AGENDA

UW-GREEN BAY FACULTY SENATE MEETING NO. 6
Wednesday, February 15, 2012
Alumni Rooms AB, 3:00 p.m.
Presiding Officer: Derek Jeffreys, Speaker
Parliamentarian: Clifford Abbott

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 4**
    January 25, 2012 [page 2]

3. **CHANCELLOR'S REPORT**

4. **CONTINUING BUSINESS**
    a. Proposal for a Joint Committee on Legislative Affairs
        Presented by Michael Draney, UC Chair [page 6]
    b. Conversion of Library and Instructional Technology Committee to a Joint Committee
        Presented by Michael Draney, UC Chair [page 7]
    c. Conversion of Awards and Recognition Committee to a Joint Committee
        Presented by Michael Draney, UC Chair [page 8]

5. **NEW BUSINESS**
    a. Proposal to Amend Student Bereavement Policy
        Presented by Michael Draney, UC Chair [page 9]
    b. Requests for future business

6. **PROVOST'S REPORT**
        Informational material [page 11]

7. **OTHER REPORTS**
    a. University Committee Report - Presented by Michael Draney
    c. Faculty Representative Report - Presented by Michael Draney
    d. Academic Staff Representative Report - Presented by Kelly Kramp
    e. Student Government Report - Presented by Heba Mohammad

8. **ADJOURNMENT**

MINUTES 2011-2012
UW-GREEN BAY FACULTY SENATE MEETING NO. 5
Wednesday, January 25, 2012
Alumni Rooms, University Union

Presiding Officer: Derek Jeffreys, Speaker of the Senate
Parliamentarian: Clifford Abbott, Secretary of the Faculty and Academic Staff

PRESENT: Andrew Austin (DJS), Kimberly Baker (HUB), David Dolan (NAS-UC), Michael Draney (NAS-UC), Jorge Estevez (NAS), Thomas Harden (Chancellor, *ex officio*), Doreen Higgins (SOWORK), Ray Hutchison (URS-UC), Derek Jeffreys (HUS-UC), Tim Kaufman (EDU-UC), Young Jin Lee (BUA), Kaoime Malloy (AVD), Christopher Martin (HUS), Ryan Martin (HUD), Jennifer Mokren (AVD), Amanda Nelson (HUB), Cristina Ortiz (HUS), Adam Parillo (URS), Alma Rodriquez Estrada (NAS), Courtney Sherman (AVD), Christine Smith (HUD), John Stoll (PEA), Mussie Teclezion (BUA), Christine Vandenhouten (NURS), Bryan Vescio (HUS-UC), Julia Wallace (Provost, *ex officio*)

REPRESENTATIVES: Heba Mohammad (student government), Kelly Kramp (academic staff)

NOT PRESENT: Franklin Chen (NAS), Adolfo Garcia (ICS), Victoria Goff (ICS), Mark Kiehn (EDUC), Karen Lieuallen (EDUC), Heidi Sherman (HUS).

GUESTS: Tim Sewall, Linda Parins, Laura Riddle, Steve Meyer, Amanda Hruska, Darrel Renier, Donna Ritch, Sue Mattison, Andrew Kersten, Sherry Lacenski, Cheryl Grosso, John Salerno, Adam Gaines, Randall Meder

1. Call to Order. Speaker Jeffreys brought the meeting to order just after 3:00 p.m.

2. Approval of Minutes of Faculty Senate Meeting No. 4, December 7, 2011. Speaker Jeffreys asked for any corrections and, hearing none, accepted the minutes.

3. Chancellor's Report. The Chancellor reported on the progress of the search for a Vice Chancellor for Business and Finance, now in the on-campus interview stage. He also mentioned the reclassification of UW-Green Bay in the recent *US News and World Report* listings. He noted in particular how the small number of classes with enrollments under 20 and the large number of classes with enrollments over 50 worked against our ranking. He also noted that one of the measures on our on-line courses was a real plus.

