

Annual Reports of University Elective and Appointive Committees 2011-2012 University of Wisconsin—Green Bay

Table of Contents

UNIVERSITY COMMITTEE.....	2
COMMITTEE OF SIX	7
ACADEMIC AFFAIRS COUNCIL.....	8
PERSONNEL COUNCIL.....	9
GENERAL EDUCATION COUNCIL	10
GRADUATE FACULTY BOARD OF ADVISORS	12
COMMITTEE ON COMMITTEES AND NOMINATIONS	13
COMMITTEE ON RIGHTS AND RESPONSIBILITIES	14
LIBRARY AND INSTRUCTIONAL TECHNOLOGY COMMITTEE.....	15
FACULTY APPOINTIVE STANDING COMMITTEES.....	17
ACADEMIC ACTIONS COMMITTEE	17
AWARDS & RECOGNITION COMMITTEE	18
HONORARY DOCTORATE COMMITTEE	18
INDIVIDUALIZED LEARNING COMMITTEE.....	19
INTERCOLLEGIATE ATHLETICS COMMITTEE.....	21
SENATE LEGISLATIVE AFFAIRS COMMITTEE.....	22
COMMITTEES APPOINTED BY THE PROVOST	23
COMMITTEE ON DISABILITY ISSUES	23
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE	24
INSTITUTIONAL ASSESSMENT COMMITTEE.....	25
INSTITUTIONAL REVIEW BOARD	26
INSTRUCTIONAL DEVELOPMENT COUNCIL	33
INTERNATIONAL EDUCATION COUNCIL.....	36
RESEARCH COUNCIL.....	38
TECHNOLOGY COUNCIL.....	41
COMMITTEE APPOINTED BY THE CHANCELLOR.....	42
THE CHANCELLOR’S ADVISORY COUNCIL ON DIVERSITY AND INCLUSIVE EXCELLENCE.....	42
ACADEMIC STAFF ELECTIVE AND APPOINTIVE COMMITTEES	46
ACADEMIC STAFF COMMITTEE.....	46
ACADEMIC STAFF PERSONNEL COMMITTEE.....	48
ACADEMIC STAFF PROFESSIONAL DEVELOPMENT ALLOCATIONS.....	50
ACADEMIC STAFF LEGISLATIVE COMMITTEE REPORT.....	52
ACADEMIC STAFF PROFESSIONAL DEVELOPMENT PROGRAMMING COMMITTEE	53
LEADERSHIP & INVOLVEMENT COMMITTEE	54
COMMITTEE APPOINTED BY THE VICE CHANCELLOR FOR BUSINESS AND FINANCE	55
HEALTH AND SAFETY COMMITTEE.....	55
JOINT GOVERNANCE COMMITTEES.....	56
COMMITTEE ON WORKLOAD AND COMPENSATION	56

FACULTY ELECTIVE COMMITTEES

University Committee

1. University Committee Meetings, Schedule, and Membership

During the 2011-2012 academic year, the University Committee met nearly every Wednesday afternoon except when Faculty Senate met. We met once during summer 2011 (26 July), 13 times during Fall 2011, and 9 times during Spring 2012 (not counting one meeting, on 4 April 2012, that was cancelled), for a total of 23 meetings, most two hours in length.

University Committee members for 2011-2012 consisted of David Dolan (also UW-System Faculty Representative), Michael Draney (UC Chair), Tim Kaufman, Derek Jeffreys (also Speaker of the Faculty Senate), Bryan Vescio, and Ray Hutchison. Linda Parins was Academic Staff Representative, and Heba Mohammad was the Student Government Association Representative.

Provost Julia Wallace met with us during most meetings for informal information exchange. Secretary of the Faculty and Academic Staff Cliff Abbott met with us on the Wednesday before each Faculty Senate meeting to help us set the Faculty Senate agenda, and to clarify procedural matters.

2. Faculty Senate Actions

A. Faculty Senate Passed the Following:

1. Code Changes

- Establishment of Joint Committee on Workload and Compensation
- Code change for Graduate Programs (so that the code adequately reflects current administrative structure, etc.)
- Code Change on tenured faculty merit reviews (so Code conforms to UW-System code, calling for merit reviews at least once every five years)
- Proposal for a Joint Committee on Legislative Affairs (combining Faculty and Academic Staff committees that had previously collaborated)
- Conversion of the Library and Instructional Technology Committee to a Joint Governance Committee
- Conversion of Awards and Recognition Committee to a Joint Governance Committee
- Proposal to Dissolve the Faculty Senate Committee on Planning and Budget
- Proposal to modify composition of Awards and Recognition Committee (to satisfy the Academic Staff Council of its “Joint” status)
- Proposal to modify composition of Learning and Instructional Technology Committee (to satisfy the Academic Staff Council of its “Joint” status)
- Code Change to create a Graduate Studies Council (replacing the Graduate Studies Advisory Board)
- Code Change in Graduate Faculty Status (Specifying that Faculty Status needs to be periodically reviewed before renewal)
- Code Change in Periodicity of Senate Meetings (Once every three weeks during Fall and Spring Semesters, not counting Winter and Spring breaks)

2. Proposals not involving Code changes

- Proposal for online B.S. program in Health Information Management and Technology
- UW-Green Bay Policy on Post-Retirement Employment (Specifies conditions for university employment of “rehired annuitants”)
- Revised Declaration of Major/Program Policy (simplifies and clarifies when students must declare a major)
- Proposal to Create a New Interdisciplinary (budgetary) Unit in Theatre/Dance
- Proposal to Create a New Interdisciplinary (budgetary) Unit in Music
- Proposal to Amend Student Bereavement Policy (specifying different policy for courses shorter than semester-length)
- Proposal for an online M.S. in Nursing degree
- Proposal for an online M.S. in Sustainable Management

3. Resolutions and Elections

- Elected Tim Kaufman Deputy Speaker of the Faculty Senate
- Resolution in response to 2011 Wisconsin Act 35 - Concealed Carry Law (in support of banning firearms and weapons from campus buildings)
- Memorial Resolution for Charles Matter
- Resolution in support of a UW “Nine over Twelve” benefit payment plan for faculty
- Resolution on Granting of Degrees (Fall 2011)
- Memorial Resolution for Professor Emeritus Thomas Van Koevering
- Approved Slate of Candidates for Faculty Elective Committees for 2012-13
- Resolution on Granting of Degrees (Spring Semester)
- Resolution from Committee on Workload and Compensation (in support of the administration’s hiring a Faculty and Academic Staff workload and compensation consultant)
- Election of Speaker of the Senate for 2012-2013 (Bryan Vescio)

B. Open Forums (no action needed)

- Open Forum on Strategic Planning (Chancellor Harden)
- Open Forum on Accreditation (Provost Wallace)
- Open Forum on General Education Reform (General Education Task Force)

C. Faculty Senate Considered but did Not Pass the Following:

- Code Change on Defining Interdisciplinarity
- Proposal to Modify Senate House Rules (Proposal to not count abstentions of the vote)

3. University Committee Actions

Committees and Personnel Matters

- UC Chair Draney Chaired three Named Professorships Selection Steering Committees:
 - B. H. Cofrin
 - H. F. Johnson
 - Frankenthal
- Appointed Professors Kersten, Dolan, Bauer-Dantoin, and Meier to serve on the Joint Committee for Workload and Compensation.
- Helped the Chancellor suggest Faculty representative for UWGB Foundation Board of Directors and the Chancellor’s Council on Diversity committee.
- Replacement recommendation for Individualized Learning Committee: UC members recommended Jill White for this committee.

- Recommendations to Provost of Faculty to serve on search committee for the Associate Provost.
- UC revived the practice of having an Academic Staff Report at Faculty Senate, with help from ASC Chair Linda Parins.
- Discussed Faculty and Academic Staff workload and compensation issues with Academic Staff Committee (Leif Nelson, David Kieper, Samantha Surowiec; Linda Parins, Chair, was also present) and Professor Andrew Kersten.
- Discussed merit review process with Dean Scott Furlong.
- The UC suggested a Faculty member to serve on the search and screen committee to replace the Vice Chancellor for Business and Finance, at the request of Chancellor Harden.
- UC Chair Draney met with Vice Chancellor Tom Maki to discuss the function of the Chancellor's Council on Planning and Budget.
- UC met with the Faculty Senate Planning and Budget Committee about the possibility of modifying their charge.
- Discussed a request by Professor Arendt to examine merit review practices across units. Decided not to pursue that project.
- Discussed CWC's Resolution to the Senate with CWC Chair Andrew Kersten.
- Chair Draney met with LAS and PS Unit Chairs meetings to discuss strategies to increase effectiveness of Faculty Senate.
- UC recommended approval of Faculty status for Patrick Forsythe, ES&P; Mary Guy, NAS; and Sara Schmitz, HUB.
- The UC made recommendations for candidates for the Committee on Rights and Responsibilities.
- Elected Derek Jeffreys as UC Chair for 2012-2013
- Selected Bryan Vescio as Speaker of the Faculty Senate for 2012-2013
- Selected Dan Meinhardt to replace Angela Bauer on the Committee on Workload and Compensation.
- Selected David Dolan to replace Andrew Kersten on the Committee on Workload and Compensation.
- Selected Mimi Kubsch to replace David Dolan as UC Representative to Committee on Workload and Compensation.

Academic Issues

- Discussed the Health Information Management Technology proposal with AAC Chair Steve Dutch.
- Discussed Declaration of Major policy with Academic Actions Committee (Chair Steve Meyer, Darrell Renier, and Amanda Hruska).
- Discussed history and policies regarding online CCQ's with Associate Provost Kathy Pletcher.
- Arranged a special Senate meeting for a first reading of MS program in Sustainable Management.

Other

- The UC provided feedback to Cliff Abbott regarding his "Faculty Summit" meetings over the summer of 2011.

- Discussed openness and transparency of the UW-System's HR overhaul, and Chair Draney expressed the UC's concern with Faculty Senate and in the Chancellor's Leadership Council. Discussed these issues with UW-Green Bay reps Joe Schoenebeck, HR Director Sheryl Van Gruensven, the Chancellor, and the Provost. Chancellor Harden acted on these concerns at the UW-System Chancellor's meeting.
- Discussed changes to Adult Degree enrollment policies with Provost Wallace; she considers those to not be curricular issues and so not subject to Faculty Governance.
- Discussed Cliff Abbott's proposal for a series of faculty debates.
- Met with Associate Provost Tim Sewall about options for correcting problems with the Segregated Fee policies as they relate to online courses.
- UC suggested Faculty member to attend Board of Regents dinner in Madison, for Chancellor Harden.
- Discussed childcare survey with SGA representative Heba Mohammad.
- Discussed search and screen reimbursement problems with Provost Wallace.

4. Self-evaluation

In looking over my year as UC Chair, I am very pleased with the overall performance of the UC and Faculty Senate. Faculty Governance can be a frustrating exercise in trying to reconcile large aspirations and limited means, but we were all united this year in our attempt to determine what was possible and to maximize our effectiveness given our circumstances. I am particularly proud of our successful creation of a Joint committee to address Workload and Compensation issues. I expect this committee will play a prominent role in coming years as we continuously adjust to the challenges and realities of our situation. This first Joint Governance committee was followed this year by three other committees that we decided were legitimately Joint Governance bodies; I expect that other committees will be given this useful designation in years to come. Although we created a new committee, we kept overall Faculty and Academic staff service load manageable through the elimination of the Faculty Senate Committee on Planning and Budget, when it was determined that the committee cannot fulfill its charge given our campus' current planning and budget policies and procedures.

One issue that this year's UC worked hard at addressing concerned the effectiveness of the Faculty Senate as the main Faculty Governance institution on this campus. Over the past three years, the UC noticed a decrease in engagement and participation of some members of the Senate, and we feared that the effectiveness of the Faculty Senate was thereby compromised. We changed the Senate meeting schedule from monthly to every three weeks in order to create a more predictable and useful Senate calendar, and I met with Unit Chair Meetings of both Colleges to encourage future election of some tenured "senior Senators" which we hope will result in a Senate more familiar with university culture and history and more willing and able to vigorously debate issues that come before the Senate. Lastly, although the measure did not pass the Senate, a proposal to eliminate abstentions from Senate voting procedures (by changing the Senate House Rules) was considered a great success by many Senators, as it allowed us all to carefully consider the purpose and consequences of voting and abstaining from voting. In summary, I hope that the Senate is now more aware of its own critical role in Faculty Governance, and I feel this will be a very positive result of this year's efforts, going forward.

5. Acknowledgments

As Chair of the University Committee for the 2011-2012 Academic Year, I would like to take this opportunity to thank everyone who helped with the many accomplishments of the

committee. First and foremost, I would like to thank SOFAS Cliff Abbott for sharing his knowledge, and for his diligence and acumen that prevented me from making some mistakes and helped me to recover from others. His efforts were indispensable in the success of the Faculty Senate. I also want to extend a special thanks to the entire UC and Reps, who were a particularly cordial and helpful bunch. In particular, I want to thank Derek Jeffreys for skillful service as Speaker, and to thank both Derek and Bryan Vescio for their willingness to take on greater UC responsibilities for the next academic year, providing the institution with much-needed experience and continuity. Thanks to Mary Goral in the SOFAS office for helping us to organize the many UC and Senate activities this year. Thanks to all members of the Faculty Senate for a year in which I think the operations of this Governance body were improved because its members had the courage and patience for self-reflection. I would also like to thank Illene Cupit for her help and encouragement as I assumed the Chair of this committee. Lastly, thanks to everyone who met with the UC this year for numerous demonstrations of commitment to UW-Green Bay, and for patiently trying to help Faculty Governance accomplish our goals. In particular, I'd like to thank Provost Wallace and Chancellor Harden for many small kindnesses and for continuously endeavoring to improve the lines of communication between Faculty and Administration.

