

Academic Staff Committee Meeting
Meeting Minutes
February 28, 2018

ASC Members Present: Eric Craver, Jamee Haslam, Jan Malchow, Amy Bartelme, Lynn Niemi

ASC Members Absent: Joe Schoenebeck

Guests: Christopher Paquet (HR and Compliance)

Next meeting: Wednesday, March 14, 2018 1:30 pm CL 735

- I. Call to Order 1:36 pm
- II. Approval of Meeting Agenda
 - A. Any changes
 - i. Motion to approve agenda by Jan
 - ii. 2nd Jamee
 - iii. All members were in favor of approval of Agenda
- III. Approval of minutes from February 14, 2018 meeting
 - A. Motion to approve minutes by Lynn
 - B. 2nd by Jan
 - C. Approved by all members
 - i. Eric will submit amended minutes to SOFAS to post.
- IV. Old Business
 - A. Christopher Paquet – changing structure of HR and his new role
 - i. Eliminated Christine’s position
 1. Divided duties between other department members
 2. Searching for 80% position
 - a. This person to serve as internal person for policy, handbook, UC, Employee relations
 3. Kimberly will continue as Payroll/Benefits
 4. Melissa will continue as External
 - a. Hiring, Community relations, training
 5. Julie and Jenni to continue as admins
 - ii. UW Colleges integration
 1. Many unknowns
 2. 1st year will be a transition year
 - a. Handbooks
 - b. As of now FTE employees shouldn’t be much of additional work load for HR staff
 - i. Hope to create efficiencies to help with this.
 - c. Recruitment and Searches unknown
 - d. Facility management is unknown
 - B. Shared Governance Work Group update (Lynn)
 - i. Collegiums at UW Colleges campuses – Lynn along with other governance group leaders will be attending these
 1. March 6, 2018 at Manitowoc
 2. March 8, 2018 at Sheboygan
 3. March 14, 2018 at Marinette
 - C. Academic Staff Resolution on “Shared Governance Transition Year”
 - i. Eric suggested change – remove “will be elected” and change “to” to “will serve” and add “UW Green Bay Academic Staff Committee”.
 1. Lynn motioned to approve language as amended
 2. Amy 2nd
 3. All members were in favor
 4. Lynn working with SOFAs to complete and send out survey for all Academic Staff to vote

Approved Language:

Resolution on a “Shared Governance Transition Year” to Accommodate Our Academic Staff Colleagues at UW-Marquette, UW-Manitowoc, and UW-Sheboygan to Participate in Shared Governance during the 2018-19 Academic Year

WHEREAS, the two-year campuses at UW-Marquette, UW-Manitowoc, and UW-Sheboygan are scheduled to join UW-Green Bay (four campuses, one university) on 1 July 2018.

THEREFORE be it resolved, the 2018-19 academic year shall be declared a “Shared Governance Transition Year” such that one Academic Staff member from each of the three branch campuses will serve as voting members on the UW Green Bay Academic Staff Committee during that academic year.

- D. Move meetings to accommodate videoconferencing
 - i. Discussed and working to accommodate now that CL 735 has video capabilities
- E. Discussion on proposal to dissolve LTCC
 - i. Tabled until 3/14/18 agenda

V. Department/Committee Reports

- A. UWS System Rep (Eric)
 - a. Next meeting March 9, 2018 Eric is planning to attend
- B. UC (Eric) - minutes were posted, Eric sent them
- C. Faculty Senate (Jamee)

- A. A member of the Committee on Committees indicated that they do have a hard time getting faculty to volunteer to be on committees. Elections will take place soon – ballots will go out in the next couple of weeks, so anyone who wants to nominate still can. Steve mentioned if 3 people nominate the same person and that person agrees to it – then their name automatically is on the ballot.
- B. Resolution on “Shared Governance Transition Year” (page 9 in agenda attached) – passed as written
- C. Resolution on Early Alert system (page 10 in agenda attached)

A lot of discussion on this. Many faculty were mostly upset by the idea that faculty senate wasn’t consulted. Clif spoke and stated that some faculty were involved from what he said sounds like from the beginning; however many faculty said it wasn’t enough and it should have been brought to Senate for approval before implementation. Clif indicated it was something that needed to happen fast due to the one time funding resource they had to use it by a deadline.

