The regular meeting of University Senate was called to order by Chair Harrison at 3:06 p.m. on Tuesday, October 27, 2009 in the Tamarack Room of Davies Center.

I. Minutes of October 13, 2009 University Senate meeting approved as distributed

II. Chancellor’s Remarks – Chancellor Levin-Stankevich
   - Board of Regents
     - Board of Regents meeting went well
     - Will pay off for a long time to come
     - Number of Board members commented that this was the best campus visit they have ever had
     - The key to that was they got to see what they want to see on campus, which was students, and the students they saw were incredibly talented and poised and had not only taken part in their education but were active in their own education and thought about what their various experiences meant to them
     - Students were so reflective about the meaning of a study abroad program, service learning program and practicum because of the way faculty work with our students and the students they’ve mentored
     - The vocal and music performances were really good and a great deal of fun
     - This is the kind of thing that when we go to talk to the Board of Regents and go forward with the Blugold Commitment they will know that it is our group and that we have worked so hard and done so many things
     - Sodexho put on fabulous meals
     - Thank you to all who participated as this is a pretty wide reaching event
     - Physical Plant folks did a great job keeping the campus looking good
   - Blugold Commitment
     - Continue to work with students on this
     - The Provost has worked with the Chairs, Deans and various student groups to come up with defining a final plan
     - Final proposal to be made to students
     - Pretty impressive how we are approaching this
     - Regents to have a discussion and bring up at their December meeting about differential tuition
     - Edgy about where this goes next but if successful other schools will follow
     - This is the only way the System has of affecting tuition levels and providing institutional financial aid if successful
3 articles have said that if you are not going to fund us then at least let us go private
Some say that the Universities should double their tuition and provide financial assistance
Many mechanisms available to reduce the cost of education
- Floating tuition, a voucher system, tax credits and rebates to provide a subsidy to those that cannot afford it
- Others say that we have enough money and that the money that we do have is being wasted
- Blugold commitment is going to try to double financial assistance
- Build in resources so we can do our job
- Plan is in December that we will talk to the Board about our actual proposal
  - Should have specific numbers and a specific plan
- Will not officially go to Board until February
- Will begin to build up a resource for the future

Master Planning Process
- Master planning process has started
  - Needs to include our surrounding region, public/private partnership potentials, where student housing should be focused on in the future and space needed for instruction for the 21st century
  - Important to take some time over coming months and think how interactions with students are changing and how that should be shaped with how the campus should proceed
  - Other design options should protect council oak tree
  - Will be back on track soon

III. Unfinished Business
- Elections to fill vacancies on University Senate Nominating Committee

Elected to University Senate Nominating Committee:
- Larry Honl
- Harry Jol
- Kristin Blake

IV. New Business
a. First Reading – Motion from Academic Policies Committee
   Authorized Absence Policy – Senator Lozar
- Misperception that students thought instructors had to recreate lab and etc. if they were absent
- Added statement to student responsibility that they are still an absence and may impact student
- Agreed upon edits were made prior to motion being presented
- Students are to call a place not a person

Motion 46-AP-01
MOVED and seconded by Academic Policies Committee and recommends to the University Senate that the proposed revision of the Class Attendance and Authorized Absence Policy be accepted as presented in the attached document:

Faculty and Academic Staff Handbook Twenty-second Edition, August 2006
Instructional and Academic Information Chapter 7 Page 8

Class Attendance and Authorized Absence Policies
General Policies
See Class Attendance policies in the university catalogue.

Instructor’s Responsibility
University Senate action provides as follows: Instructors will maintain student attendance records. The instructor will keep such records for reference during the session and for at least one year following the end of the session.
At the beginning of each course, the instructor must provide students in class a written copy of his/her policy specifying the role of attendance in the instructor's method for evaluation of student achievement. A copy of the statement must also be given to the instructor's immediate supervisor. (FS 4/86)

Instructors should make every effort to assist students to make up academic requirements missed due to Labor Day employment obligations (see Authorized Absences below). In the event a student is found by an instructor to be absent without explanation for an extended period, usually in excess of one week, this absence is to be reported directly to the Associate Dean of Students. The absentees will be contacted immediately in an effort to determine the cause(s) of the absence. Both the instructor and the Registrar will be informed of their findings (FS 5/71; amended 11/79; amended 10/09). In matters of student absence, the Associate Dean of Students are available to assist instructors where there is genuine concern regarding the excessive absence of a student. The Associate Deans of Students can be of greatest assistance when concerns are brought to their attention early in a semester.

