The regular meeting of the University Senate Executive Committee was called to order by Chair Harrison at 12:20 p.m. on Tuesday, July 13, 2010 in the Presidents Room of Davies Center.

1. Minutes of May 4, 2010 approved as distributed

2. Open Forum
   - None

3. Discussion of the possibility of Honorary Degrees
   - Discussing the overall concept of honorary degrees
   - Came from a request from the Ho-Chunk Education Director
   - Looking at honorary degrees for the Elders
   - Many of fellow institutions in the state routinely award honorary degrees
   - Should have some kind of academic sponsorship
   - Seems to be appropriate
   - Among the most accomplished educators are the ones who were brought forward
   - Would need to meet criteria/guidelines in order to be awarded an honorary degree
   - The statement of “elected and appointed officials” is a very vague statement
   - May become a fundraising mechanism for the institution
   - Purpose of the committee is to judge the merits of that candidate
     - If there is a debate about that candidate then it would come out in that discussion
   - Many have become an honorary Blugold and this is similar
   - Not accredited degrees
   - Names need to be kept confidential until approved
   - Supported by the Executive Committee on behalf of the University Senate

4. Consultation about Vice Chancellor for Administration and Facilities position
   - Needed to bring the money control part directly under the Chancellor
   - Many responsibilities were divided and was a way to save some money but what suffered was a way to generate resources for construction
   - Worried about workload and if current structure can “hold” what is needed over the next few years
     - Concern is about time and the day to day logistics
   - Not set in stone but have a generic idea about what would work
   - Don’t know if a Vice Chancellor is the right answer
   - Would still like to keep the Budget under Dave Gessner
   - Would roll together facilities and administration support offices of the institution
   - Classified staff felt they lost a contact person when Andy Soll left
   - There should be more effective marketing about UWEC
   - Concerned about managing the construction
   - Opportunity for people to learn new things
   - Many of the offices that used to report to Andy Soll now report to Academic Affairs and that is more appropriate
   - This position could be the face of the university in the community as well with community partnerships
• Campus Master Plan needs to continue to go forward and a person that has an overall picture could really work with all involved groups
  • Feel the position would need to be more scoped
• Could also deal with System and the State
  • Would be advantageous to the university
• Not a clear cut, straight forward answer as to what will best serve us as we go forward
• Advantage to focusing this person on all the construction aspects makes it an easier person to hire
• Throwing around the idea of an Ombudsman Office
  • Any and all sorts of things come their way
• If anyone has any further ideas please email the Chancellor

5. Extension for Interim College of Nursing Health Sciences Dean position and evaluation
• Nursing will be going through accreditation
• Cannot be seen as waffling
• Have asked current interim to stay on for the next year to see us through accreditation
• The plan is to have this individual stay on and not to go through with an evaluation at this time

MOVEd and seconded **to extend the Interim College of Nursing Health Sciences Dean position for an additional year and that the evaluation be delayed**, PASSED without dissention.

6. Extension for Interim Center for Excellence in Teaching and Learning Director position and evaluation
• Comparable to the situation above

MOVEd and seconded **to extend the Interim Center for Excellence in Teaching and Learning Director position for an additional year and that the evaluation be delayed**, PASSED without dissention.

7. Discussion of possible larger agenda items for 2010-2011 Interim appointments for the following positions:
   Assessment, Asst. Registrar and Associate Vice Chancellor
• Assessment
  • Has been raised to a full-time position
  • Looking for someone with a consistent background
  • A bit of overlap with Title III
  • Looking for an interim then a permanent replacement
• Assistant Registrar
  • Connie will stay on board until a new Registrar is hired
  • Will look at starting a search for her replacement
• Associate Vice Chancellor for Undergraduate Studies
  • Search is failed and closed but will be look continuing with the search soon
  • Want to take a look at the core work of this position
    • An interesting position demanding a variety of skills

