

## ACADEMIC STAFF SENATE MEETING *MINUTES*

May 9, 2011

**MEMBERS PRESENT:** Tom Tu, Tom Fennessey (Chair), Ryan Kreuser, Tammy Fanning, Jen Bird (Secretary), Sue Holm, Ray Reinertsen, Christina Kline, Lynne Williams, Donna Dahlvang, Scott Smith, Jenice Meyer

**MEMBERS ABSENT:** Angie Hugdahl

**GUESTS:** Faith Hensrud,

Meeting called to order at by Chair at 11:12am.

### I. Chancellor's Report

- a. Hensrud reported. Growth Agenda Accountability Report for 10-11 was handed out. Review of this document will be done this summer to see if we are focusing on tracking the right things. Feedback or suggestions may be directed to Hensrud. Accountability reports for UW-Superior and other UW-System schools can be found on-line. Dahlvang asked where the hard copies are being distributed and suggested possibly getting this out to the Alumni Board would be helpful. Williams asked if we should be sending them to our legislators or if System does. Hensrud will check in to that.
- b. Reaffirmation of accreditation. Our site visit will be March 2013. We will be working on this HLC visit starting this fall 2011. Chair of Senate will automatically be part of this committee. Criteria have been changed so we will be working off the new criteria.
- c. Program Integrity Regulations – U.S. Dept. of Education has put together a booklet of the new regulations. There is a System committee to help work through this process. One area impacted by the updates is State Authorization of Distance Learning programs (must be registered in each state we work with and for each program). All federal regulations will go into affect July 2011. The Distance Learning piece has an extended deadline of July 2014 if we can show good faith effort and progress. We have not started this, but will be working with System on getting things moving on this process. Realistically we should be registered in all 50 states. If we are not in alignment with any of the regulations it can affect our ability to grant financial aid, so it is a must that we work on this. Another area is that we have to define a credit hour for all courses. We followed the Carnegie rules (45 hours of work plus 2 hours of outside of class time). We just passed through Academic Affairs this definition. It will also need to go through Faculty Senate. There are also a few regulations pertaining to Financial Aid, gainful employment (certificate programs), and various other areas.
- d. Cabinet and Provost's Leadership Team participated in an Emergency Response Plan simulation. We were evaluated by WI Emergency Management and Douglas County Emergency Management. We will receive feedback on that simulation. Good exercise helps prepare us for emergencies.

### II. Provost's Report

- a. Hensrud reported for Chancellor and Provost. See above.
- b. Group discussed IAS load concern. Reinertsen mentioned hearing that there are people who are teaching 15 credits as well as other things such as service and advising. Reinertsen also mentioned the concern with Ad Hoc professors possibly not having office space. Dahlvang mentioned it has been an ongoing conversation with the AS Reps. Dahlvang will forward information from reps to Dahlvang. Fanning asked if there is a load policy for advising since it seems to be off balance in some areas. Hensrud mentioned that the advisement load is handled within each department. Hensrud asked that if there are issues/concerns that those be brought to her attention.

### III. Faculty Senate Chair Report

- a. No report.

### IV. Old Business

- a. Discussion and Approval of April 11<sup>th</sup> meeting minutes (action item)

- i. Reinertsen motion. Kline second. Approved.
- b. Reports:
  - i. Legislative committee report
    - 1. Williams reported. The committee has not met recently. Legislative updates are sent out to campus when we receive them. There is also a blog available. Williams will send out the blog and resource links. Williams provides System a list of our top legislative items each year.
    - 2. When elections took place, we did reach out and let them know who the contacts on campus.
    - 3. Williams asked what we want to know. Fanning mentioned that it is good to know the things that affect us so that we can be discussing them. Holm mentioned that Dave Anderson who is currently working with Sean Duffy would be a good connection for this committee.
  - ii. Personnel/compensation committee report
    - 1. Kreuser reported. Finished meeting about promotions last Monday. Information should go out soon. Committee would like to review the process again to resolve issues that came up from the new process.
    - 2. Dahlvang asked where we are at with the salary study and addressing compression issues. We had a long term plan to work into the compression issue, because we haven't quite got everyone to 100% yet. Dahlvang mentioned that we got money before so we should still look into this even with budget cuts, because it keeps getting worse rather than better. Fennessey mentioned this should stay on the agenda for next year.
  - iii. Mentoring sub-committee report
    - 1. Bird reported. We will be meeting this week to start looking at the priorities outlined by Senate. Williams asked if this is a collaborative effort with HR. Fanning mentioned we have worked with them to put forth some suggestions.
    - 2. Fanning mentioned that we did a training last week, but did not have any takers. If you know anyone who is interested in being a mentor please have them contact Bird or Fanning.
  - iv. AS rep report
    - 1. Dahlvang reported. Met last Friday. Talked a lot about the conference for this year. It will be July 14-15<sup>th</sup> at Fox Valley Tech (UW-Colleges is hosting). Registration is open now until June 15<sup>th</sup> and it \$45. Fennessey reported that Hensrud has agreed to pay for the first 6 people who sign up. Dahlvang asked to recommend this to your colleagues. Picked conference sites for upcoming years.
    - 2. President Reilly spoke about the WI Idea Partnership and has put together an advisory to discuss how to work with the cuts.
    - 3. Al Crist talked about the draft proposal of things the Board of Regents generally is responsible for approving. This responsibility for approving certain things may be moved down to the Chancellors since they would know more about what is happening on their campuses.
    - 4. If the WI Idea Partnership goes through then Unit Clarification will go away because responsibility for those decisions shifts.
    - 5. UPG 3.05 audits have been stalled. We were on the list to be done this spring, but with HRS and the person in the position at System left. These should be started up again in the future. Hopefully by this fall.
  - v. Senate Chair report
    - 1. Fennessey reported. Been meeting with the new senators and putting things together to pass on to new chair. No other report.
  - vi. CIPT committee updates