4. Old Business.
a. Code Change for Graduate Programs Tim Sewall introduced the second reading of this proposal noting two changes coming from the discussion at the first reading. They were aligning the flexibility of a chair's term with that of other program chairs and clarification of the Board membership. **Senator Kaufman (Senator Mokren second) move adoption of the changes and without discussion the Senate approved unanimously (24-0-0).**

b. Revised Declaration of Major/Program Policy Darrel Renier presented the second reading on behalf of the Academic Actions Committee. He noted one change, again coming from discussion at the last meeting, encouraging faculty involvement. **Senator Chris Martin (Senator Stoll second) moved adoption and again without discussion the Senate approved unanimously (24-0-0).**

c. Code Change on tenured faculty merit reviews University Committee Chair Michael Draney presented the second reading and noted the change from "at least once every four year" to "at least once every five years." **Senator Mokren (Senator Malloy second) moved adoption and once again the Senate approved unanimously and without discussion (24-0-0).**

d. Proposal to Create a New Interdisciplinary (budgetary) Unit in Theatre/Dance UC Chair Michael Draney presented this second reading, noting that the word "perspectives," used in the rationale for the proposal in a discussion of interdisciplinarity, could be stricken without much material change to the proposal. **Senator Mokren (Senator Courtney Sherman second) moved adoption.** There was discussion and two themes ran through much of it. One was a clarification that the creation of an interdisciplinary unit did not necessarily involve the change of programs administered by that unit from disciplinary to interdisciplinary status. Representatives from the Theatre program suggested that they were likely later to pursue the change in their program's status but that was not part of the current proposal. The other theme, coming out of questions about the approval process, was about the precedent that might be set by approval (this became a larger issue in the discussion of the following item of business). It was argued that the Theatre program was in some ways comparable to other professional programs on campus and that its funding sources, particularly for its production schedule, demanded a separate identity. The Provost concluded the discussion with remarks about the lengthy and deliberative process used in advancing the proposal to its current stage. **The Senate voted approval (18-2-3).**

e. Proposal to Create a New Interdisciplinary (budgetary) Unit in Music UC Chair Michael Draney presented the second reading unchanged from the first reading. **Senator Malloy (Senator Mokren second) moved adoption.** The Speaker, taking note of several guests from the Music faculty in attendance, asked for their reactions to the proposal. This had something of the feel of a grief session as they spoke of their support for the proposal as recognizing a de facto separation already in place and somewhat mourned. The Senators then began their discussion, which focused on differences between this proposal and the previous one for Theatre and on precedents. One issue was whether Music could make, or even was making, an argument about its interdisciplinarity as a separate unit. There were comparisons to the professional programs and to Human Biology (at which point several senators rushed to defend the interdisciplinarity of that unit). One suggestion as an alternative to the proposal was to make Music a professional program. A representative from Music admitted the analogy, noting that Music does award a separately accredited degree, but claimed that Music had no intention or desire to move out of the College of Liberal Arts and Sciences into the College of Professional Studies. **The Senate voted approval (9-5-9)**.

5. New Business.
a. Proposal for a Joint Committee on Legislative Affairs UC Chair Michael Draney presented this item to merge an existing faculty committee and an existing academic staff committee into a joint governance committee. He asked that this item and the following two be treated as a discussion items for vote at the next meeting. There was no objection. One senator who had served on the faculty's Legislative Affairs Committee voiced support for the proposal and noted that for several years now the two committees had been meeting jointly anyway.

b. Conversion of Library and Instructional Technology Committee to a Joint Committee UC Chair Michael Draney presented this proposal as a reclassification of an existing committee without any change in its structure or charge. He did raise the issue of whether having a joint governance committee implied an equal representation from faculty and academic staff. He did not get a direct response to that but there was note of the fact currently the faculty members on this committee are elected and the academic staff members are appointed. There was no reaction to whether that was problematic.

c. Conversion of Awards and Recognition Committee to a Joint Committee UC Chair Michael Draney presented this proposal for discussion and received only the comment from the current chair of the Awards and Recognition Committee that it had voted its support for joint governance status last year.

d. Requests for future business The Speaker made this routine request to no vocal response.