8. Search for Registrar; potential interim appointment
• Will begin that search
• Good time to search for Registrars
• If all doesn’t go well will be looking for an interim position

9. Motions regarding (non-content) changes stemming from the move from FASH Chapter 7 to the recently approved Part III: Bylaws, Article Five: Academic Policies

   AND

10. Motion to allow the updating of references to named committees or administrative positions when referenced in the sections moving from FASH to the web-based Constitution and Bylaws
Motion 46-SE-11:

(1) That the introductory text of Section C Procedures and Section D Guidelines for Teaching and Advising not be included Article Five: Academic Policies and placed in a separate informational document.

The ORGANIZATION PASSED included Section C Procedures and Section D Guidelines for Teaching and Advising. The introductory text of these two sections recommended that the information should be available somewhere else or incorporated into orientations. Following the recommendation, the information was placed in a separate document, Instructional Academic Information, until it has been verified that the information exists somewhere else.

(2) That the following statement be added in the Bylaws immediately after the title Article Five: Academic Policies:

See the University Catalog for additional policies, approved by the University Faculty, regarding Auditing Courses, Special Auditing, Class Attendance, Grading System, Satisfactory/Unsatisfactory Registration, Student Withdrawal, and Transcripts.

The ORGANIZATION PASSED included many references to documents maintained elsewhere. The language related to Academic Misconduct on the Part of Students directs one to the Student Services and Standards Handbook. Similar language could be used to direct one to the University Catalog. The proposed motion would replace the statements:

“See also Transcripts in the university catalogue.” Page 7
“See Auditing Courses and Special Auditors in the university catalogue.” Page 7
[Note: References to Auditors was not specifically included in the Organization Passed and would also be covered by the proposed motion.]
“See Class Attendance policies in the university catalogue.” Page 7
“See Grading System and Satisfactory/Unsatisfactory Registration in the university catalogue.” Page 11
“See Withdrawals in the university catalogue.” Appears twice on Page 12

(3) That (a) the text of Section B Policies Established by the Board of Regents or Laws not be included Article Five: Academic Policies; (b) the links to teach topic be indexed in the University’s Policy Directory; and (c) Article Five be reformatted accordingly.

The ORGANIZATION PASSED included Section B: Policies Established by the Board of Regents or Laws. Section B was composed of references to other web sites or documents – items that cannot be changed directly by the University Senate. Since all the documents are contained elsewhere, providing a link to these documents would be appropriate. The topics include:

- Photocopying of Materials for Classroom Use – p. 6
- Recording of Lectures in the Classroom – p. 6
- Confidentiality of Student Records – p. 7
- Procedural Steps in Cases of Academic Misconduct (UWS Chapter 14) – p. 13
  [THIS was referenced twice in the ORGANIZATION document – once to be placed in Section B and once for Section C. The summary in the Instructional Academic Info page.]
- Planning and Implementing New Programs and Degrees – p. 16

(4) That the text related to Student Purchase of Supplies be expanded to include the first paragraph missing from the Organization document passed and that the information about Student Purchase of Textbooks be included in the academic Informational document.

The policy passed only referenced the second paragraph of the Student Purchase of Supplies, not the first. In addition, the Organization passed did not include a reference to Student Purchase of Textbooks. The text in the Organization passed stated:

Student Purchase of Supplies – p. 6
  Replaced by the recently enacted Purchased Books policy
The policy that was passed stated:
  If an instructor requires the use of a book not provided through the Instructional Resources Rental Department, at least one copy of the book must be available in the Library for general use.
Student Purchase of Textbooks

Books stocked by the Instructional Resource Rental Department may be purchased by students during a specified period in each semester.

Instructors may recommend to students that they purchase supplementary books from the University Bookstore. However, except for laboratory manuals and similar items, such purchases may not be required. If a faculty member requires the use of a book not provided through the Instructional Resource Rental Department, copies of the book must be available in the Library for general use. Similar provisions apply to periodicals.

