orientation session for international students.
6. Reviewed the steps involved in the Travel Abroad process. Made and approved seven recommendations related to the Travel Abroad process (attached).
7. Developed and approved a faculty-led orientation session for international students, to be offered initially in Fall, 2011.
8. Reviewed a site visit proposal to develop a Travel Course in Australia focused on the "diverse ecosystems and endemic fauna" of Australia.

The Chairperson also met formally with the Modern Languages faculty and with about 15 faculty members who led a Travel Abroad course during the past two years. The Chairperson also chatted informally with approximately 10 faculty members who wanted to share feedback on their interactions with the International Education Office.

The Chairperson sincerely thanks the members of the Committee for their outstanding work and unflagging enthusiasm.

Respectfully submitted,
Lucy Arendt

Travel Abroad Recommendations

All approved unanimously by the International Education Committee on May 2, 2011

1. All Travel Abroad course proposals will be submitted *first* for approval by the relevant budgetary unit chair(s). *Next*, all Travel Abroad courses approved by budgetary units will be submitted for approval by the relevant Dean. The Dean reviews all proposed courses in the college by a given date. After reviewing all travel course proposals in his or her area, the Dean is responsible for making approval vs. disapproval decisions. The criteria to be considered by the budgetary units and the Dean include: risk and safety, the unit and college's strategic objectives, expected cost, likelihood of sufficient enrollment, diversity of the travel course array within the unit and college, etc. Only those courses approved officially by the relevant Dean will be forwarded to the Office of International Education for a site-safety audit and implementation.

Note: All courses must be approved *each time* they are offered by the relevant budgetary unit(s) chairperson and the Dean.

Principle: Asking the Deans to assume primary responsibility for approving all Travel Abroad courses in their college is intended to reduce cannibalization and ensure that all approved courses have a reasonable chance of successfully enrolling sufficient students.

2. The Deans, in concert with the Office of International Education, will sponsor two general meetings for faculty leaders, led by "veteran" travel course leaders. The first will address travel course development. The second will address "best practices" once the course is happening.

Principle: Sharing best practices will help faculty members new to Travel Abroad to create engaging courses for their students. It will also enable faculty members to efficiently and effectively identify opportunities and avoid obstacles.

3. The Office of International Education will create and distribute a checklist for faculty leaders to use when developing the student orientation sessions for their travel courses.

Principle: A checklist will help to ensure that all students are equally informed about Travel Abroad opportunities and potential issues or concerns.

4. Faculty travel leaders will be fully responsible for collecting and returning student assignments associated with their travel courses. The Office of International Education will not be involved in the collection or return of student assignments.

Principle: Each faculty member has an office on campus. If a faculty member will not be in his or her office when students are turning in or picking up their Travel Abroad assignments, then the administrative staff associated with the faculty member's budgetary

unit may be asked to collect or return the students' assignments, just as they do for any other course. The Office of International Education is not responsible for the academic components of the Travel Abroad experience.

5. Once final expenses for a given travel abroad trip have been determined, students will be refunded any excess funds over \$25 per student.

Principle: Students should not pay more than the cost of their Travel Abroad trip.

6. The International Education Committee calls on the university administration to increase the level of staffing in the Office of International Education in order to enhance its responsiveness and transparency, and to enable greater numbers of students to participate in Travel Abroad courses.

Principle: Faculty members have expressed many concerns about current staffing levels in the Office of International Education, and the ability to respond to faculty and students' needs, questions, and concerns in a timely and straightforward manner.

7. The International Education Committee calls on the university administration to enhance the availability of scholarships for students participating in Travel Abroad courses.

Principle: Economic times are difficult, and students' finances are stretched thin. In order to participate in a Travel Abroad course, students must not only find the money to pay for the trip, they must also accept the opportunity cost of not working during the approximately three weeks that the course requires. Since the travel abroad courses take place during either January or summer, students typically forego significant income since they would normally work fulltime during January and summer. Supporting students with scholarships would send a clear message about the value of international education and enable more of our first-generation college students to participate in these life-changing travel experiences.

