

AGENDA

UW-GREEN BAY FACULTY SENATE MEETING NO. 1

Wednesday, September 13, 2017

1965 Room, 3:00 p.m.

Presiding Officer: Ryan Martin, Speaker

Parliamentarian: Steve Meyer

1. CALL TO ORDER

2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 8 April 26, 2017 [page 3]

3. SENATOR INTRODUCTIONS

4. CHANCELLOR'S REPORT

5. PROVOST'S REPORT

6. OLD BUSINESS

- a. None

7. NEW BUSINESS

- a. HLC Planning Updates
Presented by Clif Ganyard
- b. Election of a Deputy Speaker
- c. Workplace Conduct Policy [page 9]
Presented by Patricia Terry
- d. Compensation and Pay Plan Policy [page 13]
Presented by Patricia Terry
- e. Formation of the Institutional Biosafety Committee (Committee Charge) (first reading)
[page 29]
Presented by Matt Dornbush and Paul Mueller
- f. Request for Authorization to Implement a Bachelor of Science in Mechanical Engineering at UW-Green Bay (first reading) [page 31]
Presented by John Katers
- g. Request for Authorization to Implement a Master of Science in Nutrition and Integrated Health at UW-Green Bay (first reading) [page 39]
Presented by Matt Dornbush and Debra Pearson
- h. Post Tenure Review Schedule [page 50]
Presented by Steve Meyer
- i. Request for Future Business

8. PROVOST'S REPORT

9. OTHER REPORTS

- a. Academic Affairs Report [page 51]
- b. University Committee Report – Presented by UC Chair Patricia Terry
- c. Faculty Representative Report – Presented by Christine Vandenhouten
- d. Academic Staff Report – Presented by Jamee Haslam
- e. University Staff Report – Presented by Holly Keener
- f. Student Government Report – Presented by Eduardo Navarro

10. ADJOURNMENT

[draft]

MINUTES 2016-2017
UW-GREEN BAY FACULTY SENATE MEETING NO. 8

Wednesday, April 26, 2017
1965 Room, University Union

Presiding Officer: Patricia Terry, Speaker of the Senate
Parliamentarian: Steve Meyer

PRESENT: Greg Aldrete (HUS), Andrew Austin (UC-SS-DJS), Guarav Bansal (BUA), Bryan Carr (ICS), Aurora Cortes (EDU), Ryan Currier (NAS), Greg Davis (Provost, *ex officio*), Mike Draney (NAS-Alternate), Adrienne Fletcher (SOCW-Alternate), Eric Hansen (MUS), Heather Herdman (NUR-Alternate), Harvey Kaye (DJS), Mark Kiehn (EDU), Minkyu Lee (AND), Katia Levintova (UC-SS-DJS), John Luczaj (NAS), Upal Mahfuz (NAS), Kaoime Malloy (THEATRE), Gary Miller (Chancellor, *ex-officio*), Paul Mueller (HUB), Steven Muzatko (BUA-Alternate), Rebecca Nesvet (HUS), Laurel Phoenix (PEA), Uwe Pott (HUB), Chuck Rybak (UC-AH-HUS), Christine Smith (HUD), Patricia Terry (UC-NS-NAS), Christine Vandenhouten (UC-PS-NUR), Kristin Vespia (HUD), David Voelker (UC-AH-HUS), and Elizabeth Wheat (PEA)

NOT PRESENT: J. Vincent Lowery (HUS)

REPRESENTATIVES: Nikolas Austin (SGA), Eric Craver (ASC), Eduardo Navarro (SGA), and Jan Snyder (USC)

GUESTS: Scott Ashmann (Associate Dean, CHESW), Matt Dornbush (Associate Vice Chancellor for Academic Affairs), Scott Furlong (Dean, CAHSS), Clifton Ganyard (Assoc. Provost), Bud Harris (Professor Emeritus-NAS), Doreen Higgins (SOCW), Warren Johnson (Associate Professor Emeritus-HUB), John Katers (Dean, CST), Ryan Martin (HUD), Amanda Nelson (Associate Dean, CST), Ron Pfeiffer (Associate Chancellor for External Affairs), Paul Sanger (Professor Emeritus-NAS), Allison Staudinger (DJS), Katie Turkiewicz (ICS), Sheryl Van Gruensven (Vice Chancellor for Business and Finance), and Bob Wenger (Professor Emeritus-NAS)

1. CALL TO ORDER.

The room was abuzz with excitement as Speaker Terry called the last faculty senate meeting of the 2016-17 academic year to order at 3:01 p.m.

2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 7, March 29, 2017.

Speaker Terry asked if there were any additions, subtractions, or corrections to the minutes. They were declared approved by automatic consent and there was much rejoicing (there's your *Monty Python and the Holy Grail* reference, but if I had to tell you that, the reference was pretty much wasted).

3. CHANCELLOR'S REPORT.

Chancellor Miller first honored UC Chair David Voelker and Speaker of the Senate Patricia Terry, praising them for their excellent and tireless work this semester under often trying

circumstances. Amid thunderous applause from the Senate, the Chancellor then lavished upon them outlandishly expensive tokens of appreciation that would likely get him fired if Governor Walker ever found out.

Chancellor Miller next informed the Senate that Bob Atwell, President of Nicolet Bank and long-time friend of UW-Green Bay, was recently appointed as a Regent. He has already reached out to us to come visit with him. Perhaps inviting him to a Senate meeting next year would be a nice gesture.

Next, the Chancellor updated the Senate on four items. First was an update on the search for a Vice Chancellor for Student Affairs and Campus Culture. Filling this position was integral to our enrollment and student success goals. The recruitment committee, chaired by Donna Ritch, came forward with a single recommendation. The university is in negotiations with this individual and an announcement is likely next week. Second was an update on opportunities that will require careful consideration of the campus master plan, including where to locate the Viking Longhouse, the STEM Innovation Center (a County facility built on campus lands), and the Phoenix Innovation Park (which is a partnership opportunity with the County). Under certain circumstances the Phoenix Innovation Park would allow us to recruit retail onto certain parts of campus. The County needs to know that we are committed to the concept of the Phoenix Innovation Park. The Chancellor will ask the faculty, academic staff, university staff, and students to come up with names to form a committee to begin preparations for such a venture. Third was an update on the Weidner Center. We went into negotiations with PMI, but PMI believed they could not make any money on the deal without “going dark” part of the time (which does not work with our academic philosophy). Tony Werner, our new Vice Chancellor for University Advancement, used to work at the Weidner Center negotiating those deals so he has stepped in to work with the board and community. As a result, the public and the university will not see much change in the operation of the Weidner Center. Fourth, the Chancellor wanted to update the Senate on state budget issues. Chancellor Miller and Associate Chancellor for External Affairs Ron Pfeiffer have had long meetings with John Nygren, members of the Joint Finance Committee, and our legislative delegation and have been getting some positive feedback. The Governor had in the budget a 2+2 compensation plan for faculty, this was nothing more than a hook to get people to look favorably on his Self-Insurance plan. That plan will not be approved by the Joint Finance Committee, so any compensation plan will revert back to the original process where the compensation discussion comes after the Joint Finance Committee votes on the Governor’s budget later this summer. The Board of Regents has a 2+2 compensation request, but the Regents want it all funded by the state. The Governor is proposing \$42M in performance-based funding, but this would be for the System as a whole. The Governor’s 5% tuition cut has been taken off the table by the Joint Finance Committee, however, the legislators are mulling over the possibility of keeping in place the \$13M in set-aside money (which would have made up for the 5% cut). We expect to get back the lapse money that was taken out of the budget in the last biennium (~ \$700,000), but there has been no promise we’ll get the same amount back. Also taken off the table by the Joint Finance Committee was a proposal by the Governor to make the allocable part of student fees optional (that would have been about a \$350K reduction in funding/fees that primarily goes back to student organizations).

The Chancellor next took questions from faculty senate. Regarding compensation, Chancellor Miller mentioned that he thinks there will be an increase in compensation this year due, in part, to UW-Madison dropping out of the top five research institutes in the U.S. (assumed to be a result of compensation-related attrition) which has struck a nerve with the legislature. Regarding the self-insurance proposal, Chancellor Miller said it is not going anywhere. To wrap up his report the Chancellor reminded everyone of commencement on Saturday, May 13. The commencement speaker will be Susan Finco and former Regent Judy Crain will be receiving the Chancellor's Award. Finally, Chancellor Miller mentioned that we received very positive reviews from the HLC regarding our first doctoral program.

4. OLD BUSINESS.

a. Changes to UWGB Chapter 5: Procedures Relating to Financial Emergency or Program Discontinuance Requiring Faculty Layoff and Termination (second reading).

UC Chair David Voelker took his accustomed spot at the lectern and reminded the Senate that these revisions, if accepted, would replace the current Chapter 5 in its entirety. Voelker promised everyone that we are not "doing this for fun," rather it is a result of statutory changes and UW System code changes. Our revisions allow us to be very specific about what our processes are on our campus with our governance structures should we ever need to discontinue a program for academic reasons. Late last Friday, after the agenda had already been distributed, Voelker heard back from UW System Legal Council regarding minor changes to the document, which he proceeded to share with the Senate. **Senator Vandenhouten moved to accept the changes to Chapter 5, Senator Austin seconded.** With no discussion, the Faculty Senate proved to be a very agreeable bunch and **approved the motion (29-0-0).**

5. NEW BUSINESS.

a. Memorial Resolution for Dr. George T. O'Hearn.

Associate Dean of the College of Health, Education, and Social Welfare, Scott Ashmann, was invited to deliver the resolution. With the approval of the senators, the resolution will be added to the collection kept in the Governance Office.

b. Memorial Resolution for Dr. Robert Cook.

Professor Emeritus Bob Wenger was invited to deliver the resolution, which was co-written by Professor Emeritus Paul Sager and Professor Emeritus Bud Harris. With the approval of the senators, the resolution will be added to the collection kept in the Governance Office.

c. Memorial Resolution for Dr. Elaina McIntosh.

Associate Professor Emeritus Warren Johnson was invited to deliver the resolution. With the approval of the senators, the resolution will be added to the collection kept in the Governance Office.

d. Election of the 2017-18 Speaker of the Senate.

Speaker Terry first updated Senate on other UC positions that were filled at last week's meeting. Senator Christine Vandenhouten will continue her role as UWGB Faculty Representative and Senator Patricia Terry was elected UC Chair for 2017-18. **Senator Voelker nominated incoming UC member Ryan Martin as 2017-18 Speaker of the Senate, seconded by Senator**

Carr. After accepting the nomination, **Prof. Martin was elected next year's Speaker of the Senate 29-0-0.**

e. UC Statement on the Value of General Education.

David Voelker bounded up to lectern with the excitement of UC Chair attending his last Faculty Senate meeting. Chair Voelker stated that general education has been a topic of discussion for the UC all semester in various forms, including workload management, filling out the four college model, the budget reduction, and now (possibly) revising the university mission. Several weeks ago the UC visited with the co-chairs of the GEC (Prof. Coury and Prof. Wolf) to develop this statement on the value of general education, which was subsequently endorsed by the GEC and the UC. The motive in bringing this before the Senate is to build a consensus among the faculty regarding the importance of the general education program. **Senator Pott moved to endorse the statement, seconded by Senator Nesvet. A quiet senate passed the motion (29-0-0).**

f. Resolution on First Year Seminar (FYS) Class Credit for Student Organization Participation.

Katia Levintova made her debut introducing a resolution before the Senate. The bread crumb trail for this resolution is traced back to the Student Government Association. Knowing that active participation in student organizations increases student engagement and potentially retention, this resolution encourages FYS instructors to provide class credit or make participation in such co-curriculars part of the graded curriculum. Endorsement of this resolution does not make such action mandatory for FYS instructors, it is purely voluntary. **Senator Bansal moved to endorse the resolution, seconded by Senator Phoenix.** SGA President Nik Austin related a story that one student became involved in SGA because of an FYS requirement, and it was the best thing that happened to her while at UWGB. **The motion passed (29-0-0).**

g. The University Select Mission (UW System Policies).

With talk of revisions to UWGB's Select Mission swirling on the sweetly perfumed spring air (or is that the turbulent air of a spring tornado?), UC Chair David Voelker re-bounded up to lectern once again to discuss the UW System Policy for revising a university's select mission. The policy includes a statement that "When the select mission is altered, the institution develops the mission statement with wide institutional input and appropriate institutional governance approvals." Part of the policy's process includes a public hearing on campus open to all UWGB stakeholders. The long and short of it is that discussion will be a large part of the process, but that discussion will wait until Fall when faculty are back under contract. Chancellor Miller stated that a revised select mission is being pushed by the community's vision for the institution, but we can certainly wait until faculty are back under contract in Fall to discuss this revision. The Chancellor encouraged faculty to not look upon this as a negative, rather as a statement by a community whose desire includes closer working ties with the university. When the floor was opened to comments, some expressed serious reservations regarding a changed mission, suggesting that changes would sacrifice what actually makes us distinct, that our arts, science, humanities, and social science programs would be forced to line up with traditional university programs. Others expressed concern regarding who is deciding that our mission is no longer appropriate.

h. Request for future business.

