MINUTES OF THE ACADEMIC STAFF GENERAL ASSEMBLY

November 17, 2011
Christie Theatre

Presiding officer: Linda Parins, Chair, Academic Staff Committee
Parliamentarian and Recorder, Cliff Abbott, Secretary of the Faculty and Academic Staff

Present: 27 academic staff members

1. Call to order. Linda Parins call the meeting to order at 3:02 p.m.

2. Introduction of 2011-2012 Academic Staff Committee. The Chair introduced the members in alphabetical order and invited all academic staff to send their complaints, suggestions, and ideas to the ASC.

3. Committee on Workload and Compensation. Professor Andrew Kersten reviewed the origins, charge, membership, and first meeting of this joint committee. Its goal is to produce a report in the spring semester identifying issues and possible responses to workload and compensation issues. He noted that the committee has excellent support from the Provost and Chancellor. When asked if the committee will be looking at how participation in governance might be a stressor (note the low attendance at this meeting), Kersten agreed that it should.

4. Higher Learning Commission - Quality Improvement Initiative Process. Associate Provost Tim Sewall made this presentation (handout attached - page 4) by describing changes in the accreditation process for the university. It will consist of two parts. One is an assurance part, handled with a web-based tool the university will be contributing to over the coming years with the evidence that we are meeting the criteria for accreditation. The second part is a demonstration that the university can undertake an improvement project. This involves selecting some university-wide issue and completing the improvement project by the time of the accreditation review in 2017. Division heads have been asked to submit short proposals for the issue by December 9, 2011. Risk-taking is encouraged. Accreditation will not be withheld just because the project is not successful. HLC's interest is in the university's ability to undertake an institution-wide improvement project. One staff member suggested that current initiatives in marketing the university and changing personnel systems might be combined as a possible issue.

5. Provost's Report. Admitting that the past year had been a bit crazy, Provost Julia Wallace listed off a number of changes:

- enrollment - Changing demographics, competition, and funding models all mean that recruitment must be more proactive and we are now using a constituent resource

management (CRM) tool to accomplish that. Some improvements in outside spaces are planned to counteract the common perception of visitors that this is not a campus where anyone has any fun if all the students are below ground in tunnels.

- marketing - Branding and marketing are also becoming more important. Development funds, rather than 102 funds, are being used for consultants to help with this.

- social media - The university has been investing in social media to pick up on student interests and concerns.

- retention - Faculty and academic staff have been collaborating on first year experiences for students aimed at improving retention.

- technology - The campus now is nearly all wireless and we are studying ways to use mobile devices in classes and in student life.

- reorganizations - The Center for the Advancement of Teaching and Learning (CATL), the Learning Technology Center (LTC), and distance education people are now clustering in the IS building to facilitate their collaborative efforts. The administration of graduate studies has been split off from the College of Professional Studies and will be housed in the Provost's Office. This is to make graduate programs more visible, increase their number, and better use the resources to support them. A search is under way for a new Associate Provost (replacement for Tim Sewall) who will assume these new responsibilities along with oversight of academic programs. Mike Marinetti has already taken a position to handle academic administrative issues that had been part of Tim's responsibilities.

- strategic planning - This effort continues. A draft version of goals and objectives has been prepared and action items are being developed

- results - We have had three straight years of record graduations and the new January on-line program is successful and increasing as are our collaborative efforts with several technical colleges.

6. Committee Reports.

- Professional Development Allocations Committee (Samantha Surowiec, ASC liaison) Gloria Meyer, Chair, gave the report (attached - page 6).

- Professional Development Programming Committee (Kelly Kramp, ASC liaison) Kimberly Desotell gave the report the Chair, Kimberly Vlies had prepared (attached - page 8).

- Legislative Committee. [report not available at this time]

- Leadership- and Involvement Committee (Mary Simonsen, ASC liaison) Renee Ettinger, Chair, gave the report (attached - page 9).

- Personnel Committee (David Kieper, ASC liaison) Mary Simonsen, Chair, gave the report (attached - page 10). This report generated some discussion on possible revisions to its charge, which may be outdated. This is largely a reserve committee (used when it receives specific issues) but it has developed a good working relationship with the Human Resources Office and perhaps an ex officio member from HR should be included.

7. Proposal to Amend Bylaws. Linda Parins mentioned one small change in the wording before Kimberly Desotell moved its adoption with a second by Dave Kieper. Linda explained that the current bylaw might make participation in the ASC as officers more intimidating than it needs to be. There were several comments about consistency in the wording and after some rewording all seemed happy with, the motion (attached - page 11) passed without dissent.