Lucy Arendt, Chair, International Education Committee

Research Council

2010 – 2011 Annual Report

Research plays a vital role at the University of Wisconsin – Green Bay (UWGB) for faculty and for undergraduate and graduate students. For UWGB faculty, research is a significant requirement for promotion and career advancement. It should also be noted that the real or perceived research opportunities that exist at UWGB are also critical in the recruitment of new faculty. For students, research experience is increasingly more important, and in some cases required, as they seek employment or apply to graduate school upon graduation. Therefore, opportunities to support ongoing and meaningful research at UWGB are critical to maintaining a quality faculty and educational experience for students. This report will summarize the activities of the Research Council during the 2010-11 academic year and identify the greatest needs and opportunities going forward, as identified by the members of the Research Council.

Current Research Council Funding Programs and 2010-11 Awards

Research Scholar: this program provides a 3-credit course release to selected faculty for targeted research projects. Typically, one research scholar is selected each semester. The award recipients for this year were as follows:

Fall semester award (course release for Spring 2011): Vincent Lowery, Humanistic Studies
Spring semester award (course release for Fall 2011): Mike Zorn, Natural and Applied Sciences

Grants in Aid of Research (GIAR): these small grants (\$600 and \$300) support data collection and supplies as well as travel to conferences for research presentation. This program has been very effective, funding hundreds of diverse projects by new and existing faculty (approximately 15 - 20 per semester). These grants are especially useful in supporting disciplines and areas of scholarship with limited external funding opportunities.

Fall semester awards: 21
Spring Semester awards: 14

It should be noted that due to limited funds available to the Research Council, several proposals were funded at less than the requested amount and others were not funded at all.

Grants Integrating Research and Teaching (GIRT): these grants (formerly \$1500 each, but reduced to \$1000 for this year) promote projects that assist faculty efforts to combine scholarly and pedagogical activities. This grant opportunity is designed to acknowledge and encourage collaborative research between UW-Green Bay faculty and integrate students into scholarly work. Student participation must be included in proposed project

Spring semester awards: Julie Lukesh, Natural and Applied Sciences
Jennifer Mokren, Arts and Visual Design

Additional Research Council Activities

The Research Council completed a number of other very important activities during the 2010-11 academic year, which are briefly summarized below.

- 1) Research Council Programs – revised and updated the application forms for each of the Research Council grant programs.
- 2) Research Council Budget – in coordination with the Associate Provost, the Research Council developed and submitted a more formalized budget for the 2011-12 academic year.
- 3) Research Council Website – the Research Council website was completely redesigned, with the assistance and input of many individuals, to better reflect the mission and promote the results of projects funded by the Research Council
- 4) Grant Management and Accountability – more detailed protocols were developed for the notification and awarding of the Research Scholar, GIAR and GIRT. Additionally, new reporting requirements were added to the grants to provide more accountability and also obtain information that could be used for the revised Research Council website.
- 5) UW Research Network – in coordination with Paula Ganyard, the Research Council discussed the development of a process to identify interested scholars for this program, which would be piloted in 2011 and then be followed by a formal application/approval process for the 2011-12 academic year.

Research Council Needs and Opportunities

The Research Council has identified several needs and opportunities going forward, several of which have also been identified in previous years. These opportunities are briefly summarized below:

- 1) Increase the funding levels for the GIAR awards to \$1000 and \$500 for first priority and second priority proposals, respectively. The GIAR award amounts have not been increased in many years, reducing the potential impact of these awards.
- 2) Fund an additional Research Scholar specifically for projects that involve writing grants to secure extramural funding, which would generate indirect back to the university.
- 3) Provide a course release to the Chair of the Research Council, which would allow for more awareness/promotion of research on campus through increased internal and external communication, involvement with the Academic Excellence Symposium and Posters on the Rotunda, and potential development of a more formalized undergraduate research program.
- 4) Explore the opportunity of developing a more formalized undergraduate research program, including funding from the Research Council, which would provide additional resources for undergraduate students, potentially in support of the Academic Excellence Symposium.

2010 - 2011 Research Council

Toni Damkoehler
John Katers, Chair
John Luczaj
Judy Martin
Tim Meyer
Lidia Nonn, Ex officio member

It should also be noted that activities of the Research Council would not have been possible without the contributions of the Institute for Research staff, particularly as it related to grant administration.