"Any new business? Here's your last call!"

But thoughts were of sand and beach volleyball.

Quiet, the Senate remained.
Summer excitement contained.
Enjoy your time off, we'll see you next Fall.
(In other words, there were no requests for future business voiced)

6. PROVOST'S REPORT.

Provost Davis extended his personal thanks to the senate for the work they have accomplished this academic year and to the UC for leading the senate. Particular thanks were offered to UC Chair David Voelker and Andrew Austin, both outgoing members of the UC, for their contributions.

Provost Davis next expressed his delight over some of the great things that have been happening on and off campus as of late due to the amazing work of our faculty, staff, and students. These included the AIC Celebration of Success, Phi Kappa Phi's initiation ceremony, EMBI's Earth Caretaker Award ceremony, and poster presentations by six of our students at Research in the Rotunda in Madison. The Provost lauded the professionalism demonstrated by Prof. Lisa Poupart and others when they met with the HLC regarding our newly proposed EdD in First Nations Studies; this was the last hurdle to our granting doctorates in this program of study. Finally, Provost Davis was very pleased at what he saw as he reviewed the teaching, scholarship, and service records of the four colleagues seeking promotion to associate professor with tenure and the two colleagues seeking promotion to the rank of full professor.

This summer, the Provost will spend time on two budget-related activities. First, he will make plans for future reductions (or, more hopefully, future increases), which is directly tied to future enrollments. Second, he will work with the Deans and faculty on defining the measures/metrics that will help determine how to distribute funds across campus. This would not be based solely on enrollments, but must take into account the scholarship being conducted and the service provided to the campus and the community.

The Provost will also use this summer to create better communication schemes to keep the faculty, staff, and students abreast with what administration is doing and engaged in the process. More specific to faculty, how can we use our 40+ governance committees in a more effective and efficient fashion? Speaking of committees, Provost Davis and Vice Chancellor for Business and Finance Sheryl VanGruensven will be working with Alison Staudinger to develop an appropriate committee structure for a new Child Care Committee to explore child care needs and resource needs on our campus.

Finally, Provost Davis mentioned that the B.S. in Mechanical Engineering program is moving forward. The Chancellor has a meeting with President Cross and Vice President Henderson to describe our budget process. After that meeting we are hoping to get the final OK to submit a Notice of Intent and move on to the next phase of the authorization process.

7. OTHER REPORTS

a. Academic Affairs Council Report.

Please see the 4/26/17 Faculty Senate agenda for details.

b. Graduate Academic Affairs Council Report.

Please see the 4/26/17 Faculty Senate agenda for details.

c. University Committee Report.

With a very broad smile on his face, David Voelker came forward for the last time as UC Chair (at least for now) to mention that the UC is wrapping up some end-of-the-semester odds and ends such as budget and APS. He took the rest of the time to express his sincere thanks to his fellow UC members individually and last, but not least, he praised the senators for their assistance, patience, and perseverance throughout a year that might best be described as “what a long, strange trip it’s been” (not David’s words) given both the important business and the trials and tribulations faced by shared governance this year.

c. Faculty Representative Report.

Christine Vandenhouten shared notes from the previous Board of Regents meeting at UW-Platteville. Another collaborative degree (an online B.S. in Applied Computing) was approved, led by UW-Extension. The Faculty Reps will have their meeting next week.

d. Academic Staff Committee Report.

Eric Craver reported that ASC met today to discuss the finalization of the Employee Handbook and the Academic Staff By-Laws (the two previously combined to make up the Academic Staff Handbook). HR would like to post both of these documents to the website by May 12. The Academic Staff Layoff Policy (approved April 13) and Complaint/Grievance Policy were reviewed for the Employee Handbook. HR will be working with the governance groups on Employee Training Policies and on Letters of Appointment and Renewal. The Academic Staff election process for governance committees was recently completed.

e. University Staff Committee Report.

Jan Snyder reported that the University Staff Committee was reviewing their own Complaint/Grievance Policy for the Employee Handbook. The University Staff Personnel Committee raised some questions regarding their charge and their responsibilities as a result of some employees going through disciplinary procedures. This may result in some changes to University Staff By-Laws. This will hopefully be settled before July because the terms for new committees members start in July. Elections of officers will be taking place soon.

f. Student Government Association Report.

President Nikolas Austin mentioned that the SGA had their last meeting on Monday, where they hammered out the Constitution. The SGA should be in a strong position as 6-7 senators are returning next year. Nik then took the opportunity to introduce Eduardo Navarro, the newly-elected SGA President for 2017-18.

8. ADJOURNMENT at 5:02 p.m.

Respectfully submitted,

Steve Meyer, Secretary of the Faculty and Staff

WORKPLACE CONDUCT POLICY

HR 14-16-6

INTRODUCTION

UW-Green Bay has general expectations for professional conduct by employees, volunteers, and those acting on behalf of the University.

SCOPE AND AUTHORITY

This policy outlines the expectations of proper conduct and behavioral standards. These expectations do not preclude any department or work unit from establishing additional workplace expectations necessary for the effective operation of the unit. These expectations are not meant to and shall not interfere with other applicable laws, policies, regulations or academic freedom.

All departments and work units are expected to submit workplace expectations to the Area Leader and Human Resources for review and approval. All approved workplace expectations will be housed on the UW-Green Bay Human Resources [workplace expectations website](#).

This policy is designed to be positive and corrective. Employee discipline is considered a serious action, undertaken with care, objectivity, and full consideration for rights and interests of the employee and the University.

STANDARDS OF CONDUCT

Employees shall respect the rights of others, exhibit behaviors supporting the University Mission, consider the best interests of the University, and adhere to all State, UW System, and University policies and directives.

- A. **Be Fair and Respectful to Others.** Every employee shall be courteous and respectful in interactions with students, other employees, members of the general public or any other individual when acting on behalf of the UW System. Other expectations in furtherance of this principle include but are not limited to:
- Avoid all forms of harassment, abuse, illegal discrimination, threats, or violence;
 - Comply with UW-Green Bay's [Policy Prohibiting Harassment and Discrimination](#);
 - Provide equal access to programs, facilities, and employment;
 - Treat others with fairness and impartiality;
 - Promote conflict resolution.

[UWS 18.10](#) defines specific offenses against public safety and [UWS 18.11](#) defines offenses against public peace and order.

B. **Protect and Preserve UW System Resources.** Employees shall responsibly use and care for UW System property. UW System property, services, resources, or information shall not be used for personal gain. Other expectations in furtherance of this principle include but are not limited to:

- Use UW System property, equipment, finances, materials, information technology, electronic and other systems and other resources for legitimate UW System purposes (See [UPS Operational Policy WE 4: Use of Information Technology Resources](#) and UW-Green Bay [Staff Acceptable Use Policy for Technology and the Internet](#));
- Promote efficient operations and prevent waste and abuse.

[UWS 18.12](#) defines property offenses and [UWS 18.08](#) further defines personal conduct prohibitions.

C. **Act Ethically and with Integrity.** All employees shall act according to the highest ethical and professional standards of conduct (See [RPD - Code of Ethics](#)) and [Wis. Stat. § 19.45\(11\)\(b\)](#)). UW System employees are expected to, among other things:

- Be personally accountable for individual actions;
- Fulfill obligations owed to students, clients, and colleagues;
- Conscientiously meet UW System responsibilities.

D. **Contribute to a Healthy and Safe Workplace.** The UW System strives to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment for all. General expectations in this regard include but are not limited to:

- Dangerous weapons are not allowed on any UW System property;
- Illegal drugs are not allowed on any UW System property;
- The use of alcohol is limited to those areas on UW System property where allowed by law;
- Any individual acting in any capacity on behalf of the UW System shall not do so while under the influence of alcohol or illegal drugs.

[UWS 18.09](#) defines alcohol and drug prohibitions, [UWS 18.10](#) defines offenses against public safety, [UWS 18.11](#) defines offenses against public peace and order, and [UWS 18.15](#) defines additional statutory penalty provisions regulating conduct on university lands.

E. **Promote a Culture of Compliance.** The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW System employees include:

- Learn and follow all applicable laws, regulations and UW System policies and procedures;
- Protect the security, integrity and confidentiality of university information and records where appropriate and required by law;
- Be proactive to prevent and detect any compliance violations;
- Report suspected violations.

F. **Proper Personal Conduct.** UW-Green Bay employees are expected to comply with the following forms of conduct established to assist the University in attaining its objectives in an orderly and efficient manner.

- Adhere to and comply with assignments or instructions.
- Refrain from unauthorized personal business during work hours.
- Maintain ethical and accurate records.
- Comply with health, safety and sanitation rules and regulations as outlined in the [UW-Green Bay Workplace Safety Policy](#).
- Assure attention, care, respect and regard in performance of all position responsibilities.
- Comply with department requirements for review and approval of scheduled and unanticipated absences.
- Assure timeliness, regular attendance and refrain from excessive tardiness or absenteeism.
 - Tardiness: As determined by the workplace supervisor, the repeated failure of an employee to follow established work schedules, including reporting late at the beginning of the work schedule, leaving early or returning late from breaks or lunch, or leaving work early at the end of the schedule without approval.
 - Absenteeism: Excessive absenteeism is the inability or unwillingness of an employee to report to work with a reasonable degree of regularity. May also occur when an employee demonstrates a pattern of absences, whether necessary or excusable, or in instances where the employee does not have sufficient accrued leave to cover the period of absence. (Excludes qualified FMLA or authorized leave of absence.)
- Maintain appropriate dress and hygiene. Comply with department requirements for dress and apparel.

DISCIPLINARY PROCEDURES

Employees who violate expectations may be subject to progressive and cumulative disciplinary action. Progressive discipline is based on a principle that employees have been informed of the performance and behavior expected. As offenses occur, appropriate discipline will be administered in a progressive manner. Disciplinary actions shall be appropriate to the circumstances of the offense. These standards do not preclude imposing more or less severe actions based upon the full circumstances surrounding an incident or employee record.

a. Job Related Offenses

Generally, the standards for discipline occur while an employee is at work. For offenses occurring off the job, disciplinary action will be imposed based upon the facts of each situation, including but not limited to the employee's ability to continue in their current role and whether the violation adversely affects the employees obligation to the University and its mission.

b. Counseling

Except for offenses that warrant immediate disciplinary action, supervisors shall counsel an employee and provide an opportunity to comply with instructions before rising to the level of formal disciplinary action. Counseling shall be documented and maintained within the

employees department. If the problem is not resolved, Human Resources will assist with determining the appropriate next steps and, if warranted, appropriate steps towards potential disciplinary action.

c. Pre-Disciplinary Investigation

Prior to issuance of any discipline, and in line with just-cause provisions, investigatory interviews may be conducted to determine alleged offenses and allow an employee to present evidence related to the allegation. Notice of pre-disciplinary investigations will be provided to employees a minimum of 24 hours in advance to allow employees time to prepare and secure a representative, if they choose. Employees have a right to representation in pre-disciplinary investigations. The representative's role is to serve as a witness, ask clarifying questions and take notes.

GUIDELINES FOR DISCIPLINARY ACTION

Formal disciplinary action typically begins after appropriate departmental counseling and oral reprimands and/or written corrective action has taken place. Disciplinary action is determined based upon an alleged violation or event, taking into consideration any extenuating circumstances. These standards do not preclude imposition of more or less severe disciplinary actions depending upon circumstances and the egregiousness of an incident. All formal disciplinary actions must be documented through the Office of Human Resources and Workforce Diversity. UW-Green Bay follows the progressive discipline guidelines outlined below.

1. Written Reprimand: a formal written document outlining behaviors below expectations and potential consequences if the behaviors continue.
2. Suspension: action to temporarily relieve an employee of their duties and place an employee on leave without pay.
3. Dismissal: action to remove an employee from employment with the University.
4. Other Administrative Actions: Following written notice, but prior to the dismissal or suspension without pay, the university may, circumstantially, place an employee on paid administrative leave or temporarily assign the employee to other work.

