

## **AGENDA**

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

Wednesday, September 16, 2009

**University Union 103**, 3:00 p.m.

Presiding Officer: Laura Riddle, Speaker

Parliamentarian: Clifford F. Abbott

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

#### **2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 8, May 6, 2009 [page 2]**

#### **3. CHANCELLOR'S REPORT [See page 5]**

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

- a. Election of 2009-10 Senate Deputy Speaker
- b. Memorial Resolution for Professor Jerry Dell, presented by Carol Emmons [page 6]
- c. Course Waitlist Proposal, presented by Brian Sutton [page 8]
- d. Ombudsperson Resolution, presented by Laura Riddle [page 9]
- e. Honors Program, discussion item presented by Brian Sutton
- f. Requests for future business

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

#### **6. 2008-09 UNIVERSITY COMMITTEE ANNUAL REPORT [page 10]** Presented by Steven Meyer, 2008-09 University Chair

#### **7. UNIVERSITY COMMITTEE REPORT** Presented by Brian Sutton, Chair

#### **8. ADJOURNMENT**

## MINUTES 2008-2009

### UW-GREEN BAY FACULTY SENATE MEETING NO. 8

Wednesday, May 6, 2009

Phoenix Room C, University Union

Presiding Officer: Illene Noppe, Speaker of the Senate

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

PRESENT: Lucy Arendt (BUA), Scott Ashmann (EDU), Andrew Austin (SCD), Peter Breznay (ICS); Kathleen Burns (HUD), Matthew Dornbush (NAS), Susan Gallagher-Lepak (NUR), Catherine Henze (HUS), Curt Heuer (AVD), Steve Kimball (EDU), William Laatsch (interim Provost, *ex officio*), James Loebel (BUA), John Lyon (NAS), Kaoime Malloy (AVD alternate), Daniel Meinhardt (HUB), Steven Meyer (NAS-UC), Thomas Nesslein (URS), Illene Noppe (HUD-UC), Laura Riddle (AVD-UC), Ellen Rosewall (AVD), Jolanda Sallmann (SOCW), Heidi Sherman (HUS alternate), John Stoll (PEA), Brian Sutton (HUS-UC), Kristin Vespia (HUD alternate), David Voelker (HUS), Dean VonDras (HUD-UC), David Ward (Interim Chancellor, *ex officio*)

NOT PRESENT: Vladimir Kurenok (NAS), Tim Meyer (ICS), Uwe Pott (HUB), Meir Russ (BUA-UC)

REPRESENTATIVES: Katrina Hrivnak (Academic Staff)

GUESTS: Dean Scott Furlong, Associate Dean Donna Ritch, Senior Executive Assistant to the Chancellor Scott Hildebrand, Associate Provost Tim Sewall, Units Chairs Marilyn Sagrillo, Judy Martin, Regan Gurung, and Derryl Block, TAUWP representatives Warren Johnson and Patricia Terry, and Professor Jeff Entwistle

**1. Call to Order.** Speaker Noppe called the Senate to order at 3:05 p.m.

**2. Approval of Minutes of UW-Green Bay Faculty Senate Meeting No. 7, April 8, 2009.** On a motion by Senator Loebel (Senator Sutton second) the minutes were approved by a voice vote.

**3. Caucus on HLC Report.** Senators and guests were organized into five groups, spent 15 minutes in discussion, and reported out as follows:

Group 1 (Ashman, Entwistle, Gallagher-Lepak, Meinhardt, Vespia) reported concerns about workload, interdisciplinarity, and diversity and suggest training for chairs and an expansion of the research scholars program.

Group 2 (Arendt, Burns, Henze, Sagrillo, Stoll) stressed the need to identify resources and suggested research into differential tuition, external grant support, differential fees for on-line courses, corporate sponsorships, and a look at class sizes coordinating with faculty appointments.

Group 3 (Dornbush, Hrivnak, Loebel, Noppe, S. Meyer, Rosewall, Sutton) urged help for grant writing and research assistants and noted the high service requirements for faculty (need for more reassignments) and the workload issue of one-on-one instruction.