1. Fennessey reported. Group is working on the HLC visit and getting everything together. Reinertsen mentioned it would be good to let people know they may be asked to provide information for the HLC visit.
- vii. Faculty Senate update
  1. Fanning reported. Nothing new to report. Reinertsen provided some suggestions to bring up at Faculty Senate. Fanning and Fennessey recommended that we add the suggestions to the agenda to discuss more in depth (such as tuition remission for academic staff and increase faculty class size by two students). Dahlvang mentioned that there are some restrictions with legislation for tuition remission, but this may change if we are granted the flexibilities. Dahlvang suggested we discuss priorities of these types of issues as a Senate and then work on bringing them forward. Reinertsen will bring this up as “New Business” on a future agenda.
  2. Fanning wants to ask if faculty would be interested in doing an audit of number of advisees per advisor.
  3. Holm suggested that we let them know we are working to try to get a CETL type program for Academic Staff – see if we can garner support or to get suggestions or ideas for moving forward.
  4. Fanning recommended that everyone attend the President’s Summit. It is open to anyone (faculty and staff). We should also talk on campus about how we can collaborate more between faculty and staff.
- viii. By-Laws working group
  1. Holm reported. We took the suggested changes and incorporated them. Fennessey will forward it on to senators for one last review. It will then be sent out to be ratified by the Academic Staff. With approval it will move to the Chancellor.
- c. Review of upcoming events
  - i. Lavendar Graduation – tonight May 9<sup>th</sup> – graduation reception for our LGBTQI community
  - ii. Rock the Block – Friday, May 13<sup>th</sup>
  - iii. College Rocks Week – May 9-13<sup>th</sup>
  - iv. Graduation – May 21<sup>st</sup>
  - v. SOAR – first one May 25-26<sup>th</sup>
- d. Budget updates/information
  - i. Nothing to report.
- e. Other Old Business
  - i. Nothing to report.

## V. New Business

- a. Election of Officers
  - i. Chair for 2011-2012
    1. Kreuser nominated. Approved.
  - ii. Secretary for 2011-2012
    1. Bird nominated. Approved.
- b. 2011-2012 Committee appointments
  - i. Selection of Academic System Rep.
    1. Submit suggestions to Kreuser and we will select the rep at a later date.
  - ii. Fanning suggested that the Chair work with the SGA on committee assignments as well.
- c. Telecommuting Work policy adoption
  - i. Kreuser reported. A draft policy was handed out. Draft policy is based on policies from other campuses (Madison, Milwaukee, and Parkside – and reviewed policies from several other places) handle this policy. Kreuser will email this draft out. Please email Kreuser feedback in the next two days.

- d. Staff Development speaker to campus – carry over funding
  - i. Fennessey reported. We will need to ask that the money be carried over from this past year. Kreuser will talk to Jeff Kahler about this.
- e. Round I staff development process
  - i. Fennessey reported. Call has gone out. Bird will post to the website.
- f. Other new business
  - i. Reinertsen recommended that we should think of what would be good for our Academic Staff and go ask for it, in particular bring these up with the new Chancellor. We should possibly also partner with faculty to put forward these requests:
    1. Allow staff to increase number of students in class
    2. Tuition remission
    3. Free MWC passes for faculty and staff
    4. Multi-year appointments automatically instead of applying
    5. Rolling Terms - ask that we be getting these
- g. Meeting wrap up and summary

Reinertsen motioned to adjourn meeting. Smith second. Meeting adjourned at 1:08pm.

Respectfully submitted,  
Jen Bird