University Committee - 2011-12 Annual Report

Respectfully submitted,
Michael L. Draney

Committee of Six

During the 2011-2012 academic year, the following served on the Committee of Six Full Professors: Angela Dantoin, Robert Howe, Tian-You Hu, Ray Hutchison, Judy 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 recommendations from the Committee of Six to the Dean of Liberal Arts and Sciences.

The Committee reviewed and updated the information contained in the document entitled: *Guidelines for Preparation of Materials in Support of Candidates for Promotion to Full Professor Rank*. Committee members also discussed the need for additional support for the large pool of those at the associate professor rank to encourage them to consider seeking such promotion.

Committee of Six - 2011-12 Annual Report
Judy Martin, Chair

Academic Affairs Council

For some reason, possibly uncertainty over UW funding, the AAC sometimes went several weeks without business to transact. This was a welcome change from most semesters when the Council met weekly without fail.

Apart from program approvals, the AAC acted on 114 curricular modifications.

New programs approved were a Master of Science in Nursing, a Master's Program in Health Information Management Technology, a Master's Program in Sustainable Management, and a major overhaul of the Master's Program in Management.

Reviews were conducted for the Art and Business/Economics Programs. The final report on Art has been submitted, and the narrative for Business and Economics is in progress. The Self-Study for the Master's Program in Business Administration and Accounting was returned to the unit for rewriting and resubmission in the Fall.

Academic Affairs Council - 2011-12 Annual Report
Steven I. Dutch
Professor Emeritus, Natural and Applied Sciences
University of Wisconsin-Green Bay
Green Bay, WI 54311-7001
Fax 920-465-2376

Personnel Council

Members of the Personnel Council were Craig Hanke, Andrew Kersten, Robert Nagy Christine Style, and Georjeanna Wilson-Doenges.

The members of the Personnel Council believe the council to be effective and useful in the role of evaluating tenure candidates from the broader perspective of the university faculty as a whole. The members of the Council also feel that the evaluation of tenure candidates by this group is an important recognition of the candidates' career accomplishments and serves to reinforce that their efforts are noticed and appreciated.

1. The Personnel Council reviewed tenure files and recommended promotion to Associate Professor with tenure for the following individuals:

Adam Gaines
Eric Hansen
Ekaterina Levintova
Randall Meder
Amanda Nelson
David Radosevich
Heidi Sherman
Christine Smith
Jennifer Zapf

2. The Council recommended two candidates each from the Professional Studies and Natural Science programs for election to the Committee on Committees and Nominations.

3. The Council met jointly with the Academic Affairs Council to approve the creation of a stand alone major in Health Information Management and Technology and the formation of an executive committee.

Craig Hanke, Chair, Personnel Council
Personnel Council – 2011-12 Annual Report

General Education Council

The General Education Council was comprised of the following members during the 2011-2012 academic year: Heidi Fencl, Stefan Hall, Jennifer Ham, Bill Lepley, Steve Meyer (chair), Tom Nesslein, Associate Dean Donna Ritch (ex-officio), Chad Bianchi (student representative).

Actions on Individual Courses

During the 2011-2012 academic year the GEC approved the following courses:

Courses Approved for Writing Emphasis (WE) Categorization

ART 198: Exploring Art, Culture, and Ideas
ARTS MGT 355: Funding and Financial Issues in the Arts
AVD198: Creativity, Innovation and Vision
BIOLOGY 340: Comparative Anatomy of Vertebrates
BIOLOGY 411: Developmental Biology Laboratory
DJS 483X: The U.S. and the World
EDUC 198: School, Sex, and Rock & Roll: International Cultural Impacts on Schools
ENG 364: Literary Topics
ENV SCI 198: Science and History of Monsters
HISTORY 483X: Espionage in History and Memory
HUD 198: Who Made You So Smart? The Quest for Understanding, Influencing and Measuring Intelligence
HUM BIO 405: Genes and Biotechnology
HUM STUD 198: The Bible in America
MUSIC 198: Landmarks of Western Music: The Individual and the Community
POL SCI 198: Globalization, Sustainability, and Justice
PSYCH 198: The Good Life
THEATRE 198: Theatre Arts: Purpose, Production, and Power
URREST320: Cities in Cinema

Courses Approved for Fine Arts (FA) Categorization

ART 198: Exploring Art, Culture, and Ideas
ART 483X: American Indian Art (can also be considered as an ES general education course)
AVD198: Creativity, Innovation and Vision
MUSIC 198: Landmarks of Western Music: The Individual and the Community
THEATRE 138: Ballet II
THEATRE 198: Theatre Arts: Purpose, Production, and Power

Courses Approved for Humanities 3 (HS3) Categorization

ENG 364: Literary Topics
HISTORY 370: History of Sexuality in the U.S.
HUM STUD 198: The Bible in America

Courses Approved for Human Biology 2 (HB1) Categorization

HUM BIO 405: Genes and Biotechnology
NUT SCI 283X: Childhood Obesity

Courses Approved for Natural and Physical Sciences 2 (NPS2) Categorization

ENV SCI 198: Science and History of Monsters

Courses Approved for Natural and Social Sciences 1 (SS1) Categorization

HUD 198: Who Made You So Smart? The Quest for Understanding, Influencing and Measuring Intelligence

Courses Approved for Natural and Social Sciences 2 (SS2) Categorization

PSYCH 198: The Good Life

URREST320: Cities in Cinema

SOCIAL WORK 275: American Social Welfare

Courses Approved for World Culture (WC) Categorization

EDUC 198: School, Sex, and Rock & Roll: International Cultural Impacts on Schools

POL SCI 198: Globalization, Sustainability, and Justice

Courses Approved for Ethnic Studies (ES) Categorization

ART 483X: American Indian Art (can also be considered as a FA general education course)

HUM STUD 351: Interdisciplinary Themes in Humanistic Studies: American Ethnic Experiences through Literature

Recommendations for 2012-13

More communication between the GEC and the General Education Task Force: It definitely helped that Heidi Fencel and Donna Ritch are both on the Task Force and were able to update us throughout the year, however, we felt closer communication would be a good thing. Members of the GEC were invited to one meeting of the Task Force, perhaps one invitation per semester would be more appropriate.

A closer look at the wording of the Student Learning Outcomes: There seems to be a lot of “and’s” in the outcomes. Often a syllabus will meet part of the outcomes, but not all of the outcomes (as they are currently listed). This may be as simple as substituting “and/or” for “and”.

Working with the Domain Committees: We didn’t work much with the Domain Committees much this year. Perhaps the GEC should reexamine the composition of those committees next year, at least to make sure everyone is in place (i.e., all positions are filled) in case they are called upon in the next academic year.

Working with proposers of general education and writing emphasis courses prior to their proposals coming before the GEC: If the GEC chair examines general education and writing emphasis course proposals as he/she receives them, the chair can work with the proposer to resolve any problems, thus improving the likelihood of the proposal being approved when it is presented before the GEC.

Another look at Writing Emphasis: Because we looked at many courses requesting writing emphasis designation, we started questioning the qualifications and rationale of writing emphasis. In particular, the “2,000 words” requirement and how those 2,000 words could be attained. We realize the Faculty Senate has discussed (and voted down) suggested modifications in the past, however, perhaps another look should be taken, especially in light of the proposed changes to general education as a whole.

Respectfully submitted,

Steven J. Meyer, Chair, General Education Council
General Education Council - 2011-12 Annual Report

Graduate Faculty Board of Advisors

The Graduate Faculty Board of Advisors met six times during the 2011-2012 academic year.

Three changes to language in the Faculty Handbook were approved by the Board and subsequently approved by the UW-Green Bay Faculty Senate. These changes included changes to section 53.12 which pertains to graduate program governance structure and responsibilities of the Graduate Faculty Board of Advisors; establishing the responsibilities of the graduate faculty and an appointment process; and creating a Graduate Studies Council to replace the Graduate Faculty Board of Advisors.

Chairs were asked to complete a Graduate Program Report to provide basic information about each program. The purpose for collecting the information was to include in the Graduate Studies Strategic Planning process.

Board members reviewed and approved a Graduate Studies planning process with nine specific objectives to be completed during the 2012-2013 academic year.

Several curricular changes were reviewed and approved including a change in the Social Work program admission requirements, a proposed Masters of Management in Nursing and Master of Science in Sustainability, and an extensive curricular overhaul of the Masters in Management program.

The first steps in developing a strategic marketing plan for the Graduate Studies program were completed during the year. Dr. Andrew Kersten, the incoming Director of Graduate Studies, will continue to work with Sue Bodilly of Marketing and Communications during the next academic year.

With the creation of the Graduate Studies Council the 2012-2013 academic year marks the final year of existence for the Graduate Faculty Board of Advisors.

A complete set of 2012-2013 meeting minutes are attached.

Respectfully submitted,

Timothy J. Sewall, Ph.D.

Associate Provost for Academic Affairs/Director of Graduate Studies

May 7, 2012

Graduate Faculty Board of Advisors - 2011-12 Annual Report

Committee on Committees and Nominations

Members: John Lyon and Janet Reilly (co-chairs), Adolfo Garcia, Ekaterina Levintova, and Hye-kung Kim

Meetings: A quorum of CCN members met four times this academic year (9/26/11, 10/17/11, 3/1/12 and 4/26/12) and accomplished the following, in accordance with the CCN charge:

- After careful review and discussion, recommendations were made and sent to the University Committee Chair for reclassification of committees as joint governance committees with the following specifics:
ACADEMIC ACTIONS COMMITTEE - The CCN recommended that this committee remain as a Faculty Appointive Committee and not be reclassified as a Joint Governance Committee.
AWARDS AND RECOGNITION COMMITTEE - The CCN recommended that this committee be reclassified as a joint governance committee.
LIBRARY AND INSTRUCTIONAL TECHNOLOGY COMMITTEE - The CCN recommended that this committee be reclassified as a joint governance committee.
SENATE LEGISLATIVE AFFAIRS COMMITTEE – LEGISLATIVE COMMITTEE, ACADEMIC STAFF APPOINTIVE COMMITTEE - The CCN recommended that University Committee continue to work with both committees to combine these committees, since each may be more productive united, than as separate entities.
- The Committee Preference Survey (CPS) 2012 was edited in Qualtrics© to be more user-friendly for faculty to complete (the column for “serve anywhere” option has been removed and committees were aggregated by type [i.e. appointive, voted]). This was the second year the electronic survey was successfully used.
- CCN members actively recruited faculty for committee preference and service in each of the university voting units before, during and after the CPS, in an effort to decrease the mystique sometimes perceived about faculty service nominations, appointments and elections.
- CCN nominations were prepared and forwarded to the SOFAs for the open slots on faculty appointive and elective university service committees, utilizing the individual CPS data completed by faculty, with a focus on diversifying committee membership and maximizing the greatest number of individuals across campus to be involved in university service.

Recommendations for 2012/2013:

1. Consideration should be given to merging Facilities Management and Facilities Planning Committees to one active committee.
2. Consideration should be given to redistricting the voting districts for more balanced representation of faculty and greater ease in selecting nominees from small districts.

Respectfully submitted 5/10/12 by J. Reilly

Committee on Committees and Nomination (CCN) – 2011-12 Annual Report

Committee on Rights and Responsibilities

Cheryl Grosso, Chair, Committee on Rights and Responsibilities
Committee Members: Profs. Burns, Chen, Lepley, and Vespia

The Committee on Rights and Responsibilities met once during 2011-2012. That meeting included one action item, the election of a chair, and one discussion item. The Chair was informally contacted by a faculty member about a possible grievance. As a result, the Committee reviewed and discussed Chapter 6.02 of the Faculty Handbook. No complaints or grievances were brought forward to the Committee.

Committee on Rights and Responsibilities – 2011-12 Annual Report

Library and Instructional Technology Committee

Members: Doreen Higgins (chair), Katia Levintova, Caroline Boswell, Atife Caglar, Jennifer Hendryx, Kathy Pletcher (ex-officio), Paula Ganyard, (ex-officio), Leif Nelson, Bill Hubbard (guest), Kong Meng Moua (student representative), Vicki Medland

The Committee met eight times during the academic year. The majority of the Committee's work was devoted to anti-plagiarism efforts, technology upgrades and challenges, Cofrin Library endeavors, and related problem-solving among Committee members.

Anti-plagiarism efforts were addressed this year via rolling out of the Cofrin Library plagiarism website, installation of anti-plagiarism software – Turnitin - via D2L as a result of the work of the LTC, and coordination with the CATL office to help faculty design D2L assignments that make plagiarism difficult.