John Katers, Chair Research Council

Technology Council

2010 – 2011 Annual Report

Purpose & Membership. The Technology Council is advisory to the Provost and responsible for developing and monitoring the campus technology plan and recommending technology policies. The Council is chaired by the Associate Provost of Information Services. Membership consists of representatives from each of the divisions, three faculty members, and one student. Members for 2010/11 were:

Academic Affairs – Tim Sewall
Advancement – Liz Leist
Athletics – Dan McIver
Business & Finance – Sharon Dimmer
Faculty Representatives - Kate Burns, Christine Vandenhouten, Craig Hanke
Information Services – David Kieper, Paula Ganyard
Liberal Arts & Sciences – Scott Furlong
Outreach & Adult Degree - Zach Voelz
Professional & Graduate Studies – Derryl Block
Student Affairs – Mike Stearney
Student Representative – Adam Dahlka
Chair – Kathy Pletcher

Activities for 2010/11

- Reviewed and reaffirmed Student Acceptable Use Policy
- Reviewed, modified and endorsed Employee Acceptable Use Policy
- Approved Computer Lab Plans for 2011/12
- Approved IT Action Plan and monitored progress on IT Plan
- Reviewed laptop and classroom technology policy
- Developed iPad procurement policy
- Developed policy/practice for use of student ID photos
- Reviewed results of plagiarism survey
- Referred Classroom technology assessment to Library & Instructional Technology Committee
- Reviewed social media guidelines

Value of the Council

The Technology Council members feel that the work of the Council is very important to the institution. The Council meets monthly during the fall and spring semesters and is very productive.

Respectfully submitted,
Kathy Pletcher, Chair, Technology Council

COMMITTEE APPOINTED BY THE CHANCELLOR

Chancellor's Advisory Council on Diversity

This committee did not meet in 2010-2011 but was reformulated as the Chancellor's Council on Diversity and Inclusive Excellence with the following charge:

Purpose: In the spirit of the University's guiding principle to "support a community devoted to diversity/inclusivity of thought and experience," the Chancellor's Council on Diversity and Inclusive Excellence will provide the Chancellor with advice and recommendations that will promote a learning community that pursues and embraces equity, diversity, and inclusion.

The Chancellor's Council on Diversity and Inclusive Excellence also advises the Chancellor on affirmative action matters in compliance with the University of Wisconsin System Equal Opportunity Policy.

Function: The Chancellor's Council on Diversity and Inclusive Excellence provides advice to the Chancellor by:

- Actively engaging in the implementation of campus inclusivity initiatives where appropriate.
- Reviewing and evaluating campus compliance with Federal, State, System, and campus policies regarding diversity, equity, and inclusion.
- Reviewing, as requested, all diversity, equity, and inclusivity-related activities including, but not limited to:
 - Affirmative Action Plan
 - Campus Inclusive Excellence Plan
 - Affirmative Action Programs -
 - Faculty/Staff: Recruitment and Retention of Racial/Ethnic Minorities, and Women and Employment Matters
 - Students: Access, Recruitment and Retention, and Employment Matters
- Reviewing proposed policy and procedural statements and advising the Chancellor on the need for policy changes as necessary.
- Producing discussion papers on timely diversity topics.

Membership: The Chancellor's Council on Diversity and Inclusive Excellence shall consist of 18 members: four faculty, three academic staff, one classified employee, and four students. The campus Minority and Disadvantaged Coordinator/Diversity Director (coordinator of the American Intercultural Center), who will Chair the Council, is an ex officio member. Other ex officio members are the Affirmative Action officer or designee, a representative from Athletics, the Provost, the Dean of Student Affairs, and the Disability Services Coordinator.

Term: Members of the Council who do not serve as function of role with the University shall serve three-year rotating terms. After sitting out for a full year, a member may be re-appointed for another three-year term. Student appointments will be for one year and can be renewed for up to three years total.

Meetings: The Council meets monthly.

ACADEMIC STAFF ELECTIVE AND APPOINTIVE COMMITTEES

Academic Staff Committee

2010 – 2011 Annual Report

I. Academic Staff Committee Meetings Schedule and Membership

During the 2010-2011 academic year, the Academic Staff Committee met bi-weekly on Thursday afternoons.