Group 4 (Breznay, Martin, Riddle, Sallmann, Voelker, VonDras) urged the university (administration and faculty governance) to treat faculty with the same professionalism and support that faculty use with students. There was concern about workload, particularly the balancing of high expectations in several areas, and a suggestion that we research the variation, both individual and departmental, in workload. There was also

concern about recruitment/retention issues and diversity.

Group 5 (Austin, Block, Heuer, Kimball, Lyon, Malloy, Nesslein) noted the need for more resources and the difficulties of reducing either the curriculum (fewer courses may threaten quality) or enrollments (which may consume more resources just to manage). There was a suggestion to look at the Oshkosh model for handling workload (two tracks of expectations in teaching and scholarship) and a recognition that many solutions don't work across the board.

The Speaker then asked for general reactions and got several pleas to view other contexts (what's going on at other UW institutions, expectations nationally both for faculty workload and student preparation, as well as more local concerns within individual units). There were questions about who owns the problem and suggestions that these discussions influence strategic planning. One senator suggested that if workload is a problem, it is our own problem and senior faculty need to set expectations that are sustainable for successful careers. The Speaker then thanked the guests who had participated in the caucus. There was applause.

**4. Chancellor's Report.** Chancellor Ward began with expressions of thanks and appreciation. He then predicted the state would soon be announcing additional holes in the budget with as yet unknown consequences. He reported that the pandemic management efforts were in good shape in responding to the swine flu. He also reported the signing of a connections agreement with UW-Marquette that may facilitate the transfer of their graduates to UW-Green Bay. And he concluded by recognizing the work of the UC chair and the Speaker of the Senate with thanks and tokens of gratitude. There was applause.

#### **5. New Business.**

a. Election of Senate Speaker for 2009-2010. **Senator S. Meyer (Senator Rosewall second) nominated Senator Riddle and her election was approved by a voice vote.**

b. Resolution of Thanks. Senator Riddle read the resolution with oratorical flourish and on a **motion by Senator Malloy (Senator Stoll second) it was approved on a voice vote.** There was applause.

c. Resolution on Class Absence due to Military Service. The Speaker and the UC Chair presented this item as a way to protect students in the National Guard and Reserves who may have absences due to their service requirements. Existing policy already deals with those deployed for active duty. Senator Malloy (Senator Rosewall second) moved the resolution. The opening question in the discussion was whether these circumstances were already covered by existing rules somewhere (federal?). There were murmurs of "no" in response. Then questions of applying the intent of the resolution to courses of different lengths (e.g. short summer courses) provoked a **motion by Senator Sallmann (Senator Austin second) to amend the resolution by replacing "two (2) weeks" with "15% of a semester." This amendment passed (25-0-1).** The imaginations of senators were now stirred with additional problems with terms other than semesters. This led to a **motion by Senator Gallagher-Lepak (Senator Loebel second) to replace "a semester" with "required class contact hours" and this amendment passed on a voice vote.** Discussion on the main, now amended, resolution continued with additional problems in applying the proposed rules to other situations. The spirit of good intention was now running into the problems of regulating professional judgment and senators began to question whether the resolution would achieve the desired effect of protecting students. Several senators argued that legislating limits on penalties was not the appropriate way to guarantee fair treatment of students. **The resolution, as amended, failed (4-13-8).**

d. Resolution on Collective Bargaining. The Speaker presented the resolution as support for the right to bargain, which faculty and academic staff in Wisconsin currently do not have. Professors Warren Johnson and Patricia

Terry, representatives of TAUWP, were invited to expand on the issue which is currently under deliberation by the state legislature. There was a question about the second half of the resolution. This was interpreted to mean support for faculty and academic staff to determine bargaining units as opposed to the enabling legislation prescribing bargaining units. There was also a question about whom the resolution was aimed at and the response was legislators. There was some caution expressed about the need for more time to consult with constituents, but **Senator Sallmann moved (Senator Austin second) the resolution and the motion carried (25-0-1).**

e. Requests for new business. There were none.

## **6. Reports**

a. Interdisciplinary Task Force. Professor Entwistle reported on the work of this task force (members include Andrew Austin, Derryl Block, Steve Dutch, Rosemary Christensen, Zach Voelz, and Joshua VandenBush). The group met four times, sought information on definitions and models of interdisciplinarity, and shared examples. They are designing questions for interviews with programs and founding faculty and anticipate completing their work next spring.

b. Academic Affairs Council. The Speaker noted that the report attached to the agenda was available for all to view.