**Student’s Responsibility**

Because class participation is an integral component of the development of a successful learning community, all students are expected to attend all class sessions of courses in which they are enrolled. While attendance is expected, it is recognized that absences are at times unavoidable. If an absence is necessary, the student should take responsibility for contacting her/his instructor(s) as soon as possible to discuss the ramifications of being away from class. In some instances, significant personal issues result in the need to seek additional assistance (see Authorized Absences).

It is important for the student to realize that when classes are missed she/he may be at a disadvantage as it is often impossible for the instructor to reconstruct activities that took place in the classroom, laboratory, or field during the absence. Additionally, missing any classes may result in lower grades because the student may miss foundational material needed to succeed in the course. Even under the best of circumstances, extended absences can be problematic, with the real possibility that the student may not be able to complete the course successfully.

**Authorized Absences**

The determination of what constitutes an authorized absence involves a joint effort between the offices of the College Dean and the Dean of Students. Authorized absences include: A student’s absence from class is authorized by the Dean of the College for (1) participation in an approved field trip listed in the catalogue as a requirement for a course in which the student is enrolled; or (2) participation in an authorized extra-curricular activity on the regularly approved calendar of university events [such absences are reported by the Dean to each instructor Department at least 48 hours in advance of the trip or event]; or (3) Labor Day employment; or (4) active military service; or (5) illness, injury, or emergency of such severity as to prevent the student from being able to attend class.

The Office of Student Development and Diversity will assist the student in providing any needed documentation. Instructors are obligated to furnish students with an opportunity to make up any course work missed during authorized absences.

In the case of severe illness, injury, or emergency, instructors should be kept apprised of the situation through direct communication with the student and/or via the Dean of Students Office which will assist students and communicate with instructors as needed.

When absences are authorized, instructors are obligated to work with students to determine the best way for students to resume participation in the class without a penalty. If the absences are lengthy, the student, instructor, College Dean, and Associate Dean of Students should work together to determine if it will be possible for the student to successfully complete the course.

**Medical Excuses**

Excuses will not be issued by Student Health Services for course related activities. Specifically, Student Health Services will not provide “medical excuses” for missed classes, missed examinations, or the late completion of assignments. Faculty and students should together resolve the dilemmas resulting from an illness or injury based on the student’s own explanation of the problem.
In some situations, clinicians at Student Health Services will give students specific advice impacting their ability to attend class or complete assignments. At the clinician’s discretion, written advice may be given. Students may wish to share this advice with instructors, but they are not required to do so. Student Health Services personnel will routinely call the Office Dean of Students Office Development and Diversity on the student’s behalf if an absence is expected to be longer than two days. That office will then inform the student’s instructors.

Requests for illness verification may arise in certain specific situations. These requests will likely be granted if deemed to be in the student’s best interest. There are some situations in which verification from the office of Student Health Services will be provided; they are listed below. Situations where verification is appropriate:
1. Health reason for termination of a housing contract.
2. Disability requiring handicap parking permit.
3. Health problem resulting in cancellation of an airline reservation or other reservation when required to obtain a refund.
4. Health problem causing withdrawal from the University after usual deadlines.
5. Required clearance for return to work.
6. Health problem leading to a student requesting an “incomplete” in a course.

Debate
- Didn’t want to have specific incidences of illness but understand that the times when students are asked to stay away from class that they are excused

**Vote on Motion postponed until the next meeting**

b. First Reading – Motion from Executive Committee
   Changes relating to Vice Chancellor(s) membership and voting status on Senate Executive Committee – Vice Chair Spaeth

**Motion 46-SE-03**
MOVED and seconded by Executive Committee that three references to the voting status of the Vice Chancellor for Student Affairs be changed, as shown, in three locations of the Handbook:

1. Article Three: University Senate, Section B Membership: 3. Administrative Senators
2. Bylaws of the University Senate, Membership of University Senate 1.; and
3. Description of the Executive Committee Membership.