8. Academic Staff Committee Chair's Report. Chair Parins listed off some of the major activities of the ASC for the past semester: the Joint Committee on Workload and Compensation; proposals for additional joint committees; sponsoring surveys and forums on revisions to the personnel system; a resolution on the concealed carry law; nominating individuals for administrative searches. She concluded with an invitation for all to attend the January conference. There was a brief discussion clarifying the nature of joint committees. Another Assembly meeting is planned for the spring semester.

9. Adjournment. The meeting adjourned at 4:20 p.m.

Higher Learning Commission
Quality Improvement Initiative Process

The Higher Learning Commission's Open Pathway model proposes to separate the continued accreditation process into two components: the Assurance Process and the Improvement Process. The Improvement Process is designed to allow UW-Green Bay to be free to focus genuinely on institutional innovation and improvement. The Quality Initiative is something that we will undertake for **"substantial institutional improvement"**. We have the option of beginning the process with a Commission-facilitated forum or a paper review of our institution's Quality Initiative proposal. The Improvement Process will culminate in peer review at a distance of our Quality Initiative Report.

Process and Timeline

Submit one-page proposals to Associate Provost	December 9, 2011
Administrative Council selects 3-4 proposals	December 14, 2011
Discuss selected proposals with governance groups	January 20, 2012
Proposals and feedback reviewed by Admin Council	January 30, 2012
Select Quality Initiative for HLC (Cabinet)	February 15, 2012
Develop Quality Initiative Proposal	April 30, 2012
Submit Proposal to HLC for Review and Approval	June 1, 2012
Receive Permission from HLC to Proceed	September 1, 2012
Complete Initiative	September 1, 2016

Quality Initiative Selection Process

- Members of Administrative Council prepare 3 to 4, one-page concept papers describing a quality initiative proposal.
- These one-page descriptions are distributed and discussed with governance and other groups (to be determined) and feedback is gathered on each proposal. Groups and individuals are also encouraged to submit their own proposals.
- All proposals along with the feedback gathered are reviewed by the Administrative Council and its recommendations are forwarded to the Chancellor's Cabinet.
- Chancellor's Cabinet decides which proposal should constitute our Institution's Quality Initiative for the upcoming reaccreditation cycle.
- Cabinet should make every effort to coordinate the selection of the Proposal with the goals and objectives of the Strategic Plan.

Examples of Quality Initiatives

- Focus initiative on sustainability in operations and throughout the curricula

- Join a group of peer institutions to develop a benchmarking process for broad institutional self-evaluation
- Undertake a multi-year process to create systemic, comprehensive assessment and improvement of student learning
- Join with one or more WTCS institutions to create a growth program based on dual admission, joint recruitment and coordinated curriculum and student support

Development of the Quality Initiative Proposal

- Small group is assigned the responsibility of developing the actual Quality Initiative Proposal. (HLC staff can provide advice in the development of the proposal.)
- Submit the Quality Initiative Proposal for review and approval by HLC peer reviewers or through participation in a Commission Quality Initiative Forum.
- The proposal will be judged on: (1) sufficiency of scope and significance; (2) clarity of outcomes; (3) evidence of commitment and capacity; and (4) a realistic timeline.

Review of the Quality Initiative Report and Review

At the end of the Initiative, but no later than June 30, 2016, a Quality Initiative Report, in the framework outlined in the approved proposal will be prepared. A team of two or three peer reviewers will evaluate the Quality Initiative Report, at a distance, and prepare a review that addresses the good faith of the institution's effort including:

- the seriousness of the undertaking,
- the significance of scope and impact of the work,
- the genuineness of commitment to and sustained engagement in the initiative,
- and the adequacy of resources devoted to the initiative.

The team may also offer advice, observations, and critique of the Quality Initiative Report and send its preliminary review to the Commission staff. The Commission staff will discuss the review with the team as needed and send it to the institution for correction of errors of fact. The team will then prepare its final review and recommendations. These recommendations are with regard to the Quality Initiative; for continued accreditation, they will be joined with the recommendations from the Assurance Review.

The consequences in the Improvement Process may include a repetition of the Quality Initiative (on the same or a newly-proposed topic); the Improvement Process cannot result in monitoring or a sanction, to occur within a period determined by the Open Pathway Timeline and the particular characteristics of the Initiative itself. A Quality Initiative may be designed to begin and be achieved by the end of the time period, or the Quality Initiative may be a continuation of an initiative already in progress or achieve a key milestone in the work of a longer initiative.