The Cofrin Library initiated a student/faculty survey to assess user satisfaction with library services and obtain feedback for improvements. 300 student responses and 167 faculty responses were received. Feedback from both faculty and staff was overwhelmingly positive. Paula Ganyard presented the Cofrin Library's plan and vision to the UW-System Board of Regents at their campus visit on October 6. Her presentation focused on renovating the library to meet the learning and research needs of students and faculty with hopes that the project will be a part of the 2015-2021 vision plans. Aesthetic changes were made to the library this year which enhanced the ambience and usability. Some of these changes included creating more open spaces via changing placement of stacks in the library, and the addition of live greenery. Committee members agreed these changes made the library more inviting to users. The library also initiated access by library staff to remote user desktops to aid in problem solving related to library access, etc. The library will now host the checkout of non-classroom technology equipment such as laptops and I-pads, moving from Media services who will now only handle classroom equipment.

Numerous technology upgrades were initiated this year, building on the work of the previous year. One of the major changes carried over was the completion of access to wireless technology in all campus areas. Committee members brought forward concerns about upgrades initiated in the summer of 2011 in Wood Hall, and these concerns were noted by Bill Hubbard. Monitors will be added for instructors in the classrooms to facilitate viewing of screen projections. Other issues to be addressed as noted by faculty/instructors were: reception issues with Clickers; and no lecterns for lecturing in new classrooms; white board issues were also identified as they block views of screens. Technology updates were also completed in MAC Hall, and large monitors placed in Studio Arts that would not be harmed by work materials from Studio Arts projects. Renovations began in the newly combined TEAM Center which includes the joining of Academic Technology Services with LTC and Media Services in one office suite. It is anticipated that renovations will be complete by start of the fall semester, 2012. A technology survey was also administered to faculty and staff, and students in the fall of 2011, initiated by the LITC. The results of the survey were positive both from students and faculty.

Areas of need identified include: mobile device accessibility for campus email, D2L, access to personal course schedule, access to grades, course registration, student financial account data, personal campus calendar, news, use as a clicker, student/staff directory, campus events, campus map, eTextbooks, course lectures, library databases, M: drive, remote labs, and GBShare.

Additional technology-related items were reviewed by the Committee, including: efforts to improve UW-Green Bay's search engines, and coordination with the Mobile Strategy Work Group to implement web-based access for mobile users. Results of the year-long work group were shared with the LITC which included the recommendation of conversion of web content to mobile friendly platforms via a resource-friendly system, Responsive Web Design (RWD).

Committee status was changed from that of a Faculty Committee to a Joint Committee via approval of a Faculty Senate Resolution. While no definition of "joint" and its relationship to the balance of representation on the Committee was noted, there will now be four faculty and three staff members on the Committee. As well, Committee Chairs can now be from academic staff. A new Committee Chair will be elected in the fall as Dr. Higgins has fulfilled her three year term. Next year's Committee will welcome the Director of CATL, Aeron Hayne, and the Manager of the LTC (Leif Nelson) as ex-officio members. Bill Hubbard will remain on the Committee as a guest. Kathy Pletcher will no longer serve on the Committee due to retirement. Jennifer Hendryx vacated her position on the Committee in the fall due to leaving the university, and was replaced by Vicki Medland. Next year's Committee work will focus, in part, on enhancing access to university departments and services via mobile web application development, continuing to seek faculty, staff and student feedback on instructional, technology and library needs, and recommending appropriate interventions, and maintaining open dialogue across campus related to these issues.

In summary, the LITC Committee has found its work in AY2011-2012 to be quite productive. The opportunity to share ideas and expertise within and across departments and disciplines has resulted in improvements in that will continue to positively affect UW-Green Bay students, faculty and staff.

Respectfully submitted,

Doreen Higgins, PhD

LITC Chair, 2011-2012

Library and Instructional Technology Committee – 2011-12 Annual Report

FACULTY APPOINTIVE STANDING COMMITTEES

Academic Actions Committee

The Academic Actions Committee for 2011-2012 was comprised of: Steven Meyer (chair, NAS), Sampath Ranganathan (PS), David Severtson (AVD), Minkyu Lee (AVD), Darrel Renier (*ex officio* and therefore not voting), Amanda Hruska (*ex officio*, and therefore not voting), Dave Depeau (student), Brittany Polze (student) and Tasha Dykstra (student).

The Committee met four times during the 2011-12 academic year: October 7, 2011, October 21, 2011, January 11, 2012; and May 29, 2012.

A meeting on August 22 was schedule to hear student appeals. There were none, therefore the meeting was canceled. Future meeting dates were determined and set up for January and May meetings via email and in accordance to faculty contract availability.

A meeting held on October 7, 2011 was held to introduce new members, elect chairperson and discuss the academic calendar for 2014-15; this was approved via email by October 11, 2011. In addition, the Declaration of Major policy was brought up and a proposed change reviewed.

A meeting held on October 21, 2011 continued the discussion of the Declaration of Major. A motion was made to forward the proposed change to the University Committee. This proposal was brought forth by the University Committee to the Faculty Senate and ultimately adopted formally for effect in the 2012-13 academic years. Students are held to declare a major after 45 credits are earned rather than at 62 credits earned/in progress.

At the January 11, 2012 meeting 4 student appeals were considered.

At the May 29, 2012 meeting 8 student appeals were considered.

Respectfully submitted,
Steven Meyer, Chair, Academic Actions

Academic Actions – 2011-12 Annual Report

Awards & Recognition Committee

Members of the Awards and Recognition Committee: Kimberly Baker (chair), Lynn Brandt, Caroline Boswell, Deirdre Radosevich, Emily Rogers, Heidi Sherman, Debra Strelka, and Donna Van Straten.

The committee conversed and convened via email and met three times during the 2011-12 academic year.

Summary of Activities:

- The committee reviewed the credentials of two potential commencement speakers, making positive recommendations in each case.
- The committee adopted a guideline that Founders Award recipients be required to have been employed by UWGB until June 15 of the year in which they have been selected as a recipient; retired employees are exempt from this condition.
- The committee solicited nominations for the 2012 Founders Association Awards and selected recipients from among those nominations.

Respectfully submitted,
Kimberly Baker, Chair

Awards & Recognition Committee 2011-12 Annual Report

Honorary Doctorate Committee

Members of the Honorary Doctorate Committee: Kimberly Baker (chair), Caroline Boswell, Deirdre Radosevich, Heidi Sherman.

The committee did not receive any new nominations this year.

Respectfully submitted,
Kimberly Baker, Chair

Honorary Doctorate Committee – 2011-12 Annual Report

Individualized Learning Committee

Members: Gaurav Bansal, Greg Davis, Pamela Gilson, David Radosevich, Donna Ritch, Melissa Schnurr, Jill White

The Individualized Learning Committee met six times during the 2011-2012 school year.

- At the first meeting, Jill White was elected chair and reviewed the charge. The committee evaluated Danaille Brouchoud's proposal for an Individualized Major in Dance Pedagogy and unanimously voted to decline it.
- At the second meeting the committee approved with minor revisions Fletcher Gazella's proposal for an Individualized Major in Japanese Studies.
- At the third meeting the committee approved Rebecca Gonnering's proposal for an Individualized Major in Women and Gender Studies. The committee advised Shane Marquardt to revise and resubmit his proposal for a major in Geospatial Intelligence.
- At the fourth meeting, the committee approved Kalli Donaldson's proposal for an Individualized Major in Women and Gender Studies. The committee again reviewed Shane Marquardt's proposal and again suggested it be revised.
- At the fifth meeting, the committee approved Shane Marquardt's proposal for an Individualized Major in Geospatial Intelligence. The committee voted to amend the web page to read:
 - a. "Proposals must be submitted and approved no later than the semester before you intend to graduate."
- At the sixth meeting, the committee reviewed Bonnie Tully's proposal for an Individualized Major in Women's and Gender Studies and voted that it be revised and resubmitted. The committee voted to meet on a pre-arranged schedule in future, with the calendar to be decided at the first meeting of every academic year. The web page will be updated to reflect that meetings will be held once each in the months of September/October/November, and once each in February/March/April, giving applicants and their advisors a better sense of deadlines.

The committee also voted to provide two exemplars of excellent proposals along with their accompanying advisor letters (with identifying information redacted) and to turn the items on the webpage into a checklist and cover page requiring student and faculty advisor signatures.

Overall, we felt that the committee was useful but could be made more effective by making expectations as clear as possible to applicants and their advisors, which we have taken steps to do.

As a group, the committee also wondered how many individualized majors of the same topic should be granted through this process before the University looks into providing the degree in an official fashion. At what point is there a better use of resources to make the major official, and what costs would be associated? We agreed this question is beyond the scope of our committee but should be discussed more broadly.

Jill White, Chair, Individualized Learning Committee

Individualized Learning Committee – 2011-12 Annual Report

Intercollegiate Athletics Committee

The IAC met monthly during the 2011-2012 academic year.

Committee members were: Profs. A. Nelson, M. Schnurr, L. Warner, T. Meyer (Chair); Academic Staff members W. Walker, 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. A special subcommittee was formed to address a potential plan for Men's Nordic Skiing if the APR rate finished below average. Fortunately for all of us, the APR was in satisfactory shape following graduation.
- 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. Of particular note in this regard was the Phoenix Fund's record year for fund-raising; also noteworthy were the increases in attendance for Men's and Women's Basketball games.

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, IAC Chair

Intercollegiate Athletics Committee – 2011-12 Annual Report

Senate Legislative Affairs Committee

[This year the Senate Legislative Affairs Committee met jointly with the Academic Staff Legislative Committee and filed the following report.]

During the 2011-12 academic year, the Legislative Affairs Committee consisted of the following members:

- Marlys Brunsting, Senior Academic Librarian, 12-14
- Amy Nelson, Student Services Specialist, 12-14
- Russell Leary, Adviser, 11-13
- Courtney Sherman, Assistant Professor, AH, 11-13
- Toni Damkoehler, Associate Professor, AH, 11-13
- Adam Parrillo, Assistant Professor, SS, 11-13 (Chair)
- Student TBA (ex-officio non-voting)
- Dan Spielmann, Special Assistant to the Chancellor, Legislative Liaison (ex-officio non-voting)

Consistent with the responsibilities listed in the Bylaws, and in support of academic staff governance goals for 2011-12, the Legislative Affairs Committee accepted the following goals as part of this year's charge.

1. To monitor legislative and Board of Regents activities of concern to faculty and staff.
2. To advise and collaborate with Administration efforts to advance the interests of UW-Green Bay and its faculty and staff.
3. To report as appropriate to governance bodies and annually to the university through the SOFAS office.

During the year, the Legislative Affairs Committee met twice, once during each semester. The first meeting established the purpose, charge, and structure of the Committee as well as included the election of a Chair of the Committee, Adam Parrillo. Due to this Committee actually being the meeting of two independent Legislative Committees, the Staff and the Faculty, it was concluded that the Chair must be a faculty member since the previous joint Chair was a staff member.

The second meeting in February reviewed a list of agenda items. First, the University Committee proposed that the Staff and Faculty Legislative Affairs Committees be combined into a Joint Committee. Since the Committee already functioned jointly, a unanimous resolution in the affirmative was forwarded to the Faculty Senate by way of Chair Adam Parrillo. Next, the Committee reviewed actionable items such as the new voter ID law as it pertained to UWGB students, the governor's recall election, and the Board of Regents meeting. None of these items were acted upon; though the Chair made an inquiry, which was not answered, to Student Governance concerning possible activities for the recall election. Finally, Dan Spielmann reviewed ongoing budgetary and political issues concerning the Chancellor.

Submitted by Adam Parrillo
Chair of Legislative Committee

COMMITTEES APPOINTED BY THE PROVOST

Committee on Disability Issues

Members of the Committee on Disability Issues for the 2011-12 school year included Susan Gallagher-Lepak (faculty), Eileen Kolb (academic staff), Teri Ternes (classified staff) and Heba Mohammad student representative. Ex-official members - Human Resources and Affirmative Action Representative Amy Plotner; Paul Pinkston, Director of Facilities Management; 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.

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:

- Wireless push button door – Facilities Management is still investigating our request for better dependability of our wireless push button doors on campus.
- Residence Life Concerns. One of the residence life buildings was not built to code with regards the toilet room dimensions. The architect acknowledged their errors and will fund the corrections that will bring the building into compliance by the summer of 2012. Other modifications have been made to increase accessibility to this building as well. Also we discussed services animal requests in residence life and reviewed our current service animal policies with Residence Life.
- Parking Issues – The Chief of Police clarified parking rules for proper decal displays in vehicles with tinted window and their willingness to work with individuals who park the disability marked parking areas so they can display their UWGB parking decal in either the side or front windows without being ticketed. There will also be an added disability marked parking spot in the IS loading dock. It was also clarified that individuals with disability marked parking decals can park in 30 minute parking without being ticket if their duration of stay is longer than 30 minutes.
- Caption Media Policy – The Caption Media Policy was shared with the committee. As a result more media materials on the UWGB website have been captioned.
- Kress Center – Still investigating the wheel chair accessible seating in the Kress Center especially relating to student section.

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.

Respectively submitted,
Lynn Niemi, Co-Chair, Committee on Disability Issues

Committee on Disability Issues – 2011-12 Annual Report

Institutional Animal Care and Use Committee

The 2011-12 season for the UWGB -IACUC has been completed.

