

Academic Chairs' Meeting
July 9, 2008
HWC 1701

Present: Michael Ball, Liz Blue, Glenn Carlson, Tim Cleary, Beth Gilbert, Cindy Graham (for Martha Einerson), Deb Nordgren, Rhoda Robinson, Chad Scott, Ralph Seelke, Nick Sloboda, Gloria Toivola, Greg Trudeau, David Carroll, Faith Hensrud, Chris Markwood, Sharon Sullivan, Michael McDonald.

Absent: Orv Clark, Martha Einerson, Terri Kronzer, James Lane.

- 1) Dining Services - Patrick Moore (Executive Chef) and David Turska (Food Service Director) were introduced. Alternative Dining Service Rules were distributed. Contact Joan Altman in Accounts Payable with questions.
- 2) Incomplete Book Orders - Vaughan Russom sent a notice of fall classes which had not yet sent in book orders. All departments are asked to contact him immediately with orders.
- 3) Display Space-New Academic Building – Dr. Faith Hensrud led a discussion on display space/bulletin boards for the new academic building. Types approved by Chairs included:
 - a) Student bulletin boards - informal, open and unregulated (general information) on the first floor near the main door.
 - b) Controlled bulletin board - specific to programs, departments, and offices (3 per department).
 - c) Deep display case – with built-in recessed shelves to display various items (1-2 per department).
 - d) Electronic display signs - for public or shared spaces, probably linked to a greater system throughout campus.
 - e) Individual office boards – should be individual decision not of the design process.
 - f) Outside individual offices – should be consistent; cork strip or white board with a cork strip underneath (see HWC). Other suggestions--laminated doors to allow for taped items; compile grid for individual needs.
 - g) Wall file box - 3 space holder.
 - h) White boards on more than one wall in classrooms recommended.

Faculty reps on the New Academic Building Committee are Martha Einerson and Chris Markwood (co-chairs), and Shevaun Stocker. Department Chairs are designated as department consultants.

- 4) Equity Score Card – Dr. Michael McDonald, Assistant to the Chancellor for Affirmative Action was introduced and distributed information on Equity Scorecard, a UW System initiative. The campus has put together a UW-S Scorecard Team who meet monthly; they are looking for additional faculty representation on the committee, especially that of senior faculty. He asked Chairs to get this information to their departments and to their peers. Dr. McDonald can be reached at Ext. 8141.
- 5) Strategic Plan, Annual Report, Assessment Report and SSCI. The Provost distributed a notebook to Chairs for sections to be used to include a department or program's Strategic Plan, Annual Report, Assessment Report and Self-Student for Continuous Improvement (SSCI) Guidelines. Future meetings will be devoted to these processes.
 - a) Strategic Plan – Looks ahead to future planning. (Format and additional information will be provided at a later date). Will include each program within the departments.
 - b) Annual Report – Provides information on what departments have done the past year. Draft format provided. (An Annual Report for 2007-08 will not be necessary). Chairs should review format and bring recommendations to next Chairs meeting. The Office of Institutional Research will provide more accurate and consistent data for departments.
 - c) Assessment – Will be done by academic departments and programs as well as every administrative unit on campus. Format included in notebook.

