

Academic Chairs' Meeting

June 25, 2009

HWC 2420, 12:00 p.m.

Present: Mary Balcer, Michael Ball, Liz Blue, Orv Clark, Tim Cleary, Martha Einerson, Beth Gilbert, Deb Nordgren, Chad Scott, Gloria Toivola, Greg Trudeau, Chris Markwood, Faith Hensrud, Maria Cuzzo, Mary Schoeler.

Absent: Glenn Carlson, Nick Sloboda.

1) Jim Dan Hill Library Tour

Chairs were provided a tour of the Library and were impressed by the renovations. The Provost will try to arrange a tour of the new Student Center also.

2) Development of Department Chairs - Maria Cuzzo

Dr. Cuzzo will assist the Provost with providing training and equipping for both new and experienced chairs. Maria distributed an outline of her discussion and potential topics for inclusion in the training. Chairs suggested additional topics they thought would be of assistance to them as Department Chairs which include:

Experienced chairs mentoring new chairs

Tapping into knowledge of Department Associates

Having a Student Rights and Responsibilities sheet as well as a Faculty Rights and Responsibilities sheet

A webpage with complete instructions—"What to do in case of..."

3) Update on CETL Activities – Maria Cuzzo

Dr. Stewart Ross will be on-campus August 17-19 for a workshop on active learning and course redesign skills. Workshop will be capped at 19.

Dr. Paul Gorsky will be here as part of Faculty/Staff Enhancement Day.

New Faculty Orientation will be a half day on Monday, August 24 and half day on Friday, August 28. There will be a dinner for new faculty, department chairs, and guests Friday evening.

New Faculty Orientation series are Thursdays, 8-9:45 a.m. This is a part of their contracts; keep this in mind when scheduling classes.

3) PeopleSoft Upgrade/Degree Audits—Mary Schoeler

The upgrade will go live on Monday, July 13. A sample of the new Degree Audit Report was passed around and discussed. A number of training opportunities will be available during Welcome Week as well as throughout the fall.

4) Educational Leadership/Teacher Education Update – Orv Clark

➤ Students stay with current advisor at least until January 2010.

➤ Elementary Education students need to declare minor.

➤ Need meeting with chairs to discuss specifics.

➤ Need to look at number of students in each of the minors.

➤ Advisors/Departments to communicate information to students.

➤ Catalog needs to be updated to reflect all changes (done by Departments).

➤ Departments are to name courses and to provide appropriate prefixes (work with Registrar's Office and Department Associate).

➤ Some changes may need to go through AAC.

- Suggested that a matrix of all old courses with new course names be made up and sent to faculty and students.
- Orv will organize a meeting for affected departments and chairs.
- Department budgets will need to be adjusted to reflect changes; Chairs may need to present case for why you need more than what has been allocated.
- Academic Associates need to be finalized yet.

5) Budget Update – Provost Markwood

- Nothing finalized at this time; we are still working under the assumption that UW-S has to take a 1.9 million cut
- The Chancellor released recommendations based on the intent to honor CIPT priorities to have targeted budget cuts that were sustainable to continue with institution priorities, as:
 - Reduction of athletics by \$50,000 by eliminating one sport
 - Elimination of sustainability director position
 - Revenue sharing
 - \$50,000 in retirements, salary savings on an annual basis
 - Reduction in travel and number of staff sent; may reduce the number of trips and individual takes
 - Reduction/elimination of meals/refreshments provided at meetings (bring own lunches)
 - Program revenue generated summer school (moving completely off-budget would save \$250,000; could re-invest \$125,000 in tenure track faculty)

6) Furloughs

The Governor's mandate to furlough all State employees a number of days in each of the next two years of the biennial budget would be equal to a 3.065% reduction in pay. Full-time 12-month employees would be furloughed eight days each year and 9-month employees would be furloughed six days. Some furlough days will be pre-determined (i.e., Friday after Thanksgiving), Specifics are being worked out at the System level; a teleconference call between System and the universities is scheduled for Monday, June 29.

All furloughed time that is not pre-determined will need the approval of the supervisor and must be recorded on time sheets or leave reports as FTO.

7) Welcome Week Draft Schedule

Discussion led to the deletion of Academic Advising on Monday and Tuesday, August 24 and 25. Advising of first year students on Tuesday, September 1, has been extended to 1-4:30 p.m.

8) Other

- a) Reorganization and moves—Mary Schoeler has asked for a moratorium on the moving of staff offices before they are approved and signed-off on.
- b) Next Meeting—Wednesday, July 15, 12:00 noon, HWC 2420 (Will try to set up tour of the new Student Center).
- c) Department Chairs Meetings for 2009-2010 Fall/Spring - the 2nd and 4th Mondays of the months—3-4:30 p.m. Please plan class schedules accordingly.
- d) New Faculty Orientations on Thursday mornings, 8-9:45. Please plan class schedules accordingly.