Minutes of the UWRF Faculty Senate Executive Committee Meeting for September 2, 2011
Present: Wesley Chapin (Chair; CAS); Marshall Toman (Vice Chair; CAS); Todd A. Savage (Secretary: CEPS); Hossein Najafi (At-Large; CBE)
Absent: Dennis Cooper (At-Large; CAFES)

Agenda – September 2, 2011

The 2011-2012 UWRF Faculty Senate Executive Committee met on Thursday, September 2, 2011 from 12:05 p.m. to 1:35 p.m. in 353 Kleinpell Fine Arts Building.

Call to Order and Approval of Minutes:

1. Call to order
   The meeting was called to order by Wes Chapin (Chair) at 12:05 p.m.

2. Approval of the minutes from the August 11, 2011 meeting of the Faculty Senate Executive Committee
   The minutes of the August 11, 2011 Faculty Senate Executive Committee meeting were reviewed. A motion to approve the minutes was made by Marshall Toman; it was seconded by Hossein Najafi. ***The motion carried unanimously.***

Reports:

Chair's Report (Wes Chapin, CAS)
Recently, the Chancellor approached me to discuss Chapter UWS 7 and the processes contained therein. The EC decided the Termination Committee is the appropriate body to handle this matter. Additionally, Stephen Reid (DotS) has contacted me regarding motions passed by Faculty Senate during the 2010-2011 academic year pertaining to the restructuring of the Technology Council. He expressed concern about the accuracy of the motions, specifically in relation to the configuration of subcommittee vice chairs on the full Technology Council, as well as the charges that have been presented to the Council this year. More to follow in this regard in the near future.

Vice Chair's Report (Marshall Toman, CAS)
No vice chair's report was present at today's meeting.

Other Reports
No other reports were presented at today's meeting.

Unfinished Business:

1. Appointments to the UWRF Institutional Review Board - Animal Subjects and Human Subjects committees: Dennis Cooper report/recommendation
   This item was postponed until the next meeting.

2. Possible charge to the *External Relations Committee*
   This item was postoned until the next meeting.

3. Graduate Council and Faculty Senate
   An initial discussion took place between the members of EC and Michael Miller, Associate Vice Chancellor for Academic Affairs and Graduate Studies, regarding the relationship between Graduate Council and Faculty Senate. This dialogue will continue in the coming weeks and months.

4. Committee Appointments

   University Curriclum Committee (Membership and Chair)

   Marshall Toman made a motion to appoint Lowell McCann (CAS) to serve on the UCC and to function as its chair; Hossein Najafi seconeded this motion. This motion passed unanimously. This recommended appointment will be forwarded to the Faculty Senate for its consideration.

   This committee also needs representation from CBE and CEPS; Wes Chapin will work on addressing this issue in the next couple of weeks.

   Assessment (CAFES)
   Technology Council (CEPS)
   Faculty Compensation Committee (At-large)
   Faculty Welfare and Personnel Policies (Academic Staff)

   The above committees continue to have vacancies in the areas listed next to them. They need to be filled ASAP.

New Business

1. Appointment of Parliamentarian
   John Heppen (CAS) and Pat Berg (CAS) are willing to share the Parliamentarian role for 2011-2012.

2. Motion from the Faculty Compensation Committee (Joe O'Kroy, Chair) to amend the procedures for the guidelines regarding the allocation of the $100,000 equity adjustment fund. If passed, this motion will take effect immediately, and this part of the process will also be implemented immediately. The changes are indicated in bold. (Note: The Faculty Compensation Committee is preparing a second motion to revise other aspects of the process, which will be sent to the Faculty Senate Executive Committee as soon as it is prepared).

Procedure

At the beginning of a new fiscal year, the UWRF Budget Office will prepare a list of all faculty members including:

A. Name

B. Academic discipline determination (CIP code[i])

1. The UWRF Budget Office will prepare a list of faculty members by department and a list of majors and the corresponding 4-digit CIP (Classification of Instructional Programs) codes for each major.

2. The list of all faculty members and the list of 4-digit CIP codes for each major will be sent to the chair of each department and the Dean of each college.