Instructors may request the University Bookstore to stock book titles which will be recommended to students for purchase. Forms for this purpose are available from the Bookstore staff.

Student Purchase of Supplies

If a course requires the purchase of special supplies or equipment by students, an appropriate statement, including the approximate cost, should appear in the catalogue description of the course. If no such statement appears, an appropriate announcement must be made at the first meeting of the class.

Instructors may request the University Bookstore to stock special supplies which will be recommended to students for purchase. Forms for this purpose are available from the Bookstore staff.

TEXT to be included in Article Five:

Student Purchase of Supplies

If a course requires the purchase of special supplies or equipment by students, an appropriate statement, including the approximate cost, should appear in the catalogue description of the course. If no such statement appears, an appropriate announcement must be made at the first meeting of the class.

If an instructor requires the use of a book not provided through the Instructional Resources Rental Department, at least one copy of the book must be available on reserve in the Library for general use.

TEXT to be included in the Instructional Academic Information document:

Student Purchase of Textbooks

Books stocked by the Instructional Resource Rental Department may be purchased by students during a specified period in each semester.

Instructors may recommend to students that they purchase supplementary books from the University Bookstore. However, except for laboratory manuals and similar items, such purchases may not be required. If a faculty member requires the use of a book not provided through the Instructional Resource Rental Department, copies of the book must be available in the Library for general use. Similar provisions apply to periodicals.

Instructors may request the University Bookstore to stock book titles which will be recommended to students for purchase. Forms for this purpose are available from the Bookstore staff.

Student Purchase of Supplies

Instructors may request the University Bookstore to stock special supplies which will be recommended to students for purchase. Forms for this purpose are available from the Bookstore staff.

(5) That the reference to the Curricular Flow Chart be removed from the University Level of Action chart.

The ORGANIZATION PASSED recommended the deletion of the Curricular Flow Chart. Therefore the reference to the chart needs to be removed in the University Level of Action.

The changes suggested for “clickable” access to level of approval for curricular changes could be implemented on the APC web page. Links to useful forms could be placed on the APC page.
(6) That the text related to (a) Admission to Class, (b) Semester Planning, (c) Department Chair’s Responsibility to Academic Advising and Advisers to Organizations, (d) Ownership Issues Related to Online Courses, and (e) information about Campus Buildings be placed in the academic Informational document.

Admission to Class:
Of the Admission to Class section, instructions were given in the ORGANIZATION PASSED to place the General Policy statement and the Overview of Courses statement (as recently passed in Senate) in Article Five. NO indication was given as to what to do with the Procedures and Instructor’s Responsibility statements. Therefore, these should be placed in the Instructional Academic Information document.

**Admission to Class**

**Procedures**
A preliminary class list for each course, sent by the Registrar's Office to the instructor for the course, serves as a permit to attend class for the students on the list. Students who register too late to be included on the list must present a schedule confirmation issued by Registration.

**Instructor’s Responsibility**
The instructor is responsible for checking class lists against actual enrollment and for reporting any errors in registration to the Registrar’s Office.
The instructor is also responsible for announcing in class the prerequisites for the course, any limitations on eligibility of students, and any credit restrictions noted in the catalogue description of the course. Ineligible students should not be permitted to continue and should be advised that they must officially withdraw from the course.

**Semester Planning:**
Instructions in the ORGANIZATION PASSED stated the following:
Place in Section A,
Field Trips and Scheduled Events – p. 9
Field Trips, Fees, Scheduled Events, Semester Planning
Place in Section C: Procedures (now called Instructional Academic Information)
Field Trips – p.9
Semester Planning, Procedures
Semester Planning was noted in both placed. Since the wording is more of a request rather than a policy, Semester Planning should be placed in the Instructional Academic Information document.