Article Three: University Senate, Section B Membership: 3. Administrative Senators
The Chancellor and the Provost and Vice Chancellor(s) are non-voting members of the Senate.

Bylaws of the University Senate, Membership of University Senate, 1.
The Chancellor and the Provost and Vice Chancellor(s) shall be non-voting members of the University Senate.

1. The Executive Committee a. Membership: The committee shall include ten University Faculty, four University Academic Staff, the Chancellor, and the Provost and Vice Chancellor(s). … The Chancellor and the Provost and Vice Chancellor(s) shall be non-voting members of the Executive Committee.

Debate
- None

MOTION by Senator Freymiller and seconded that we suspend the rules to vote on this today seconded and PASSED without dissention.

Continued Debate on Motion
- None
Vote on Motion 46-SE-03: Motion PASSED without dissention

V. University Senate Chair’s/Vice Chair’s Report – Chair Harrison/Vice Chair Spaeth
  • Handbook and Policy Book
    • Goal of Former Chair Wood was to was to streamline Handbook and the University Policy Book
    • Current Chair Harrison, along with Marty Wood, Andrea Gapko and Teresa O’Halloran began working on streamlining Policy Book
      • Eliminating old policies and housing policies in units that ‘own the policies
      • This resulted in only 17 official policies housed in the General Policy Book
      • Others have been gathered and are on the Academic Affairs web page
    • Attempt was made to streamline the Faculty and Academic Staff Handbook but the task was too large for such a small group
      • Chancellor approved hiring of assistants to explore a web-based publication, find organizational strategies from other university handbooks and similar documents, and develop a new organization for our personnel policies
      • While a new method of distribution and organization is being looked at changes to the language will not occur without the Senate’s approval
      • Once more details are known about how the website might look and the chapter’s are organized the proposed changes will be brought to the full Senate
      • If referencing the current handbook and have suggestions or notice any unclear language or language that needs to be revised please let Chair Harrison or the University Senate Office know

VI. Faculty Representative’s Report – Senator McAleer
  • No Report

VII. Academic Staff Representative’s Report – Senator Lee
  • Academic Staff Representative’s will meet this Friday, October 30th
  • Competitive Compensation Committee
    • Goal is to preserve compensation
    • Looking for recruitment of staff
    • Would include 2 academic staff reps and 2 faculty reps
    • Forward names of those willing to serve to Jennifer lee and she will advocate for you on Friday

VIII. Reportable items from Committees
  • Executive Committee
    • Issues discussed at last Executive Committee were:
      • How the campus wide fire drill was announced and scheduled
        • There will be changes made in the future for upcoming campus-wide fire drills
      • Emails related to the last University Senate discussion on Collective Bargaining and Academic Calendars
      • Delay of the publishing of promotions
      • Discussion of Nominating Committee nominees and changes in language related to the Vice Chancellors serving as non-voting members of Senate
  • Academic Staff Personnel Committee
    • Next meeting is this coming Monday in the Birchwood Room at 2 p.m.
    • Will be getting information on the contacts for the Administrative Officer
    • November 5th at noon will be holding an Academic Staff issues forum
  • Academic Policies Committee
    • Review existing department and programs
    • Encourage department chairs to tell us problems
    • Will be reviewed in spring 2010
• Budget comm.
  • Met on October 20th
  • Chip Eckardt was chosen to be the Chair
  • Are functioning under a newly established charge
    • Budget Committee to observe the Budget Process
    • Assemble a list of suggestions or improvements and present to the Senate
  • At last meeting received reports from Dave Gessner and Stephanie Jamelske
  • Budget Committee will have good contributions to the new process

IX. Special Reports
• None

X. Miscellaneous Business
• Beth Hellwig serves on a committee that is looking at mandatory student health insurance so if you have any thoughts or ideas please forward them to her

XI. Announcements
• Physical Plant Planning Committee will meet after this meeting
• University Senate will meet next on November 10th in the Tamarack Room

Without objection, meeting adjourned at 3:46 p.m.

Submitted by,

Tanya Kenney
Secretary to the University Senate