6. Provost's Report. The Provost, acknowledging the efficiency of the Senate's work so far in the meeting, pulled up a chair to deliver her report. She noted that Associate Provost Tim Sewall would be leaving in July and his replacement was Professor Andrew Kersten. The Provost's office will give graduate programs a high priority as it develops a strategic plan to be more responsive to area needs for additional graduate programs and the institution's needs to secure appropriate funding models. Two new programs are already in planning stages - one in sustainability management and one in nursing. You'll be hearing more.

The Provost also noted that there are currently 15 faculty searches going on. She recognized both the effort needed from current faculty in conducting these searches and the importance of quality recruitment and favorable presentation of the institution. She urged faculty never to settle but always search for the best.

One of the flexibilities gained for (from?) UW-System is the possibility of changes in the way new programs are reviewed and approved. The Provost is heading up a System task force looking at ways of improving those processes. You'll be hearing more.

The Quality Improvement Initiative, required by the Higher Learning Commission for our next accreditation review, has been described previously and the Provost's Administrative Council has been active in trying to identify what that initiative will be. The Provost applauded the spirit of innovation she has seen in some of those ideas. You'll be hearing more.

Entertaining questions and comments, the Provost agreed with a suggestion that it may be time to

review how search efforts are funded if we aim to show our best side to candidates for positions.

7. Other Reports.

a. Academic Affairs Council Report This report was attached to the agenda and simply noted by the Speaker.

b. University Committee Report Michael Draney presented his report by noting that today's agenda displayed much of what the UC has been discussing. Work also continues on the Senate Committee on Planning and Budget. Beyond that the UC is seeking issues and welcomes them from faculty.

c. Student Government Report - Heba Mohammad reported progress on the childcare issue and on the new LBGT Resource Center that is now opening.

8. Adjournment. With business concluded, the Speaker adjourned the meeting just after 4 p.m.

Respectfully submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

Proposal to Eliminate Academic Staff Legislative Committee and Faculty Senate Standing Legislative Affairs Committee and Create a Joint Committee on Legislative Affairs

From Academic Staff Handbook

Article IV ~~E. Legislative Committee~~

~~1) Membership - The Academic Staff Legislative Committee, hereafter referred to as the Legislative Committee, shall consist of three Academic Staff members appointed by the Academic Staff Committee. The Leadership and Involvement Committee shall present candidates to the Academic Staff Committee for available positions and shall strive for broad representation of the campus community when preparing the slate of candidates.~~
~~2) Appointment - The members serve staggered two-year terms.~~
~~3) Responsibilities -~~
~~a) To monitor legislative and Board of Regents activities which may affect the university at-large and the academic staff in particular.~~
~~b) To monitor the progression of legislative and/or Board of Regents policies of specific concern to academic staff and recommend appropriate action to the Committee.~~
~~c) To collaborate as appropriate with the University government affairs officer to assist in the advancement of legislative agendas of benefit to UW-Green Bay and the UW System.~~

From Faculty Handbook

~~**Faculty Senate Standing Legislative Affairs Committee**~~
~~1. The Legislative Affairs Committee is composed of two members of the Faculty Senate and one non-Senator, all appointed by the University Committee.~~
~~2. The Committee shall monitor actions of the Legislature as they pertain to concerns of our faculty and meet, as appropriate, with legislators for the purpose of seeking and providing relevant information of interest to the Faculty.~~
~~3. The Committee will work in concert with the parallel bodies of the Academic Staff and Student Government as well as work closely with and advise the Administration in its dealings with the Legislature.~~

Proposed Language for Both Handbooks

Joint Committee on Legislative Affairs

1. Membership - The Legislative Joint Committee is composed of three members of the Academic Staff, selected by the Academic Staff Committee on the recommendation of the Academic Staff Leadership and Involvement Committee, and three members of the Faculty, appointed by the University Committee on the recommendation of the Committee on Committees and Nominations. Two of the Faculty members must be members of the Faculty Senate and one must be a non-Senator. The University's Legislative liaison serves as an *ex officio* voting member.
2. Terms - Members of the Legislative Joint Committee serve two-year staggered terms.
3. Responsibilities -
    a. To monitor legislative and Board of Regents activities of concern to faculty and staff.
    b. To advise and collaborate with Administration efforts to advance the interests of UW-Green Bay and its faculty and staff.
    c. To report as appropriate to governance bodies and annually to the university through the SOFAS office.