**7. Provost Report.** Provost Laatsch shared his appreciation for the people he has worked most closely with over the past year, told of the heart-warming reception earlier in the day at UW-Marquette, announced some planning for a reunion of the University's founding people to discuss interdisciplinarity and the environment, and urged the Senate not to let the discussion of the HLC report die. There was applause.

**8. University Committee Report.** UC Chair Meyer ticked off some items the UC has been and will be considering: traffic control (city intersections are the jurisdiction of the city); surcharges on course repeats (unclear whether jurisdiction here is local or System); collective bargaining; the residency requirement for All-University Honors; a decoupling of faculty rep and UC chair responsibilities (most faculty reps serve longer than our UC chairs typically do); and the lack of an ombudsperson. He then announced the election of Professor Sutton as the chair of next year's University Committee. There was applause.

**9. Adjournment.** Speaker Noppe thanked the senators for their work this year and the Senate adjourned at 4:45 p.m.

Respectfully submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

## MEMORANDUM

September 10, 2009

TO: Faculty Senate

FR: Thomas K. Harden, Chancellor

RE: Gift from Dr. David A. Cofrin

Few universities are fortunate to have friends the caliber of Dr. David A. Cofrin, who passed away recently in Gainesville, Fla., at the age of 85.

David Cofrin grew up in Green Bay but moved away before this city realized its dreams of having its own University of Wisconsin. Nevertheless, David and his wife, Mary Ann, embraced the University with an unparalleled record of philanthropy.

During my remarks at the annual Faculty/Staff Convocation, I paid tribute to Dr. Cofrin's memory and mentioned that in the days before his death, his representative had approached us about Dr. Cofrin's desire to provide yet another generous contribution to UW-Green Bay.

On August 26, I met with the University Committee to discuss details related to Dr. Cofrin's longstanding wishes to more fully honor his father, Fort Howard Paper Company founder Austin E. Cofrin. Given the nature of Dr. Cofrin's illness and the urgency of the moment, he would complete the transfer of \$5.5 million even before plans for its use could be formalized. Such is the family's trust and belief in this university. Upon hearing the proposal, University Committee members were supportive of Dr. Cofrin's gift that could provide new opportunities for excellence in academics. They unanimously supported moving forward, including implementing two ways to recognize Austin E. Cofrin.

A portion of the \$5.5 million, \$1.5 million, is to be directed to an existing named professorship, the Austin E. Cofrin Professorship in Management, in order to advance it to the status of a fully endowed chair, our University's second, joining the John P. Blair Endowed Chair in Communications.

The balance of the gift, about \$4 million, is a naming-rights contribution involving our Professional Program in Business, with the funds invested in a permanent endowment to benefit academic enhancements with the earnings to be used as we determine. Accordingly, I intend to request that our Business program be named the Austin E. Cofrin School of Business. The school, if approved, will remain a component of the College of Professional and Graduate Studies.

You will be hearing more in coming weeks as plans are developed to apply this gift to best meet the University's academic needs.

I look forward to meeting with the Faculty Senate to hear your advice and to elaborate on the gift.

**MEMORIAL RESOLUTION**  
**of the University of Wisconsin-Green Bay on the Death of**  
**PROFESSOR EMERITUS JERRY DELL**

Jerry Dell, Professor Emeritus of Communication and the Arts (Communication Processes/ Art), died on April 22, 2004. He is survived by his wife, Virginia Dell of Green Bay, recently retired from long service as an editor in UWGB's Office of Marketing and University Communication.

Professor Dell was born in Pittsfield, Illinois in 1937. He served in the US Air Force from 1955 -1959 as an Integrated Electronic Control Technician in Japan, Okinawa, Morocco, Spain, Italy and Libya. Upon his return to the United States, he began work as a television newsman, writer, and photographer while completing his B.A. in English at the University of Illinois. He continued English studies at the State University of New York at Buffalo. It was at a commercial station in Buffalo that he later wrote, edited, and directed local news coverage, film specials and documentaries, specializing in the arts and urban problems. These early experiences signal his later interests: an investigation of the notion of documentary truth, an integration of media, and an engagement with real-life concerns.