RESOURCES

UPS Operational Policy [WE 3: Workplace Conduct Expectations](#)

Wisconsin Admin. Code Chapter [UWS 18](#), Conduct on University Lands

Regent Policy Document [Code of Ethics](#) (effective July 1, 2015)

UPS Operational Policy [GEN 11: Workplace Safety](#)

UPS Operational Policy [WE 1: Code of Ethics](#)

Faculty Senate New Business 7c 9/13/2017

COMPENSATION AND PAY PLAN POLICY

Table of Contents

<u>POLICY PURPOSE</u>	14
<u>POLICY BACKGROUND</u>	14
<u>DEFINITIONS</u>	14
<u>POSITION AND COMPENSATION REVIEW COMMITTEE</u>	15
<u>COMPENSATION CATEGORIES</u>	15
<u>POLICY</u>	16
<u>A. STARTING PAY</u>	16
<u>B. UNIVERSITY STAFF TEMPORARY EMPLOYMENT</u>	16
<u>C. CRAFTS WORKERS</u>	16
<u>D. TEMPORARY INSTRUCTIONAL STAFF</u>	16
<u>E. GRADUATE STUDENT ASSISTANTS (Graduate, Teaching, and Research Assistants)</u>	16
<u>F. EXTRAORDINARY PAY RANGES (ESR)</u>	16
<u>G. MOVEMENT</u>	17
<u>H. PROMOTIONAL PAY</u>	18
<u>I. BASE ADJUSTMENTS</u>	19
<u>J. DEMOTION</u>	21
<u>K. BOARD OF REGENTS APPROVED PAY PLAN</u>	21
<u>L. OVERLOAD PAYMENTS</u>	22
<u>M. SUMMER PAYMENTS FOR ACADEMIC YEAR APPOINTMENTS</u>	25
<u>N. ADDITIONAL PAY COMPONENTS FOR FLSA NON-EXEMPT STAFF</u>	26
<u>O. PAYMENT OF LICENSES AND CERTIFICATIONS</u>	28
<u>P. RELATED DOCUMENTS</u>	28

POLICY PURPOSE

The document presents policies for determining starting pay, hourly rate upon movement to a new position or job, promotional pay, and guidelines for setting the rate for temporary and project appointments. This policy also includes guidelines for pay plan, temporary base adjustments, salary adjustments during interim appointments, salary adjustments within a title, overtime, compensatory time, and other pay components specifically created for non-exempt university staff.

POLICY BACKGROUND

Wisconsin Statute [Chapter 36](#) outlines the basic authority of the Board of Regents to set salaries. [Wis. Stat. § 36.115](#) authorized the Board of Regents to establish and adjust salary ranges for all UW System employees.

For a full policy background, refer to [UPS Operational Policy TC3: Compensation](#).

DEFINITIONS

For a full list of general terms and definitions, please see the [UPS Operational Policy GEN 0: Terms and Definitions](#).

“Academic Staff” means professional staff serving in professional administrative, instructional or research related positions but does not include faculty and staff provided under Wis. Stat. §16.57.

“Compensatory time” means time off the job earned and accrued by a non-exempt employee in lieu of immediate cash payment for overtime.

“Demotion” refers to any downward movement of a position/title to a lower salary grade based upon changes in a position’s responsibility.

“Faculty” means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution, persons described under [Wis. Stat. § 36.13\(4\)\(c\)](#) and such academic staff as may be designated by the chancellor and faculty of the institution.

“Institution Base funds” means institutional funds that are part of its budget; not part of Board of Regents pay plan funds.

“Limited Appointment” means an appointment to a designated administrative position, the holder of which serves at the pleasure of the authorized official who made the appointment. Certain positions must be designated as limited appointments under Wis. Stat. § 36.17(2), while others may be designated by the appointing authority as limited appointments at the time of the appointment.

“Meritorious” employees who through a current evaluation exceed expectations for a sustained period of time; employees who regularly seek new projects while maintaining current workload; employees who are viewed as highly valued members of a department or division due to their performance.

“Overtime” means any hours worked over forty (40) in a work week by an FLSA non-exempt (hourly) employee.

“Premium rate” means the regular hourly rate plus 0.5 times the regular rate paid to a non-exempt (hourly) employee.

“Regular rate” means the average hourly rate actually paid the non-exempt employee for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employee, except any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.

“University Staff” means para professional, administrative, laborer and trades employees who are determined to be non-exempt under the Fair Labor Standards Act (FLSA) due to the nature and function of the position duties.

“Work hours” means work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work.

POSITION AND COMPENSATION REVIEW COMMITTEE

The [Position and Compensation Review Committee](#) is a Chancellor appointed committee responsible for managing position control and ensuring the consistent application of policies surrounding titling, compensation and other related pay and benefit programs or actions.

All position and compensation decisions are subject to final approval by the Chancellor.

COMPENSATION CATEGORIES

There are eight broad compensation categories: A, B, C, D, E, F, G, and H. These categories address the compensation needs and practices of the seven employee categories described in [UPS Operational Policy HR 2: Designation of Positions](#). For a description of each compensation category, please see [UPS Operational Policy TC3: Compensation](#).

POLICY

STARTING PAY

Starting pay rates for all appointments will be established within the approved UW System pay range for the [position title](#). UW System pay ranges will serve as a starting point for setting pay rates. Further analysis will be done prior to position approval, including a review of current employee pay rates, market data and comparison to other UW System comprehensive campuses.

UNIVERSITY STAFF TEMPORARY EMPLOYMENT

- i. University staff temporary employees must be paid at least the state or federal minimum wage, whichever is greater, unless a lower wage is authorized pursuant to [Section 14 of the Fair Labor Standards Act](#) and [Wis. Stat. § 104.07](#). The salary of a university staff temporary employee may not exceed the established pay range maxima for the title assigned. The rate determination should take into consideration the pay of similar university staff who have an expectation of continued employment.
- ii. University staff temporary employees are all non-exempt from the FLSA and must be paid for hours worked and must be paid at the premium rate for all hours worked over 40 in a workweek (or 80 hours in a pay period for law enforcement officers). Compensatory time credits may not be provided in lieu of overtime payment to a university staff temporary employee.
- iii. University staff temporary employees may receive the supplemental pay identified in the Additional Pay Components for FLSA Nonexempt University Staff section of this policy.

See [UPS Operational Policy HR 7: University Staff Temporary & Project Employees](#) for more information.

CRAFTS WORKERS

See [UPS Operational Policy GEN 21: Crafts Workers](#) for the compensation structure for Crafts Workers.

TEMPORARY INSTRUCTIONAL STAFF

UW-Green Bay maintains University [Payment Guidelines for Temporary Instructional Staff](#) who do not currently hold an ongoing full or part-time position at UW-Green Bay.

GRADUATE STUDENT ASSISTANTS (Graduate, Teaching, and Research Assistants)

Stipend rates for all graduate student assistantships will be established and reviewed by the Office of Graduate Studies annually and upon implementation of a board of regents approved pay plan.

EXTRAORDINARY PAY RANGES (ESR)

Although the salary range structure is designed to accommodate general market demands, there are significant market conditions for certain positions that require an extraordinary salary range in order to address documented recruitment and retention.

[Regent Resolution #9950](#) provides the UW Chancellors the delegated authority to establish extraordinary salary ranges (ESR) when the salary range assigned to the title does not adequately address the market conditions and affects recruitment and retention needs. The extraordinary salary range should be based on salaries paid for comparable positions in the external market. All requests for ESR's are subject to approval of the appointing authority and the Chancellor. Human Resources will maintain the records for all approved ESR positions. A set of UW System wide ESR's have been established for a subset of [Information Technology positions](#) due to the high market demand.

MOVEMENT

Faculty Movement to and from an Academic Staff or Limited Appointment

Faculty members who assume an administrative position for more than 50% time must be compensated at the appropriate administrative salary range proportionate to their administrative effort for that position, and the salary for such appointment shall be within the salary range limits, if applicable.

Ranked faculty members who leave an administrative position to return to a faculty position will be compensated at a salary rate consistent with other faculty of the same rank in the department, taking into consideration years of service, previous salary, length of time serving as an administrator and other factors normally considered when setting faculty salaries.

[Regent Resolution #9058](#) directs that limited appointees returning to the faculty from an administrative position, who are provided with transition time for teaching preparation must develop the equivalent of a sabbatical proposal clearly outlining the work to be accomplished during the transition time and a report of work accomplished during the transition period. The transition period should be no longer than one academic semester unless the person has served in a limited position for five or more years, whereby two academic semesters may be allowed. UW System approval of the transition plan is not required. However, the transition plan and subsequent report of work accomplished should be maintained in the institution's files and be available if there should be an audit of compliance with this policy.

Academic Staff Movement to and from a Limited Appointment

An academic staff member who assumes a limited appointment for 50% or more time must be compensated at the appropriate administrative salary range proportionate to their administrative effort for that position, and the salary for such appointment shall be within the salary range limits of the assigned position. When an academic staff member leaves a limited position and the concurrent academic staff appointment does not specify a title and salary range, the title and salary range shall be determined based on the functions to be performed in the academic staff appointment, and the salary upon return to an academic staff position shall be established within the salary range limits.

Salary Rate upon Movement to a new position or job (occurs via recruitment)

The base pay may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the maximum approved by the Position and Compensation Review Committee. If requesting an adjustment to the approved salary range, the hiring authority will be required to obtain additional approval through the Position and Compensation Review Committee.

Acting or Interim Appointments

Administrators serve at the executive/policy making level so it is extremely important for an acting appointee to maintain leadership continuity during a temporary leave of absence or during the recruitment process. The salary offered to an individual to serve on an acting or interim basis can be an important factor in securing the temporary services of a highly qualified person.

Salaries for acting and interim positions will be set, to the extent possible, to prevent inequities with comparable positions within and between institutions in the UW System. When an employee is appointed to an interim or acting position and expected to assume the role for greater than 50% of the time, employees will be placed on a leave of absence from their primary role and given an interim title/position.

When a permanent appointment is made, the acting or interim appointee can be expected to return to his/her former position at a salary consistent with the prior salary, plus any increases that would have been received during the interim position.

PROMOTIONAL PAY

- i. Academic Staff, University Staff and Limited Promotional Pay (via Title Change or Career Progression) (see full [Title Review Policy](#))
 - a. Career Progression and Title Change increases must be funded with existing base dollars. Lack of departmental funding should not preclude submission of a career progression or title change.

Department leaders must work with divisional budget leaders to identify and secure funding for these base adjustments.

- b. Career Progression and Title Change increases must be at least a 3% base salary adjustment or the minimum of the new pay range, whichever is greater. Approval for increases beyond 10% is at the discretion of the Area Leader, unless it is required to meet the minimum of the new pay range.
- c. Consideration will be given to pay equity when approving all pay adjustments.
- d. Title changes submitted to change a classification when remaining within the current pay range may be processed without a pay increase.
- e. Title changes submitted to reflect a correction of an incorrectly titled position may be processed without a pay increase.

Faculty Promotional Pay

- a. Faculty promotions must be funded with available base dollars. Lack of departmental funding should not preclude submission of a promotion. Department leaders must work with divisional budget leaders to identify and secure funding for these base adjustments. Faculty promotion rates for movement to associate and full professor are established annually by the Position and Compensation Review Committee. Increases to the amount will be based upon the proposed pay plan submitted by the budget office and this amount will not be modified if awarded pay plan differs from the approved biennial budget.

BASE ADJUSTMENTS

Base adjustments must be funded with available base dollars. All base rate adjustments shall be submitted through a **Compensation Request Guidelines**. Adjustments are subject to the minimum and maximum of the applicable pay range.

The provisions in this section of the policy do not apply to temporary instructional employees, interns, interim, acting appointments or employees with a temporary base adjustment, graduate assistants, student hourly, or employees on an approved leave of absence.

ii. Eligibility

In order to be eligible for compensation adjustments, employees must have a satisfactory level of performance documented through a current performance evaluation. If employees are supervisors, they must also have up to date, documented performance evaluations on file for all direct reports. Specific

documentation requirements for each type of adjustment are provided in the **Compensation Request Guidelines**.

- a. Ineligible Employees
 - 1. Employees currently under a concentrated performance plan.
 - 2. Employees deemed “unsatisfactory” or “does not meet expectations” in overall level of performance.

Non-Merit Adjustments

- a. Change in Duties (001): If there is a substantive change in the duties and responsibilities of a filled position that does not result in a title change, a salary adjustment may be requested.
- b. Outside Offer (022): This adjustment reflects a salary increase necessary to retain a person who has received an outside offer of employment (with comparable duties and responsibilities) at a rate higher than his/her existing rate.
- c. Adjustments for Retention (081): This adjustment may be used when the employing department is aware that the employee is actively seeking other employment and the resultant loss of the employee’s knowledge and experience would be a detriment to the department, division, or university.
- d. Competitive Factors (080): Adjustments may be made in response to competitive market factors or compensation study data provided in a comparable role.
- e. Equity (006): Adjustment where established labor market data identifies a need to award market adjustment in order to achieve equity with external public/private employers. Adjustment may also be used for significant pay compression or to provide equal pay for equal duties when employee’s salary has been determined to be lower than other employees performing similar duties at the same level of proficiency with comparable years of experience and education. Group equity adjustment cannot be requested to correct inequities which have resulted from either the department's distribution of past merit plan increases or base adjustments made in response to competitive factors.
- f. Temporary Change in Duties (025): adjustments may be made when an employee assumes temporary responsibilities. Temporary base salary adjustments are not overload payments and may be used as a mechanism to acknowledge a special qualification performed on a seasonal basis. Adjustments may be made for individuals serving in an interim or acting capacity while recruitment is performed, or temporary assignment of non-recurring short term responsibilities.

Merit Adjustments

Wis. Stat. § 36.115(2) granted to the Board of Regents on July 1, 2015 provided the authority for creation of a personnel system that included compensation structures and tools that reflect market, performance, equity and cost of living. Under this authority, merit adjustments allow for recognition of an employee's superior or meritorious service.