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

Our committee (Kimberly Baker- GB faculty, Amy Wolf- GB faculty, Amanda Nelson- 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 June, 2012 and found to be reasonably clean, well equipped and cared for.

Sincerely,

Dennis Lorenz Ph.D.
Chair of the IACUC
Associate Professor of Psychology
UWGB

Institutional Animal Care and Use Committee – 2011-12 Annual Report

Institutional Assessment Committee

Members: Jim Coates, Debbie Furlong, Paula Ganyard (chair), Pam Gilson, Jeff Grebinoski, Dan Schrickel, Courtney Sherman, Christine Smith (vice-chair), Mussie Teclezion, and Le Zhu

The Institutional Assessment Committee (IAC) was charged by Provost Wallace to write a comprehensive assessment plan for the University. The IAC met seven times throughout the academic year to create this plan.

In March, a draft of a new University Assessment Plan was sent to Provost Wallace (via Associate Provost Sewall) for her review and approval. The new plan proposes a number of changes to how assessment activities are currently conducted at UW-Green Bay. These changes include:

- Elimination of the current Institutional Assessment Committee.
- Creation of the University Assessment Council (UAC), which uses the Technology Council structure as a model.
- Requirement that all academic programs to submit annually a status report on their assessment activities, focusing on at least one learning outcome.
- Requirement that all academic programs to submit a full assessment report to the UAC every seven years as part of their Academic Program Review.
- Requirement that all academic- and student-support units submit annually a status report on their assessment activities.
- Requirement that all academic- and student-support units submit a full assessment report to the UAC every seven years.
- Requirement that all Central Educational and Student Achievement programs and initiatives submit annually a status report on the assessment of the student learning outcomes with a full assessment report to the UAC every seven years.
- Requirement that all General University Operation Units submit a full assessment report to the UAC every seven years with a status report in year four of the cycle.

In addition to the University Assessment Plan, the IAC also started work on the basic structure of a web site for assessment at UW-Green Bay.

Respectfully submitted,
Paula Ganyard, chair

May 1, 2012.

Institutional Assessment Committee – 2011-12 Annual Report

Institutional Review Board

Proposals:

During the 2011-2012 academic year, the IRB met 5 times. Not all scheduled meetings were held as there were months when there were no proposals requiring committee approval, i.e., requiring full IRB board review. The meetings were held on Thursday mornings, and they generally lasted around 1.5 hours.

As of this writing... There were 77 proposals submitted to the IRB (see attached summary). Thirty seven were submitted in the Fall (2011) and 40 in the Spring (2012). The majority of the proposals were submitted as "expedited" or "exempt" status and reviewed by the IRB chair. One submitted proposals was deemed "non-research" and was not reviewed. There was one proposal that were submitted, but because PI did not respond to requested changes, it was never approved. As of this writing, one proposal awaits final approval contingent on the PI providing follow-up information as requested by the IRB.

The proposals came from three main sources: (1) UW-Green Bay faculty who were doing research with students; (2) students enrolled in the UW-Green Bay / UW – Oshkosh Masters in Social Work program (w/ Dr. Francis Akakpo as PI); and (3) graduate students in the Environmental Science program here at UW-Green Bay.

The IRB members:

The members of this 2011-2012 IRB demonstrated extreme professionalism, commitment, and competence in carrying out the important charge of this body. Members included, Atife Caglar, Adam Gaines, Doreen Higgins, James Marker (Chair), Ryan Martin, Deirdre Radosevich, Adam Warpinski (community member), and Jill Fermanich (Ex Officio, Safety Officer). They came to meetings prepared, and they approached the task of reviewing proposals in a spirit of problem-solving and collegiality. They are to be commended for their efforts to facilitate the ethical treatment of human subjects participating in research conducted at UW-Green Bay!

Human Subjects Training:

All members of the committee were or became certified to conduct research involving human subjects. In addition, the committee passed a motion that requires all researchers to have human subjects training within the past 5 years in order to be able to conduct human related research at UW-Green Bay. This policy was transmitted to current researchers and added to the web site.

Educating the Campus Research Community – overall, the faculty at UW-Green Bay seem to be in tune and in compliance with appropriate ethical practices in dealing with human research subjects, but per below, there continue to be some concerns.

What “Research” should be reviewed by the IRB at UW-Green Bay

It was noted by the chair and other committee members that there was an astute absence of protocols coming from grad students from the Master of Applied Leadership program. That, and a question about whether every proposal sent forward from the Masters in Social Work should be reviewed, gave rise to a discussion about what research should be reviewed. Clearly, the federal/legal definition for research that requires IRB approval is (1) that it contributes to generalizable knowledge, and (2) that it will be publicly disseminated. There is a general

concern among the committee that some (not all) faculty are getting around the IRB review process by using projects, or in some case, not putting the published thesis in the library per se. While examples technically eliminate the need for IRB review, they arguable miss the point of the review process and may result in problems for faculty and/or the university. As an example, some of the research done by Dr. Akakpo's students involves sharing significant personal information about abuse etc. To his credit, he has had these reviewed, but technically it is not required of him because the data from such is not publicly disseminated (presented). Our concern on these matters will be taken up with the provost in the near future.

What "Research" should be reviewed (continued)...

From minutes of April 19... Dr. Radosevich had checked the library to determine if master's theses involving human research are being reviewed by the IRB. She indicated that for the past ~ 5years, theses have not been sent to the library. This finding stimulated a discussion about the research distinction between a published thesis (that requires IRB approval) and a research project which technically does not. It also brought up question about whether a published thesis NOT sent to the library constitutes "public dissemination". Dr. Marker noted (per bullet following) that Dr. Akakpo from social work has had most/all of his student's projects submitted to IRB. Dr. Martin suggested that all master's project should be reviewed as general good/professional practice. This loophole could become problematic if someone (faculty) ever wanted to "publish" this non-approved data. It was the general consensus of the committee, that we formulate these ideas and present them to the provost for consideration of a campus policy (beyond federal mandates) that would address what appears to be a loop-hole of sorts.

Social work a 'research-IRB' conundrum – J. Marker expressed, per above, that the many proposals that he reviews from the Masters in Social Work program are technically not research and do not need to be reviewed. Of particular concern is the significant time demand on the chair to review these. He has had communications with Dr. Akakpo about being more selective on which projects to review. Dr. Marker noted that Dr. Akakpo has been most conscientious in seeing that the proposals follow IRB guidelines and respond to suggested changes.

Proposal Processing:

Reviewing proposals falls mostly on the shoulders of the IRB chair. Even with a very systematic (e-mail merge) mechanism to handle this responsibility, it continues to be time consuming. There are many other things that could be done, e.g., tracking all Human Subject Training certificate numbers and dates, but there simply isn't enough time for such. The most tedious aspect of reviewing proposals is dealing with those that are poorly constructed and/or not reviewed per requested.

IRB Web Page revision:

Minor changes to the web site were made.

All Proposals submitted for IRB review September 10, 2011 to May 25, 2012

"Barriers for Entrepreneurship", (F-11-1) - Dr. Russ Meir. Submitted on Sep-13-2011 for full review. Approved on Oct-20-2011 for full.

"Examples of Physics Example Problem Website", (F-11-2) - Dr. Heidi Fencl. Submitted on Sep-14-2011

as expedited. Approved on Oct-07-2011 as expedited.

"The Impact of Grammatical Knowledge on Memory in Adults", (F-11-3) - Dr. Jennifer Zapf and co-investigator(s) Craig Van Pay; Areanna Lakowske; Caitlan Gurlt. Submitted on Sep-26-2011 as expedited. Approved on Oct-08-2011 as expedited.

"Fort Howard Neighborhood Survey", (F-11-4) - Dr. Gail Trimberger. Submitted on Oct-06-2011 as expedited. Approved on Oct-22-2011 as expedited.

"Assessing the Effectiveness of Suspension Conditions", (F-11-5) - Ms. Nora Kanzenbach. Submitted on Oct-07-2011 as exempt. Approved on Oct-19-2011 as expedited.

"UW-Green Bay College Credit in High School Program --1 Year Alumni, 4 Year Alumni, Principal, Teacher, and Guidance Surveys", (F-11-6) - Mr. Trenton Sorensen. Submitted on Sep-26-2011 as exempt. Approved on Oct-20-2011 as exempt.

"The Effectiveness of 21st Century Community Learning Center (CCLC) After School Programs", (F-11-7) - Dr. Jenell Holstead and co-investigator(s) Ashley Miller, Megan. Submitted on Oct-13-2011 as full. Approved on Oct-27-2011 as expedited.

"Life Stress and Aggression Correlates in College Aged Students", (F-11-8) - Dr. Ryan Martin and co-investigator(s) Tonya Fliz. Submitted on Oct-17-2011 as expedited. Approved on Oct-28-2011 as expedited.

"Reciprocal Teaching Versus Traditional Lecture: Is There a Difference?", (F-11-9) - Dr. Adolfo Garcia and co-investigator(s) Dr. Jenifer Zapf. Submitted on Oct-17-2011 as exempt. Approved on Oct-28-2011 as expedited.

"The Sex Differences in the Use of Aggression", (F-11-10) - Dr. Christine Smith and co-investigator(s) Nikki Clauss. Submitted on Oct-17-2011 as expedited. Approved on Oct-31-2011 as expedited.

"Impression Formation", (S-11-25M_F_11) - Dr. Kathleen Burns and co-investigator(s) Kristie Walker and Katie Kordus. Submitted on Oct-13-2011 as expedited. Approved on Oct-19-2011 as expedited.

"Examining the Effects and Outcomes of a Project-based Learning Environment on Students in Grades 8-12", (F-11-11) - Dr. Susan Cooper and co-investigator(s) Karen Bircher, and Steve Kimball. Submitted on Oct-13-2011 as full. Currently NOT approved.

"Examining the Effects and Outcomes of a Project-based Learning Environment on Students in Grades 8-12", (F-11-11-Res) - Dr. Susan Cooper and co-investigator(s) Karen Bircher, and Steve Kimball. Submitted on Oct-13-2011 as full. Approved on Nov-18-2011 as full.

"A Survey of Perspectives on the Sustainability by Local Business Owners in Alouez and the Potential of Cooperative Sustainable Practices with Local Government", (F-11-12) - Dr. Kevin Fermanich. Submitted on Oct-19-2011 as expedited. Currently NOT approved.

"Person Perception", (F-11-15) - Dr. Kathleen Burns and co-investigator(s) Kristie Walker and Katie Kordus. Submitted on Oct-26-2011 as expedited. Approved on Nov-04-2011 as expedited.

"Educational Psychology", (F-09-13R) - Dr. Kathleen Burns and co-investigator(s) Kristie Walker and Katie Kordus. Submitted on Sep-29-2011 as expedited. Approved on Oct-27-2011 as expedited.

"Green Bay Symphony Orchestra (GBSO) Market Survey", (F-11-13) - Dr. Sampath Ranganathan. Submitted on Oct-24-2011 as expedited. Currently NOT approved.

"Green Bay Symphony Orchestra (GBSO) Market Survey", (F-11-13-Res) - Dr. Sampath Ranganathan. Submitted on Oct-24-2011 as exempt. Approved on Dec-01-2011 as exempt.

"Environmental Science and Policy Capstone Project - Campus Sustainability", (F-11-14) - Laurie Case and co-investigator(s) Paula Olig. Submitted on Oct-26-2011 as exempt. Approved on Nov-02-2011 as exempt.

"Sad and Angry Affective States on Moral Judgment", (F-11-16) - Dr. Ryan Martin and co-investigator(s) Craig Van Pay. Submitted on Oct-27-2011 as expedited. Approved on Oct-31-2011 as expedited.

"Campus Survey Issues", (F-11-17-practice) - Dr. Judy Martin and co-investigator(s) Com Sci 301 students. Submitted on Nov-04-2011 as expedited. Currently NOT approved.

"Skepticism, Trust as It Relates to Wepage Assurance, and Probabilistic Inference", (F-11-18) - Dr. Steve Muzatko and co-investigator(s) Guarav Bansal. Submitted on Nov-13-2011 as expedited. Approved on Dec-12-2011 as expedited.

"Developing Ethical Decision Making Capacity in MSW Students", (F-11-19) - Dr. Joan Groessl and co-investigator(s) Miranda Renner. Submitted on Nov-14-2011 as expedited. Approved on Jan-12-2012 as expedited.

"An Inventory of High Impact Education Practices", (F-11-20) - Dr. Denise Bartell and co-investigator(s) Deborah Furlong, Erin Ehlers, Patrick Spellman. Submitted on Nov-18-2011 as expedited. Approved on Nov-28-2011 as expedited.

"Women in relationships with men diagnosed with Borderline Personality Disorder: An Examination of Perceived Social Supports", (F-11-21) - Dr. Judy Martin and co-investigator(s) Angela Greenfield. Submitted on Nov-19-2011 as expedited. Approved on Dec-08-2011 as expedited.

"The Impact of Course Coupling on Student Engagement, Academic Performance and Retention in an Ethnic Studies First Year Seminar", (F-11-22) - Dr. Angela Bauer and co-investigator(s) Dr. Donna Ritch. Submitted on Nov-23-2011 as exempt. Approved on Dec-06-2011 as expedited.

