

Academic Chairs' Meeting

April 27, 2009

HWC 2420, 3:00 p.m.

Present: Michael Ball, Liz Blue, Orv Clark, , Martha Einerson, Beth Gilbert, Suzanne Griffith, Deb Nordgren,, Cecilia Schrenker, Chad Scott , Nick Sloboda, Gloria Toivola, Greg Trudeau, Chris Markwood, Rhoda Robinson, Mary Schoeler, Irina Bezroukova, Joe Kmiesch.

Absent: Mary Balcer, Glenn Carlson, James Lane, Tim Cleary.

- 1) **Student Technology Fee/Classroom-Lab Mod**--Mary Schoeler
 - Recommendations for technology funding requests were distributed and discussed (available at <http://www.uwsuper.edu/iits/techfundhistory/index.cfm>). Contact Mary Schoeler with errors or additional needs.
 - Technology problems in classrooms or labs should be reported to IT.
 - A listing of computers available for student use was distributed. (See above link). Students and instructors should be made aware of where open computers are located.

- 2) **PeopleSoft 9 Upgrade**--Mary Schoeler and Irina Bezroukova
 - A major technological upgrade to E-Hive/PeopleSoft is scheduled for July 10-13.
 - A number of 30-minute informational sessions will be available for faculty and staff on Wednesdays, April 29 and May 5, 9-11 and 2-4. Further details will be sent out via Staff Digest. All staff are encouraged to attend.
 - Actual training will take place after July 12.

- 3) **Accreditation Changes**—Provost
 - Distributed and discussed information the Provost received at the Higher Learning Commission Meeting he recently attended in Chicago. Information includes proposed changes to the process for continued accreditation.
 - Ten year timeline between site visits may be changed; may have more frequent checkups.
 - Moving towards Electronic Portfolios which will be reviewed centrally—process yet to be determined. Information on material to be included in will be sent out as they become known. A site visit is to be conducted next April; the electronic portfolio is to be available prior to the visit. To assist with this project, Chairs and faculty should begin to collecting digitally items such as:
 - ❖ **Senior Year Experience presentations, videos, powerpoints, papers presented by students.**
 - ❖ **Assessment of the Senior Year Experience or program.**
 - ❖ **Faculty and staff cv's. We hope to have a digital data base of faculty vitas by the end of next year.**
 - Discussions are under way to find ways to make the change in process happen most painlessly. CIPT has approved a new planning process and new reporting process and are currently looking for a commission-approved software package to help with this.
 - The Provost is looking for a couple of faculty members who would be interested in becoming peer reviewers for our campus. Contact him if you would be interested. The Chancellor is the only certified evaluator on campus at this time. L

- 4) **Opening Week** - August 26-September 1
 - Draft schedule was distributed and discussed. (Attached with suggested changes).

- Suggestion made by a Chair to have departments meet on Monday or Tuesday prior to the Opening on Wednesday, August 26. Provost asked Chairs to discuss this within their departments and get back to him.
- Reinstatement Committee is set for Wednesday and Friday; all students will be notified of the reinstatement process.
- Student Move-In Day begins Saturday; encourage your faculty and staff to participate--to meet and greet students and their families; carry in boxes, etc. Many activities will be planned for the weekend.
- Monday, August 31 will be reserved for the departments for meetings, retreats, etc., with no advising scheduled. Encourage department social gatherings at the end of Monday.
- Tuesday-Academic Day beginning with Induction Ceremony followed by New Beginnings Lunch. Advisement for new students is set from 1-2:30 and for all students from 2:30-4:30.
- Forward additional suggestions to the Provost's Office.

5) **Budget Update**

Nothing new from the State. A Chancellor's Cabinet Retreat is scheduled for May 12 to brainstorm how to handle Superior's portion of the deficit and long-term planning. Fiscal emergency is not currently on the table; we are still looking at preserving jobs for current employees; every cabinet officer is looking at vacant positions or contracts that expire. We are looking at other ways to save money (i.e. motion sensor lighting in rooms, faculty and staff travel, etc.). Send suggestions to the Provost or to Jan Hanson.

6) **Summer Session Schedule**

Contract letters for on-campus courses scheduled through the departments were sent out Friday, April 24. All questions should be directed to David Carroll if there are problems with the contracts. Minimum enrollments have been set at 16 across the board. There is a set budget for summer and we have to stay within budget. There is no extra money.

7) **Other:**

- Senior Year Experience – cannot be a requirement unless it is in the catalog or in the course syllabus.
- Faculty assigned to Writing Across the Curriculum will be posted Tuesday.
- Position for Grants Coordinator is being advertised.
- CAS-L candidates are being reviewed.
- Faculty searches—we are 5 for 5 with our first choice candidates and in the final stages of the Art Education search (final candidate is on campus today). Next year the Provost hopes to have three faculty searches.
- Continuing with the policy of adjusting existing faculty salaries based on new hires.

8) **Deadlines/Reminders:**

- **Superior Achievements and Honors Students Reception**-Monday, May 4, 3:00 p.m., RSC Ballroom-Chairs or representative from Department to assist with awarding of cords, RSVP Joy Johnson at Ext. 8223
- Wisconsin Idea Forum-May 14, McCaskill 126
- All Campus Unit Head Meeting – Planning Retreat: Thursday all day, May 21 and Friday morning, May 22
- Summer Department Chair Meetings:
 - Thursday, June 25, 12-4 p.m.
 - Wednesday, July 15, 12-4 p.m.
 - Wednesday, August 26, 1-3 p.m.
- Spring Semester grades due – May 22 by noon

- Travel Request Forms-must be completed for all travel. (Send in a blanket one for multiple trips for same purpose).

9) Campus Events:

- **Music:** Twin ports concert—Erin Aldridge at St. Scholastica—Mitchell Auditorium, 7:30 .
April 27: Guitar Ensemble, 7:30 p.m., Webb Recital Hall
April 29: UW-Superior Percussion Ensemble, "Music of the North", 7:30 p.m., Thorpe Langley Auditorium.
April 30: UW-Superior Jazz Band, noon, RSC Snack Bar.
April 30: University Orchestra, 7:30 p.m., Thorpe Langley Auditorium.
May 5: UW-Superior Acappella Choir, 7:30 p.m., Thorpe Langley Auditorium.
May 6: UW-Superior Jazz Band, noon, RSC Snack Bar.
May 7: UW-Superior Jazz Band, Big time Jazz Orchestra, Scholarship Concert, 7:30 p.m., Manion Theatre
- **Graduation** – Saturday, May 16