



UNIVERSITY of WISCONSIN  
**GREEN BAY**

**University Committee Meeting Minutes**

Wednesday, September 2, 2020

Present: Julie Wondergem (Chair), Devin Bickner, Mark Klemp, Jim Loebel, Jon Shelton, Heidi Sherman, Alison Staudinger

Guests: Sherri Arendt, Kate Burns, Holly Keener, Steve Meyer, Kim Mezger, Mary Kate Ontaneda

**1. Approval of Minutes**

Minutes from the August 12, 2020 meeting were approved.

**2. Update in Planning and Current Progress for Fall 2020**

- There was capability to capture the audio portion of lectures but not the video portion. Other UW campuses were in a similar position.
- Members of the UC shared with Kate the technological problems they had encountered with Canvas, Kaltura Capture, etc., in preparing for classes.
- The breakout on instructional modes for classes is as follows:

	<u>Lower Level</u>	<u>Upper level</u>
Online	44%	39%
Hybrid	18	15
In-person	36	45

No targets for the various modes have been set for Spring, but the hope is that the mix will be similar.

- The Comprehensive Program Review Committee will be meeting bi-weekly in Fall. When asked about the source of statistics on enrollment and declared majors and minors and the discrepancy between data kept by GBOSS and Institutional Strategy and Effectiveness, Kate suggested contacting S. Surowiec, who will be working with the Committee as it conducts its analysis this Fall.
- Antigen testing for COVID-19 is occurring in the Turf Gym. There are two machines and the university may add a third machine. Athletic trainers from the Academic Staff have been transferred to testing with Prevea personnel.
- Approximately 1,500 students are living in residence halls; the norm for Fall is closer to 2,000. There are 150 beds dedicated to quarantine.



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### **3. Twenty-Four Credit Hour Workload Policy**

Kate stated that she forwarded the Twenty-Four Credit Hour Workload with the changes that the UC and then-Provost Mike Alexander had agreed to in February (and which were presented at the April 2020 Faculty Senate meeting when the resolution to change procedures for annual reviews, merit reviews and post-tenure reviews was approved) to Christopher Paquet for his review. She would revise the policy after receiving his comments.

### **4. Lecturer Policy**

Kate indicated that the Institutional Policy for Lecturers that the UC had forwarded to then-Provost Alexander in February was under review by Christopher Paquet as well. This is the second version of the policy to be reviewed by him. The committee set a tentative timeline for meeting with the academic staff concerning the policy before bringing a proposal to the Faculty Senate in October. Julie will contact Kate about getting the policy reviewed timely so that a first reading of the proposed policy could occur in October.

### **5. Tenure, Promotion, and Evaluation Policies for Faculty and Staff**

The committee discussed extending the policy that was issued jointly last Spring by Provost Alexander, the UC and the Academic Staff Committee to extend the deadline for applying for tenure for another year and to relax the standards applied to faculty members in annual reviews or other evaluations. The Committee decided an extension of the policy was warranted given the conditions faculty, staff, and students are facing again this year. Based on discussion of the change to the annual review policy, there appears to be confusion about the extent of the reviews and the documentation to be provided and reviewed. The UC will communicate with department chairs to help eliminate this confusion in advance of units performing reviews.

### **6. Childcare and Caregiving Issues for Faculty and Staff**

The committee discussed a proposal to request that faculty and lecturers receive a three-credit reassignment based on the increased work to deliver courses in the COVID-19 environment. The reassignments would be granted over several semesters to spread costs over time. Priority would be given to faculty and lecturers with caregiving responsibilities. Sherri Arendt and Kim Mezger expressed their concern about what the Academic Staff and University Staff could request that would be comparable to a reassignment. They did indicate they would like to see language added that sought more open communication between supervisors and employees and requested that supervisors be flexible and make reasonable accommodations to employees. It was decided that the next step would be to revise the draft and discuss the proposal with Kate Burns.



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**7. Liaison Reports**

- a. Sherri Arendt stated the Professional Allocations and Professional Programs Committee was polling the Academic Staff as to their preferences for professional development programs supported by CARES Act funds.
- b. Kim Mezger stated that the USC was sending out ballots for election and a survey regarding preferences for professional development that would not deal with instruction.

**8. Other**

- a. Alison Staudinger will serve as Alternate Faculty Representative to the UW System.
- b. Potential presentations on the Accelerated Associate Applied Science Degree and the incentive-based budgeting system requested last year will be put on hold for now.

The meeting was adjourned at 4:53 pm.

Respectfully submitted by Jim Loebel

APPROVED 9/23/2020