- a. Performance (091): Adjustments that allow for recognition of employees superior or meritorious performance. Relevant factors should include- length of superior performance, regularity with which outstanding contributions demonstrated, overall significance of employee's work to department, division or university and/or additional competencies gained determined to be critical and/or specialized in carrying out permanent functions of the position. Other considerations may include proactively and creatively solving problems resulting in a positive change, frequently seeks opportunities to accomplish additional or transformational goals that result in a significant positive impact.

DEMOTION

- i. Upon downward movement of salary grade/range an individual's salary may be adjusted to meet the updated range and position responsibilities.
- ii. The base pay rate may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the maximum.
- iii. If the employee's salary before demotion is above the maximum of the new salary range, it must be reduced to no more than the new pay range maximum.
- iv. Factors to be considered in determining the new salary rate are the employees experience, qualifications, performance as measured by past performance evaluations, and new duties and responsibilities.

BOARD OF REGENTS APPROVED PAY PLAN

- i. Methods of pay plan distribution within the university will be based on the method of allocation to the university. For example, if the pay plan allocation to the university is phased, all distributions of pay plan dollars will likewise be phased. Pay plan adjustments will be based upon salaries in effect June 30 of the prior fiscal year.
- ii. Annually, in accordance with the **Board of Regents Pay Plan Distribution policy** and in consultation with shared governance, the Chancellor may earmark up to 15% of the total pay plan for discretionary use to meet special compensation needs, such as rewarding members of the University workforce for innovative

and/or collaborative program delivery; rewarding exceptional performance in support of institution goals; and/or correcting gender pay inequities or other structural anomalies or inequities warranting adjustment.

- iii. Divisions are required to identify and allocate salary dollars for all other base-budget salary increases. UW System salary range minimums may increase based on Board of Regents approved pay plans. Areas are responsible for identifying and allocating salary dollars for increases required by new minimums and changes in those minimums due to pay plan.
- iv. Any supplemental pay plan issued by the University will follow these same guidelines.
- v. Eligibility

Faculty, Academic Staff, Limited, and University Staff employees in ongoing positions with a budgeted FTE will be eligible for pay plan.

In order to be eligible for compensation adjustments, employees must have a satisfactory level of performance documented through a current performance evaluation. If employees are supervisors, they must also have up to date, documented performance evaluations on file for all direct reports. Specific documentation requirements for each type of adjustment are provided on the [Compensation Request Guidelines](#).

a. Ineligible Employees

- 1. Employees paid from provisional, non-budgeted salary lines will not be eligible for pay plan. This includes University Staff Temporary, Project, and positions less than 50% FTE.
- 2. Employees represented by a collective bargaining agreement (CBA). Respective pay increases for pay plan will be negotiated separately through the CBA.
- 3. Employees currently under a concentrated performance plan.

Employees deemed “unsatisfactory” or “does not meet expectations” in overall level of performance.

OVERLOAD PAYMENTS

iii. General Policy

The salary received by full-time faculty, FLSA exempt academic and university staff, and limited appointees is considered to be full compensation for all work during the period of appointment. These employee groups are exempt from the FLSA provisions and expected to expend the total effort necessary to complete their assignments without additional compensation. In general, other options should be considered before overload payments are granted. The appointing authority may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken.

Overload Considerations

a. Faculty and Instructional Academic Staff

1. Courses taught during the academic year. Employees may receive overload payments for teaching courses scheduled during the academic year when the addition of the course(s) results in a teaching load that exceeds the employees' contractual teaching load for the academic year.
2. Inter-institutional instructional consulting or technical service. Sharing of expertise among UW institutions is considered an expectation as part of their full time employment. Where the need for inter-institutional service is in addition to a full time appointment at the home institution and is short-term in nature, an [inter-institutional overload](#) may be initiated.
3. Off-campus credit instruction. When taught by full-time faculty members during their appointment period, off-campus courses generally should be considered part of an individual's full-time teaching load. In order to maintain flexibility in the use of instructional funds or to adapt off-campus offerings to rapidly changing needs; however, overload payments may be requested, subject to the approval of the chair of the faculty member's budget unit, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs (or designee).
4. Non-credit continuing education and public service programs. The University of Wisconsin System commits itself to respond to the continuing education and public service needs of Wisconsin residents. To the extent that these needs can be anticipated for any regular budget period, budget arrangements should be developed to structure such assignments as part of the regular load of full-time faculty members. If these assignments have not been anticipated, or cannot be accommodated in the regular load, overload payments may be authorized according to the policy and limits established in accord with this policy document.

b. Non-Instructional Academic Staff and Limited Appointments

1. Overload payment for an academic staff or limited appointment may be appropriate and approved according to the following principles:
 - i. The extra work may be due to a vacancy in the department.
 - ii. The supervisor, division head, and area leadership have explored options and concluded that this is an option of last resort.

- iii. It is established that an employee cannot reasonably be expected to do the work in question during the normal work week.
 - iv. The task requires specialized expertise that is not otherwise available.
 - v. The exigency is not part of a regular, predictable workload.
 - vi. The magnitude of the work cannot be accommodated by flexible work schedules.
 - vii. The overload is formally approved by signature of the Area Leader after review by the Position Review Committee and before the work for overload pay is undertaken.
2. Academic staff and limited appointments may accept occasional instructional assignments that are outside of and in addition to their assigned positions.

Overload Payment Limitations

Approvals for all overload payments must be obtained from chair/director, and the Dean/Division Head prior to the starting date of the overload service. Overload payments for non-instructional assignments will also require review and approval by the Area Leader and the Position and Compensation Review Committee.

Exceptions will be made only for the most extraordinary circumstances (such as sudden illness, death, or other circumstances that could not have been anticipated).

Overload compensation may not exceed the higher of either 20 percent (20%) of the employee's academic (c-basis/9 month) or annual (a-basis/12 month) base salary (not including any individual temporary base increases that may be in effect) or \$18,000 unless the Provost determines that good cause exists to exceed this threshold and issues an exception in writing. Due to the nature of J-term, faculty teaching during this period who exceed the academic year overload compensation limits will receive special consideration. J-term and travel courses offered during the 9-month academic year may alternatively be taught as part of faculty credit load, per the normal course assignment process.

The statutory limit is calculated on a fiscal year basis (July 1 through June 30 of the following year). In determining whether the workload limit has been met, the controlling factor is the period when the overload assignment occurs. See below for payment guidelines for summer and j-term payments.

Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/or nonfederal funds that are used as cost sharing on a federal award. Individuals on federal funding will not be eligible for overload payments no matter the source of additional funding. The only

exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring federal agency.

Temporary base salary adjustments are not considered overload payments.

Overload payments must be reasonable in terms of the original base salary and the time spent, effort involved, and level of skills required for the additional assignment. Calculation of overload payments shall be made pursuant to the methodology set forth in [Salary and Fringe Benefits Calculations for Unclassified Staff \(230\)](#) and [Inter-Institutional Financial Transactions \(324\)](#).

Each division will be responsible for monitoring overload payments in their respective area. The Provost's Office will provide the UWS Office of Academic Affairs, upon request, a list of persons receiving overload payments.

SUMMER PAYMENTS FOR ACADEMIC YEAR APPOINTMENTS

Approvals for all summer payments must be obtained from chair/director and the Dean/Division Head prior to the starting date of the contracted work. Exceptions will be made only for the most extraordinary circumstances (such as sudden illness, death, or other circumstances that could not have been anticipated).

Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/or nonfederal funds that are used as cost sharing on a federal award. Individuals on federal funding that are on an annual (12-month contract) will not be eligible for additional payments no matter the source of additional funding. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring federal agency.

Summer session/service payments are not included in overload cap policy established for the Academic Year.

iv. Payment Limitations

In accordance with [Operational Policy TC3: Compensation](#), compensation received in summer should not, in aggregate, exceed 2/9ths of the academic year salary of the person appointed unless an explicit exception is granted by the Provost or designee, regardless of source of funds. Payments greater than 2/9ths and up to 3/9ths of the academic year salary are considered summer overload, and all such requests for payment must obtain prior approval from the Provost, or designee. Exceptions to receipt of prior approval will be made only for the most extraordinary circumstances (such as sudden illness, death, or other circumstances that could not have been anticipated). The following conditions apply to summer payments in excess of 2/9ths:

- a. Faculty and instructional academic staff are eligible to receive a maximum of 3/9ths summer salary in any given summer.
- b. The combination of all summer session/service payments in any one year may not exceed 3/9ths of the employee's academic year salary.
- c. Employees receiving 3/9ths summer service payments commit 100% of their time during the entire three-month period. This precludes the possibility of summer vacation time.
- d. Requests for summer session/service payments for work done during the academic year are not allowed.
- e. In determining whether a payment qualifies as a summer session/service payment, the controlling factor is the period the work is performed.

ADDITIONAL PAY COMPONENTS FOR FLSA NON-EXEMPT STAFF

v. Overtime

- a. Designation of employees as exempt or nonexempt will be done by The Office of Human Resources in accordance with FLSA at the time of hire. This designation will be reviewed during each subsequent position description update that is received.
- b. Except for law enforcement officers (see below), Fair Labor Standards Act (FLSA) nonexempt employees must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked, for each hour worked in excess of 40 hours in a workweek. Hours worked do not include hours of paid leave.
- c. Law Enforcement officers must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked, for each hour worked in excess of 80 hours in a 2-week pay period.
- d. All overtime work must be approved by the designated appointing authority or administrator in advance of the hours being worked.
- e. Payment of overtime at a premium rate shall be paid in addition to the premium rate paid for work performed on a legal holiday during the same workweek (or pay period in the case of law enforcement officers).

Compensatory Time

- a. The FLSA provides public employers the option of providing employees with compensatory time (comp time) off in lieu of cash for overtime so long as the employee has received notice of the comp time option.
- b. FLSA nonexempt employees and exempt employees in law enforcement are permitted to accumulate up to 80 hours of compensatory time. Comp time for FLSA non-exempt employees accrues at one and one half times for each hour worked over 40 in a week. Any hours worked by FLSA non-exempt employees that exceed the 80-hour limit shall be paid in cash at the premium rate.
- c. Except for FLSA exempt staff in law enforcement positions, compensatory time may only be earned by FLSA exempt staff in exceptional and limited situations, and only when preapproved. When such comp time is granted, it shall accrue at the regular rate.
- d. UW System employees must use accrued compensatory time no later than four months after the end of the calendar year in which the comp time was earned. Any comp time unused by April 30th of the following calendar year will be converted to cash payment and included in the earnings for the pay period that includes May 1.
- e. The appointing authority has discretion to approve scheduled use of compensatory time earned in lieu of cash payment of overtime hours.

Additional Pay Components for Non-Exempt Staff

- a. Night Differential: Forty-five cents (\$0.45) per hour for all hours worked between the hours of 6:00 p.m. and 6:00 a.m.
- b. Weekend Differential: Sixty cents (\$0.60) per hour for all weekend hours worked (i.e., work hours between the hours of 12:01 a.m. on Saturday and 12:00 midnight on Sunday).
- c. Legal Holiday Premium: Compensatory time off or payment at the premium rate will be granted for hours worked on days identified as legal holidays in [UPS Operational Policy BN 2: Personal Holiday & Legal Holiday Administration](#).
- d. Standby Pay: When an employee is required by the institution's administrators to be available for work and able to report to work in less than one hour, the employee will receive \$2.25 for each hour in standby status.
- e. Call-Back/Call-In Pay: A minimum of two hours pay is guaranteed when an employee is called back for duty or called in on the employee's day off.

- f. Calls at Home: If the Employer contacts the employee at home for the purpose of discussing job-related business, the employee shall be credited with work time for all such calls. In no case shall the employee receive less than a single one-half (1/2) hour credit per day for such calls under this section. *Examples of job-related business calls include calls regarding specific patient treatment procedures, questions regarding operation of equipment, clarification of instructions, and repair procedures. Examples of non-job-related business calls include calls made to call an employee back to work, availability for overtime and scheduling changes.*

PAYMENT OF LICENSES AND CERTIFICATIONS

As outlined in [Operational Policy GEN 25](#) and UW-Green Bay's [Educational Assistance Policy](#), unless there is clear authority in an applicable collective bargaining agreement, university payment of professional license fees is prohibited regardless of the source of funds. The salary established for employees is intended to attract and retain staff based on the education, experience, and special training required to perform the work. For some staff this includes the requirement that they have a professional license to hold a particular position. The payment of license fees to maintain professional credentials is the responsibility of the employee.