"Impact of Professor Dress on Student Evaluations", (F-11-23) - Dr. Christine Smith and co-investigator(s) Amy Weise. Submitted on Nov-28-2011 as expedited. Approved on Dec-13-2011 as expedited.

"Perceptions of Student Performance (Professor Edition)", (F-11-24) - Dr. Christine Smith and co-investigator(s) Amy Weise. Submitted on Nov-28-2011 as exempt. Approved on May-24-2012 as exempt.

"Perceptions of Student Performance (Student Edition)", (F-11-25) - Dr. Christine Smith and co-investigator(s) Amy Weise. Submitted on Nov-28-2011 as expedited. Approved on Dec-12-2011 as expedited.

"The Objectification of Men and Women through Humor", (F-11-26) - Dr. Christine Smith and co-investigator(s) Brad Klinger. Submitted on Nov-30-2011 as expedited. Approved on Dec-14-2011 as expedited.

"Hybrid vs. Face-to-Face Course Comparison", (F-11-27) - Dr. Melissa Schnurr. Submitted on Dec-02-2011 as expedited. Approved on Dec-08-2011 as expedited.

"What the hyperlinks are doing to our brains: The Shallows", (F-11-28) - Dr. Gaurav Bansal. Submitted on Dec-08-2011 as expedited. Approved on Dec-12-2011 as expedited.

"Aiming Higher: Students' Work Ethic at the University of Wisconsin-Green Bay", (F-11-29) - Dr. Ingrid Bego. Submitted on Dec-12-2011 as exempt. Approved on Dec-14-2011 as exempt.

"Perceived Stress and Social Comparison of College Students", (S-12-1) - Dr. Dean VonDras and co-investigator(s) Rachel Prokop, and Stephanie Lynch. Submitted on Dec-14-2011 as expedited. Approved on Jan-31-2012 as expedited.

"The Impact of a Diversity Course on MSW Student's Levels of Cultural Competency (S-08-1N)", (S-08-1N_M) - Dr. Jolanda Sallmann and co-investigator(s) Dr. Akakpo, and Stacie Christian. Submitted on Dec-21-2011 as expedited. Approved on Jan-19-2012 as expedited.

"Examining the Effects of an Alternative Field Placement Experience for Mathematics on the Attitudes, Anxieties, and Efficacy of Pre-Service Teachers Seeking Elementary Level Certification", (S-12-2) - Dr. Susan Cooper. Submitted on Jan-09-2012 as expedited. Approved on Jan-20-2012 as expedited.

"Trust Violation and Rebuilding", (S-12-3) - Dr. Guarav Bansal. Submitted on Jan-19-2012 as expedited. Approved on Jan-20-2012 as expedited.

"Student assessment of assigning points for class participation using immediate feedback.", (S-12-4) - Dr. Timothy Dale. Submitted on Jan-25-2012 as exempt. Approved on Feb-08-2012 as exempt.

"Impact of Visual Learning Modules on Academic Performance in Human Biology", (S-12-5) - Dr. Amanda Nelson. Submitted on Jan-31-2012 as expedited. Approved on Jan-31-2012 as expedited.

"Compact Fluorescent Lighting in Wisconsin: Controlled Disposal Through the Legislation of Extended Producer Responsibility.", (S-12-6) - Dr. John Katers and co-investigator(s) John Arendt. Submitted on Feb-06-2012 as expedited. Approved on Feb-24-2012 as expedited.

"The Effectiveness of 21st Century Community Learning Center (CCLC) After School Programs", (F-11-7-M) - Dr. Jenell Holstead and co-investigator(s) Ashley Miller, Megan. Submitted on Feb-08-2012 as full. Approved on Oct-27-2011 as expedited.

"Childbirth Study", (S-12-7) - Dr. Melissa Schnurr and co-investigator(s) Kalli Donaldson, Alyson Kemps, and Sarah Eggers. Submitted on Feb-08-2012 as full. Approved on Feb-24-2012 as full.

"Developing a Science Teacher Observation Instrument", (S-12-8) - Dr. Scott Ashmann. Submitted on Feb-09-2012 as full. Currently NOT approved.

"The Stockbridge-Munsee Community Family Services Department Summer Food Service Program 2011", (S-12-9) - Dr. Judy Martin and co-investigator(s) Patricia Merckes. Submitted on Feb-10-2012 as expedited. Approved on Feb-24-2012 as expedited.

"Stigma and Mental Illness", (S-12-10) - Dr. Kristin Vespia and co-investigator(s) Kaitlyn Florer. Submitted on Feb-14-2012 as expedited. Approved on Feb-24-2012 as expedited.

"College Students' Attitudes about Substance Abuse", (S-12-11) - Dr. Kristin Vespia and co-investigator(s) Mathew D. Machnik. Submitted on Feb-17-2012 as expedited. Approved on Feb-28-2012 as expedited.

"High School 21st Century Community Learning Centers (CCLC)", (S-12-12) - Dr. Jenell Holstead and co-investigator(s) Ashley Miller, Lindsay Funk, Lauren Vieaux, Cynthia Sanchez. Submitted on Feb-20-2012 as exempt. Approved on Mar-01-2012 as exempt.

"Responsible Unit Categorization by Level of Service", (S-12-13) - Dr. John Katers and co-investigator(s) Amanda Tuttle, Paula Olig. Submitted on Feb-22-2012 as exempt. Approved on Mar-13-2012 as exempt.

"Serving Returning Veterans", (S-12-14) - Dr. Ryan Martin and co-investigator(s) Erin Ehlers. Submitted on Feb-23-2012 as expedited. Approved on Mar-06-2012 as expedited.

"UW-Green Bay Future Phoenix", (S-12-15) - Dr. Tim Kaufman and co-investigator(s) Kimberly Desotell. Submitted on Feb-23-2012 as exempt. Approved on Mar-13-2012 as exempt.

"A COMPARISON OF LUNG VOLUMES AND LUNG FUNCTION AS ASSESSED BY DIFFERENT SPIROMETRY DEVICES DEVICES", (S-12-16) - Dr. James Marker and co-investigator(s) Dr. Craig Hanke, Dr. Amanda Nelson, Amanda Cheney, Cassie Welch, Evan Wenig. Submitted on Mar-02-2012 as expedited. Approved on Mar-23-2012 as expedited.

"Healthy Minds Study: Univ of MI", (S-12-17) - Amy Henniges. Submitted on Feb-17-2012 as expedited. Approved on Mar-19-2012 as expedited.

"An Evaluation of the Effects of a Domestic Alternatives Intervention Program (DAIP) on Beliefs about Gender Roles and Accountability", (S-12-18) - Dr. Francis Akakpo and co-investigator(s) Jennifer Seefelt. Submitted on Mar-05-2012 as expedited. Approved on Mar-27-2012 as expedited.

"Alcohol Use, Domestic Abuse, and Outagamie and Calumet County Domestic abuse Related Arrests in 2011", (S-12-19) - Dr. Francis Akakpo and co-investigator(s) Kari Ly. Submitted on Mar-05-2012 as exempt. Approved on Mar-27-2012 as expedited.

"Secondary Traumatic Stress and the Child Welfare Profession in Northeast Wisconsin", (S-12-20) - Tammy Snortum and co-investigator(s) Stephanie Reilly and Samantha Surowiec. Submitted on Mar-12-2012 as expedited. Approved on May-03-2012 as expedited.

"Collaborative Learning Techniques: Encouraging Students' Participation", (S-12-21) - Dr. Alma Rodriguez Estrada. Submitted on Mar-18-2012 as exempt. Approved on Mar-23-2012 as exempt.

"Follow-up Survey on First Year Seminar Students", (S-12-22) - Dr. Denise Bartell. Submitted on Mar-23-2012 as expedited. Approved on Apr-02-2012 as expedited.

"Understanding Historical Thinking", (S-12-23) - Dr. David Voelker and co-investigator(s) Bridgett Lowery. Submitted on Mar-26-2012 as exempt. Approved on Apr-13-2012 as exempt.

"Relationship Perceptions", (S-12-24) - Dr. Kathleen Burns and co-investigator(s) Jordan Preman, Stephanie Gilbertson, Rebecca Gonnering. Submitted on Mar-28-2012 as expedited. Approved on Mar-28-2012 as expedited.

"Do mentoring Programs such as Big Brothers Big Sisters have positive Impact on Children? A Quantitative Evaluation of Youth Outcomes", (S-12-25) - Dr. Francis Akakpo and co-investigator(s) Ricci Carley. Submitted on Mar-28-2012 as expedited. Approved on May-03-2012 as expedited.

"An Analysis of Parents Involved in Parent Connection's and Preservation Program in Outagamie County: Intergenerational Transmission of Child maltreatment and the role of community Resources", (S-12-26) - Dr. Francis Akakpo and co-investigator(s) Kathryn Krauter. Submitted on Mar-28-2012 as exempt. Approved on May-24-2012 as exempt.

"Foster Parents Involvement in Religion: The Impact on Retention", (S-12-27) - Dr. Francis Akakpo and co-investigator(s) Michell Swanson. Submitted on Mar-28-2012 as exempt. Approved on Apr-26-2012 as exempt.

"Impact of Training Safety Training of Child protection Social Workers of Out of Placement", (S-12-28) - Dr. Francis Akakpo and co-investigator(s) Alisha Haase. Submitted on Mar-28-2012 as exempt. Approved on May-12-2012 as exempt.

"From the United Kingdom to the United States: What Leads to Successful GHG Emission Regulation.", (S-12-29) - Dr. John Stoll and co-investigator(s) Jeff Cook. Submitted on Mar-29-2012 as expedited. Approved on May-24-2012 as expedited.

"Child protective workers' satisfaction: The effect of Organizational factors on workforce retention", (S-12-30) - Dr. Francis Akakpo and co-investigator(s) Marie Cunningham. Submitted on Mar-29-2012 as exempt. Approved on May-03-2012 as exempt.

"An investigation of pre-service elementary teachers' perspectives of indoor and outdoor nature-based activity lessons.", (S-12-31) - Dr. Francis Akakpo and co-investigator(s) Linda Taber-Kwak, Kelly Hirsch. Submitted on Mar-30-2012 as exempt. Approved on Apr-26-2012 as exempt.

"Political News and Emotion", (S-12-32) - Dr. Ryan Martin. Submitted on Apr-04-2012 as expedited. Approved on Mar-06-2012 as expedited.

"Impact of unemployment on families; A study of child abuse and unemployment in Sheboygan County", (S-12-33) - Dr. Francis Akakpo and co-investigator(s) Daniel Ohl. Submitted on Apr-04-2012 as expedited. Approved on Apr-26-2012 as expedited.

"Prevalence of child maltreatment in single parent and blended families compared to nuclear families", (S-12-34) - Dr. Francis Akakpo and co-investigator(s) Marc Seidl. Submitted on Apr-04-2012 as exempt. Approved on Apr-26-2012 as exempt.

"Menstrual status, the PMS stereotype, and stereotype threat", (S-12-35) - Dr. Christine Smith and co-investigator(s) Rebecca Gonnering. Submitted on Apr-04-2012 as expedited. Currently NOT approved.

"Menstrual status, the PMS stereotype, and stereotype threat", (S-12-35) - Dr. Christine Smith and co-investigator(s) Rebecca Gonnering. Submitted on Apr-04-2012 as expedited. Approved on Apr-12-2012 as expedited.

"Evaluation of Washington County Human Services fatherhood engagement ", (S-12-36) - Dr. Francis Akakpo and co-investigator(s) Angela Holloran. Submitted on Apr-06-2012 as exempt. Approved on May-03-2012 as exempt.

"Evaluation of Wisconsin Teaching Fellows and Scholars Program: Phase I", (S-12-37) - Dr. David Voelker and co-investigator(s) Dr. Ryan Martin, Ms. Lavonne Cornell-Swanson. Submitted on Apr-05-2012 as expedited. Approved on Apr-26-2012 as expedited.

"Impression Formation", (S-11-25M_S_12) - Dr. Kathleen Burns and co-investigator(s) Rebecca Gonnering, Stephanie Gilbertson, Jordan Preman. Submitted on Apr-10-2012 as expedited. Approved on Apr-10-2012 as expedited.

"Body Satisfaction and Pluralistic Ignorance: Does knowledge decrease body dissatisfaction and mediate the perceived norm for body ideal.", (S-12-38) - Dr. Christine Smith and co-investigator(s) Tom Flooding. Submitted on Apr-10-2012 as expedited. Approved on Apr-19-2012 as expedited.

"Department Survey on Faculty Career advising: Satisfaction, Preference, and Utilization", (S-12-39) - Dr. Kristin Vespia and co-investigator(s) Dr. Ryan Martin, Stephanie Fries, Rebecca Arrowood. Submitted on Apr-12-2012 as exempt. Approved on Apr-19-2012 as exempt.

"Parent and Teacher Perspectives of Bullying ", (S-12-40) - Dr. Francis Akakpo and co-investigator(s) Sarah Jensen. Submitted on Apr-20-2012 as expedited. Approved on May-17-2012 as expedited.

"Retention in Child Welfare: Job Satisfaction", (S-12-41) - Dr. Francis Akakpo and co-investigator(s) Laura Rapp. Submitted on Apr-22-2012 as expedited. Not approved – waiting for revisions.

