The regular meeting of the University Senate was called to order by Interim-Chair Harrison at 3:05 p.m. on Tuesday, November 25, 2008 in the Tamarack Room of Davies Center.

I. Minutes of November 11, 2008 University Senate meeting approved as distributed with slight reordering of bulleted items

II. Chancellor’s Remarks – Chancellor Levin-Stankevich - None

III. Unfinished Business - None

IV. New Business
   A. First Reading – Motion from the Executive Committee
      Calendar Guidelines – Vice-Chair Gapko
      - Guidelines for creating Academic Year Calendars are established by the Regents and the University Senate
      - Would be more efficient to put the design of the academic year calendar in the hands of the Provost’s Office and not revisit the calendar each year
      - Calendars would be developed for 8-10 years out to facilitate planning

Motion 45-SE-01

The University Senate Executive Committee by a vote of 11 for to 0 against on November 18, 2008

Recommends that the description on Chapter 7, Page 4 in the Faculty and Academic Staff Handbook concerning Scheduling Policies, Academic Calendar Guidelines be changed as shown:

Guidelines for creating Academic Year Calendars are established by the Regents and the University Senate. The Provost’s Office has the primary responsibility for developing calendars meeting the guidelines. The University Senate Executive Committee will review the proposed calendar(s). Calendars for at least eight
years in advance will be made available on the University web site. Upon approval, the calendar(s) will be presented to the University Senate for information.

Recommends that the Calendar Guidelines be changed as shown.

ACADEMIC CALENDAR GUIDELINES:

Regent/System Policy or State Statutes
1. There must be at least 170 days of faculty/student interaction (34 weeks) within an academic year. Faculty and student interactions are defined as organized services and include classroom, registration, advising, and exam periods.
2. The faculty contractual period must be 39 weeks in length.
3. Classes cannot begin before September 2.

UWEC Guidelines
1. Academic Year contracts should begin the Monday of the week before the week when classes start except when this causes the May commencement to fall on Memorial Day weekend. In those years, Academic Year contracts should begin on the Monday two weeks before the week when classes start.
2. If there is only 1 day of classes prior to Labor Day, wait until after Labor Day to start classes.
3. If classes begin prior to Labor Day, be sure students can use the previous weekend to move into the dorms.
4. There should be approximately 43 MWF and 29 TTH class days each semester.
5. Semester lengths should be kept as equal as possible.
6. At least 13 full five-day weeks should be included to facilitate lab courses.
7. Finals should be scheduled over 5 days.
8. When finals must stretch over a weekend, a study day should be included prior to the first day of finals.
9. Commencement should fall on Saturday and occur after finals if possible. If the Saturday after finals falls on December 23 or later, the previous Saturday should be used for commencement.
10. Fall semester should end no later than December 22.
11. Winterim should consist of no less than 14 days including Saturdays. Classes cannot meet on Sundays.
12. When Easter Sunday falls within one week of Spring break, Spring and April breaks should be combined.
13. A full day of classes should be held on Monday after the Spring and April breaks to maximize the number of full five-day weeks unless 13 full five-day weeks exist.
14. When all other guidelines have been met, consider including a Fall Break day around the sixth week.

Debate
- Suggestion for a timeline, deadline or method that should be followed for when someone wants to make a suggestion for an alteration
- If the law were to change then it would be nice to modify the already existing calendars
- Would want to know at what point do the calendars become permanent
- Because we get to decide what language gets to go into the guidelines we would have time to change our guidelines
- We will not give up our right to modify the calendar
- System wants the calendars in advance
- There needs to be a date when the calendar goes from tentative to confirmed
- Executive Committee will always review proposed calendars

MOTION by Senator Stirm that we suspend the rules and vote on this today FAIED due to lack of a second.

Continued Debate on Motion
- None

As per our approved procedures, the vote on this motion will be postponed until the next meeting.

V. University Senate Chair’s Report – Interim-Chair Harrison
- None
VI. Faculty Representative’s Report – Senator McAleer
- Will meet on Friday December 12, 2008
- If there are concerns or issues please forward to Sean McAleer

VII. Academic Staff Representative’s Report – Senator Brockpahler
- Will meet on Friday, December 12, 2008 in Madison
- If there are concerns or suggestions please forward to Jennifer Brockpahler

VIII. Reportable items from Committees
- Executive Committee – Interim-Chair Harrison
  - At the last meeting of the Executive Committee a brief discussion was held concerning the Senate meeting scheduled for January 27, 2009, the first Tuesday of the Spring Semester
    - Unless additional business comes forward in the next week, it is likely the Senate meeting will be cancelled leaving time for other committees to meet
    - The final decision will be made at the Executive Committee meeting next Tuesday
  - At the next Executive Committee meeting we will be discussing views on the Senate Budget Committee’s role