**Semester Planning**
At the beginning of each semester, faculty members are requested to anticipate all field trips and scheduled events (with approximate dates) and to inform the Deans of the Colleges accordingly so that an effort may be made to coordinate the total program.

**Department Chair’s Responsibility to Academic Advising and Advisers to Organizations:**
No suggestions for the placement of Department Chair’s Responsibility with regards to Academic Advising (page 15) and no suggestions for the placement of the section on Advisers to Organizations (page 15).

Ownership Issues Related to Online Courses:
The ORGANIZATION PASSED – stated that this was a work in progress and no policy was approved yet. Since this is not policy yet, it should be placed in the Instructional Academic Information document and the links placed on the APC links page and not reference in the Bylaws.

Ownership Issues Related to Online Courses
The University Senate Technology Committee has prepared and maintains “Frequently Asked Questions” (FAQ) regarding ownership issues for online courses. These FAQ can be found at both the faculty/staff Web site — [http://www.uwec.edu/home/facstaff.htm](http://www.uwec.edu/home/facstaff.htm), link under the heading “Teaching resources” — and the TLTDC Web site — [http://www.uwec.edu/tltdc/TL/index.htm](http://www.uwec.edu/tltdc/TL/index.htm), link under the heading “Issues Concerning Teaching and Learning.”
Campus Buildings:
The ORGANIZATION PASSED suggested making sure the information was available. Specific building schedules do not need to be included. Other details can be included in the Instructional Academic Information page.

AND

Motion to allow the updating of references to named committees or administrative positions when referenced in the sections moving from FASH to the web-based Constitution and Bylaws

- Had some wording/suggestions that should be available but should not be in our Bylaws or Constitution
- Went through Chapter 7 and put that wording in a document labeled: Academic Information

MOTION by Senator Lester to allow the items listed on the agenda as numbers #9 and #10 to be considered as consent agenda items, seconded and PASSED without dissention

VOTE on consent agenda items/motion(s) - 46-SE-11: PASSED without dissention

11. Miscellaneous Business
- Dr. P.J. Kennedy of the Counseling Center is retiring so an interim appointment may be appropriate
  - There will be a July 20th deadline and should be posted on the blog
  - If anyone is interested then one should apply

12. Announcements
- None

13. Consultation with the Chancellor regarding appointments to the University Planning Committee. Pursuant to Wisconsin State Statutes 19.85 (c) the committee contemplates going into closed session for the purpose of discussing possible candidates

MOVED and seconded that the committee go into closed session under Wisconsin Statute 19.85 (1)(c) to discuss possible candidates on the University Planning Committee.

Motion PASSED unanimously without objection from the following members: Mitchell Freymiller, Susan Harrison, Beth Hellwig, Patricia Kleine, Jennifer Lee, Scott Lester, Brian Levin-Stankevich, Scott Lowe, Geoff Peterson, John Pollitz, Sheila Smith, and Linda Spaeth

14. Adjournment at 1:44 p.m.

15. Convene Special Session of University Faculty members of Executive Committee for Consultation with the Chancellor regarding Post-Tenure Review language not approved by UW System
- Email to Teresa O’Halloran said that UW System Legal had language issues on the second page
  - The language bolded on the second page, first paragraph, part of the second to the last and the entire last sentence were where the issues were with regard to approval
  - The concern seemed to be with the word “compression”
- Suggestions:
  - To remove the word “compression”
  - Salary recommendation should be directed to the Chair, not to the committee
  - To take the whole last sentence out
  - Clarify how the faculty request a
• Salary recommendation made in the post-tenure review year
• Recommend sending it to the FPC and they can bring it back to us for consultation
  • Need clarification or language that will allow this to get through System

MOVED and seconded that the language be forwarded to the Faculty Personnel Committee for further review and that the revised language then be brought back to the Executive Committee for consultation, PASSED without dissention.

Meeting adjourned at 2:02 p.m.

Submitted by,

Tanya Kenney
Secretary of the University Senate