Submitted by Dr. James C. Marker, Chair
Institutional Review Board – 2011-12 Annual Report

Instructional Development Council

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 2011-12 were: Lucy Arendt (Chair), Kate Burns, Tim Dale, Mike Hencheck, Catherine Henze, Vince Lowery, Sampath Ranganathan, and Hosung Song. As Director of CATL, Aeron Haynie also served in an ex-officio role.

The IDC met as a complete Council six times during the academic year. The three subcommittees (Grants – Catherine Henze, Tim Dale, Vince Lowery (Chair), and Sampath Ranganathan; Awards – Mike Hencheck, Kate Burns, and Hosung Song; Conference – Lucy Arendt, Aeron Haynie) 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 16th Annual Faculty Development Conference; and reviewing sabbatical proposals. Each of these is reviewed 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 Director and Chair of the IDC serving on this committee. Aeron Haynie, Director of CATL, did an outstanding job maintaining collaborative communication with the IDC. The IDC looks forward to continued engagement with CATL as it evolves in its administrative role of supporting faculty development.

Grant and Award Programs

The IDC evaluated applications and made recommendations to the Director of CATL for grant and award programs. Calls were available via the CATL website early, along with publicly available 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 in both fall and spring. Despite the seemingly straightforward process for requesting support, relatively few faculty members submitted proposal/application materials for the various grants and award opportunities. The IDC discussed this issue, and individual IDC members were asked to talk to their unit faculty about issues with applying for grants and awards. Several issues were identified, including:

1. Award amounts are perceived as too small to justify the time spent completing proposals (#1 issue)
2. Individuals perceived that the time needed to write successful proposals was too high (relative to the expected benefits) (#2 issue, closely tied to #1)
3. Individuals did not believe themselves well versed in how to prepare applications
4. Individuals who had previously received funding wanted to “step aside” and allow others the same opportunities
5. Other funding options have been tapped instead of IDC/CATL sponsored options (e.g., extramural funding)
6. Desire to have funding options related to research other than SoTL

7. Lack of knowledge about how SoTL might align with other scholarly pursuits

What follows is a summary of the grants and awards made during 2011-12:

Instructional Development Award

Adam Gaines (AVD) and Clif Ganyard (Humanistic Studies), and Kristy Deetz (AVD)

Faculty Development in Online Learning Grants

Christine Vandenhouten (Nursing) and Joan Groessl (Social Work)

Online Teaching Fellows (new in 2011-12)

Cristina Ortiz (humanistic Studies), Eric Morgan (Democracy and Justice Studies), Michelle McQuade Dewhirst (AVD), Lisa Poupart (First Nations Studies), and Leanne Zhu (Human Biology)

Scholarship of Teaching and Learning Award

None awarded in 2011-12

Student Nominated Teaching Awards (third year)

Katia Levintova, Early Career (Public & Environmental Affairs), and Steve Meyer, Experienced (Natural & Applied Sciences)

Teaching Enhancement Grants

Fall 2011: Heidi Fencil (Natural and Applied Sciences), Tim Dale (Democracy and Justice Studies), E. Nicole Meyer (Humanistic Studies), Kate Burns (Human Development), Amanda Nelson (Human Biology), and Dan Meinhardt (Human Biology)

Spring 2012: Illene Cupit (Human Development)

WI Teaching Fellows Program

Katia Levintova (Public and Environmental Affairs) and Christopher Martin (Humanistic Studies)

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 "The Balancing Act: Dedicated Teaching, Productive Scholarship, and Active Service") was well received. Dr. Kerry Ann Rockquomore was the keynote speaker. Dr. Rockquomore addressed strategies for creating supportive communities for writing productivity and work/life balance. Dr. Rebecca Meacham, 2011 recipient of the Founders Association Award for Excellence in Teaching, gave the luncheon address. Feedback from Conference participants was generally positive. The IDC and CATL also secured the 2013 Faculty Development Conference's keynote speaker, Dr. Gardner Campbell, who will speak on instructional technology.

The IDC met with Kelly McBride to discuss positive steps taken to promote the quality of teaching excellence at UW-Green Bay, including the recent Inside that focused on the quality of teaching at UW-Green Bay and awards for teaching earned by UW-Green Bay faculty (e.g., Regan Gurung). The group then engaged in a positive back-and-forth with Kelly about future possibilities for promotion.

Lucy Arendt and Aeron Haynie also met with representatives from the university's Research Council to discuss possible future collaborations. The general tone of the conversations was positive; Aeron agreed to continue the dialogue.

Sabbatical Proposal Review

Consistent with its committee charge, the IDC reviewed six submitted sabbatical proposals – two for the 2013-2014 academic year, two for the Fall 2013 term, and two for the Spring 2014 term. The Chair then composed and forwarded a document summarizing that review to the Provost's Office. Only tenured members of the IDC participated in the proposal review, consistent with feedback from prior IDCs, wherein tenure-track members acknowledged potential concerns with evaluating tenured colleagues.

Summary and Recommendations

In sum, this has been a busy and successful year for the IDC. The Council continues to support strongly 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). 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.

The Chairperson sincerely thanks the members of the IDC for their excellent work and genuine interest in faculty development.

Respectfully submitted,
Lucy Arendt, Chair

Instructional Development Council – 2011-12 Annual Report

International Education Council

Chair: Lucy Arendt

Members: Tohero (Francis) Akakpo, Lucy Arendt, Brent Blahnik (*ex-officio*, non-voting), Katia Levintova, Sarah Meredith, E. Nicole Meyer* (unofficial, *ex-officio*, non-voting), Heidi Sherman, and Leanne Zhu

* Professor Meyer represented the Modern Languages faculty

The International Education Committee met six times during the 2011-12 academic year, beginning on October 13, 2011. Two ad hoc subcommittees met several times in addition to the six times that the full Committee convened.

Prof. Arendt continued in the second year of her three-year term as Committee Chairperson as appointed by the Provost.

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

1. Reviewed and approved a site visit proposal to Argentina by Associate Professor Cristina Ortiz.
2. Reviewed and approved a site visit proposal to Belgium and the Netherlands by Associate Professor Clif Ganyard.
3. Reviewed and approved a site visit proposal to Ireland by Associate Professor Kaiome Malloy.
4. Reviewed and declined a site visit proposal to Jordan by Assistant Professor Jill White. Reason: No funding available.
5. Reviewed changes to the Advising Agreement Form and process for recording foreign and national Student Exchange University grades.
6. Discussed learning support for international students (e.g., admission criteria, tutoring, ESL coursework).
7. Created two ad hoc subcommittees, one to address scholarships for Travel Abroad and another to discuss support for faculty teaching international students.
8. Agreed that students traveling to Jordan during summer 2012 should receive scholarship dollars not allocated during the normal course of Study Abroad scholarship decisions.
9. Engaged in a preliminary discussion of standardizing the number of credits associated with Travel Abroad courses.
10. Discussed the creation of a yearlong series of panels addressing Travel Abroad best practices.
11. Reviewed a proposal for an International Scholar-in-Residence.
12. Met with Assistant Chancellor Bev Carmichael and Director of Development Jeanne Stangel to discuss developing ongoing support for internationalizing the campus (e.g., through scholarship support provided to both Travel Abroad and Study Abroad students).

The Committee also met formally with the Modern Languages faculty to discuss how the “voice” of the Modern Languages faculty might be heard in the International Education Committee. The International Education Committee decided to unofficially invite a member (E. Nicole Meyer) of the Modern Languages faculty to participate in its meetings, in addition to any informal contributions that the Modern Languages faculty might choose to make.

The Chairperson also met with faculty members, in a small group and individually, to discuss the

faculty members' plans for upcoming Study Abroad trips. These meetings were held in recognition of changes made to the Study Abroad process whereby faculty members solicit approval of trip ideas from their academic dean before meeting with the International Education Office to discuss operational details.

The Chairperson sincerely thanks the members of the Committee for their fantastic work, compelling enthusiasm, and sincere regard for all things international.

Respectfully submitted,
Lucy Arendt

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

International Education Committee – 2011-12 Annual Report

Research Council

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 summarizes the activities of the Research Council during the 2011-12 academic year and identifies the greatest needs and opportunities going forward, as determined by the members of the Research Council.

Current Research Council Funding Programs and 2011-12 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:

Spring semester award (course release for Spring 2013): Christopher Martin, Humanistic Studies

Fall semester award (course release for Fall 2012): Sarah Meredith, Arts and Visual Design

Grants in Aid of Research (GIAR): These small grants (\$800 and \$400) 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: 18

Spring Semester awards: 19

It should be noted that additional funds were provided to the Research Council by the Dean of Liberal Arts and Sciences during the fall semester, which were used to fund several additional projects. It should also be noted that due to the 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 (\$1000) 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: 2

Additional Research Council Activities

The Research Council completed a number of other important activities during the 2011-12 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 – submitted the annual budget for the 2012-13 academic year.
- 3) The meaning of “Sustainable Research” at UWGB was discussed and the following definition was approved:

The University of Wisconsin-Green Bay’s mission is to provide an interdisciplinary, problem-focused educational experience that prepares students to think critically and creatively to address complex issues in a multicultural and evolving world. The University enriches the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural and economic resource. This same interdisciplinary and problem-focused approach applies to UWGB sustainability research, where faculty seek to add to the existing knowledge base in order to acquire a deeper understanding of the dynamic relationships within, among and between the environmental, social and economic aspects of sustainability.

- 4) Significant effort was put into the development of a grant writing workshop for faculty. The initial offering of this program would allow five faculty members to attend a week-long workshop on grant writing at UW-River Falls and also provide for support services for these faculty members after the program. Faculty selected for this program are listed below:
 - Caroline Boswell, Humanistic Studies
 - Aeron Haynie, Humanistic Studies
 - Heidi Sherman, Humanistic Studies

Several other faculty members expressed interest in the program, but had conflicts with summer teaching requirements of previously scheduled activities.

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) Developing a faculty primer on the grant writing process on campus that could be used during new faculty orientation.
- 2) Funding for an additional Research Scholar specifically for projects that involve

writing grants to secure extramural funding, which would generate indirect back to the university.

- 3) Providing a course release to the Chair of the Research Council, allowing 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.
- 4) Exploring opportunities for developing a more formalized Office of Undergraduate Research or undergraduate research program.
- 5) Collaborating with the Center for the Advancement of Teaching and Learning (CATL) on writing groups for campus.

2011 - 2012 Research Council

Scott Ashmann
Toni Damkoehler
Jennifer Ham
John Katers, Chair
John Luczaj

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 Charmaine Robaidak, who was instrumental in grant coordination and administration.

Research Council – 2011-12 Annual Report

Technology Council

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 2011/12 were:

Academic Affairs – Mike Marinetti
Advancement – Liz Leist
Athletics – Dan McIver
Business & Finance – Sharon Dimmer
Faculty Representatives – Chuck Rybak, Christine Vandenhouten, Craig Hanke
Information Services – David Kieper, Paula Ganyard
Liberal Arts & Sciences – Scott Furlong
Outreach & Adult Degree - Zach Voelz
Professional & Graduate Studies – Sue Mattison
Student Affairs – Mike Stearney & Brenda Amenson-Hill
Student Representative – Michael Hengels
Chair – Kathy Pletcher

Activities for 2011/12

- Conducted a technology survey of students, faculty and staff
- Reviewed, modified and approved Workstation Policy
- Approved Computer Lab Plans for 2012/13
- Monitored progress on Tech Plan 2015
- Discussed trends with e-textbook publishing
- Discussed electronic imaging, electronic records management
- Provided oversight on the Mobile Strategy Working Group
- Provided feedback on the new IS Academic Technology Services design
- Reviewed social media guidelines for students

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

Technology Council – 2011-12 Annual Report

COMMITTEE APPOINTED BY THE CHANCELLOR

The Chancellor's Advisory Council on Diversity and Inclusive Excellence

Annual Report of Activities for 2011-12

This report is summary of key items the Chancellor's Council on Diversity and Inclusive Excellence accomplished in 2011-12. The Common Theme this year was *Celebrating Differences: Creating Community*, guiding the exceptional focus on equity, diversity, and inclusion campus wide. The release of the Climate Study in Fall 2012 and the establishment of the LGBTQ Center were also key highlights.

In September the newly formed Council on Diversity and Inclusive Excellence met for the first time. The membership represented members of the Inclusive Excellence Team and Members of the Chancellor's Advisory Council on Diversity.

Council on Diversity and Inclusive Excellence Charge

- 1. Complete a multi-year plan for Council on Diversity and Inclusive Excellence by mid-semester.**
- 2. Analyze and report on the results of the Climate Survey by December 15.**
- 3. Identify the appropriate deliverables to the Chancellor/University for 2011-2012.**
 - a. track/monitor and shape progress**
 - b. drive the data in the right direction**
- 4. Provide an Annual Report by the end of the academic year**

Campus Diversity Surveys: A Review of Existing Documentation

In the past 18 months, UW Green Bay has participated in four national surveys that include items related to diversity, multiculturalism or inclusivity. The faculty survey, the National Survey on Student Engagement (NSSE), and the Multi-institutional Study of Leadership (MSL).