Faculty Senate Continuing Business 4(a)

Proposal to Convert the Library and Instructional Technology Committee

to a Joint Governance Committee

Current language (below) in the Faculty Handbook for this committee would be unchanged. Only its status would change from an elected faculty committee to a joint governance committee.

Library and Instructional Technology Committee

1. The Library and Instructional Technology Committee is composed of four faculty members, one from each of the four domain voting districts, two persons from the Academic Staff, and one student. The faculty members are elected from a slate prepared by the Committee on Committees and Nominations. Faculty members serve three-years with terms staggered to assure continuity.
2. The Library and Instructional Technology Committee is advisory to the Associate Provost for Information Services, the Director of the Cofrin Library, and the Technology Council on policy matters pertaining to instructional technology and library automation. The Associate Provost for Information Services and the Director of the Cofrin Library are *ex officio* (non-voting) members of the Committee.
3. The Committee represents the Faculty and Academic Staff in making recommendations on policy matters pertaining to all units which are under the direction of the Chief Information Officer and University Librarian.

Faculty Senate Continuing Business 4(b)

Proposal to Convert the Committee on Awards and Recognition

to a Joint Governance Committee

Current language (below) in the Faculty Handbook for this committee would be unchanged. Only its status would change from an elected faculty committee to a joint governance committee.

Committee on Awards and Recognition

1. The Committee on Awards and Recognition is composed of four appointed faculty members, with no more than two from one domain voting district, three appointed Academic Staff members, one appointed Classified Support Staff member, and two appointed student members.
2. Appointments to the Committee shall be for a term of two years with the terms of faculty and academic staff staggered so as to ensure continuity of membership. Student members are appointed annually.
3. The committee coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.
4. The committee nominates for the following awards: Faculty Award for Excellence in Teaching; Faculty Award for Excellence in Scholarship; Academic Support Award for Excellence; University Award for Excellence in Institutional Development; University Award for Excellence in Community Outreach; University Award for Excellence in Collaborative Achievement; Classified Staff Award for Excellence
5. The committee advises the Chancellor as to candidates for non-academic awards.
6. The committee advises on matters of public events and aids in arranging commencements, honors convocations, and other convocations and public functions as requested by the Chancellor.
7. The committee recommends names for buildings and other physical facilities and features of the campus.
NOTE: The faculty members on the committee constitute the core of the Honorary Degree Committee.

Faculty Senate Continuing Business 4(c)

Proposal to Amend Student Bereavement Policy
for shorter-duration course offerings

Justification for change to policy: A large amount of material may be covered during a week in a summer session or winterim session course, and it may not be practical for a student to make up such a large fraction of a short course without taking an incomplete or other extension. This change would explicitly inform students of this constraint, allowing faculty and students to understand their options should that unfortunate situation arise.

Changes to the current policy are additions in boldface.

Student Bereavement Policy

Students who experience the death of a loved one must contact the Dean of Students (DOS) Office (920-465-2152 or dosmail@uwgb.edu) if the student wishes to implement either the Standard Bereavement Procedure or the Leave of Absence Bereavement Procedure. The DOS office has the right to request a document that verifies the death (e.g., a funeral program or death notice).

Typically this death involves that of a family member, in parallel to the bereavement policy for faculty and staff. However, it is up to the discretion of the DOS office to determination if a death outside of the immediate family warrants implementation of the student bereavement policy.

Note: the Standard Bereavement Procedure is for students enrolled in semester-length (14 week) courses.   A full week of excused absence is not generally appropriate for courses of shorter duration, although the Leave of Absence Bereavement Procedure may be appropriate. Instructors of such courses may be able to work with a bereaved student to reach a workable solution, and students are urged to communicate with their instructor first. Students should talk with the DOS office concerning courses of less than 14 week duration.