ACADEMIC STAFF PROFESSIONAL DEVELOPMENT ALLOCATION COMMITTEE REPORT

NOVEMBER 17, 2011

The Academic Staff Professional Development Allocation Committee met for the first time on August 1, 2011. Committee members included the following:

Gloria Meyer (Returning member) --- (Counseling and Health Center) who agreed to become Chair/ Secretary of the committee for 2011-2012.

Nora Kanzenbach (Returning member) ---(Advising Office) who agreed to become the Treasurer of the Committee for 2011-2012.

Debra Strelka (New member) --- (Cofrin Library) who agreed to become Coordinator of the Committee for 2011-2012.

Jennifer Schwahn (New member) (Nursing-Advising) who agreed to be primary in Marketing and Advertising of Allocation Funding availability.

Jamee Haslam (New member) --- (Advising) who agreed to assist with Marketing and Advertising of Funds.

Minutes of the first meeting are available for review. We learned that our budget for Professional Development Allocation Funds at that time was $11,400 which was the same amount as the previous year.

Committee members agreed to review applications for funding in the same efficient way that the Committee used last year. Coordinator Debra Strelka posted the applications along with supervisor's supporting letters and conference brochures on the GB Share Drive. Debra emailed each Committee member announcing that a funding application had been received.

Each Committee member did their best to review applications in a timely way and decide if approval was granted for the request.

 All 11 applications were approved thus far in 2011 equaling a total expenditure of $3,711.25. Applications gaining approval were awarded to Academic Staff in the following areas:

1) Outreach and Adult Education
2) Law and Justice Studies
3) Counseling and Health Center
4) Disability Services
5) Student Services
6) Cofrin Library

7) Learning Technology Center.

Each Academic Staff member whose application had been approved received notification electronically by Chair Gloria Meyer. Included in the email was an outline of how the expense report for the conference was to be submitted along with an invitation to share information learned with their co-workers and to work with Academic Staff Professional Development Programming Committee to present information campus wide if desired.

Advertisement of the availability of Allocation funds for 2011-2012 did appear in the LOG and campus wide email. These announcements will be repeated in the coming months.

We will continue to encourage individual Academic Staff to look for worthwhile educational opportunities and apply for funding through June 30, 2012. **There is a balance in the Committee budget at this time of $7,688.75**

Information about each funding request (including conference topics) is available upon request.

The Academic Professional Development Allocation Committee members received our charge for the year from Samantha Surowiec, our liaison to the Academic Staff Committee. Included in that charge will be some revision of the language in the "Guidelines for the Use of Professional Development Funds" to clarify eligibility of applicants and to more accurately describe the electronic application review process that the Allocation Committee is currently using. We will be working on these revisions during the winter break (January 2012) and will submit our ideas for guideline changes to our liaison and the Academic Staff Committee as a whole.

Respectfully submitted by Gloria Meyer --Chair

Academic Staff Programming Committee
Committee Report
2011-2012

Committee Members:
Kimberly Vlies (Chair), Kimberly Desotell (Secretary), Jennifer Hendryx, Jennifer Degerner & Lynn Rotter (Treasurer)

Ongoing Activities
- Monthly committee meetings
- Maintain and utilize Academic Staff Blog - http://blog.uwgb.edu/as/
- GB Share utilized to share agendas, minutes, budget, contact list and survey data
- Starting Balance $5,711

Activities for Fall 2011
- Conduct Academic Staff Programming Survey (Sept 2011)
- Techo Tuesdays/Tech Talk
  November – Facebook Events
  December- Blogging with Word Press

Activities for Spring 2012
- January 20, 2012- Joint sponsorship/planning of Academic Staff Annual Conference and Common Theme Conference
  1. Academic Staff Committee will have a member liaison to serve on the Common Theme Conference planning committee
  2. High impact practices for staff and faculty will serve as the focus of the conference

- Other Spring activities in discussion
  1. February- Library Technology
  2. February 15- Co Sponsoring Black History Speaker- Hank Thomas
  3. March- TBD Social Media/Twitter
  4. April: Health/Wellness/Fitness Topic or session to be held at the Kress Event Center
  5. April: Christina Trombley - Budget/personal finance/marketing, or leadership with Small Business Development Center
  6. TBD: Funding for MAX U Speaker

Respectively submitted by Kimberly Vlies, Chair

Academic Staff Leadership and Involvement Committee: Mid-year update to be delivered at the academic staff assembly on November 17th 2011:

The academic staff Leadership and Involvement Committee will focus on two areas this academic year: refining the academic staff mentoring program that was revised last year and facilitating the committee elections and appointments for the 2012-2013 school year. The committee will meet early next month to further discuss the mentor program, so far this year we have welcomed 3 new academic staff members. Next semester we will focus on soliciting interest for next year's committees and finalizing recommendations for the Academic Staff Committee.