- Debbie Furlong, Director, Institutional Research, reviewed the student and faculty engagement/leadership surveys and highlighted specific results of diversity and inclusion measures. September, 2011.

Climate Study

- The Campus Climate Study Draft Report was completed by Rankin and Associates in October 2011.
- A series of focus/feedback groups were formed to delve deeper into the report results. The focus groups represented LGBTQ, Women's and Gender Studies, Students and Faculty of Color, and those representing various disability/ability perspectives.

- The results were used to guide conversations during the January 18th all campus Climate Study presentation with Dr. Susan Rankin.

LGBTQ Resource Center

- The LGBTQ Resource Center Advisory Council was developed, location for the Center was identified, a small community foundation grant was written and approved in January 2012.
- The LGBTQ Center opened its doors and increased visibility and access to retention and support services to LGBTQ students, faculty, and staff.
- The LGBTQ Resource Center attendance in spring 2012 was 271. With Center Hours ‘staffed’ by three undergraduate student interns and several Academic and Faculty Members providing professional and administrative support and Guidance. Administrative oversight reported to the Director of Diversity, in the AIC.
- A survey was conducted to identify campus needs and direct program development.

Common Theme Highlights - “Celebrating Difference: Creating Community”

- Rachel Simon, Author of *Riding the Bus with my Sister*, and *The Story of Beautiful Girl*.
- Molly Secours - Speaking at the Ally Conference on racial justice and white privilege issues.
- Spencer West, Nikki Giovanni, Rohina Malik and Daryl Davis all presented information and challenged the participants to take action against racial and cultural inequities.
- Kwanzaa was a successful off-campus program with 102 participants.
- Black History Month was a very successful month long focus on the African American Experience throughout history as well as current issues, programs and opportunities. One of the highlights of the month was the Hank Thomas presentation with 300+ people in attendance. The special reserved setting status for High School students and the following question and answer session contributed to ongoing high school conversations at Preble HS.
- Dr. Anne Fausto-Sterling, presented a lecture that challenged scientific beliefs about gender differences.
- Dr. Susan Rankin on January 18, 2012 for “*Creating a Welcoming Campus: How Welcoming is the Campus and how do we know?*” January 18, 2012, 65 people attended the event from the campus community.
- The 4th Annual Connections Networking was held April 4, 2012. The Chancellor sponsored event hosted 76 multicultural students, faculty/staff and community members who enjoyed a reception to build connections and relationships for multicultural students that may lead to increased opportunities for internships and mentoring relationships.
- The Intertribal Student Council with collaboration from many academic, administration, and Student affairs departments brought back a Powwow to the Kress Event Center on Saturday, April 14, 2012. 700+ people attended the event.

The Bias Incident Report Form and Process

- The Dean of Students office has implemented some changes to the process by shifting follow-up from being a Public Safety Function unless it rises to the level of hate crime, Now in a more active role the Dean of Students office and Judicial Affairs reviews all incidents and follows up toward resolution and involving the Student Review process when needed.

Equity Scorecard: Preliminary results shared:

- The Equity Scorecard team's Co-Chairs (Alison Gates and Scott Ashmann) met with the Council to share their preliminary findings regarding equity and access for students of color a one page handout was presented, reviewed and discussion followed.

Conclusion

When managing change and seeking improvement on measures of recruitment and retention for multicultural faculty, staff, and students and successful student outcomes for all URM student groups it is critical to look at the current capacity of diversity and Inclusive Excellence Campus programs and systems. The Council has made significant progress toward reviewing the evidence that will serve as a foundation for the multi-year plan for diversity and inclusive excellence.

Chancellor's Council on Diversity and Inclusive Excellence

Inclusive Excellence now in its third year of development will grow with greater campus-wide support, the Climate Study results will be compiled and shared with the campus this fall and the common theme for Academic Year 2011-12 is "*Celebrating Differences: Creating Community*".

Purpose: In the spirit of the University's guiding principle "to support a community devoted to diversity/inclusivity in 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. There will be six members who will serve by position, the campus Minority and Disadvantaged Coordinator/Diversity Director (coordinator of the American Intercultural Center), will serve as Chair of the Council, The Affirmative Action officer or designee, and 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 based on position, shall serve two-year rotating terms. After sitting out for a full year, a member may be re-appointed for another two-year term. Student appointments will be for one year and can be renewed for up to three years total.

Meetings: The Council meets monthly.

Chancellor's Council on Inclusive Excellence Membership

Faculty

Angie Bauer Danton, term expires May 2012

Deirdre Radosevich, term expires May 2013

Christine Smith, term expires May 2013

Gaurav Bansal term expires May 2012

Appointed by Position

Brian Wardle, Head Basketball Coach

Sheryl Van Gruensven, Director Human Resources

Deborah J Rezac, Director of Diversity/American Intercultural Center (chair)

Julia Wallace, Provost and Vice Chancellor for Academic Affairs

Brenda Amenson-Hill, Dean of Student Affairs

Lynn Niemi, Director of Disability Services

Students (four students one year terms)

Heba Mohammad, term expires May 31st 2012

Fernando Jose Carmen Chavarria, term expires May 31, 2012

Jessica Olive, term expires May 31, 2012

Jenny Ulrich, term Expires May 31, 2012

Academic Staff

Juliet Cole, term expires May 31, 2012

Joanie Dovekas, term expires May 31, 2012

Shawn Robinson, term expires May 31, 2013

Classified Staff

Eric Steliga, term expires May 31, 2012

ACADEMIC STAFF ELECTIVE AND APPOINTIVE COMMITTEES

Academic Staff Committee

I. Academic Staff Committee Meetings Schedule and Membership

The Academic Staff Committee met bi-weekly on Thursday mornings at 10:00 am.

Academic Staff Committee members:

- Linda Parins, chair
- Kelly Kramp, vice chair
- David Kieper
- Leif Nelson, UW System Academic Staff Rep
- Mary Simonsen
- Samantha Surowiec

Two Academic Staff Assemblies were held during the 2011-2012 academic year.

Thursday, November 17, 2011 in Christie Theatre

Thursday, April 26, 2012 in 1965 Room

II. Academic Staff Committee Actions

A. Code Changes

- a. Approved the Joint Committee on Workload and Compensation in collaboration with University Committee
- b. Create charge for Joint Committee on Workload and Compensation in collaboration with University Committee
- c. Approved the proposal for a Joint Committee on Legislative affairs – combining Faculty and Academic Staff committees that had previously collaborated
- d. Approved the conversion of the Library and Instructional Technology Committee to a Joint Governance Committee
- e. Approved the conversion of Awards and Recognition Committee to a Joint Governance Committee
- f. Modification of joint committee charges for
 - i. Legislative Committee
 - ii. Library & Instructional Technology Committee
 - iii. Awards & Recognition Committee
- g. Approved Bylaw amendment: Article III Academic Staff Committee

B. Other Proposals and Approvals

- a. Approved the Resolution in support of UW-Green Bay Policy on Post Retirement Employment

- b. Approved the Resolution in response to the 2011 Wisconsin Act 35 – Conceal and Carry Law
- c. Approved of committee nominations and appointments
- d. Recommended Academic Staff representatives for Search & Screen Committees
- e. Approved the new Academic Staff Professional Development Allocations Committee Guidelines
- f. Approved replacements of Academic Staff committee vacancies
- g. Approved the Resolution from the Committee on Workload and Compensation

III. Academic Staff Committee miscellaneous activity

- a. Revised the Academic Staff email list to include individuals with Academic Staff back up appointments
- b. New University Personnel System Structure
 - i. Worked with Human Resources to encourage forums and open discussions about the new University Personnel System (UPS)
 - ii. Sent out emails to Academic Staff to encourage participation in the forums and survey
 - iii. Wrote summaries of the forums and sent out to Academic Staff
 - iv. Met with HR and individuals who were assigned to Committee Workgroups to create UPS policy guidelines

Respectfully submitted by
Linda Parins, Academic Staff Committee Chair
May, 2012

Academic Staff Committee – 2011-12 Annual Report

Academic Staff Personnel Committee

Membership on this committee includes:

Eric Craver, Outreach & Adult Access
Renee Ettinger, Cofrin Library
Debbie Furlong, Institutional Research
Eileen Kolb, Advisor - Records
Mary Simonsen, Academic Advising (Chairperson)
*Dave Kieper, Committee Liaison from the Academic Staff Committee

Consistent with the responsibilities listed in the Bylaws, and in support of academic staff governance goals for the 2011-12, the Academic Staff Personnel Committee accepted the following goals as part of this year's charge:

- To work with the Human Resources and Secretary of the Faculty & Academic Staff Offices to ensure Position Descriptions are completed and on file for all academic staff.
- To review annually all conversions of positions from Classified Staff to Academic Staff, and Academic Staff to Classified Staff.
- To serve as a hearing body in personnel issues, including but not limited to non-renewal, denials of position conversions, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.
- To undertake related special assignments at the request of the Academic Staff Committee.

The Personnel Committee met twice during the fall 2011 semester.

- We defined the committee's role in the process of collecting information from staff about concerns relating to the development of a new Personnel System.
 - We reviewed what came in on the survey the Academic Staff Committee implemented to insure concerns were understood and addressed as the structure and content of the new system continued to emerge.
- We sent ASPRO, a summarized list of concerns staff raised during the campus sessions with Jason Beier from the UW-System.

The Personnel Committee met three times during the spring 2012 semester.

- We reviewed the differences between title change process and career progression
- We responded to one appeal of a title change denial
 - The committee submitted a recommendation via the proper chain of command in response to the title change denial appeal
 - The committee questioned the validity of the UW Positional Questionnaire

Looking to the new academic year, this committee could focus on communication and oversight for activities involving changes to Academic Staff positions. Emphasis could also be placed on how to better educate academic staff on title change requests and career progression requests and their distinct differences.

Respectfully submitted,

Mary Simonsen, Chair of Academic Staff Personnel Committee

Academic Staff Personnel Committee – 2011-12 Annual Report

Academic Staff Professional Development Allocations

I am happy to report that there was keen interest on the part of Academic Staff, during this fiscal year, to find good professional development opportunities for themselves. Academic Staff Professional Development Allocation Committee members were able to award a significant portion of our allotted budget to these requests.

Initial funding available from July 1, 2011—June 30, 2012 equaled \$11, 400.00. If all approved travel and expense reports are submitted in a timely way, our remaining balance on June 30, 2012 would be approximately \$954.25.

Funding requests were all submitted electronically via the GB Share Drive and could receive prompt attention from the Committee members. This Committee was able to operate quite efficiently using the GB Share Drive, only needing one face to face meeting on August 1, 2011 to establish our method of reviewing applications with new members and deciding who would take on the duties of Chair, Secretary, Treasurer, Coordinator of Applicant Submissions and Publicity Coordinator. Our primary method of advertisement still involved use of email and LOG notices. We were able to accomplish a lot by simply staying in contact with each other via email if there were discussion points on any of the applications.

A total of 30 individuals were awarded funding as requested during the current fiscal year. They represent staff from the following offices or learning areas:

- Admissions
- Athletics and Sports Medicine
- Academic Advising
- American Intercultural Center
- Adult Degree Programs (Outreach and Adult Access)
- Counseling and Health Center
- Cofrin Library
- Disability Services
- Human Biology Program (Dietetics)
- Office of International Education
- Phuture Phoenix-Institute for Learning Partnership
- Information Services Division
- Learning and Technology Center
- Law and Justice Studies
- Web Services

Awards ranged from \$35 to the maximum of \$500. More than half, 16 applicants, did receive the maximum of \$500. All approved applicants received email notification from the Chair, Gloria Meyer, that their funding was approved and how to submit the needed documentation to receive their individual award.

We did have 3 applications for funding that we were not able to approve due to eligibility concerns.

We did commit funds (\$1500) from the July 2012—June 2013 budget to 3 applicants who requested support for conferences to be attended in July and August of 2012—the next budget year. The new Allocation Committee will work with Judi Pietsch, from the Provost and Vice Chancellor’s Office, to complete the transfer of those supporting dollars after their TER’s are submitted.

Lastly, the Committee did complete the revision of the “Guidelines for Use of Academic Staff Professional Development Allocation Funds” which is currently available for viewing on the SOFAS website. The new document more accurately reflects how this Committee functions with the use of the GB Share Drive and makes further clarification as to Academic Staff eligibility for these funds. The revision came in response to the charge from the Academic Staff Committee to complete this task during the 2011-2012 Allocation Committee’s tenure.

The Allocation Committee members also want to acknowledge with appreciation, the assistance from the Human Resources Office, Cliff Abbott (Secretary of the Faculty and Academic Staff), Linda Parins (Chair of the Academic Staff Committee), Samantha Surowiec (Allocation Committee Liaison to the Academic Staff Committee), Judi Pietsch and Tim Sewall from the Provost and Vice Chancellor’s Office.

As Chair for the Academic Staff Professional Development Allocations Committee, it has been my pleasure to work with the enthusiastic and engaged members of this Committee including Nora Kanzenbach, Jamee Haslam, Debra Strelka and Jennifer Schwahn. The returning members will certainly add strength to the 2012-2013 Committee.

