

**University Committee Draft Minutes**  
**Sep. 8, 2021**  
**3:00-5:00 p.m.: TEAMS**

Members present; Kim Mezger, Joan Groessl, Heidi Sherman, Patricia Terry, Devin Bickner, Susan Machuca, Jon Shelton, Aaron Weinschenk, Virginia Englebert, Steve Meyer, Dan Kallgren

- Meeting called to order at 3:05 PM
- Approval of minutes for Sep. 1
  - Moved – Patricia Terry, second- Aaron Weinschenk, passed unanimously
- Nicole Schneider faculty status approval
  - Discussion lead by Joan Groessl regarding the candidate's credentials and the programs request for faculty status.
  - Moved – Joan Groessl, second Patricia Terry, passes unanimously

**Canvas policies (Scott Berg, Caroline Boswell, Kris Vespia)**

- Caroline introduced the proposed policies, discussing the reason for drafting these policies and, attributing their creation mainly to Scott Berg.
- Scott proceeded to go through the draft of the policies, discussing each section in turn.
- Question from Aaron – Has it been the case that deans have asked for and been granted Canvas access because the deans want access to course content?
  - Scott – No, the Canvas administrator would ask the instructor, and it was pointed out that a request like that would violate UW system policy.
  - There have been situations where access has been asked for due to instructors not being able to teach their course for a variety of reasons, or student complaints to deans.
  - The policy takes those situations into consideration and lays out a transparent process to follow.
- Question from Heidi – up to this point, most of the people who can see Canvas sites have been students and instructors and those that the instructor gives access to, along with Canvas administrators? Yes, is the response from Scott.
  - Are there many requests? Scott – no. In the past, CATL suggests the person asking for access request from the instructor.
- Caroline – There was a situation where a program chair asked for access to all ad hoc faculty pages, and that was denied.
  - A published policy would also make clear that requests like that are out of bounds.
- Kris – CATL would also advertise the existence of these policies were they to be adopted, along with some education to instructors regarding the correct way to add people to Canvas courses to stay in compliance with FIRPA requirements.
- Scott – Soliciting feedback on if the policy needs more clarity regarding when it is appropriate for outside individuals to ask for access to a Canvas course.
  - Suggestion for mid-semester access in the situation when a continuation of instruction is needed due to the inability of the instructor to continue.

- Scott discussed the ways and reasons why or why not faculty could combine Canvas courses.
- Next steps – take it to Faculty Senate and get an opportunity to comment.
- Heidi suggests placing it on the next Senate agenda if there is space.

### **Review of administrators (Aaron Weinschenk)**

- Aaron gave some background to the history of this evolving policy, going back at least 10 years, and discussed broadly the draft he came up with.
- Jon – thanks Aaron for putting this into writing as there have been discussions around this for quite some time. Points out that around the UW system we are behind the time for not having a process like this in place and points out that down the road if needed we can make the process more stringent. He cannot imagine that the Committee of Six (Co6) would not want to be the body responsible for leading these reviews. He proposes we bring this to the Provost and Chancellor for feedback.
- Heidi – do we want this in place before the new provost starts?
- Joan points out that the Co6 might want to be brought into the loop before this is presented.
- Patricia suggests that we wait until the Co6 elects a new member and chair which should happen in the next week or so.
- If the Co6 is not interested Jon thought there would be other groups that would logically be involved, but Devin points out that the Co6 role is more to collect the information and pass it along to the chancellor.
- Jon suggests that we invite the provost and/or chancellor to an upcoming UC meeting to present it to them for feedback.
- Aaron points out that virtually every university does some version of this, and it's a surprise that we don't.
- Devin points out that even if the provost and chancellor are hesitant, we should move forward anyway.
- Devin asked Steve Meyer why this failed in years past; Steve indicated that many administrators were leaving at the same time, so it seemed inopportune, this was around 2006-2008.
- Heidi – do we send it along to the chancellor and provost and ask for feedback? Aaron, yes.
- Steve Meyer made some suggestions for other administrators to include, such as the Dean of Students, and points out that University and Academic Staff should have a say in who gets reviewed as well.
- Jon points out that it's not fair to ask the Co6 to review many administrators beyond those directly connected to academics.
- Virginia, is there a way to get a parallel process rolled out for the staff side of the university? She does have an agenda item bring something like this to the Academic Staff. There really isn't a group like the Co6 on the Academic and University staff that is immune from negative feedback.

- Heidi asks Virginia and Susan to bring the idea of review of administrators to their respective groups as well to start the process of perhaps developing their policies.
- Aaron suggests that Susan and Virginia use his draft as a starting place for their discussions.

### **Proposed resolution affirming the autonomy of CATL**

Resolution to honor the contribution of Caroline Boswell and affirm the importance of the Center for the Advancement of Teaching and Learning

Whereas: The Faculty Senate both honors and affirms the leadership of Prof. Caroline Boswell, and

Whereas: Her commitment to pedagogical excellence and support of UW-Green Bay's student-centered approach to learning transformed the Center for the Advancement of Teaching and Learning into one of the foremost centers in the UW-System, and

Whereas: In March 2020, Covid-19 prompted the entire university to pivot to virtual instruction in one week, and

Whereas: The CATL staff under Prof. Boswell's leadership was instrumental in facilitating this transition, and

Whereas: The CATL team has been recognized with a Founder's Award,

Therefore, the Faculty Senate wishes to affirm its deep appreciation for Prof. Boswell's work as she departs for another institution, and

Be it further resolved that during this period of transition for CATL, the Senate fully supports the independence of CATL as a free-standing academic center with a concerted focus on pedagogy and teaching excellent.

### **Faculty senate agenda**

- Steve Meyer presents the draft agenda, discussion ensued regarding who would present which parts at the Senate meeting.
- Joan brings up the edited draft of the Student Evaluation of Teaching Effectiveness Plan and wanted input on how this should be presented given feedback comments by Jessica Van Slooten. Suggested name change to Evaluating Teaching Effectiveness: Student Ratings of Instruction Plan.
- Steve brings up adding the new Canvas policy, and who and how will it be presented.

Meeting adjourned by consensus at 4:55 pm

Respectfully submitted, Dan Kallgren