Discussion points – Clif indicated he would bring to Denise and Darrel and indicated that faculty can email further points to him or to Denise/Darrel directly

- Faculty resolution requests to only have Early Alert be for 100-200 level courses
- Several members expressed concern as there are gen ed courses at 300 level AND there are many transfers taking 300-400 level courses that need the extra help
- Faculty concern about workload (it’s a known issue....many faculty asked Clif how they should fit in having to report this with their already credit over load; Clif said to talk with the Dean of their college to work that out and mentioned he has been looking at that for some time now and Deans are as well; some faculty also mentioned realistically it isn’t just faculty taking on more and overloads, etc....it is affecting others and is not the fault of our students. Workload issue was very prominent....others expressed that information is in D2L and if students can’t look at their grade report in D2L then why are faculty supposed to duplicate information in SIS for them (hand holding that many faculty said won’t help students in the long run). Clif indicated IT is working on being able to extract data from D2L and import it in to SIS into the Early Alert screens (Barb and Jamel seem to think it will work but need more time to get things tested and figure it out).
- Advising workload – who should follow up. Some faculty are asking why as an advisor they need to follow up regarding the dance class the student is failing when they know nothing about dance or art

as a science faculty member. Advising adds to workload and meeting with students adds to it. Patricia asked – what does she do when a student who never was in any classes shows up at her door in week 5 after getting the early alert saying her grade is an F asking Patricia to help her catch up and make up the work (Clif said – you should advise the student to drop the course now and retake it in a future term; some other faculty were asking about their students situations that were similar as well.)

- Course structure – some courses aren't structured to where there are graded assignments by week 5 so this doesn't work. Clif said those professors could just use the feedback section (check boxes). Some faculty said the check boxes need to be reworded or to just put in a comments box to where faculty can type in comments.
- SGA representative presented a thoughtful and informative information on student's perspective in support of Early Alert
- one professor commented after the SGA rep that she is not taking the time to enter everything that is already in D2L (Clif did state again that IT is working to try to export information in D2L to import it in SIS so in the future it won't need to be duplicated)
- Faculty that also advise seem to be in favor of Early Alert as they get the full picture of what the student is doing. The advising piece just needs to be more standardized.
- Many faculty expressed concern on using this and it is treating students like they need extra handholding and not doing them any favors for moving in to the workforce as in the workforce they won't have this handholding.
- It was suggested to change the name of Early Alert to Progress Report (stating that Alert or Warning has a negative aspect and we don't want to have that)
- This was not voted on as all faculty felt they need to discuss the resolution with their departments. Vote will be at March Senate meeting.

D. Resolution on Administration following proper Protocol (page 11 of agenda attached)

- This was a result of the Early Alert implementation. Many faculty feel that Faculty Senate should be consulted whenever anything regarding academia/curriculum is wanting to be implemented on campus. Many faculty expressed concern that if Early Alert was "shoved down our throats like it has been" "what is next"
- This passed.

E. Junior Faculty Serving on Faculty Senate

- Many seem to be in favor of continuing to allow untenured faculty on Senate
- Other UW Campuses all allow it
- This will be on March Agenda

F. New Business requests

- UWGB Childcare fund - stopped funding it but there is verbiage that seems to indicate it should be funded...what needs to be done about that? Make sure funds get used properly, etc
- Campus wide security trainings – involve all campus members for an active shooter training
 - Steve/Ryan following up with Public Safety to take the lead

Provost Report (Clif Ganyard – as Provost Davis wasn't available)

- Mechanical Engineering, School naming rights and College of Science, Engineering, and Technology – approved by UW BOR. Looking to start program for Fall 2018
- HLC Accreditation official letter received – notifying us of 10 year accreditation. There are a few things to work on and those items are in progress. Next review in 2027
- Hired for Deb Furlong's position. Located CL 8th floor
- Project Coastal
 - Moving forward quickly
 - Shared governance proposal
 - Integrating faculty from UWC into Departments here
 - Working group reviewing curriculum
 - Working on getting things in place for admissions to begin fall 2019 recruiting

D. Title & Total Comp (Jan/ Steve Newton)

- a. Moving forward on job descriptions (standard); non standard still discussions.
- b. Family and sub families seem to be settled

- E. Personnel Committee (Lynn) - none
- F. Professional Development Allocations Committee (Joe) - none
- G. Professional Development Programming Committee (Jan)
 - a. March training – should have a decision soon. Watch for invite
 - b. Another opportunity in May/June
- H. Leadership and Involvement Committee (Amy)
 - a. Meeting in early March to start elections for 18/19 committees
- VI. New Business (none)
- VII. Other business/items for next meeting
 - A. Proposal to dissolve LTCC
 - B. Human Resources update (Melissa Nash)
- VIII. Next regular meeting: March 14, 2018 1:30 pm CL 735
- IX. Adjourn 3:00 pm
 - A. Motion to adjourn by Lynn
 - B. 2nd by Jan