3. The chair, in consultation with each individual faculty member in his/her department will determine an appropriate CIP code designation for each faculty member **prior to forwarding to the dean.**

4. **The list of faculty and their corresponding CIP code will then be sent to the appropriate college Dean for review and then to the Provost for review.**

5. **The list will then be sent to the Budget Office.**

6. When a department or program is not identified specifically in CUPA categories or the member's academic responsibilities may involve multiple disciplines, a comparative discipline/program will be identified by the faculty member and the faculty member's department/program chair and forwarded to the College Dean for recommendation to the Provost for his/her approval.

This motion will be included on the agenda for the next meeting of the Faculty Senate.

3. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to approve the following one-year appointments to administrative committees (contingent upon the final acceptance of the nominations by the administration), for 2011-2012. Note: These names were forwarded to the EC by Brent Greene (Director, Global Connections).

Experience China (ExC) Advisory Council
Robert Coffman (CAS)
Kishan Kong (CAS)
Chenguang Li (CAFES)
Mary-Alice Muraski (Fourth Division)
Margaret Phinney (CEPS)
Charlie Rader (CAS)

Robyne Tiedeman (CAS)
Marshall Toman (CAS)
Zhiguou Yang (CAS)
Wei Zheng (CBE)

Wisconsin in Scotland (WIS) Advisory Council
Rich Wallace (CAS)

These names will be forwarded to the Faculty Senate for its consideration.

4. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to revise the following language regarding Faculty Senate committee motion guidelines into the UWRF *Faculty and Academic Staff Handbook*, Chapter 3, section 4 (the vice chair will insert in the appropriate alphabetical place and renumber if and as necessary).

   Existing Language (need to verify this with the last motion passed!!!!): Committee Motions guidelines

   All Senate committee motions must conform to the following guidelines:
   - Is the committee's proposal revising or replacing existing language? Provide both the new and old (if applicable) language.
   - Is the motion changing or adding language to the Handbook? Identify the specific location(s) in the Handbook that are being changed (if applicable).
   - When is the proposal to take effect? (i.e. immediately upon approval, or at a specified date after approval: _____)

   Proposed new wording
   - If the committee's proposal is <u>revising or replacing</u> existing language, then, please, provide both the new and old language, including identification of the specific location(s) in the Handbook that are being changed
   - If the motion is <u>adding</u> language to the Handbook then, please, identify the specific location(s) in the Handbook that are being changed (if applicable)."

   This isues was addressed at the last meeting of the Faculty Senate and it was resolved there through the amendment process.

5. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to change officer definitions by amending the Constitution. This proposal will replace "Vice Chair" with "Elections Chair" throughout Article VI, Section C, amend Article VI, Section D, Subsection 1 as indicated below, and amend Article VI, Section D, Subsection 14 as indicated below. If approved, this motion will take effect at the time of the next officer elections (currently scheduled for May 2, 2012)

Current Language, Article VI, Section D, Subsection 1
The officers of the Senate shall consist of a Chair, a Vice Chair, and a Secretary, all to be chosen from and by the elected members of the Senate. The Executive Committee of the Faculty Senate shall be the elected officers of the Senate plus two other senators elected from the Faculty Senate at-large. The Executive Committee should include representation from each of the faculty voting divisions.

Proposed Language, Article VI, Section D, Subsection 1
The officers of the Senate shall consist of a Chair, a Vice Chair, an Elections Chair, a Secretary, and Faculty Senate Liaison, all to be chosen from and by the elected members of the Senate. The Executive Committee of the Faculty Senate shall be the elected officers of the Senate. The Executive Committee should include representation from each of the faculty voting divisions.