RELATED DOCUMENTS

- [UW System Operational Policy TC 3: Compensation](#)
 - [Appendix 1: Category A Salary Ranges](#)
 - [Appendix 2: Category B Minimum Salary Ranges](#)
 - [Appendix 3: Faculty Salary Minima](#)
 - [Appendix 4: Executive Salary Ranges](#)
 - [Appendix 5: University Staff Salary Ranges](#)
 - [Appendix 6: Crafts Workers Rates](#)
 - [UW-Green Bay University Staff Temporary and Project Appointment Guidelines](#)
 - [Payment Guidelines for Temporary Instructional Staff](#)

Faculty Senate New Business 7d 9/13/2017

DRAFT Institutional Biosafety Committee Charge

Modified 7/7/2017

1. The Institutional Biosafety Committee (IBC) shall be composed of no fewer than five (5) members. It will include (1) the University Safety Manager as an *ex officio*, voting member, two (2) appointed members of the faculty, and two (2) community members unaffiliated with the University. Collectively, the committee should possess expertise in recombinant and synthetic nucleic acids, plants and animals, assessment of risk to environment and public health, knowledge of institutional commitments and policies, applicable law, professional standards, community attitudes, and environment, biological safety, and physical containment. Ad hoc consultants can provide subject area expertise for select submissions. All members, with the exception of the University Safety Manager, will serve three-year, staggered terms to assure continuity.
2. The Provost and Vice Chancellor for Academic Affairs, or designee, is the designated Institutional Official responsible for matters pertaining to research involving the use of human subjects.
3. Nomination of faculty candidates for appointment to the IBC is the responsibility of the Committee on Committees and Nominations. The IBC chair is responsible for nominating community candidates when replacements are necessary. Final appointments are made by the Provost and Vice Chancellor of Academic Affairs, or designee.
4. IBC activities are coordinated by a chairperson elected by Committee members prior to the end of each academic year for the succeeding fiscal year. The term of the chair begins on July 1 and concludes on June 30.
5. The IBC serves the following functions:
 - a) Is the UW-Green Bay Institutional Biosafety Committee as defined in the policies set forth by the National Institute of Health.
 - b) Develops and makes recommendations to the Institutional Official regarding guidelines and procedures for the review of research proposals, submitted by UW-Green Bay faculty, staff and students, involving recombinant or synthetic nucleic acids and other investigations that involve other applicable biohazardous materials (e.g. blood borne pathogens, select agents and toxins).
 - c) Reviews and approves or denies the conduct of all proposed research, to be conducted by UW-Green Bay faculty, staff and students, involving recombinant or synthetic nucleic acids and other investigations that involve other applicable biohazardous materials (e.g. blood borne pathogens, select agents and toxins).
 - d) Investigates allegations of research misconduct of UW-Green Bay faculty, staff or students when the misconduct is associated with research proposals previously approved by the Committee. The Committee may suspend approval of previously approved research if allegations are substantiated.
6. The chair of the IBC has the following governance responsibilities:
 - a) Maintain official records of submitted research proposals reviewed by the Committee, indicating approval or denial of all proposals.

- b) Maintain active registration of the UW-Green Bay IBC with the National Institute of Health (NIH).
- c) Report the results of investigations of research misconduct, when the misconduct is associated with research proposals previously approved by the Committee, to the Institutional Official (or designee).
- d) Notify the Institutional Official when the Board suspends approval of previously approved research and make recommendations for actions to be taken as a result of the suspension.
- e) Submit a report of all Board activities at the end of each academic year to the Provost and Vice Chancellor for Academic Affairs, or designee.

Faculty Senate New Business 7e 9/13/2017

**REQUEST FOR AUTHORIZATION TO IMPLEMENT A
BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING AT UW-GREEN BAY
PREPARED BY UW-GREEN BAY**

ABSTRACT

The proposed Mechanical Engineering program is a business and community based program designed to meet a critical talent need in Northeast Wisconsin, while increasing the college attainment rate (one of the lowest in Wisconsin) and realigning regional higher education assets for a growing economy. A recent community-wide economic strategic plan sponsored by the Greater Green Bay Chamber of Commerce strongly argued for the introduction of highly focused engineering programs, including the creation of an engineering school at UW-Green Bay (UWGB). This need for engineering also was recognized by the Joint Finance Committee, who included a provision for a School of Engineering at UWGB when they approved the UW System budget proposal. It should be noted that the proposed Mechanical Engineering program is not a completely new start-up, as UWGB has taught the first two years of engineering since nearly the beginning of its existence 51 years ago. Therefore, nearly all courses required in the first two years of the ME degree already exist and have been taught regularly at UWGB. The University also currently offers three engineering technology programs (mechanical, electrical and environmental), which have experienced rapid growth in enrollment, with the Mechanical Engineering Technology program having more than half of the total students in Engineering Technology.

PROGRAM IDENTIFICATION

Institution Name

University of Wisconsin – Green Bay

Title of Proposed Program

Mechanical Engineering

Degree/Major Designation

Bachelor of Science

Mode of Delivery

Single Institution - degrees for the Mechanical Engineering program will be awarded by UWGB. The program will be primarily face-to-face, with internships and capstone projects completed at surrounding businesses Northeast Wisconsin. However, the program would also seek to collaborate with the UW-Platteville-UW Fox Valley mechanical engineering program, as this partnership would leverage UW College investments in regional engineering training, allow students access to some courses in an on-line format, and provide some flexibility, cost reduction and risk mitigation during the early years of the new program.

Projected Enrollment by Year Five

Table 1: Five-Year Projected Student Enrollments

	Year 1	Year 2	Year 3	Year 4	Year 5
Enrollment (New Freshmen Student) Headcount in state	20	34	45	80	110
Enrollment (New Freshmen Student) Headcount out of state	1	2	3	6	8
Enrollment (Transfer Students) Headcount	5	8	11	17	25
Enrollment (Continuing Students) Headcount	0	20	33	45	77
Enrollment (Graduating Students) Headcount	0	0	18	30	40
Enrollment total	26	64	74	117	180
Students subject to external costs (first time students)	26	39	52	91	126

The number of declared majors in the Mechanical Engineering Technology program at UWGB was 10 in the first full year, 54 in the second year, and is currently at 68 for the third year (fall of 2017). It should be noted that additional students declare during the semester, so the projected student enrollment numbers are consistent with our experience to date with the Mechanical Engineering Technology program.

Tuition Structure

Similar to the Engineering Technology programs at UWGB and other recently approved engineering programs in UW System (ex: UW-Stout), in addition to the base tuition a \$700/semester program fee would be included.

Department, College, School or Functional Equivalent

The proposed program will be housed in the College of Science and Technology. As noted previously, a proposal for a School of Engineering at UWGB has been approved by the Joint Finance Committee as part of the UW System budget, and pending final approval of the state budget initially would be housed in the College of Science and Technology.

Proposed Date of Implementation

The program would officially be implemented in the fall of 2019, although given the fact that the lower level courses for the program are already available, new freshman could be recruited to the program as soon as the fall of 2018 pending all necessary program approvals.

INTRODUCTION

Rationale and Relation to Mission

This proposal for a new mechanical engineering degree at UW-Green Bay is part of an intensive and coordinated transformation of the University to meet the needs of one of only three urban areas in the State of Wisconsin. The new Urban Serving Vision of the University is designed to (a) significantly increase access to postsecondary education in an area with one of the lowest degree attainment rates in the country, (b) reshape academic programs to meet the current and future workforce needs in the region particularly in the areas of technology, manufacturing, health care, and global business; and (c) become a major regional leader in meeting social, economic, and educational challenges in the region. To operationalize this new imperative, in July 2016 the University began operating with four colleges designed to articulate with the major sectors of the region's economy. The new College of Science and Technology, which now houses

the programs in Mechanical, Electrical and Environmental Engineering Technology, will host the new program in Mechanical Engineering.

The new institutional focus of UWGB complements and is being closely coordinated with intensive efforts in the Green Bay region to significantly shift the historical mill culture economy to an innovation economy focused in advanced manufacturing, health care and professional sports with a more nurturing entrepreneurial ecosystem. UWGB is taking a leadership role in the strategic planning being conducted by the Greater Green Bay Chamber with assistance from Tip Strategies of Austin, Texas. That process has clearly demonstrated the need for engineering degree programs as UWGB.

Northeast Wisconsin is one of two places in the state where the population of 25 to 55 year olds is expected to increase in the next ten years (see need section below). Despite this, the growth in that age group must be supplemented even more via recruitment if the region is to have a chance to expand economically. It is recognized in the Green Bay region that to attract and retain individuals of this age category will require the development of more vibrant social and commercial opportunities. This is the primary goal of the Green Bay Packers Titletown Development now under way west of Lambeau Field, a project in which UWGB is involved. To meet these challenges, UWGB will need to develop and deploy relevant programs in science, math, business, and engineering and importantly, it must position itself to be a valuable partner in nurturing a sustainable entrepreneurial and innovative culture in the region. The long-term prospects of some of the most important local business partners, including the Green Bay Packers, depend on this institutional transformation. Engineering programs are key to this requirement.

Engineering is not new to UWGB. Historically, UWGB has offered pre-professional programs in engineering, with students transferring to other regional institutions offering Bachelor of Science degrees in engineering including UW-Madison, UW-Milwaukee, UW-Platteville, Milwaukee School of Engineering, Marquette University and Michigan Technological University. UWGB also has a formalized cooperative program (the NEW Program) providing for direct, upper-level transfer into the College of Engineering and Applied Sciences at UW-Milwaukee. The two institutions also collaborate on a 3+2 dual degree program in which students can earn two bachelor's degrees over five years of study: a Bachelor's of Science in Environmental Sciences from UW-Green Bay and a Bachelor's of Science in civil/environmental engineering from UW-Milwaukee. The current proposal is expected to enhance general interest in these programs and provide other avenues for inter-institutional collaboration. In spring 2015, UWGB established three new programs in Electrical, Environmental, and Mechanical Engineering Technology; they will be entering their third full year during 2017-18. Enrollments in these programs are much larger than expected, especially in mechanical engineering technology.

In summary, UW-Green Bay's mission is based on a commitment to provide a problem-focused educational experience that enhances critical thinking skills to address complex issues. The proposed plan for a BS in Mechanical Engineering is consistent with that mission in that it will enable students to address problems using knowledge gained through course instruction, internships and capstone projects. This program also aligns with UWGB's strategic plan, which emphasizes enrollment growth (particularly in the areas of science and technology), promoting opportunities for innovation, and establishing distinctive partnerships with the community.

Need as Suggested by Current Student Demand

For reasons outlined below, we believe a new mechanical engineering program at UWGB will attract enrollments exceeding 200 total students within five years.

- Potential UWGB students have long wanted opportunities for engineering. Between 2006 and 2015 (prior to the establishment of the three engineering technology programs) nearly 750

students applied to UWGB stating a desire to become an engineer. The average annual number of these applicants is roughly three times the number of freshmen engineering students we use to model the financials for this program.

- Over one quarter of this year's UWGB freshman class have declared interest in a STEM degree.
- Wisconsin technical colleges in the Northeast Region [Brown County (NWTC); Outagamie County (FVTC); Oneida County (Nicolet)] produced 22% of all associates degrees (2013-2015) and 29% of all non-health related STEM associates degrees in Wisconsin (2013-2015) suggesting extremely strong interest in engineering and technical fields in the region.
- At the beginning of 2016, NWTC had 313 students enrolled in its engineering technology associates degree programs 48% of whom had completed more than 31 credits. This pipeline of engineering-ready students portends a much higher annual transfer population than we currently model.

Need as Suggested by Market Demand

What are the sources of these students? The majority of these students already reside in Northeastern Wisconsin. However, there is significant potential for out-of-state and international enrollment as the program matures. We note the following in support of this:

- Unlike nearly every other county in Wisconsin, the Brown County population is growing and getting younger. The Wisconsin Department of Administration (DOA) predicts Brown County will grow by over 25% between 2010 and 2040 (average state growth is 14%). The percentage of 25 to 55 year olds is projected to grow only 2% statewide. This cohort is expected to grow by more than 10% in only Kenosha and Brown counties.
- NWTC and FVTC are the third and fourth largest technical colleges in Wisconsin. Madison Area Technical College and Milwaukee Area Technical College are the largest. However, the engineering programs at NWTC and FVTC are the largest in the state. Engineering associates at NWTC represent 9% of all associates at the College (highest in the state). Engineering Associate degrees at FVTC represent 8.8% of all associates at that college. Engineering associates at Madison Area Technical College and Milwaukee Area Technical College represent 5.4% of all associates degrees.
- Currently, the population of the City of Green Bay includes over 27% people of underrepresented minority background. The Green Bay Area Public Schools is a minority-majority school district with the proportion of both Hispanic populations and non-white, non-Hispanic populations increasing and White, non-Hispanic populations decreasing. These students are also economically disadvantaged and, thus, many are place-bound and no access to engineering degrees.
- Northeast Wisconsin accounts for 12% of the Wisconsin population but has one of the lowest degree attainment rates in the state. With respect to STEM degrees, UWGB delivers only 2% of the state's non-health STEM degrees and 3% of the state's health-related STEM degrees. This deficiency in meeting regional needs is a direct result of a mismatch between the program array at UWGB, a legacy array not revised in decades, and the workforce and talent needs of the region.
- The region is the leading manufacturing area in Wisconsin and the third largest business sector in Wisconsin. Among regional companies are some of the largest in the state many with multinational operations. There are 90 engineering companies in Brown and Door Counties. The

leaders of these companies support the expansion of engineering at UWGB and have pledged to provide internships for students, help recruit new students, and hire graduates from the program. The boards of the New North and the NEW Manufacturing Alliance likewise are supportive and eager to assist in the establishment and continuation of the program.