Jerry and Ginny Dell spent 1967 - 1968 in Europe, camping throughout fourteen countries. Jerry wrote to his sister from Spain: ". . . [T]he face of the tired, worn Old World seems less scarred by man than does our New World. . . I almost think one must leave America to know it. . . . much of the nonsense that passes for Americanism at home scales away, and you see more clearly the real values and the real troubles as well." This, too, forecasts his abiding interest in the landscape, not merely as pictorial subject, but in the extended sense that would come to be known as environmental, and his use of the visual as a revelation of what lies beneath.

In the same letter, Professor Dell traced his progression through photography from the technical side learned in the Air Force to cinematographic work in television, and beginning still work of "recording" pictures that "show what it was and what it looked like. . . I was deeply moved by Paris . . . but I could not "record" the Paris I saw. So one afternoon I set out to really capture Paris on film. I didn't cover much area . . . But I worked hard on each picture, waiting to get the right sun and waiting for people and things to get in the right place. I was worried about those pictures, because if they weren't good, I would have no excuse. But they worked the way they were supposed to. . . ."

Upon their return, Jerry was hired as a Media Specialist/English Instructor at the SUNY Urban Center in Buffalo, followed by independent work in photography and light sculpture while constructing and operating a machine and steel fabrication shop for Washington-Fillmore Iron Works in Buffalo. This, too, parallels his simultaneous engagement of the aesthetic and pragmatic, the constructed and the real, that would inform his life-long embrace of interdisciplinarity.

In 1973, Professor Dell was hired as a lecturer at UW-Green Bay. He continued in that position until 1979, when he was promoted to Assistant Professor, then to Associate Professor in 1982, and to Full Professor in 1991, and retired as professor emeritus in Communication and the Arts in Spring 2003. During his tenure at UWGB, he developed and guided the interdisciplinary curriculum in photography, designing

and teaching courses ranging from the photography studio sequence to Elements of Electronic Media and Time Duration Visual Media. The latter courses (coupled with his receipt of a Faculty Development grant to attend the MIT Summer Session Computer Workshop on Visual Communications in 1983, signal his early interest in varied technologies of image-making and his commitment to remaining current. His devotion to the program was absolute, and his promotion of an integrated approach to communication across diverse media was tireless.

Professor Dell was a dedicated teacher, creating a following of students who called themselves “Jerry’s Kids.” While the program produced many professional photographers working in varied aspects of the industry, his contributions to teaching may perhaps be best evinced by his many students who went on to teach at universities across the United States. His efforts were acknowledged by the Midwest Society for Photographic Education when they named him the 1999 Honored Educator at their annual conference. His approach to photography may be gleaned from his syllabus for Introduction to Photography, which lists the course concerns as “1. How photographs are made. 2. How photographs are seen, and 3. How photographs are valued.” This reflects his ongoing interest in photographs not only as technical problems, nor as simple documents or mere aesthetic objects, but as investigations grounded in the physical and social networks that constitute the world. It was this rich set of possibilities that Professor Dell sought to instill in all his students.

His own research exemplifies these concerns. He spent over ten years as a visiting artist at the University of Oregon Photography Workshop at the Malheur Field Station, developing an intimacy with the landscape that gave rise to numerous photographic series. He exhibited extensively, including exhibitions like *Human Relationships with Space and Time: Photographic Artists Exploring Landscapes Past, Present, and Future* at Lehman College, City University of New York, in conjunction with their international interdisciplinary conference “Environmental Issues for the 21<sup>st</sup> Century” in 1995. In 1998 he was one of seven photographers selected by the State Historical Society of Wisconsin to produce images based on historical photographs as a celebration of the State Sesquicentennial, published as *Wisconsin Revisited: A Rephotographic Survey*. The Wisconsin Academy of Sciences, Arts and Letters awarded him the Dresen Award for Creativity and Excellence in Photography in 1993, and twenty photographs from his *Manifest Destiny* and *Natural Acts* portfolios were included in the Ilford videotape *Contemporary Black and White Photographers* (vol. 1). He was similarly active in presenting at conferences, writing, and in curating the biennial *Midwest Photography Invitational*, a national touring exhibit originating at UWGB’s Lawton Gallery.