Academic Staff Committee members for the 2010-2011 year consisted of Brent Blahnik (chairperson), Katrina Hrivnak, Dave Kieper, Ken Knauf, Kelly Kramp, and Linda Parins. Due to other commitments, Ken Knauf was unable to fully participate and recused himself from membership. Samantha Surowiec was officially appointed as a replacement in October. An Academic Staff Assembly was held on December 16, 2010 in the University Union. Approximately 53 academic staff members were in attendance.

II. Academic Staff Committee Actions

- A. Resolution in opposition to SB-11 Budget Repair Bill
- B. Resolution in support of the Wisconsin Idea Partnership
- C. Support of Academic Staff to serve on two Dean searches
- D. Approval of Compensation Distribution Plan
- E. Approval of committee nominations and appointments

III. Academic Staff Committee Discussions/Considerations

- A. Consulted with the Chancellor regarding UW-Green Bay Strategic Planning Themes
- B. Reviewed joint governance committee structures and made recommendations to the University Committee
- C. Establishment of a Professional Development Programming Blog
- D. Possible changes to the Academic Staff Handbook which indicates that the Academic Staff Committee Vice Chair shall be a first year member of the committee. Due to inexperience, the Committee discussed holding a vote to change the word “shall” to “should.”
- E. Unionization and the Academic Staff Committee’s role in providing information
- F. Requests made by various groups for Academic Staff Unit Clarification
- G. Budget Repair Bill implications on UW-Green Bay Academic Staff

Report respectfully submitted by,
Brent Blahnik, Chair, Academic Staff Committee

Academic Staff Personnel Committee

2010 – 2011 Annual Report

Academic Staff Assembly

Membership on this committee includes:

Renee Ettinger, Cofrin Library
Mary Simonsen, Student Services
Steve Newton, Career Services
Aubrey Schramm, Adult Degree Programs
Sheryl Van Gruensven, Human Resources (*ex officio*)
Eric Craver, Outreach and Adult Access (Chairperson)

Dave Kieper, Committee Liaison from the Academic Staff Committee

Primary matters discussed focused on:

- Forced reclassification of UW-Green Bay Academic Staff employees;
- Unit clarification of some UW-Green Bay Academic Staff positions;
- Clarification/communication of the processes surrounding Career Progression and Title Change;
- Status of talks/negotiations surrounding Academic Staff elective unionization;
- UW System and Wisconsin Legislative threats to collective bargaining; and
- The future of the shared governance structure at UW-Green Bay.

Also, the second semester's efforts included clarification of the committee's codified purpose and the relationship between the Committee and the Human Resources Office. Concern had been expressed within the committee that the role of the Academic Staff Personnel Committee had changed drastically, with several responsibilities being transferred to the HR Office.

Upon closer inspection of the Committee Charge, it was determined that the committee is functioning under these directives, but that our role is primarily communicative, educational and collaborative with the Human Resources Office.

Looking into the coming academic year, this committee will need to focus on communication and oversight for activities involving changes to Academic Staff positions, and to assess Academic Staff opinion on the effectiveness of the current performance evaluation process and how that process might be improved.

Respectfully submitted,
Eric Craver, Chairperson, Academic Staff Assembly

Academic Staff Professional Development Allocations

2010 – 2011 Annual Report

Committee Members:

Diane Blohowiak, Computing and Information Technology

Nora Kanzenbach, Academic Advising

Deanne Kusserow, Academic Advising

Gloria Meyer, Health Services

Tori Nelson, TRIO and Precollege Programs

The Committee continued to review all applications electronically through GBShare, consulting with each other via email. Applicants were notified via email of the approval of funds. Applicants receiving funds were also sent a reminder email about making sure not to charge expenses to the department due to the “no charge back” rule.

The Committee started with 2010-2011 with \$11,400 worth of funds to allocate to University of Wisconsin – Green Bay Academic Staff members.

Through monthly advertising through the University Log, mass email announcements and word-of-mouth promotions, the Committee has allocated \$9129.56 of the funds to 26 UW-Green Bay Academic Staff members from various departments.

The various departments served were: Career Services, American Intercultural Center, Disability Services, Marketing and University Communication, Health Services, Adult Degree, Institute for Learning Partnership, Admissions, Cofrin Library, Information Services, Registrar, and University Advancement.

