University of Wisconsin – Eau Claire
University Senate Executive Committee

Minutes from March 16, 2010
Volume 46, Number 11

Present: Mitchell Freymiller, Andrea Gapko, Susan Harrison, Beth Hellwig, Jeff Janot, Patricia Kleine, Scott Lester, Jennifer Lee, Brian Levin-Stankevich, Scott Lowe, John Mann, Rick Mickelson, Joe Morin, Geoff Peterson, John Pollitz, Linda Spaeth, Sheila Smith

Absent: Guests: Debbie Gough, Teresa O’Halloran, Sherrie Serros, Lori Snyder, Mike Wick, Marty Wood

The regular meeting of the University Senate Executive Committee was called to order by Chair Harrison at 3:03 p.m. on Tuesday, March 16, 2010 in the Presidents Room of Davies Center.

1. Minutes of March 2, 2010 approved as distributed

2. Open Forum
   - Accessibility of video and multimedia of materials on campus
     - Adding to some of our stream media is concern to us
     - Starting to see things like U tube that caption materials
     - Increased expectation that students would like to see that
     - More than a tech issue as it is a people and cultural issue as well
   - Qualtrics survey
     - 2000 created surveys and 1100 users
     - Used for research applications, course evaluations and voting
     - Confusion on who would approve these types of mailings as there is a mass email policy
       - The Vice Chancellor over your area is who would approve this (anything over 1000)
       - IRB or the Registrar is who to contact if it were a smaller list
     - Is currently an individual limit of 150
     - Should start thinking of how to better manage
     - Survey overload comments have been made by many
       - Too many surveys are being sent
     - Looking at a survey policy
     - Technology Committee should be restarted/repopulated so there is at least one specific group that people could be sent to when these types of issues arise
   - Accessibility of online teaching materials
     - May need a liaison
     - Who is planning for the future of technology at the university
     - Where we want to be 10 years should be looked at
   - One mailing was recently sent simply to inform students about the illegal downloading of music
   - ROTC
     - Many unanswered questions about the ROTC program
       - Does not seem to have any faculty control or oversight
       - Were told would have a minimum of a Master’s degree but some colleges do not let you teach 300 level courses with only a Master’s
       - States that it is open to all students but am unclear if that includes international students
       - Why in the College of Business and not in Art & Sciences
       - Program talks of spirituality
       - If questions are provided to Chair Harrison then answers can be provided for Tuesdays Senate meeting

3. Review of tentative agenda for March 23, 2010 University Senate meeting approved as distributed

4. Consultation with administration about proposed modifications in title and administrative line and staff responsibilities related to the Associate Vice Chancellor for Undergraduate Studies position
   - Currently have interim staff


- Anything that is/was said does not reflect on the current people in those positions
- Trying to see what isn’t being covered
- There is no structural change or reporting change being made
- The word “Reorganization” that was used in the letter meant gaps
  - Using resources more efficiently and effectively; did not mean a structural change
- Number of people working on student success but none of those people get together to talk
- Want to see who we need to pull together to have key critical conversations
- Position announcement circulated around the college for changes to that description
  - Would be done in this case as well
  - Want to pay attention to those here on “soft money” as who is hired may be of concern to them
- Clear ideas as to what it is we are looking for in the AVC
- Appreciate response as Provost wants to know how this institution works
- Since position responsibilities and requirements have already been posted, how will the Search & Screen Committee assist to attract most qualified nominees
  - A generic ad has only been posted; the committee will have to talk about the ad
  - Isn’t normal that an ad is put out first even before the committee has been formed
  - If the timeline doesn’t work then may need a later start date but for an appropriate candidate the timeline shouldn’t be a problem
- Responsibilities have already been put in the Chronicle advertisement so is the Search & Screen Committee going to be “held to this”
  - Typically the requirements and assets are listed and this is different from the responsibility section as this is what the Search & Screen Committee will look at
  - Position description has responsibilities and those responsibilities will weigh heavily on the person brought in
  - Is felt that if something is already stated in the ad then the committee is locked into that and their hands might be tied
  - Responsibility section really needs to be addressed by Search & Screen Committee
  - Search & Screen Committee decides the role as outlined in the handbook
- Suggestion for an email to be sent out from the Provost for clarification, specifically on what was meant by using the word “reorganization
  - Provost agreed
- Any changes/suggestion/clarification on chapter 5 related to search and screen process would be helpful

5. Decision on proposed Constitution/Bylaw outline and moving of committee membership and functions

- Handbook will no longer be printed
- Committee membership and function is currently in the constitution and is hard to be changed so they should be in the bylaws
- Administrative Org Chart will be indexed on the Chancellor’s website and on the policy page
- All committees will be linked in a central location
- Sex harassment policy section will be linked to on the Academic Affairs website
- Open meeting laws will be indexed on the policy site
- Role of students in government is just stating fact so that will be on the policy site as well
- Description of the awards will be on the policy site
- Library circulation procedures should be under library policies
- All changes are highlighted/listed in the handout
- Article Four: Personnel Policies and Procedures
  - Split faculty and academic staff sections so when bylaw changes occur one knows who is responsible for which section
- Article Six: Philosophy, Aims, Objectives and Mission - Dump the whole thing as already on Chancellor’s site
- Part 4
  - Article One: Will be indexed in the policy and open meeting laws cannot be changed anyway
  - Article Two: Keep procedural notes but move them into the Senate Bylaws
  - Article Three: Statement of how we work here at the University and it is really not a policy
    - Students already have these things in their statutes/handbook
    - University Senate already have bylaws that reference students
• Article Four: in functions add a statement so if somebody wants to add an award they would know who to ask
• Committees should be looked at to see if they are really in the spot that they belong
• By moving things into the bylaws then we don't have to prepare everything for the once-a-year spring meeting
• Do we want some things to remain difficult to change because if so then they should be kept in the constitution
• Will still need Senate majority to change things if in the bylaws

Moved and seconded to send forward the proposed Constitution/Bylaw outline and moving of committee membership and functions to Senate PASSED without dissention.

6. Reconsideration of need for spring elections for at-large senators
   • Only one at-large Academic Staff position is needed this spring
     • Will fill the position this spring as required in the handbook

7. Miscellaneous Business
   • Interim position(s) – Dean of Nursing – administration is aware of it

8. Announcements
   • Academic Staff Personnel Committee will be holding an Open Forum on April 14th (over lunch) in the Arrowhead Room

9. Adjournment

Meeting adjourned at 4:17 p.m.

Submitted by,

Tanya Kenney
Secretary of the University Senate