- Although we include only a small number (<7%) of out of state or international students in our enrollment model there is enormous potential for the recruitment of out of state or international students. Because of the Green Bay Packers, the City of Green Bay has an international brand and is widely known nationally and internationally. Additionally, UWGB is the only comprehensive university in the system with a NCAA Division I athletic program. This program gives the University reach and recognition in all upper Midwestern cities and into 90 million homes via ESPN3. This name recognition and access to large population pools coupled with low out-of-state tuition (relative to in-state tuition in many neighboring states) provides a strong foundation for a productive recruitment program for out-of-state students.
- UWGB is a member of the NEW ERA higher education alliance, which includes UW Oshkosh, UW Fond du Lac, UW Fox Valley, UW Manitowoc, College of Menominee Nation, Fox Valley Technical College, Lakeshore Technical College, Marine Park Technical College and NWTC. An innovative feature of this alliance is the multiple entry strategy whereby students interested in engineering technology degrees at UWO and UWGB may enter those programs through any of the alliance member institutions. The new engineering program at UWGB will employ this model thereby increasing access to the program.
- The program will offer local students a more affordable way to obtain an engineering degree. As an example, Wisconsin students make up roughly 10% of the freshman class at Michigan Tech University. If that percentage were reflected in the number of mechanical engineering majors at Michigan Tech, we would expect 137 of the 1,373 Michigan Tech ME majors to be from Wisconsin. One quarter of that number (37) exceeds the freshman enrollment number of the model presented here. In addition, an out-of-state undergraduate student at Michigan Tech can be expected to pay approximately \$32,900 per year in tuition and fees (Michigan Tech Cost Calculator) compared to \$19,084 at UWGB (difference of \$13,816 annually; \$55,254 total for the degree).

DESCRIPTION OF PROGRAM

General Structure

A Bachelor of Science degree in mechanical engineering at the University of Wisconsin-Green Bay would be housed in Natural and Applied Sciences in the College of Science and Technology. The mechanical engineering program would be designed to meet ABET accreditation, as ABET accredits college and university programs in the disciplines of applied science, computing, engineering and engineering technology. Accreditation by ABET provides confidence to employers that the program meets the quality standards that produce graduates prepared to enter the global workforce. Students completing the program would also be eligible to sit for the Principles and Practices of Engineering Examination required one to become a Professional Engineer (PE) in the United States.

Due to ABET accreditation requirements, the mechanical engineering program at the University of Wisconsin-Green Bay would follow the constructs of most undergraduate mechanical engineering degrees, which include required courses on the principles of motion, energy, force and materials. Elective courses can include subject areas such as biomechanics, energy conversion, thermodynamics, fluid mechanics, heat

transfer, combustion and air pollution, shock and vibration analysis, acoustics and noise control, robotics and mechatronics, and heating, ventilation and air conditioning (HVAC). These areas of specialized expertise serve as examples of the skills that faculty and students can apply to a range of businesses in the areas of manufacturing, research and development and material testing. With the large manufacturing sector in northeastern Wisconsin, students completing the degree in mechanical engineering would likely have many opportunities to participate in high impact experiences such as internships and capstone projects done collaboratively with business and industry. In an effort to maximize the economic impact of graduates from the program, businesses in the region would be actively engaged to determine the most relevant elective course offerings for the program.

Institutional Program Array

UW-Green Bay currently provides pre-engineering courses that transfer to other accredited engineering school within UW System and other public and private universities in the region. UW-Green Bay also has three Engineering Technology programs that have demonstrated strong enrollment growth since their inception in the fall of 2015. In addition to general education and Mechanical Engineering courses, other coursework will be drawn from chemistry, mathematics, and physics. This program aims to retain NE Wisconsin students in NE Wisconsin.

Other Programs in the University of Wisconsin System

There are several other UW System institutions with Mechanical Engineering programs, with the closest one being the UW-Platteville – UW Fox Valley partnerships.

Student Learning Outcomes

The ABET program criteria specific to Mechanical Engineering states:

Curriculum – The curriculum must require students to apply principles of engineering, basic science, and mathematics (including multivariate calculus and differential equations); to model, analyze, design and realize physical systems, components or processes; and prepare students to work professionally in either thermal or mechanical systems while requiring topics in each area.

Assessment of Objectives

A very rigorous assessment process is required by ABET in order to achieve accreditation. This assessment process will be the primary driver for program assessment.

Program Curriculum

BSE Major in Mechanical Engineering		
	General Ed	36 credits
	Math	18 credits
	Science	15 credits
	Engineering	11 credits
	Mechanical Engineering	46 credits
	Total	126 credits
	Math	Credits
MATH 202	Calculus I	4

MATH 203	Calculus II	4
MATH 320	Linear Algebra I	3
MATH 260	Statistics	4
MATH 305	Differential Equations	3
	Total credits	18
	Science	Credits
ET 206	Chemistry	5
PHY 201	Physics I	5
PHY 202	Physics II	5
	Total credits	15
	Engineering	Credits
ENGR 213	Statics	3
ENGR 214	Dynamics	3
ET 130	Fundamentals of Electrical Engineering (or Circuits I)	3
	Introduction to Programming (Matlab)	2
	Total credits	11
	Mechanical Engineering	Credits
	Introduction to Mechanical Engineering	2
ET 207	Parametric Modeling	3
	Numerical Methods	3
ET 220	Mechanics of Materials	3
	Mechanics of Materials Lab	1
	Fluid Dynamics	3
	Fluids Lab	1
	Thermodynamics	3
	Heat Transfer	3
	Thermal Lab	1
	Engineering Measurements & Instrumentation	3
	Measurements Lab	1
	Analysis of Dynamic Systems	3
	Automatic Controls	3
	Controls Lab	1
	Materials & Manufacturing Processes	3
ET 221	Design of Machine Elements	3
ET 360	Project Management	3
	Senior Design Project	3
	Total Credits	46

	Electives	Credits
ET 308	Finite Element Analysis	3
	Kinematics & Dynamics of Machines	3
	Manufacturing Systems	3
	Mechanical Vibrations	3
	Acoustics	3
ET 390	Mechatronics	3
	Introduction to Composite Materials	3
	Robotics	3
	Experimental Mechanics	3

Projected Time to Degree

Students who apply to the Mechanical Engineering program and have adequate preparation in mathematics will be able to complete the degree in four years, which could be accelerated by taking summer courses.

Program Review Process

UW-Green Bay's Academic Affairs Council (AAC) is charged with oversight of all undergraduate programs on campus, including review and approval of all coursework and academic program development at the undergraduate level. In compliance with UWGB's Academic Program Review and Student Learning Outcome Policy and Procedure, the B.S. in Mechanical Engineering program will be reviewed on a seven-year cycle by the department, the Dean of the College of Science and Technology, the AAC, and the Provost. The AAC forwards all recommendations and decisions to the Faculty Senate, and provides advice regarding issues of undergraduate-level education policy and implementation. In addition, program chairs (or designees) are responsible for coordinating an annual student learning outcome assessment and submitting a report for review by the Academic Program Assessment Subcommittee of the University Accreditation and Assessment Committee.

Accreditation

The program will seek accreditation by the Accreditation Board for Engineering and Technology (ABET). ABET requires that at least one class has graduated from the program before accreditation may be pursued. We anticipate pursuing accreditation two years after the program implementation date.

Faculty Senate New Business 7f 9/13/2017

**REQUEST FOR AUTHORIZATION TO IMPLEMENT A
 MASTER of SCIENCE IN NUTRITION AND INTEGRATED HEALTH AT UW-GB
 PREPARED BY UW-GB**

ABSTRACT

The Department of Human Biology at the University of Wisconsin – Green Bay proposes to establish a Master of Science in Nutrition and Integrated Health (MSN) degree. This graduate program will build upon our long-standing, accredited, strong undergraduate nutrition program by meeting the new entry-level master’s degree requirement recently established by our national accrediting agency, the Commission on Dietetic Registration. Our proposed master’s program is designed to effectively meet the graduate level educational needs of future generations of Dietitian Nutritionists. Food systems and nutrition-related health problems are increasingly complex and require Nutritionists with more interdisciplinary, and functional nutrition medical knowledge to be effective members of healthcare teams in clinical settings, and to address community, public health and food system challenges.

PROGRAM IDENTIFICATION

Institution Name

University of Wisconsin – Green Bay

Title of Proposed Program

Nutrition and Integrated Health

Degree/major Designation

Master of Science

Mode of Delivery

The program will be delivered from a single institution, UW-GB. Courses will be delivered using a combination of face-to-face, online, or hybrid formats. Supervised practicum/clinical rotations will occur at a number of community, clinical and food service sites with our established Northeast and Central Wisconsin community partners.

Projected Enrollment by Year Five

The 5-year projection assumes full admission in year four (24 students annually), and full enrollment by year 5 (46 students), and 22 students graduating annually (assumes annual retention rates of 92%). By the end of the fifth year it is expected that 96 students will have enrolled and 62 students will have graduated. Higher student demand will be addressed based on demand and capacity.

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
# New Admitted Students	12	16	20	24	24
# Continuing Students	0	11	15	18	22
Total Enrollment	12	27	35	42	46
# Graduating Students	0	11	15	18	22

Tuition Structure:

During the transitional years of the program, students will be separately enrolled in either the master's program, the master's with the Dietetic internship, or only the Dietetic internship. As such, a separate fee for the dietetics internship will be assessed in addition to standard tuition.

Internships	1st Year	2nd Year	3rd Year	4th Year	5th Year
Non-MS Seeking	9	5	1	0	0
MS Seeking	9	15	21	24	24
Total	18	20	22	24	24

Students enrolled in the program will pay standard graduate tuition rates (i.e., \$424.47/credit for in-state students) per existing UW-Green Bay policies. Student segregated fees, or distance education fees for online offerings, will also follow existing UW-Green Bay policies. Internship fees follow existing pricing at \$8,663.00 per student experience.

Department, College, School or Functional Equivalent

The proposed program will be housed in the Department of Human Biology within the College of Science and Technology.

Proposed Date of Implementation

The first class to be admitted to the master's program will be Fall 2019.

INTRODUCTION**Rationale and Relation to Mission**

The mission of the University of Wisconsin - Green Bay emphasizes an interdisciplinary, problem-focused educational experience that prepares students to think critically and address complex issues in a multicultural and evolving world. The field of nutrition is by its very nature interdisciplinary and, as such, embodies the select interdisciplinary mission of UWGB. Nutrition is an applied science that intersects with major disciplines in the biological sciences, psychology, behavioral sciences, and environmental sciences and sustainability. Future job opportunities will increasingly require nutrition experts who possess interdisciplinary skills in behavioral psychology, public health, lifestyle and functional medicine, business management, leadership, environmental sciences and sustainability. Effective application of nutrition science quite literally enriches the quality of life of individuals and communities. Healthy food systems, which are inextricably tied to nutrition, promote environmental sustainability. These are all additional foundation principles of UWGB's select mission. The history, expertise and mission of UWGB positions our campus to continue serving as a leader in educating and training the next generation of nutritionists with an interdisciplinary problem-focused perspective. The proposed graduate program in Nutrition and Integrated Health aligns well with the mission of the University in that it will incorporate multiple disciplines to prepare students for problem-solving and critical thinking skills related to nutrition as applied in healthcare, research, and leadership.

As UWGB strategically looks forward to better serving the northeast region of Wisconsin (and beyond), growing healthcare needs and demands, nutrition-related public health problems, and agriculture-related environmental degradation are major identified issues (both locally and nationally). The extensive 2011 LIFE study detailed several health statistics of northeast Wisconsin residents, including Brown County. Similar to health/disease trends nationwide, Brown County continues to see disturbing trends in obesity and diabetes. The report also states the need for developing and strengthening existing programs that; improve access to healthy foods (i.e., farmers' markets, a local food cooperative located in the downtown "food desert" region), and increase access to physical activities (i.e., more trails and walk-able communities). Our proposed master's program will help our university to position itself as an effective leader and partner with local communities. Our current nutrition program already has strong partnerships with several community organizations and businesses (i.e., LIVE 54218, Boys and Girls Club, Bellin Health, Oneida Community Health Center, Aging and Disability Resource Center of Green Bay and the Green Bay Packers) that we have been collaborating with on innovative projects to address these regional nutrition and health needs.

This program supports the campus strategic vision to provide a world-class education and promote economic growth, sustainability, as well as health, wellness, and social equity in Green Bay and the surrounding areas. Specifically, this program aligns with the campus goal of growing its graduate program offerings to better serve the Green Bay metropolitan area, and aligns directly with three of the eleven initiatives identified in the 2017 Greater Green Bay Chamber Economic Development Strategic Plan: respond to the needs of existing employers and industries, expanding the size and scope of higher education assets, and developing regional talent. As evidence of community support for this program the Provost has received several letters of support from external partner organizations.