Proposed changes to Article VI, Section D, Subsection 14 (as indicated in bold)

1. Duties of Faculty Senate Officers:
   a. Chair of the Faculty Senate **(no changes proposed)**
   b. Vice Chair of the Faculty Senate
      - Validate, supervise, and conduct elections under jurisdiction of the Faculty Senate **(leave other responsibilities as is, remove this responsibility and assign it to the Elections Chair)**

   c. Elections Chair
      - **Validate, supervise, and conduct elections under jurisdiction of the Faculty Senate**

   d. Secretary of the Faculty Senate **(reletter as "d," with no other changes)**

   e. Faculty Senate Liaison
      - **Represent the Faculty Senate on the Academic Staff Council**
      - **Report to and confer regularly with the Faculty Senate regarding Academic Staff Council activities**

This item will appear on the agenda of the next meeting of the Faculty Senate for its consideration.

6. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to amend the By-Laws, Article III, Section S by removing all references to "Vice Chair" and replacing them with "Elections Chair" (this language refers to the process for conducting Termination Committee elections). This motion will take effect if the referendum amending officer definitions is approved, and at the same time.

This item will appear on the agenda of the next meeting of the Faculty Senate for its consideration.

7. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to clarify appointment procedures for the Senate Parliamentarian by amending Article VI, Section D, Subsection 15 (**changes indicated in bold)**. If approved, this motion will take effect immediately.

   The Chair of the Faculty Senate shall appoint a parliamentarian whose duties shall be to interpret parliamentary procedure at all regular and special Faculty Senate meetings. ***The appointment will be submitted to the Faculty Senate for its approval and, subsequently, to the Chancellor for final confirmation.***

   This item will appear on the agenda of the next meeting of the Faculty Senate for its consideration.

8. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to define substitution criteria by amending the Constitution, Article VI, Section D, Subsection 8. If approved, this motion will take effect immediately.

   Article VI, Section D, Subsection 8 (changes are identified in bold)
   The Faculty Senate shall be free to function during the full calendar year. In the absence of a senator for more than three consecutive semesters (including a summer session as the equivalent of a semester), the seat of that senator shall be declared vacant and a special election held to fill the vacancy. Should a senator be absent for a lesser period of time, the absent senator may nominate in writing a temporary replacement to act in his or her behalf, and said nominee shall be confirmed only by a majority vote of the Faculty Senate. ***The substitute will represent the same divisional constituency as the senator being replaced.***

   This item will appear on the agenda of the next meeting of the Faculty Senate for its consideration.

9. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to define agenda availability by amending the Constitution, Article VI, Section D, Subsection 12. If approved, this motion will take effect immediately.

   Current Language
   The agenda shall be prepared by the Executive Committee of the Senate and [submitted to the faculty] *be available online* three days prior to a regular Senate meeting.

   Proposed substitute for this sentence
   The agenda shall be prepared by the Executive Committee of the Senate. It should be made available online and it should be circulated to the senators electronically at least three full calendar days (i.e., 72 hours) prior to a regular Senate meeting.

   This item will appear on the agenda of the next meeting of the Faculty Senate for its consideration.

10. Motion from the Faculty Senate Executive Committee (Wes Chapin, Chair) to add the following language regarding committee appointments to the end of Chapter 3.3, Article II, Section E. This motion will take effect immediately.

If volunteers have been solicited for committee members requiring a specific status (e.g., college or divisional affiliation, or rank) through either campus-wide and/or college specific communications and volunteers are not forthcoming (i.e., at least two Senate meetings have elapsed since the first solicitation), the Executive Committee, serving as the Committee on Committees, is empowered to appoint a volunteer with a different status than that provided in the committee's description.

This item was discussed and it was decided not to pursue it as proposed at the present time. Instead, the possibility of establishing a Web-based method of soliciting and volunteering for Faculty Senate committee membership.

11. Format of the UWRF *Faculty and Academic Staff Handbook*

    Discussion took place regarding the possibility of making the UWRF Faculty and Academic Staff Handbook available in mirror format (e.g., Word format) per the recent request of a faculty member. This item will be revisited in the near future.

12. Possible standardized language in UWRF *Faculty and Academic Staff Handbook* for committees

    No action was taken on this item at the present time.

Miscellaneous New Business:
No miscellaneous new business was addressed at this meeting.

Adjournment:
Adjournment of the Faculty Senate Executive Committee meeting occurred by consensus of the committee. The meeting was adjourned at 1:35 p.m.