Respectfully submitted,

Gloria Meyer
Chair of the Academic Staff Professional Development Allocation Committee 2011-2012

Academic Staff Professional Development Allocation Committee – 2011-12 Annual Report

Academic Staff Legislative Committee Report

[This year the Academic Staff Legislative Committee met jointly with the Senate Legislative Affairs Committee and filed the following report.]

During the 2011-12 academic year, the Legislative Affairs Committee consisted of the following members:

- Marlys Brunsting, Senior Academic Librarian, 12-14
- Amy Nelson, Student Services Specialist, 12-14
- Russell Leary, Adviser, 11-13
- Courtney Sherman, Assistant Professor, AH, 11-13
- Toni Damkoehler, Associate Professor, AH, 11-13
- Adam Parrillo, Assistant Professor, SS, 11-13 (Chair)
- Student TBA (ex-officio non-voting)
- Dan Spielmann, Special Assistant to the Chancellor, Legislative Liaison (ex-officio non-voting)

Consistent with the responsibilities listed in the Bylaws, and in support of academic staff governance goals for 2011-12, the Legislative Affairs Committee accepted the following goals as part of this year's charge.

4. To monitor legislative and Board of Regents activities of concern to faculty and staff.
5. To advise and collaborate with Administration efforts to advance the interests of UW-Green Bay and its faculty and staff.
6. To report as appropriate to governance bodies and annually to the university through the SOFAS office.

During the year, the Legislative Affairs Committee met twice, once during each semester. The first meeting established the purpose, charge, and structure of the Committee as well as included the election of a Chair of the Committee, Adam Parrillo. Due to this Committee actually being the meeting of two independent Legislative Committees, the Staff and the Faculty, it was concluded that the Chair must be a faculty member since the previous joint Chair was a staff member.

The second meeting in February reviewed a list of agenda items. First, the University Committee proposed that the Staff and Faculty Legislative Affairs Committees be combined into a Joint Committee. Since the Committee already functioned jointly, a unanimous resolution in the affirmative was forwarded to the Faculty Senate by way of Chair Adam Parrillo. Next, the Committee reviewed actionable items such as the new voter ID law as it pertained to UWGB students, the governor's recall election, and the Board of Regents meeting. None of these items were acted upon; though the Chair made an inquiry, which was not answered, to Student Governance concerning possible activities for the recall election. Finally, Dan Spielmann reviewed ongoing budgetary and political issues concerning the Chancellor.

Submitted by Adam Parrillo
Chair of Legislative Committee

Academic Staff Professional Development Programming Committee

Committee Members:

Kimberly Vlies (Chair), Kimberly Desotell (Secretary), Lynn Rotter (Treasurer), Joe Hardenbrook

Academic Staff liaison: Kelly Kramp, Conference planning liaison: Chrisanna Colletta

Ongoing Activities

- Monthly committee meetings, increased to weekly in preparation for May 24 conference
- Maintain and utilize Academic Staff Blog - <http://blog.uwgb.edu/as/>
- GB Share utilized to share agendas, minutes, budget, contact list and survey data
- Budget \$5,711; estimated ending balance for 2011-2012 is \$781.08

Fall 2011 Activities

- September – Survey of Academic Staff (85 completed)
- Nov. 15 – Breaking Down the Wall of Facebook Events, Tech Talk
- Dec. 13 – How bloggers roll... Blogging Tech Talk

Spring 2012 Activities

- Jan 20 – High Impact Practices: Fostering Success for all Students
- Feb 15 – ‘Freedom Riders’ Documentary and Discussion
- Feb. 21 – I Didn’t Know You Had That! What’s New in Cofrin Library, Tech Talk
- March 7 – Twitter Tech Talk
- March 8 – Dr. Anne Fausto-Sterling
- April 19 – Veterans Event – ‘You Served – We care!’
- May 24 – “Just for the HEALTH of it!” Conference (60 registered, 48 StrengthsQuest Codes, 40 people stopped at the registration table)

Respectively submitted by Kimberly Vlies, Chair

Academic Staff Professional Programming Committee – 2011-12 Annual Report

Leadership & Involvement Committee

The academic staff Leadership and Involvement Committee focused on two areas this academic year: refining the academic staff mentoring program that was revised last year (see below) and facilitating the committee elections and appointments for the 2012-2013 school year. The election and interest survey followed the same format as last year.

In addition to identifying numerous academic staff members for committee work as requests were forwarded from the Academic Staff Committee the LIC also identified academic staff members for both the Search and Screen for the Associate Provost for Academic Affairs & Director of Graduate Studies and the newly created Committee on Workload and Compensation.

Leadership and Involvement Committee welcome program for new academic staff: To replace the underutilized academic staff mentor program the Leadership and Involvement Committee (LIC) will implement a welcome program for newly hired academic staff. The welcome program will consist of a welcome email to each new academic staff member and email contact from the LIC throughout the staff member's first year of employment. These are the specific details: One LIC member will be appointed as the liaison to HR, responsibilities include: receiving new academic staff employee names from HR, sending initial welcome email to new academic staff and maintaining the yearly list of newly hired academic staff for additional emails to be sent from the LIC.

Committee will send informational emails throughout the year to the new academic staff members. Emails can include information about upcoming events, important happenings on campus, governance or leadership opportunities, or community events that would be important to UWGB staff. Emails should include the names and contact information of all current members of the LIC.

The 2011-2012 committee members were:

Amy Nelson
Tori Nelson
Rosa Retrum
Steve Zywicki
Renee Ettinger- Chair

Leadership & Involvement Committee – 2011-12 Annual Report

COMMITTEE APPOINTED BY THE VICE CHANCELLOR FOR BUSINESS AND FINANCE

Health and Safety Committee

The committee met October 20, 2011 and April 25, 2012. Committee members include; Tammy Olp Classified Staff, Brock Neverman Technical Director Academic Staff, Michael Ingraham Associate Professor Academic Staff, Riley Peterson Student, Jeremy Cleven Head Athletic Trainer Academic Staff, Jason Willard Classified Staff, Christine Vandenhouten Assistant Professor Faculty, Jeff Huebner Student, Jill Fermanich University Safety Manager, Amy Henniges Director of Health Service, Paul Pinkston Director of Facilities Management, Sheryl Van Gruensven Director, Human Resources and Affirmative Action, Tomas Kujawa Director of Public Safety/Chair, Sharon Dimmer Campus Risk Manager. Others in attendance included: Siobhan Meyers and Scott Schroeder meeting minutes, Joe Rozum Emergency Management Coordinator, Jolene Truckenbrod Human Resources Assistant, Jeff Entwistle Professor Arts and Visual Design.

Purpose: The University of Wisconsin-Green Bay Health & Safety Committee is established to advise the Vice Chancellor for Business and Finance on issues relating to the health, safety, and wellness of the university community.

Activity Highlights:

- Fire Drill September 12, 2011.
- Chancellors Security Walk November 21, 2011. Outdoor lighting issues discussed and demonstration of newly obtained night vision and thermal imagery equipment in Public Safety.
- New Concealed Carry campus wide signage, policy and develop campus community response.
- COOP tabletop November 17, 2011.
- Issues Identified and resolved with the GB Alert system.
- Developed/approved campus defibrillator policy, reviewed campus for additional defibrillator needs -purchasing six more defibrillators based on need study.
- Tornado Drill April 19, 2012.
- E-Cigarettes found to be in violation of University No Smoking Policy.
- Some members attended FEMA training during April of 2012.

Activity to be considered by the committee for 2012-2013

- GB Alert membership issues discussed and committee resolution to present opt out procedure for consideration to increase participation.
- Discussion on moving additional doors to an electronic system for greater security, more efficient monitoring and emergency response capabilities.
- Self-awareness and self-defense training for students, staff and faculty. Public Safety currently has certified instructor(s) on the subject.

Identified a need for CPR instructors on campus.

Health and Safety Committee – 2011-12 Annual Report

JOINT GOVERNANCE COMMITTEES

Committee on Workload and Compensation

Committee Members:

Angela Bauer

David Dolan

Debbie Furlong (ex officio)

Andrew Kersten (chair)

Eileen Kolb

Emily Rogers

Meir Russ

Samantha Surowiec

Grant Winslow

In the fall semester of 2011, the University Committee proposed and the Faculty Senate created a joint faculty and staff Committee on Workload and Compensation (CWC). Its tasks are: 1) to identify the various existing and potential components of workload and forms of compensation for faculty and academic staff; 2) to identify areas of concern and stress among said personnel relating to workload and compensation; and 3) to formulate options for remedying perceived workload and compensation shortcoming, dysfunctional procedures, or inequities on this campus.

The CWC was organized in November 2011 and met several times during that fall semester to carry out its charge. To that end, the committee divided itself into three work groups to focus on: compensation; employee costs; and work and life balance. Over the course of the fall semester and the spring semester, the committee members discussed these issues in depth.

Compensation

As a campus, we know with some degree of certainty the situation in regards to faculty salaries. During the 2010-2011 academic year, the campus participated in the National Faculty Survey, as it has since 2004. From faculty members' point of view, things are bad and have been getting worse. In 2004-2005, a little more than 30% of UW-Green Bay faculty members reported being satisfied with their salary. In 2007-2008, at the next survey, that percentage had dropped to just above 20%. In the 2010-2011 survey, just about 10% of faculty members reported that they were satisfied with their salary. Indeed, UW-Green Bay faculty salaries have lagged behind. Using College and University Professional Association for Human Resources (CUPA) data, UW-Green Bay trails its regional competitors by a range of 6% to 20%. The salary differential at the associate and especially full ranks is larger than at the assistant level.

Less is known about the salaries for academic staff and how they compare to other universities in the UW System and in the region. Although job titles are relatively consistent throughout the UW System, the actual work that any individual employee does may differ significantly from campus to campus.

Given the lack of data as well as a lack of an analytical framework for understanding the problems relating to compensation, the CWC supports the idea of developing a university-wide

consensus about what comparison groups and processes UW-Green Bay should utilize to benchmark salaries, to develop a protocol for regularly analyzing differences between actual and benchmarked salaries, and to establish a consensus around approaches for addressing those gaps.

That said, we do know some things about academic staff relative to faculty. In the 2011 Campus Climate Survey, 59% academic staff members reported they disagreed or strongly disagreed with the statement that “I feel that my compensation is equitable to my peers with similar level of experience.” Sixty-one percent of faculty members disagreed or strongly disagreed with that statement.

Employee Costs

The CWC sub-committee on employee costs looked at the array of expenses incurred by employees by virtue of working at UW-Green Bay. We first looked at the expenses on our pay stub reports. There were a variety of expenses from electing to take the health insurance program to parking fees. These have been increases over the years. Many employees reported using personal income to cover work-related expenses not funded by departments. Faculty members spoke of expenses for day-to-day supplies for their offices and supplies for TAs and Graduate Assistants. Several talked of out of pocket expenses for travel and research to maintain their positions here. Academic Staff spoke of spending their own dollars for professional development and educational expenses grow in their careers. Several employees spoke of needing particular clothing and appliances based on their work-spaces being either too hot or too cold to perform their jobs. Several employees spoke of not just monetary costs to work at UW-Green Bay but emotional costs.

Workload

The CWC had several discussions about workload, but it did not reach any conclusions. Simply, we currently do not have a model to analyze the situation. Further, there is little data available about the nature of work and the kinds of workloads on this campus. What we do have are several general impressions, some of which are supported by the HERI Survey and various reports and processes such as the Outside Activities Report and teaching overload permission forms. There is a general perception among faculty members and academic staff that workloads have increased over the last several years. Both have the sense that they are working with more students in classes and offices that provide services. Some of this perception of higher workloads relates to budget cuts and a sense that the list of duties on job descriptions has been growing. Likewise, budgetary conditions have compelled some faculty members and academic staff members to seek additional sources of revenue. What exactly is the nature of this additional employment and related income is unknown. Committee members suspected that the workload issue is partly related to compensation and benefits.

Moving Forward

As a campus, we may want to follow up with the work of the CWC by initiating a comprehensive review of these issues that would provide a baseline for action. It is the recommendation of the CWC that the campus consider hiring an outside consulting firm. This

recommendation was supported by the University Committee and the Faculty Senate during the Spring 2012 semester. This campus needs regular and systematic measures to understand employment on this campus relative to the state and region. We do have some comparative data on employees. The 2011 Campus Climate Survey had several other questions about perceptions of work. Academic staff members reported that they were more satisfied than faculty members with their jobs. Both groups were similarly satisfied with how their careers have progressed and were similarly satisfied about asking questions regarding performance expectations. There were significant differences on a range of questions. Academic staff felt less support from decision makers and colleagues about career advancement; and faculty members, more than academic staff members, had trouble balancing personal and professional life. Finally, 73% of all faculty members and 68% of all academic staff has seriously considered leaving UW-Green Bay. Nonetheless, this information neither provides enough details to tackle these questions in a comprehensive way nor do they fully illuminate the concerns that many employees harbor. The Committee on Workload and Compensation ended the semester with a discussion about the goals for the following year. We urge the next committee to continue to work with the administration and any consultant to help create a more equitable system of compensation and a healthier workload. Given that the UW System is examining its entire benefit system, we urge the next CWC to press for such benefits as tuition remission for state employees and their dependents, a reduction in parking fees, and the creation of a daycare on or close to campus.

Committee on Workload and Compensation – 2011-12 Annual Report