Need as Suggested by Current Student Demand

Our current programs (the undergraduate nutrition/dietetics curriculum and our dietetic internship) have an extensive record of student/intern success and enrollment growth, with undergraduate enrollment doubling and internship enrollment tripling over the last ten years. Students and faculty in the program have garnered statewide awards and scholarships from our external accrediting body, the Academy of Nutrition and Dietetics. Our student acceptance rate into dietetic internships far exceeds the national average (nationally, 50% acceptance rates), hovering at 93% over the last few years. The success of our program and students is reflected in the large number of student transfers into the program. Finally, the Academy of Nutrition and Dietetics recently mandated that the minimum requirements to become a Registered Dietitian Nutritionist (RDN) move from a baccalaureate to a master's degree as of 2024. This necessitates that our nutrition program move to the graduate level, building student demand for our program. In addition, historically approximately 45% of all RDNs have voluntarily obtained a master's degree.

Internal student surveys provide additional support for this programmatic transition. In the fall of 2012 (**before** the new graduate degree mandate), the Nutrition/Dietetics program sent an MS-level interest survey to current UWGB nutrition students, dietetic interns, program alumni,

and regional RDNs. Forty-two percent of respondents indicated interest in pursuing a master's degree. A spring 2016 survey sent to current Human Biology majors found that 84 to 100% of student respondents in the Exercise Science, Nutritional Science, and Health Science emphases favored the addition of a Master's in Nutritional Science at UW-Green Bay. Human Biology is consistently within the top five majors, by enrollment, at UWGB.

Need as Suggested by Market Demand

National, regional, and state

The new degree requirement for RDNs set by the Academy of Nutrition and Dietetics identifies a clear need for well-trained nutritionists. The Bureau of Labor Statistics predicts the demand for RDNs is expected to increase 21% from 2012 to 2022. This increase is greater than the average growth (11%) for all occupations.² Locally, the demand for RDNs has already outpaced the number of available practitioners. RDNs specialize in lifestyle medicine and preventative care, and provide the critical health and wellness skills deemed necessary by the recent UW Listening Sessions.

The University of Wisconsin – Green Bay has a long-standing, strong undergraduate program and a successful, well-established dietetic internship. Virtually all members of the health care team (i.e., physical therapists, occupational therapists, pharmacists) have moved their academic requirements to a post-baccalaureate level, and the increasing complexity of the nutrition field demands the same of our field. To maintain our already successful and well-recognized programs, and to meet the new minimum degree requirements for RDNs, we must move our programs to the master's level by 2024.

Emerging Knowledge and Advancing New Directions

We seek to build on our existing foundation by expanding to the master's level, and increase coursework in genetics, nutrigenomics (nutrient – gene interactions in disease risk), biochemistry, and research literature analysis, as highlighted by the Academy of Nutrition and Dietetics for master's-level programs. As with all graduate-level programs, the addition of MS students will directly contribute to expanding faculty scholarship.

Locally and nationally, we are at a tipping point in understanding and acting upon the impacts of poor food choices: nutrition-related health concerns constitute the largest portion of disease burden in the U.S. and Wisconsin. According to the Centers for Disease Control and Prevention (CDC), much of this is preventable. Approximately 70% of premature deaths^{3,4} and 75% of health care costs are due to unhealthy nutrition and lifestyle factors.³ Pilot programs across the country that integrate nutrition and healthy food education in applied programs are effectively improving food habits and health outcomes. Our master's program will train the next generation of nutrition dietitians to provide integrated, functional nutrition medicine to help patients and communities reclaim their health.

DESCRIPTION OF PROGRAM

General Structure

The proposed Master's in Nutrition and Integrated Health will partner with our existing nutrition undergraduate program and dietetic internship practicum experiences to create a five-year (3+2) program that allows students to earn their B.S., Master's degree, and become a RDN. Both the master's program and dietetics internship will also have stand-alone options, particularly during program implementation. Other practitioners may enroll as graduate special students to meet continuing education requirements for RDNs. Students admitted into the 3+2 program would complete their undergraduate nutrition coursework during the first three years, and their internship practicum and graduate coursework during the last two years of the program. These last two years would involve year-round coursework and practicum rotations.

Coursework consists of graduate-level nutrition courses with select elective offerings. Students will complete a master's thesis or capstone project under the direction of the UWGB faculty in Human Biology, Natural and Applied Sciences, or a collaborating discipline. Supervised practicum experiences will be provided through the infrastructure built for UW-Green Bay's existing Dietetic Internship program. Our program provides interns with 1200 practicum hours through a network of more than 120 clinical and community sites in northeast and central Wisconsin. There is also opportunity to create new practicum experiences on-site at UW-Green Bay by utilizing the campus dining facilities, the Kress Events Center, and the counseling and health center.

Following successful completion of these requirements, students can sit for the Registration Examination for RDN certification.

Institutional Program Array

The current Nutrition Sciences emphasis in the Department of Human Biology consists of the necessary array of prerequisite undergraduate courses needed to enroll into the proposed Master's Nutrition program. This includes foundation science courses in chemistry, anatomy and physiology, microbiology, nutrient metabolism, genetics, food science, and courses in mathematics and statistics, communication and psychology. Faculty currently meet HLC accreditation requirements to teach at the graduate level and several already teach at the graduate level through our partnership with the Medical College of Wisconsin. UW-Green Bay has strong undergraduate programs in nursing, psychology, environmental sciences and sustainability, and graduate programs in Nursing Leadership and Management in Health Systems, Health and Wellness Management, and Sustainable Management. Expertise from these programs has been important in the development of our current successful program and will play a role in the curricular development of our master's program. Northeast Wisconsin has a growing health care economy and our campus must be positioned to meet its workforce needs through expansion of our graduate offering in Health Sciences.

Other Programs in the University of Wisconsin System

Nutrition-related master's programs coupled with a dietetic internship program currently exist at UW-Stout (Science and Technology, Human Nutrition, Food Packaging) and Mount Mary (Dietetics). UW-Stevens Point offers a nutrition master's program (Community Nutrition with a Sustainability emphasis), but does not offer the internship program needed to become an RDN. UW-Madison (Biochemical and Molecular Nutrition, Human Nutrition, and Animal Nutrition)

offers nutrition-related masters programs, but the dietetic internship is not integrated into their master's program. Recently though, UW-Madison received approval for an MS in Clinical Nutrition. Viterbo University offers a coordinated undergraduate nutrition program with a dietetic internship. Although there are existing nutrition-related master's programs in the state, our proposed program will offer a unique array of interdisciplinary courses that emphasize integrative and functional nutritional medicine and will prepare students for the RDN credential. Additionally, if approved, our program would be the only ACEND-accredited 3+2 nutrition program (terminating in a MS degree) in the state of Wisconsin. The proximity of our program to the Green Bay metropolitan area provides essential access to working professionals and a significant number of regional health care providers.

Collaborative Nature of the Program

The University of Wisconsin – Green Bay will be the single institution to deliver the didactic (classroom and laboratory) instruction. The supervised practicum experiences of the dietetic internship are provided through the infrastructure and strong community connections supporting our current Dietetic Internship program. The collaborative nature of this program is evident in the over 120 clinical and community sites in northeast and central Wisconsin, including a long-standing, strong relationship with Bellin, St. Vincent and St. Mary's Hospitals, the Green Bay Public School System, and the Brown County UW Extension Office.

Diversity

UW-Green Bay is dedicated to expanding the diversity of the campus community. Our campus engages in several strategic initiatives to recruit a more diverse student population, and offer a wide range of experiences and perspectives throughout a student's undergraduate years. As part of this process, the Chancellor's Council on Diversity and Inclusive Excellence initiated a certificate program designed to develop and recognize commitment to the UW-Green Bay Inclusive Excellence Initiative. The first Level 1 Inclusivity and Equity Certificates were awarded in August 2016. Workshops and seminars for the program are ongoing. In fall 2016, the campus added a Director of Student Success and Engagement in the Provost's Office charged with improving student retention and degree completion. The Office of Admissions also supports recruiters specialized in working with multicultural, bilingual, and international students.

The American Intercultural Center (AIC), the Pride Center, and the Center for Advancement of Teaching and Learning (CATL) all offer resources and services that promote academic success and personal growth of students. For example, the AIC supports a number of student organizations (e.g. Black Student Union, Intertribal Student Council, Women of Color, etc.) by offering an environment for students to share their own culture, gain leadership skills, and participate in co-curricular activities. In addition, UW-Green Bay's Multicultural Academic Centers (e.g. Center for First Nation Studies, Veterans Pad, Pride Center, Upward Bound, TRIO and Precollege Programs, etc.) promote better understanding of diverse communities and serve as resources for students, faculty, and staff. The CATL also offers regular workshops and panel discussions (e.g. "How Inclusive Classroom Experiences Can Enhance Academic Equity?") addressing the complexities of inclusivity and diversity. Finally, the Office of International Education facilitates international student success while at UW-Green Bay.

Our nutrition program, and our accrediting agency, establishes learning outcomes, knowledge and skills benchmarks that programs must embed in their curricular programming. Historically, diversity content and preparing students for working in a multicultural society has been (and will continue to be) an important part of the learning outcomes. A number of existing courses at the undergraduate level (i.e., Community Nutrition, Life Cycle Nutrition, and Medical Nutrition Therapy) and proposed courses at the graduate level, as well as practicum experiences include multicultural awareness, diversity and sensitivity content. Increasing the diversity of RDNs is an important ongoing goal for our program and the AND. The UWGB graduate student applicant review process embraces these goals by taking a holistic approach to student admission. This approach is a proven best practice for accurately predicting student readiness and academic success, and importantly, for instilling the diversity of life and work experiences into our classrooms to build a rich graduate-level pedagogical environment for our students; no single metric serves as the sole basis for campus admission at the graduate level. The College of Science and Technology, in collaboration with the Office of Graduate Studies, is committed to attracting diverse applicants by recruiting from professional networks that reflect the communities they serve.

Student Learning Outcomes and Program Objectives

The Academy's accreditation branch for nutrition education (the Accreditation Council for Education in Nutrition and Dietetics (ACEND)) is in the process of finalizing graduate learning outcomes, skills and program objectives for the new master's degree requirement. All accredited programs must meet these competencies and performance indicators, and may develop additional, complementary learning outcomes and program objectives. Below are ACEND's proposed categories of competencies, which are the basis for development and evaluation of the curriculum.

Students must demonstrate knowledge and skills in the following areas:

- 1) Foundational Knowledge: students should be able to apply foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.
 - students should be able to apply an understanding of foundational knowledge (knowledge in environmental, and molecular factors, food, statistics, anatomy, physiology, pathophysiology, biochemistry, microbiology, genetics, social and psychological factors) in the development and management of disease for individuals, groups and populations, and in food product development.
- 2) Client/Patient Services: students should be able to apply and integrate client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.
 - students should be able to evaluate, develop and implement nutritional screening tools and programs, utilize the nutrition care process and prescribe nutrition-related pharmacotherapy.
- 3) Food Systems Management: students should be able to apply food systems principles and management skills to ensure safe and efficient delivery of food and water.

- Students should be able to direct the production and distribution of quantity and quality food products, oversee purchasing through storage of food products, apply principles of food safety and sanitation, and demonstrate an understanding of agricultural practices.
- 4) Community and Population Health Nutrition: students should be able to apply community and population nutrition health theories when providing support to community or population nutrition programs.
 - 5) Leadership, Business, Management and Organization: students should be able to demonstrate leadership, business and management principles to guide practice and achieve operational goals.
 - 6) Critical Thinking, Research and Evidence-Informed Practice: students should be able to integrate evidence-informed practice, research principles and critical thinking into practice.
 - 7) Core Professional Behaviors: students should be able to demonstrate professional and effective communication in all nutrition and dietetics interactions

Assessment of Objectives

ACEND requires that the program director, in collaboration with the nutrition faculty, develop measurable performance indicators for each competency, collect data on a regular ongoing basis to assess student outcomes relative to each competency, and when needed, develop measurable steps to improve outcomes.

Program Curriculum

Upon completion of a baccalaureate degree, which includes prerequisite courses, our proposed master's program requires 37 credits of graduate coursework.