IX. Special Reports
- Key Performance Indicators – Thomas Hilton and Robert Hooper
- Handout is a draft of the list of Key Performance Indicators that have been generated to guide our central administrators in trying to decide how well we are doing on our goals
- Would like feedback or comments
- It wasn’t just the University Planning Committee that participated in the development of the KPI
  - Scott Oates and Andy Nelson also helped
- The goals and how the Task Force came to them:
  - Looked at key performance indicators from other organizations and universities around the country and tried to fit our key performance indicators into basic principals
    - Want them to be measurable
    - Looked for things that we can have an impact on
    - Looking for institutional level indicators
    - Looked for measures that can be disaggregated but also be seen from an institutional level
    - Didn’t want to reinvent the wheel
    - Cognoscente that the key performance indicators will drive university actions
    - Looked at cost-benefit analysis
- Handout:
  - The key performance indicators are in groups
  - First group has to do with our vision
  - Grey highlights on the handout indicates key performance indicators that we already measure
  - Some of key performance indicators have an asterisk and that is because it is measured for US News and World Report
  - #9 on the handout is not highlighted but we are already measuring it for US News and World Report but they use their own measuring tool
  - What comes next will be to provide our central administration with a set of key performance indicators that will actually drive the achievement of our centennial plan goals
  - Using Key Performance Indicators is a management tool and not intended as a public information tool
  - Want to keep the key performance indicators at a manageable number
  - Looking for how the key performance indicators can be improved
  - If you know of places that some of this information is already being collected then please let the task force know so information is not duplicated and can be found without a lot of effort
  - Please forward suggestions to the Task Force

A) PEEQ – Interim-Provost Marty Wood
- Not many new announcements
Departments, units and programs are busy writing self studies
PEEQ evaluation team members have been selected and an announcement will be made to the campus tomorrow
Updates on the quick win proposals have almost completely been ranked: which ones will be awarded and which ones will not
  - Of the ones which will be awarded, the total request was between $700,000-$900,000 dollars
  - 1/4 to 1/3 of what was applied for
  - In a week or so an announcement will be made
PEEQ Evaluation Team members:
  - Academic Program Representatives:
    - Rose Battalio, Lori Bica, Mike Carney, Gloria Fennell, Rodd Freitag, Carmen Manning, Scott Oates, Don Reynolds, Jim Rundall, Carter Smith, Sheila Smith, Larry Solberg
    - Alternates: Kate Lang and Mike Wick
  - Administrative and Support Services Representatives
    - Marilyn Bergmann, Terry Classen, Julia Diggins, Karen Havholm, Stephanie Jamelske, Jennifer Lee, Craig Mey, Suzanne Olson, Kathy Sahlhoff, Lisa Schuetz, Wanda Schulner, Jessica Witte
    - Alternates: Kris Anderson and Deborah Wright
  - The selection represents a really good cross section
  - Some are new to public exposure in public forums
  - Alternates will go through all the training in case a team member was not able to complete their duties then the alternate could step right in

B) System Advisory Report – Fred Kolb
  - Currently serve on the UW System Fringe Benefits Advisory Board, which met last Friday
  - It is looking at improving benefits
  - The number one thing it is trying to push forward is domestic partner benefits - would be for same or opposite sex
  - With the Democratic assembly you would expect that it would go through
  - The negative aspect we are facing is the budget
  - There was a sense from the meeting that it is still likely to pass as it is a high profile issue
  - The goal is still to keep the benefits that we have
  - The Advisory Board is looking for any low cost item ideas and are interested in hearing what ideas you may have as it is concerned about the morale
  - Bring any suggestions to Fred Kolb and he will bring them to Madison
  - Also looking at tuition assistance for employees as peer groups are showing 100% support
  - Is possible that it will also include children and spouses as there is a 40%-50% support in peer schools
  - Large presentation on the retirement system and chances are the 2008 returns outcome will be bad
  - May be a negative number for the people who have retired already as they have an additional 5% they have to cover
  - Variable may be down between 30% and 40%
  - Person should be very careful cancelling the variable when the variable account has a deficiency
  - Talk with Donna Weber before making any changes to your Wisconsin Retirement Account

X. Miscellaneous Business - None

XI. Announcements
  - Next scheduled University Senate meeting is December 9, 2008
  - Have a wonderful Thanksgiving and take a few minutes to remember what all we have to be thankful for

Without objection, meeting adjourned at 3:51 p.m.

Submitted by,

Tanya Kenney
Secretary to the University Senate