In the Fall 1993 issue of the *Wisconsin Academy Review*, Professor Dell wrote “I find my interests most revealed on backroads, in backcountry, and on backlots. I find excitement there. These are action zones, analogous to edges where natural forces meet – land and sea, forest and grassland, and in this instance, humans and the rest of nature. . . . I rarely photograph phenomena that are widely remarked upon or widely recorded as marvelous or terrible. Others capture the obvious well enough.” This statement encapsulates Professor Jerry Dell’s approach and legacy: to avoid easy sentiment, to help students transform vague stirrings into tangible statements, and to re-present the world that we might better understand and appreciate it.

## Waitlist Proposal

**Proposal:** Students may add their names to the automated waitlist in SIS until the semester begins, but not once the semester begins. The waitlist process will run through the eighth calendar day of the semester. For example, if a semester begins on a Tuesday, then the waitlist process will run through the second Tuesday of the semester. The administrative drop option for instructors will remain available through the same period.

**Rationale:** Currently, the waitlist process is supposed to run through the first Friday of any given semester. But if a semester begins on a Friday, then the waitlist process ends after the first day of the semester, meaning that it is discontinued before the first meeting of Tuesday-Thursday classes, Monday-Wednesday-only classes, or evening classes. By leaving the waitlist process running through the eighth calendar day, the current proposal would normally allow all MWF, MW, or TR classes to have met at least twice before the waitlist process ends, thus allowing instructors the option of performing administrative drops for those students who were absent the entire first week and who did not contact the instructor. According to the undergraduate catalog, “Failure to attend classes during the first week of the semester may result in an administrative drop by the instructor.” Students on the waitlist would then be added in place of those who were on the roster but who had not attended class during the first week.

The proposal extends the waitlist process to the eighth calendar day, rather than cutting it off after one week, to allow instructors an extra day to check attendance records and perform administrative drops after the first week is complete.

In certain cases—this semester with Mondays, for example—even making the waitlist available until the eighth calendar day after the semester begins will not assure that *all* classes have met before the waitlist becomes unavailable. But these cases will be rare, and tolerating them may be preferable to extending the waitlist process into the third week of classes, as would be necessary to accommodate Monday night classes this year.



## **RESOLUTION ON UNIVERSITY OMBUDSPERSON**

WHEREAS an official request for the designation of a University Ombudsperson was made by the Committee for Equality of Women in the UW System-Green Bay campus in their report dated April 2001; and

WHEREAS UW-Green Bay Administration designated the current University Legal Council to take on the responsibilities of an Ombudsperson; and

WHEREAS official complaints have been registered in regards to a bias to protect University interests inherent in the position of Legal Council, defeating the neutrality necessary to the position of Ombudsperson; and

WHEREAS the position of University Legal Council has since been eliminated;

THEREFORE BE IT RESOLVED, that the Faculty Senate of the University of Wisconsin-Green Bay requests that University Administration create an impartial Ombudsperson position to provide Faculty and Academic Staff with a neutral and confidential resource for work related complaints and mediation. We further recommend that this position become an official duty of the Secretary of Faculty and Academic Staff.

## **UNIVERSITY COMMITTEE ANNUAL REPORT 2008-2009**

### ***University Committee***

The University Committee (UC) members, Steve Meyer (chair), Illene Noppe, Laura Riddle, Meir Russ, Brian Sutton, and Dean Von Dras met weekly. Lisa DeLeeuw was the Academic Staff Committee representative. Jamie Froh and Joel Diny represented the Student Government Association during the fall and spring semesters, respectively. Almost every week the UC had the pleasure of meeting with Interim Provost William Laatsch for an information exchange. Professor Cliff Abbott, in his position as Secretary of the Faculty and Academic Staff, regularly met with the committee.

The activities of the Faculty Senate and the University Committee are listed below and are sorted by category and topic.