Prerequisite Undergraduate Coursework (51 credits in Biology, Chemistry, Psychology, Nutrition and related STEM fields)	Credits	
	Existing	New
Combined Undergraduate coursework	51	0
Required Graduate Courses		
Fall 1 (9 credits)		
	Existing	New
Nut Sci 750 Micronutrient Metabolism across the Lifespan		3
Nut Sci 421/621 Community and Public Health Nutrition	3	
Nut Sci 485/685 Health Coaching and Nutrition Counseling	3	
Spring 1 (10 credits)		
	Existing	New
Nut Sci 427/627 Nutrigenomics and Advanced Nutrient Metabolism	3	
Hum Bio 753 Biostatistics, Research Methods		4
Nut Sci 486/686 Functional Nutrition in Disease Prevention & Treatment	3	
Summer 1		
	Credits	
480 hours of clinical rotations (40hrs/wk for 12 wks) (for those pursuing RD credential)		

Fall 2 (9 credits)	Credits	
	Existing	New
Nut Sci 787 Advanced Nutrition Assessment and Counseling		3
Nut Sci 712 Culinary Medicine		3
MS Elective (or in summer 1)		3
280 hours of clinical rotations (20 hrs/wk for 14 weeks) (for those pursuing RD credential)		

Spring 2 (9 credits)	Credits	
	Existing	New
Nut Sci 799 Capstone Project/Thesis		3
Nut Sci 796 Special Topics in Nutrition		3
MS Elective	3	
280 hours of clinical rotations (20 hrs/wk for 14 weeks) (for those pursuing RD credential)		

Summer 2	Credits	
160 hours of clinical rotations (for those pursuing RD credential)		
(total 1200 hours clinical rotations)		

Electives	Credits	
	Existing	New
<u>Electives: (choose 2)</u>		
Hum Biol 360/560 Exercise in Health and Disease Prevention	3	
Psych 450/650 Health Psychology	3	
Nut Sci 790 Nutrition Support in Critical Care		3
Nut Sci 760 Prevention and Treatment of Childhood Obesity	3	
Nut Sci 754 Nutritional Epidemiology		3
PU EN AF 762 Food Policy		3
Nut Sci 312/512 Quantity Food Production and Management	3	

For those pursuing a registered dietitian nutritionist credential (RDN), in addition to the above listed courses, the curriculum includes required practicum rotations in clinical, community and food service areas (currently this is 1200 hours of rotations). These rotations would occur during the summer between the first and second graduate years and the summer after the second graduate year. During the summer students have the possibility of doing rotations on a full-time basis (40 hours per week). In addition, during graduate year 2 fall and spring semesters students will complete between 15 and 24 hours per week of rotations.

Projected Time to Degree

The proposed master's program and dietetic internship is designed to be completed in a 3+2 timeframe (including the last 2 summers for internship rotations) for those undergraduate students who declare a dietetics educational career goal at the beginning of their undergraduate career and are eligible to begin the appropriate undergraduate prerequisite courses without the need for remedial coursework. Persons who have already earned a bachelor's degree, or

bachelor's degree and RDN credential (from UWGB or another institution), who have completed the required undergraduate prerequisite coursework and who desire the master's degree only can complete the master's program in 2 academic years.

Program Review Process and Institutional Review

The UW-Green Bay Graduate Academic Affairs Council (GAAC) is charged with oversight of all graduate programs, including review and approval of all new programs, and all graduate level credit courses. The GAAC will formally review the MSN program on a seven-year cycle. In addition, the master's nutrition program will be formally reviewed on a five-year cycle, by the department, and the Dean of the College of Science and Technology. This five-year cycle coincides with the required self-study documents that our accrediting agency requires (see accreditation section below). As a requirement of our outside accrediting agency, ACEND, a graduate nutrition/dietetics steering committee which consists of faculty that participate in teaching the graduate courses, and preceptors from the clinical, community and food service rotation sites will be established, and convene at minimum 1 time per year to evaluate the master's curriculum, and how the curriculum is performing on meeting the program goals and competencies.

Accreditation

The master's program will seek accreditation from the Academy of Nutrition and Dietetics' accrediting agency, the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Our current bachelor's Nutrition/Dietetics undergraduate program and dietetics internship are both fully accredited and have remained in good standing since their inception. The accreditation process requires a lengthy and detailed self-study every 10 years that documents program outcomes relative to specified learning outcomes, describes plans for improvement in any deficient outcomes, and details changes and innovations to the curriculum in response to advances in the nutrition/dietetics field. In addition, an on-site visit by ACEND evaluators is part of the ten-year accreditation process. At the five-year midpoint between the ten-year accreditation cycles, a smaller self-study document is submitted to ACEND. In addition, the program will need to be approved through the Higher Learning Commission.

References:

- 1) Academy of Nutrition and Dietetics. Compensation and Benefits Survey 2011: Moderate Growth in Registered Dietitian and Dietetic Technician, Registered, Compensation in the Past 2 Years. Accessed at < <http://www.andjrnl.org/article/S2212-2672%2811%2901840-5/pdf> >.
- 2) Bureau of Labor Statistics. U.S. Department of Labor. Occupational Outlook Handbook, January 2014 edition. Dietitians and Nutritionists. Accessed at < <http://www.bls.gov/ooh/>>.
- 3) National Alliance for Nutrition and Activity. National Health Priorities: Reducing Obesity, Heart Disease, Cancer, Diabetes, and Other Diet- and Inactivity-Related Diseases, Costs, and Disabilities 2010. Accessed at < http://cspinet.org/new/pdf/cdc_briefing_book_fy10.pdf>.
- 4) Centers for Disease Control and Prevention (CDC). CDC National Health Report: Leading Causes of Morbidity and Mortality and Associated Behavioral Risk and Protective Factors – United States, 2005-2013. Accessed at < http://www.cdc.gov/mmwr/preview/mmwrhtml/su6304a2.htm?s_cid=su6304a2_w

Faculty Senate New Business 7g 9/13/2017

University of Wisconsin - Green Bay					
Cost and Revenue Projections For Newly Proposed Program in Integrated Health and Nutrition					
Items	Projections				
	2019 Year 1	2020 Year 2	2021 Year 3	2022 Year 4	2023 Year 5
I Enrollment (New Student) Headcount	12	16	20	24	24
Enrollment (Continuing Student) Headcount	0	11	15	18	22
Enrollment (New Student) FTE	12	16	20	24	24
Enrollment (Continuing Student) FTE	0	11	15	18	22
II Total New Credit Hours (# new sections x credits per section)	7	18	6	0	0
Existing Credit Hours	12	19	31	37	37
III FTE of New Faculty/Instructional Staff	0.29	0.75	0.25	0.00	0.00
FTE of Current Fac/IAS	0.50	0.79	1.29	1.54	1.54
FTE of New Admin Staff	0	0.17	0.17	0.17	0
FTE Current Admin Staff	1.5	1.5	1.67	1.83	2.0
IV New Revenues					
<i>From Tuition (new credit hours x FTE)</i>	\$91,686	\$210,418	\$278,220	\$340,541	\$380,433
<i>From Fees</i>					
<i>Program Revenue - Grants</i>					
<i>Program Revenue - Clinical Placement</i>	\$155,934	\$176,725	\$198,286	\$220,638	\$225,051
<i>Reallocation</i>					
Total New Revenue	\$247,620	\$387,143	\$476,505	\$561,179	\$605,483
V New Expenses					
Salaries plus Fringes					
<i>Faculty/Instructional Staff</i>	\$48,688	\$105,651	\$108,408	\$111,233	\$114,128
<i>Other Staff - Director of DPD</i>	\$163,285	\$177,757	\$203,621	\$219,307	\$223,339
Other Expenses					
<i>Startup</i>	\$20,000	\$15,000	\$0	\$0	\$0
<i>Marketing</i>	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412
<i>Accreditation, travel, memberships, professional development, S&E:</i>	\$29,282	\$28,819	\$29,294	\$29,778	\$30,272
<i>Central tax:</i>	\$0	\$0	\$117,731	\$125,136	\$127,907
Total Expenses	\$266,255	\$332,327	\$464,256	\$490,761	\$501,059
VI Net Revenue	-\$18,636	\$54,817	\$12,249	\$70,418	\$104,425
Narrative: Explanation of the Numbers and Other Ongoing Commitments that will Benefit the Proposed Program					
<p>I. Enrollment assumes admitting an annual cohort of 12 full-time students in year 1, increasing to 24 students by year 4, with ~92% student retention rate between years 1 and 2 of the program for each cohort. New students are those recently admitted students (1st year) to the program, not necessarily new students to the University.</p> <p>II. We are proposing 31 new graduate SCH, with the remaining SCH (12) pulled from cross-listed courses available in our large undergraduate Human Biology Program (Dietetics emphasis: 102 program), thus benefitting both programs and providing limited elective options. "Traditional" non-integrated graduate students take 9 credits during fall 1, 10 credits during spring 1, 3 credits during summer 2, 6 credits during fall 2 as they continue with their clinical placement in earnest, and 9 credits in spring 2. Following existing UWGB policies, all summer credits are charged on a per credit basis, with 3 & 4 new graduate (131-based) credits in fall & spring yr 1, and 3 & 3 new graduate (131-based) credits in summer 2 & 3, and 6 & 9 new graduate (131-based) credits in fall & spring yr 2, and 3 new graduate (131-based) credits in spring 3. This pattern repeats.</p> <p>III. The Clinical Director position will be transferred from the existing undergraduate to the new graduate program at the same level of effort (100%). We propose increasing the Clinical Coordinator position from the current 50% effort in our existing undergraduate program to 100% at the graduate level by year 4. Our existing Clinical Supervisor will transition from the undergraduate to the graduate level at the same effort level. These changes support a shift from 18 to 24 student cohorts within the clinical program. We have also budgeted a change from a current level of 33% effort to 50% effort by year 3 for general admin support. We also provide funding for an academic program chair commensurate with existing UWGB compensation policies. Instructional needs will be met with the addition of one new faculty FTE in year 2, use of existing nutrition faculty and lecturers, and use of practicing professionals for specific courses.</p> <p>IV. Accreditation requirements, coupled with clinical placement workload mandates a large administrative cost. Graduate tuition rates are held at the resident level for UW-GB. Summer tuition at UW-GB is charged on a per credit basis at \$424.47/cr. During the semester credit cost plateaus at \$3,820.23 for 9 or more credits (seg fees excluded), with 3 credits of additional summer tuition provided starting in year 2. We set the cost of clinical placement and supervision at the current undergraduate levels in year 1. Subsequent years assume annual increases 2% in tuition and clinical placements, offsetting projected annual business cost increases of 2%.</p> <p>V. Professional accreditation and association membership fees, travel to clinical sites, faculty and staff professional development costs, and miscellaneous office S&E costs are included. We also include a marketing and advertising budget of \$5,000 per year, expecting cost savings by bundling our marketing efforts with existing buys for Human Biology and other Health Care related programs. We suggest \$35,000 in startup fees to enhance existing facilities to accommodate the shift to the graduate level. Beginning year 3 we include a central tax of 40% on salaries, wages and fringe to cover general university facilities and administration costs. We identified support for chair, clinical placement teams, and instructional personal within our FTE discussion above; all salaries and wages included are commensurate with existing salaries and fringe rates at UWGB.</p>					
Provost's Signature:			Date:		

Post Tenure Review Schedule

			Post-Tenure	
If you were tenured in June of the following year:		Review will be:		
<i>(Or promoted to Full Professor in June of the following year:)</i>				
1977, 1982, 1987, 1992, 1997, 2002, 2007, or 2012		2021-22		
1978, 1983, 1988, 1993, 1998, 2003, 2008, or 2013		2017-18		
1979, 1984, 1989, 1994, 1999, 2004, 2009, or 2014		2018-19		
1980, 1985, 1990, 1995, 2000, 2005, 2010, or 2015		2019-20		
1981, 1986, 1991, 1996, 2001, 2006, 2011, or 2016		2020-21		
EXAMPLE: TENURE / PROMOTION GRANTED JUNE 2007				
Tenure Process	2006-07	Post-Tenure	Post-Tenure	Post-Tenure
Tenure Granted	June 2007			
Five-Year Period of Review	2001-02	2006-07	2011-12	2016-17
	2002-03	2007-08	2012-13	2017-18
	2003-04	2008-09	2013-14	2018-19
	2004-05	2009-10	2014-15	2019-20
	2005-06	2010-11	2015-16	2020-21
Year of Review	2006-07	2011-12	2016-17	2021-22

Academic Affairs Report from 5/4/2017

The following Course/Program change requests were approved:

1. HIMT 330: Change College and periodicity. Approved by AAC chair on 4/24/2017
2. COMM 308: Information Technologies. Change program, college, effective date, periodicity, added instructor.
3. DESIGN: Design Arts Major. Deleted courses of old program Design 331-Graphic Design 1 and added list of new program requirements.
4. 3. EDUC 363: Introduction to the Art and Science of Teaching in Early Childhood. New course proposal.
5. EDUC 425: The Early Years of Literacy and Language Development. New course proposal.
6. ET 211: Digital Electronics. Course Deactivation Proposal.
7. ET 311: Digital Electronics. New course proposal.
8. ET 330: Hydrology. Changed required prerequisite from Math 104 to GEO SCI 202 with a grade of C or better.
9. HIMT 330: Healthcare I: Terminology & Body Systems. Changed college. Changed required prereq to Human Biology 102 with a C or better. Changed periodicity
10. HUM BIOL 333: Principles of Sports Physiology. Changed college and start date, Revised course description, changed required prereq to just Hum Biol 204 with at least a C.
11. INFO SCI 308: Information Technologies. Changed periodicity. Added instructor.