Standard Bereavement Procedure: Upon approval from the DOS office, the student is allowed one week, commencing from the day of notification to the DOS office, of excused absence. Should the student feel that he/she needs additional days, these should be discussed with individual course instructors and/or the DOS office.
• The DOS office will contact the student's advisor, and faculty and academic staff of the student's courses.
• Faculty and academic staff will be advised that extensions must be granted to the student for the period of one week of excused absence.
• Further extensions may be negotiated with the student when he or she returns to campus. Students are encouraged to discuss options with their instructors.

Leave of Absence Bereavement Procedure: Students may be allowed to withdraw from the semester in which the death occurs. The Bereavement Leave of Absence is for one semester only. Students who have opted to take the "Bereavement Leave of Absence" and have

already attended classes for the semester of the leave will be allowed to re-enter the following semester without having to reapply to the university. Students who wish to take the leave of absence prior to the beginning of the semester will be required to reapply for the following semester.

Students who are in good academic standing will be given the opportunity to successfully complete the credits for the semester in which they return. Students will consult with the DOS OFFICE, on a case by case basis, as to whether they should withdraw from their courses during this leave of absence or to request incompletes from the faculty member.

Given that there may be a potential impact on financial aid, students who receive financial aid and who take the "Bereavement Leave of Absence," upon arrangement with the DOS office, will meet with a financial aid advisor prior to taking this option.

As an option, and in consultation with the DOS office, students make take the Leave of Absence Bereavement after the Standard Bereavement.

A reference to the Student Bereavement Policies will be noted on course syllabi.

Suggested language for Course Syllabi:

Student Bereavement Policy
Upon approval from the Dean of Students, students who experience the death of a loved one are allowed one week, commencing from the day of notification to the Dean of Students, of excused absence. Students may also take a Bereavement Leave of Absence for the semester in which the death occurs. Permission to do so will occur upon consultation with the Dean of Students. For more information, please see the Dean of Students website:
http://www.uwgb.edu/deanofstudents/policies_procedures/students/studentbereavement.html

Suggested language for Course Syllabi (less than semester-length courses):

Student Bereavement Policy
Upon approval from the Dean of Students, students who experience the death of a loved one may take a Bereavement Leave of Absence for the semester in which the death occurs. Permission to do so will occur upon consultation with the Dean of Students. For more information, please see the Dean of Students website:
http://www.uwgb.edu/deanofstudents/policies_procedures/students/studentbereavement.html

                                               Faculty Senate New Business 5(a)

Informational Material
This may be addressed in the Provost Report and University Committee Report

Modification of Process for Enrolling in Courses Offered
Through the Adult Degree Program (ADP)

Recently concerns have been raised by students and student services staff regarding an obstacle that prevents or at least makes it very difficult for non-ADP students to enroll in ADP courses.

Currently, enrollment in ADP courses during the first month of any enrollment period is restricted to students pursuing a degree through UW-Green Bay's Adult Degree Program, UW-Green Bay's Professional Program in Nursing, or Bellin College. After the first month, non-ADP students must obtain approval from the course instructor to enroll. To obtain approval, students must first contact the instructor who then needs to complete a waiver form. This form must be received by the Registrar's Office before a student is allowed to enroll.

There is often a critical need for a non-ADP student to be allowed to register for an ADP course (e.g., all other sections of the same course are closed; student needs the course to graduate; personal circumstances make it easier to complete the course online). Consequently, effective with the fall 2012 semester, the requirement that non-EDP students receive permission from the instructor to enroll in an EDP course is being removed. That is, during the first month of registration, enrollment in ADP courses would continue to be restricted to ADP students. After the first month, a non-ADP student could register for courses as long as seats were available and any prerequisites had been met.

With the exception of ADP course sections, current practice requires the instructor's permission to enroll in a course only if the student does not meet the published prerequisites or if the class has reached its established enrollment cap. This change would remove an obstacle to enrolling in an available ADP course, would be a benefit to students, and would be consistent with current registration processes for other UW-Green Bay courses.