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

#### **Resolutions:**

- Resolution to Develop Faculty Senate Caucuses
- Resolutions for the Granting of Degrees (December and May graduates)
- Resolution to Support UW – Oshkosh’s Request of the Legislative Fiscal Bureau
- Resolution to Create an Interdisciplinary Task Force
- Resolution to Endorse the SGA’s New Campus Smoking Policy
- Reaffirmation of a Resolution in Support of Domestic Partner Benefits
- Amended Resolution in Support of an On-Campus Child Care Facility
- Resolution Regarding the Right to Collectively Bargain
- Resolution of Thanks to Interim Chancellor David Ward, Interim Provost William Laatsch, and University Services Program Associate Patricia Przybelski
- Memorial Resolution for Bruce LaPlante
- Memorial Resolution for Edward W. Weidner
- Memorial Resolution for Susan Kline-Heim
- Memorial Resolution for Lorraine M. Noll

#### **Code Changes:**

- Code change to “Section UWGB Chapter 3 – Faculty Appointments.” There was significant overlap between Chapters 3 and 51. This code change essentially combines Chapter 3 and Chapter 51 by adding the non-redundant parts of Chapter 51 to Chapter 3. Chapter 51 is now eliminated.

#### **Other:**

- Approved slate of nominees for faculty elective committees

### **Presented to Senate, action to be taken in 2009-2010**

- Furlough leave resulting from budget cuts
- Surcharges on course repeats
- Residency requirements for All-University Honors
- Decoupling the UW – Green Bay Faculty Representative and UC Chair positions
- The lack of an Ombudsperson
- Workload issues as addressed in the HLC Report
- Textbook affordability

- Continued work of the Interdisciplinary Task Force
- Creation of a University Honors Program

### **Senate Discussion Items – action not required**

- Open Forum on methods of empowering the Senate
- Open Forum on developing caucuses at Faculty Senate meetings
- Open Form on eliminating the graduation requirement of an interdisciplinary major or minor
- Discussion of the work presented by the Branding Committee to create an institutional identity (“Innovation – Engagement – Sustainability”)
- Open Form on the Higher Learning Commission Report
- Caucus on the Higher Learning Commission Report
- Discussion of the hazards posed at a near-campus intersection (East Shore Dr. and Nicolet Dr.)
- Open Forum dialogue with the SGA – discussion included general education, textbook affordability, and the budget

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

#### Committee and Personnel Issues

- Provided names of faculty to serve on the Provost Search and Screen Committee
- A replacement for Prof. Teri Johnson was found for the Senate Legislative Affairs Committee
- Replacements for Dean Rodeheaver and Prof. John Katers were found for the Campus Sustainability Council
- Provided nominations for the Committee on Rights and Responsibilities and the Senate Appointed committees
- Most UC members participated in the Chancellor interview process
- Most UC members participated in the Provost interview process
- The UC recommended faculty status be granted to Karen Jick, Joan Groessl, Danielle Bina, and Nicole Schneider
- Discussed the possibly decoupling the faculty representative and UC Chair responsibilities

#### Salary, Workload, Campus Climate Issues

- Discussed summer salary inequities due to certain non-paying students; the Deans decided to spread those across the summer enrollment so as not to disadvantage any one faculty member
- Administrator Evaluation Committee was absolved of its charge after it was learned that Chancellor Shepard, Provost Hammersmith, and Dean Erickson were leaving UWGB for positions at other universities
- Discussed faculty input to the Growth Agenda, until learning of the suspension of the Growth Agenda due to budget shortfalls
- Discussed the charge of the Faculty Senate Planning and Budget Committee
- Discussed the issue of faculty teaching loads (and workloads in general) at UW-Green Bay as a result of comments made in the Higher Learning Commission Report; to this end, we invited Debbie Furlong in to discuss the National Faculty Survey conducted by the Higher Education Research Institute
- Discussed the legislative bill that would provide UW faculty the right to vote for collective bargaining
- Discussed combining the Faculty Senate and Academic Staff Committee for a joint meeting; it was proposed that the January Faculty Senate meeting would be a good time for such a joint meeting
- Discussed the lack of an Ombudsperson and the possible legal ramifications this might have

