

MINUTES  
UW Green Bay University Committee

Present:	29 March 2006
Forrest Baulieu	3:00 pm CL 825
Greg Davis	
Sally Dresdow (Chair)	Previous meeting
Terence O'Grady	15 March 2006
Christine Style	
Lucy Arendt, Academic Staff Committee Chair	

Absent: Scott Furlong  
Guest: Provost Sue K. Hammersmith;

- 1) The minutes of 15 March 2006 were approved with cosmetic changes.
- 2) Information Exchange with Provost Hammersmith.
  - a) The LAS Dean search will be closed, and will be repeated next year. The Provost will reappoint Fergus Hughes as interim Dean for another year.
- 3) Continuing Business
  - a) The Provost has provided the current working draft of the position description for the Secretary of the Faculty and Academic Staff. There was discussion about some personnel information that is needed in the Provost's Office so that there would be more of a traditional HR file. What would be needed in this file was briefly discussed and future UC meetings will clarify what the Provost would like this file to contain. Since the SOFAS office will be losing a half-time position next year, the Provost wanted to discuss if there were things that could be moved to Human Resources. Again, further discussion about this will take place. Based on governance requirements, the existing files in the SOFAS office will remain there. The University Committee pointed out some troubling language in the position description and revisions were promised. The Provost will e-mail the revised position description to the Committee members.
  - b) The evaluation of administrators is to go forward. The Chair promised to have a draft of an evaluation instrument for discussion at our next meeting.
  - c) Associate Provost for Academic Affairs Tim Sewall presented a first draft of the Curriculum Planning and Procedures Guide. The Committee made several requests for changes and made some suggestions. Tim agreed to make the changes. The Committee agreed to carefully review the details of the Guide, and commended Tim for the Herculean effort of unifying all of the procedures in a convenient and useful format.
  - d) The Committee revisited the interpretation of code regarding the role of the Academic Affairs Council with respect to the Provost or his/her delegate. While our earlier response had perforce been made with insufficient information on how much interaction actually took place between the AAC and the Dean, we reiterated our interpretation of code, asserting again that the AAC is advisory to the Provost, and that we can now see that some consultation between the AAC and the Dean did take place. The Committee members disagree about whether code regarding the advisory role of the AAC should be revised to give the Council more authority.
- 4) The next UC meeting will be April 5 at 3:00 p.m.

5) The meeting adjourned at 5:10 p.m.

Respectfully submitted,  
Forrest Baulieu, secretary pro tempore