As of today, June 1, 2011 there will be a remaining balance of \$2270.94

Submitted by,

Deanne Kusserow, Academic Staff Professional Development Allocations

Academic Staff Legislative Committee Report

2010 – 2011 Annual Report

Consistent with the responsibilities listed in the Bylaws, and in support of academic staff governance goals for 2010-11, the Legislative Committee accepted the following goals as part of this year's charge indicated with bullets. Committee actions follow in italics.

Work with Legislative Committees within Student Senate as well as Faculty Senate to invite legislative candidates to campus for open forums in preparation for primary and general elections.

The Legislative Affairs Committee offered open forums for students and staff. In specific, three forums were held on campus this fall. The first was between Democratic candidate Richard Skare and Republican incumbent Gary Bies in the 1st Assembly District. The second was between Democratic incumbent Jim Soletski and Republican challenger John Klenke in District 8. The final forum was to Democratic incumbent Steve Kagen and Republican challenger Reid Ribble. Steve Kagen accepted an invitation to come to campus and Reid Ribble could not attend. The Legislative Committee offered Mr. Ribble the opportunity to come to campus, but time constraints made it difficult. Mr. Ribble's camp was very gracious and thanked the Committee for being balanced as the election approached. The open forums were moderated by Andrew Teale, Student Government President.

In Spring 2011, the Legislative Affairs Committee held an open forum between incumbent Jim Schmitt and challenger Patrick Evans for the Green Bay Mayoral seat. The turbulent political atmosphere in spring made it difficult to offer additional forums. The Legislative Affairs Committee hopes to offer more open forums this summer with recall elections approved.

Monitor the progression of legislative and/or Board of Regents policies of specific concern to academic staff.

At each committee meeting, Darrel Renier (C) would facilitate discussion regarding the budget situation in Madison. Updates on collective bargaining, health care/pension contributions and budget initiatives were shared. All members had an opportunity to ask questions and determine how the Legislative Committee could best contribute to foster awareness between students, faculty, staff and the community.

Meet with the campus Legislative Liaison to coordinate campus activities.

Attendance by Dan Spielmann at the monthly meetings was commonplace. Discussions on improving UW Green Bay's position and other current budgetary issues occurred at each meeting. Most recently, discussions centered on collective bargaining, health care and pension contributions and the New Badger Partnership.

Submitted by,
Darrel Renier, Chair of Legislative Affairs Committee

Academic Staff Professional Development Programming Committee

2010 – 2011 Annual Report

Committee Members:

Kimberly Vlies, Kimberly Desotell, Leif Nelson, Lynn Niemi ©, Laura Stark (2010)
& Jennifer Hendryx (March 2011)

Programming Activities for Fall 2010

- Completed Academic Staff Programming Survey (Sept 2010)
- Developed Academic Staff Blog - <http://blog.uwgb.edu/as/>
- Programs offered:
 - Tech-o Tuesdays
 - September – Social Networking by Todd Sanders
 - October – Create your own YouTube Channel by Leif Nelson
 - November - Make photos fabulous for free by Kimberly Vlies
 - TAUWP & Unionization – November 9th
 - Collective Bargaining Discussion – November 11th
- Programs Co-Sponsored:
 - Volunteer Management Workshop – October 5, 2010
 - Run for Congo Women – September 22, 2010

Programming Activities for Spring 2011

- Academic Staff Conference “The Leadership Question” – January 21, 2011, 10AM-3PM
 - Keynote Speaker – Bill Collar “If it is to be, It’s up to me!”
 - Breakout Sessions –
 - How’s Your Leadership Attitude
 - Understanding Students through Student Development Theory
 - Followers: Where the Real Power Lies
 - Managing your Attitude to Maximize Performance
 - Walking/Running in the Student Athlete’s Shoes
 - The New Human Resources System (HRS) and How it will impact you.
- Tech-o Tuesday – Tips for Easy-to-read Documents, March 8, 2011
- Campus Clean-Up, Cosponsored with Classified Staff, April 15, 2011
- Co-sponsored - Tim Wise – Got Privilege? Get Wise! , April 29, 2011

Upcoming programming event: Becoming a Progress-Making Leader in Your Sphere of Influence by Dr. Phillip Clampitt, August 3, 2011.