#### Governance and Curricular Issues

- Discussed the number of in-residence credits required to be eligible for degree honors (brought forth by an academic program); discussion will continue in the fall
- Discussed a proposal to eliminate the graduation requirement of either an interdisciplinary major or minor
- Discussed, and subsequently endorsed, the revisions made to the Academic Program Review Guidelines
- Discussed the development of a pilot program for a 3-year baccalaureate degree that will be tried at four UW System institutions (UW – Eau Claire, UW – La Crosse, UW – Stout, and UW – Stevens Point)
- Discussed the UW System Program Realignment Effort (a data collection effort that will analyze the programs offered by the institution, enrollments in those programs, number of students matriculating from those programs, etc.), the timeline of this effort, and the need for faculty representation on this committee
- Discussed the possibility of establishing an Honors Program at UWGB – some UC members looked at Honors Program models at other institutions
- Discussed a policy on class absence due to military service
- Discussed the possibility of assessing a surcharge on students who repeat courses
- Discussed the University System of Maryland’s policy on textbook affordability

#### Campus-Wide Issues

- Discussed the resignation and/or retirement procedures for faculty, academic staff, and limited appointees that was drafted by Assoc. Provost Sewall
- Discussed the establishment of a new award through the FOCUS Program entitled the “Certificate of Recognition for Contribution to Students;” the award looks to recognize those faculty and staff who made a significant contribution to a student’s experience during their first year at UWGB

I gratefully acknowledge the work of my fellow UC Committee members this year and the collegial nature in which our meetings were conducted. While differences in opinion are expected, everyone respected the right of each individual to have and to voice their opinion. It is encouraging to see the level of commitment that our colleagues have for our institution. I would like to thank SOFAS Cliff Abbott for his wealth of knowledge on all things UWGB, on more than one occasion we turned to Cliff for guidance and he always had the answer. Without the support of Pat Przybelski I’m convinced little would get done. Her knowledge of the “ins and outs” of the SOFAS Office is overwhelming and her gentle reminders kept us on task. Cliff’s and Pat’s support was extremely important for us as a committee. Lastly, I thank the members of the Faculty Senate for their diligent efforts throughout the year.

Respectfully submitted by Steven J. Meyer, Chair

September 2009

Dear Colleagues,

Welcome to the 2009-10 Faculty Senate! A major goal of this year's University Committee (UC) is to encourage our Senators' active involvement with the faculty governance process. We thought we would begin with a letter that would introduce some of the policies and procedures of the Faculty Senate. Please feel free to direct further questions to any of the UC members, who are listed below.

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

The agenda for our meetings is set by the UC, the executive committee of the Faculty Senate. Faculty may also request that items be placed on the agenda by first submitting the item to the University Committee for consideration or by requesting at a Senate meeting that permission be granted to place the item on the agenda of the next Senate meeting (please refer to the Faculty Handbook for proper procedures). It is imperative that items on the agenda be announced in advance (at least 24 hours) of our meetings, in compliance with the Open Meetings Law. The current Chair of the UC is Professor Brian Sutton. This fall semester, the UC will meet every Wednesday (excluding Senate days) from 3:00 – 5:00 in CL825. We have included below Mike Thron's (former Secretary of the Faculty and Academic Staff) summary on "Useful Parliamentary Procedures". Any questions about procedure may be directed to Professor Abbott, our Secretary of the Faculty and Academic Staff. Normally we will use a voice vote or show of hands. Some issues come before the Senate for immediate action and others (typically more substantial issues such as changes of our codification) are given a first reading at one meeting and a second reading with action at the following meeting. New business may be brought to the floor during a Senate meeting, but cannot be discussed until the following meeting.

Senators will be given a name card. Please remember to bring your name card along with you to all meetings. Laura Riddle is Speaker of the Senate and it is her job to follow through on the agenda, recognize speakers, facilitate the discussion, and call motions to vote. She will do her best to make sure that everyone who desires has a chance to speak. On the occasion where she feels impelled to voice her own opinion, she will ask the Deputy Speaker to step in for her. The

meetings end promptly at 5:00 pm, unless the time is extended by a motion to suspend the rule (which requires a 2/3 vote).

UC Members:

Laura Riddle, AH, 1-year term, Speaker of the Senate

Brian Sutton, at-large AH, 2-year term, Chair

Illene Noppe, SS, 2-year term

Tim Kaufman, PS, 3-year term

David Dolan, NS, 3-year term

Michael Draney, at-large NS, 3-year term

Academic Staff Rep.: Katrina Hrivnak

Student Gov Rep.: TBD

## USEFUL PARLIAMENTARY PROCEDURES AND COURTESIES

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

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

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

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

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

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

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

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

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

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