An ongoing responsibility of the committee is to identify interested academic staff members for committee work as requests are forwarded from the Academic Staff Committee. So far this semester we have 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.

The committee members are:

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

Respectfully submitted by Renee Ettinger 11/11/11

Personnel Committee

November 17, 2011

Membership on this committee includes:

      Eric Craver, Outreach & Adult Access

      Renee Ettinger, Cofrin Library

      Debbie Furlong, Institutional Research

      Eileen Kolb, Registrar

      Mary Simonsen, Academic Advising (Chairperson)

      *Dave Kieper, Committee Liaison from the Academic Staff Committee

The Personnel Committee has met twice during the fall 2011 semester.

- We defined the committee's role in the process of collecting information from the staff about concerns relating to the development of a new Personnel System.
  - Our role will be to review what comes in on the survey that the Academic Staff Committee has implemented to insure that concerns are understood and addressed in the future as the structure and content of the new System emerges.
- We sent ASPRO, a summarized list of concerns that staff raised during the recent campus sessions with Jason Beier from the UW-System.

Consistent with the responsibilities listed in the Bylaws, and in support of academic staff governance additional goals for 2011-12 include:

- 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.

Respectfully submitted by Mary Simonsen, Chair

Proposal to Amend Academic Staff By-laws
by deleting struck-through sections and adding boldface sections

Article III - Academic Staff Committee

E. Organization

1) The Presiding Officer of the Committee shall be called the Chair.

2) The Chair of the Committee shall **generally** be in the ~~second~~ **third** year of his/her three-year term and shall have served as the Vice Chair during his/her ~~first~~ **second** year on the Committee. The term of the Chair shall be one year coinciding with the university's fiscal year. In the event of a vacancy in the Chair position, the Vice Chair shall assume the Chair position for the remainder of the term of the Chair. ~~If the Vice Chair resigns his/her position after the first year on the Committee, a new Chair will be elected by the members of the Committee at the first meeting after the vacancy occurs.~~

3) Duties of the Chair include:

a) Preparing the agenda for the Committee meetings in consultation with Committee members. 56

b) Coordinating the formation and operation of all Academic Staff committees and assuring that all matters are brought before the appropriate Academic Staff committees.

c) Reporting to the Committee the disposition of each matter.

d) Appointing a parliamentarian, if needed.

e) Reporting the results of all Academic Staff elections and distributing the lists of nominees for appointed committees for approval by the Committee.

f) Serving as the presiding officer at all meetings of the full Academic Staff.

g) **In the spring/summer nearing the end of his/her term, providing transition for the current vice chair by including him/her in meetings that the Chair attends on behalf of the Academic Staff Committee.**

4) The Vice Chair of the Committee shall be elected from the members of the Committee at the first Committee meeting of the university's fiscal year. The individual elected **as** the Vice Chair shall **generally** be in the ~~first~~ **second** year of his/her three-year term. The Vice Chair shall be the presiding officer in the absence of the Chair. If there is a vacancy in the Vice Chair position, a new Vice Chair will be elected by the members of the Committee at the first meeting after the vacancy occurs.

5) The Secretary ~~of the Committee shall be appointed by the newly-elected Academic Staff Committee Chair, and approved by the Academic Staff Committee, at the first meeting of the fiscal year. He or she shall be able to succeed himself/herself.~~ **role of the Committee shall be shared equally among the**

members of the Academic Staff Committee who are not in the Chair position. The Secretary shall take minutes at the Committee meetings and oversee their distribution. ~~If there is a vacancy in the Secretary position, a new Secretary will be appointed by the Academic Staff Committee Chair at the first meeting after the vacancy occurs.~~

6) The Committee shall determine its own organization in further respects, and shall if deemed necessary, create committees whose membership need not be limited to Committee members, and adopt procedural rules for the conduct of its business.

Passed by General Academic Assembly
November 17, 2011

Approved by the Academic Staff Commitee
December 15, 2011