- d) SSCI – Self-Study for Continuous Improvement. Format included in notebook. Will be discussed throughout the year.
- 6) Advising Assessment – Chairs are asked to begin discussions within their departments on how best to assess faculty advising of students. Advising is a part of a faculty member's responsibilities and a part of the Unclassified Staff Personnel Rules but is not always a part of a faculty's evaluation.
- 7) Post Tenure Review Schedule & Process – The Provost distributed information on a revised process and schedule for post tenure review, which has been approved by Faculty Senate. Each tenured faculty member must have a formal post tenure review completed and forwarded to the Dean of Faculties by March 1 of her/his fifth year following granting of tenure and every five years after that. Faculty up for post tenure review will be provided a portfolio similar to the promotion portfolios in which they can assemble material appropriate for their review.
- 8) Department Personnel Criteria – During faculty evaluations for promotion and tenure, and also after conversations with new faculty, it became apparent that not all faculty were clear on department personnel rules for which they were being evaluated. As it is important for faculty to understand exactly what they are being evaluated on, it is necessary for departments to have clear, specific, and measurable criteria in their personnel rules. Departments should begin reviewing their personnel rules. Any modifications to personnel rules must be sent to the Personnel Committee and then to Faculty Senate.
- 9) Study Abroad Guidelines – Because of concerns regarding the university's liability for study abroad programs, a number of staff have been putting together policies and processes for staff and students to follow. Guidelines will be forwarded to Faculty Senate for discussion..
- 10) Liberal Arts Initiative Updates – David Carroll distributed information on Helen Thomas, former White House Bureau Chief, who will be on campus Tuesday, October 14, as part of the Liberal Arts Lecture Series. There will be various opportunities for students, media, staff and the community to hear her speak. The event will be free but tickets may need to be distributed. An announcement will be sent out with additional details.
- A number of new positions have become available as a result of funding for the Liberal Arts Initiative. Advertising will proceed in the fall for a First Year Experience Coordinator; John Kunz was hired as Interim Academic Service Learning Coordinator for one year to lay the foundation for the permanent position (search to begin in fall); Diana Hunter has been hired as Director of the Writing Center; and a search will begin in the fall for a WAC Coordinator.
- 11) Transferability – The University is looking at ways to have more articulation and transfer agreements with other institutions. The Transfer Coordinator position in Admissions will also be filled
- 12) Revised Hiring Process – In response to issues relating to the current hiring process, the Provost is meeting with Michael McDonald and Peggy Fecker to formulate an easier, more consistent, process. They hope to have this new process in place by August or September but it must be approved by System before implementation.
- 13) Priorities List – The Provost distributed "Goals for Academic Departments" which will be referred to during the coming academic year. These issues will mirror discussions with Faculty Senate as well as in Chairs meetings. Chairs are encouraged to begin discussions with their department on out these issues.
- Also distributed was "Retaining Students in Classes: Putting Theory into Everyday Practice" for information purposes.
- 14) Budget – System will hold a teleconference this week to let institutions know about the 25 million dollar lapse. The Governor's instructions are that it is not to touch the growth agenda.
- 15) Deadlines/Reminders:
1. Syllabus Attachment-see Provost's Website at <http://www.uwsuper.edu/provost/resources/faculty-resources.cfm>.

2. Department Chairs Meetings for 2008-09 Fall/Spring - the 2nd and 4th Mondays of the months—3-4:30 p.m., all in HWC (except March 9—RSC 111). Please plan class schedules accordingly.
3. Out of State travel—we are still under State mandated out of state travel restrictions. Authorization to travel must be received prior to travel and the signed form must accompany Travel Expense Reports. (THIS HAS SINCE BEEN CHANGED—NO LONGER NECESSARY).
4. Ad Hoc contracts are being processed this week and should be in the mail next week.

Attachment: Priorities List

Goals for Academic Departments

1. **Develop a five year strategic plan**
 - a. Submit academic priorities to Faculty Senate for Academic Plan
 - b. Consider Comparable Math/Science/Statistics/Research Methods requirement for BS Degrees (Comparable to the Language Requirement for BA degrees)
 - c. Develop "Capacity" report for Enrollment Management
 - d. Consider 4 year guarantee
 - e. Consider 6 year evening guarantee
 - f. Senior experience review
 - g. What will be your involvement in the Writing Across the Curriculum Initiative
 - h. Will you commit to consistent participation in the First Year Seminars
 - i. What will be your involvement with the Academic Service Learning Initiative
 - j. What will be your involvement with the Global Awareness Initiative
 - k. How can you expand distance learning opportunities
 - l. How can you expand/enhance the student research and creative activity experience
 - m. How will you specifically develop and/or implement strategies to increase retention
 - n. How will you engage students out of the classroom
2. **Target Marketing**
 - a. Website updates
 - i. Department Content
 - ii. News Feeds
 - b. Printed/Electronic Materials update
 - c. Partner with admissions for events and recruitment
3. **Develop a comprehensive assessment program**
 - a. Program outcomes assessment per major/minor
 - b. Advising assessment
4. **Performance Evaluations**
 - a. Develop measurable P&T criteria for department personnel rules
 - b. Help develop a parallel teaching academic staff evaluation process
 - c. Provide more detailed performance evaluations for faculty and staff
5. **Consider possibilities of a MW/TTR/FS class schedule**
6. **Transfer Articulation**
7. **Early Alert/Engagement Program**
 - a. Assign first grade within first four weeks
 - b. Active advising and follow up
 - c. Mid term grades in ON TIME and Final Grades in ON TIME
 - d. Engage students on the first day, Don't dismiss class early on the first day
 - e. Be active recommending students to the developmental centers (writing, math, counseling, etc).
 - f. Other?
8. **Value each other**
 - a. Talk to each other and listen to each other
 - b. Do something fun together
 - c. Celebrate and publicize each other's accomplishments

Revised Processes

1. Revised Class Scheduling Process
2. Revised (and coordinated) Annual Report, Assessment Report, and Strategic Plan Format
3. Revised Hiring Process
4. New Self-Study for Continuous Improvement Process (Program Review)