In closing, the Academic Staff Programming Committee did great work in collaborating with other campus communities. We have collaborated with Student Life, American Intercultural Center (AIC), Human Resources, Classified Staff Programming Committee and other academic staff members who offered their expertise for our Academic Staff Conference and Tech-o Tuesday events for the UW-Green Bay Community.

Respectively submitted by,
Lynn Niemi, Chair, Academic Staff Professional Programming Committee

Leadership & Involvement Committee

2010 – 2011 Annual Summary Report

We were presented with three charges assigned to us this year: conducting committee elections/selections, continue revising the mentor program for Academic staff and gathering nominations for the Academic Staff Regent's Awards. We continued to work on revising the mentor program and decided to send new academic staff emails to welcome them to the University, along with an Academic Staff Resource page. The new employees will then receive an email each semester with new information about professional development opportunities and other helpful information.

We called for nominations for the Regent's Awards and received one nomination for an individual award. The name and all of the documentation was forwarded to Madison.

Our other large project was this year's election. We established a timeline for the election process and determined committee openings. We were able to utilize the election format from the previous year which made the process relatively easy. We sent out the initial interest survey, asking for nominations to committees and followed it up with the election ballot. All committee openings, both elected and appointed, were filled and we are ready to move forward with the next academic year.

Submitted by: Lynn Brandt (Chair) – Adult Degree Program

I would like to thank the members on the committee for their efforts and input:

Jennifer Hendryx - Adult Degree Program

Rosa Retrum – Academic Advising

Renee Ettinger – Library Services

Jennica Fulwilder – Trio and Precollege Programs

Kelly Kramp (Academic Staff Liaison) – Union

Lynn Brandt, Chair, Leadership & Involvement Committee

COMMITTEE APPOINTED BY THE VICE CHANCELLOR FOR BUSINESS AND FINANCE

Health and Safety Committee

Wednesday, May 11, 2011 (1030-1045 hours, TH250 Lounge)

Present: Jeremy Cleven, Jason Willard, Christine Vanden Houten, Riley Peterson, Daniel Schultz, Deanne Kusserow, Sarah Detweiler, Jill Fermanich, Amy Henniges, Paul Pinkston, Sheryl Van Gruensven/(Designee Jolene Truckenbrod)

Absent: Riley Peterson, Daniel Schultz, Sarah Detweiler (Exam in progress),

Minutes:

1. Old Business (Oct 26, 2009 Meeting Notes)-Chancellors Security Walk
 - a. Add bike lane on Nicolet Drive (GB)-City of Green Bay lack of funding
 - b. Traffic backup on Nicolet Drive-GB Traffic Count insufficient for stop light, PS has had officers doing traffic to slow traffic down and obey signs
2. New Business (Important due to new personnel)
 - a. Coop Plan (Continuing Operation Plan) 24 hours after emergency response
 - i. Training Seminar June 29 (Madison) with Risk Manager/Public Safety
 - ii. Plan will be Updated by Public Safety/Risk Management (new personnel listings) this summer, by July
 - iii. Table Top Drill, August 2011 (Option for attendance by Committee Members)
 - b. Emergency Notification during Tornado Warning on 04-10-11
 - i. Single night shift officer unable to send GB Alert Text Message, evacuate people outside buildings, and notify residence life
 - ii. After hours notification will be discussed with campus emergency management team (access, staff responsible)
 - c. Tornado Drill from 4-14-11:
 - i. Electrical Breaker failure in loop caused inaudible broadcast in KEC, did not appear until campus wide broadcast made
 - ii. Shows value of system wide drill
 - d. Annual Fall Fire Drill will be Sep 12 (rain date Sep 13) approximately 1125 AM
 - e. Next Meeting Date: Wednesday, October 12 (Time TBD)
 - f. Construction Relocation of Counseling and Health Office May 23-August, request assistance points resources (rescue personnel to) to temporary location MAC 120/117, past issues with Green Bay Rescue finding location easily
 - g. Campus Light Check-Ops personnel does bimonthly, coordination with PSfty (future meeting between Willard, Gross, Anion(facilities) with report back to group in Oct

Respectfully Submitted,
Jeff Gross, Interim Chair, Health and Safety Committee