

Academic Chairs' Meeting

January 26, 2009

HWC 2420, 3:00 p.m.

Present: Mary Balcer, Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Ella Cross (Library), Martha Einerson, Beth Gilbert, Suzanne Griffith, James Lane, Deb Nordgren, Deborah Schlacks, Cecilia Schrenker, Chad Scott, Nick Sloboda, Gloria Toivola, Greg Trudeau, Chris Markwood, Faith Hensrud, Sharon Sullivan, Tonya Roth.

Absent: Deb Nordgren.

1) **Tonya Roth, Director of Admissions**

- Mid-Winter Preview Day-Saturday, January 31-is geared toward perspective students and parents. Departments are encouraged to participate in this event. Contact Admissions Office for further information.
- Departments planning any events and activities pertaining to incoming and transfer students are encouraged to contact the Admissions Office for assistance.
- Ms. Roth asked Chairs to invite her to one of their department meetings as a way for her to get to know faculty and staff in the departments and to explain the workings of the Admissions Office. She can be reached at Ext. 8264 or troth1@uwsuper.edu.

2) **Federal Priorities – Faith Hensrud**

- Federal Priorities Binder Process for 2010 was distributed and discussed. ([Attachment](#)).
- The annual process, due to Madison in mid-December, will be on the CIPT agenda in February in order to begin the process early.
- Faith is currently the interim grants coordinator. Approval has been given to hire a grants coordinator for UW-S; we are in the process of putting together the search. The grants office will be funded by grants and will not count against fte on campus.

3) **Master 2009-10 Events Calendar**

Campus Life office is putting together a calendar of events for the entire campus and asks that Department Chairs forward them any information on events and activities that would be open to our students and to the public.

4) **Department Chair Elections**

- A list of Department Chair terms was distributed; elections should be held soon for those whose terms expire this year in order to plan next year's class schedules. Deadline for inputting fall classes is February 20.
- The Provost meets with the department to talk about the roles and responsibilities of the Department Chair and the election process and distributes ballots which are to be returned to the Provost's Office.
- Contact Sharon at Ext. 8595 to schedule the Provost at a department meeting.

5) **Associate Dean Models**

The Provost distributed a summary of responses from Chairs regarding continuation of the associate dean positions. Currently they are a 2-year pilot position. Chairs asked that a decision on continuing the positions be made prior to finalizing next year's class schedules.

6) **Opening Week**

- Most CETL workshops and sessions were well attended; most evaluations were positive.
- Suggestions for future sessions included limiting the number of workshops or sessions for better attendance and spreading the workshops over two mornings rather than one entire day.
- Chairs favored dedicating one entire day to departments for meetings and retreats.

- 7) **Advising Follow-up**
Mary Lee Vance and Maria Cuzzo are compiling a list of what came out of the Opening Week sessions on advisement and where to go next. Two issues that have become apparent are the lack of training for advisors and that there is no one place to find academic policies. It was suggested that a page be built into our website for these policies. Chairs expressed the need to continue discussions on faculty being the primary advisors, how they are compensated, how loads are distributed and whether they are considered a part of teaching, service, or learning. The NACADA website can be found at <http://www.nacada.ksu.edu/>.
- 8) **Hive Night** – Vicki Hajewski, Vice Chancellor for Campus Life and Dean of Students
- An opportunity for faculty and staff to visit with students in the four residence halls.
 - Currently looking at Feb. 9 or 19, March 30 or 31 and April 2. Chairs are asked to look at their schedules and let the Provost's Office if they had a preference.
 - The Provost challenged Chairs to visit the residence halls as a department.
 - Family members are also welcome and could be an icebreaker with the students.
- 9) **UWS 14-Academic Misconduct** – Vicki Hajewski
Chairs are asked to disseminate information on how to handle academic misconduct to faculty and instructors in their departments. More information on UWS 14, Academic Misconduct can be found at <http://www.legis.state.wi.us/rsb/code/uws/uws014.pdf>. The link to the Student Handbook is <http://www.uwsuper.edu/wb/studev/pdf/WebsiteHandbook.pdf>.
- 10) **Budget Update**
There is still very little movement at the State level. Wisconsin hopes there will be significant relief in the form of a stimulus package. It has worked its way through the House Appropriations Committee; the Senate package looks different. The UW-S Alumni Office and Foundation Office are working to encourage support for the package. The Chancellor will be in Madison for the Governor's State Address and plans to meet with him. He will continue to provide weekly updates.
- 11) **CIPT Update**
CIPT continues to meet bi-weekly. They are in the process of developing a coordinated planning process for all units on campus. Three areas (Continuing Education, Facilities Management and one academic department) will conduct a pilot on the formats to be used in the planning process. Minutes are available at <http://www.uwsuper.edu/cipt/minutes/index.cfm>.
- 12) **Summer College**
The committee continues meeting regularly and is awaiting information from the Budget Office due Feb. 1 before finalizing summer courses.
- 13) **Summer Department Chairs Meetings**
Sharon will send out an email requesting available dates for summer meetings.
- 14) **Deadlines/Reminders:**
- Second Semester Department Chair Meetings—2nd and 4th Mondays of the month. All in HWC 2420 except, March 9 is in RSC 111