

Academic Chairs' Meeting

September 8, 2008

HWC 2420

3-4:30 p.m.

Present: Mary Balcer, Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Beth Gilbert, Suzanne Griffith, James Lane, Stewart Platner, Deb Nordgren, Cecilia Schrenker, Chad Scott, Nick Sloboda, Gloria Toivola, Greg Trudeau, Faith Hensrud, Chris Markwood, Sharon Sullivan, Richard Hudelson.

1) Wisconsin Institute for Peace and Conflict Studies—Dr. Richard Hudelson

Dr. Hudelson distributed information on Wisconsin Institute for Peace and Conflict Studies and continuation of membership in the organization at a cost of \$950, which could be funded by various departments or individuals. Interested parties should contact Dr. Hudelson. Suggestion was made to ascertain if a System membership would be possible as there are a number of other UW schools involved.

Due to limited budgets and the large number of institutional memberships the University has maintained over the years, all institutional memberships will be reviewed as they come due.

2) Opening Week Discussion

Suggestions for future Opening Week activities included:

- Scheduling department meetings and/or retreats later in the week (not all faculty/staff get schedule until after they return to campus on Monday)
- Block out time on Thursday and Friday afternoons for advisement; have advising by appointment only earlier in the week (contact Academic Advisement Office for best times to schedule advising for departments)
- Staff Enhancement Day workshops were well received; though, may have had too many options or some that should not be offered twice; two separate mornings may be better than one full day; should not conflict with Student Move-in Day.
- Need to have assessment of learning outcomes; sign up whole departments.

3) Welcome to New Chairs

Suzanne Griffith (Counseling), James Lane (Chemistry), Stewart Platner (Comm Arts—1st Sem), Cecilia Schrenker (TED), English Chair TBD (Deborah Schlacks-1st Sem/Nick Sloboda-2nd Sem).

4) UW-System Department Chairs Workshop (Oct. 7-UW-Stevens Point and Oct. 23-UW-Madison)

Chairs interested in attending either of the workshops should contact Sharon by Thursday, September 18. Expenses will be reimbursed on TER's but individuals are to make own lodging and travel arrangements.

5) Retention Study

Plans are being made to hold campus-wide sessions for faculty, staff, students, and community members focusing on issues of retention and student persistence. Chairs were asked to forward the Provost names of faculty who would be interested in these issues. Enrollment is down both in undergraduate and graduate classes, as well as transfer students. A new hire in the Admissions Office, more direct marketing, and the early alert system are current steps in reversing the trend.

6) Open Office Hours

The Provost will set aside time each month for faculty, staff or students to meet with him on an informal basis. The first open office time is Wednesday, September 10, 3-5 p.m. Reminder: any requests for money will be referred back to the Chairs and must go through a regular departmental process.

7) Spring Ad Hoc

Ad hoc and overload requests for Second Semester 2009 must be in the Provost's Office by Friday, Sept. 12. If a specific individual has not yet been identified, send as "Staff" at the Senior Lecturer rate. Also note if the request is for a faculty replacement, on-going ad hoc, release time, enrollment overload, etc. Phase I of the hiring process has been set for September; Phase II cannot start until the numbers are determined.

8) Promotion/Tenure/Retention Schedule ([attachment](#))

Information will be sent to Chairs of faculty who are up for promotion/tenure/review, as well as probationary faculty in their second year.

9) Department Priority List ([attachment](#))

Goals for the academic departments were distributed and discussed and will be continually revisited at future meetings.

10) Deadlines/Reminders

- Regent Mary Quinnette Cuene on campus September 10 and 11
 - All Campus Forum – Sept. 11 – 10:35-11:15 a.m., RSC 111
 - All Student Forum – Sept 11 – 11:15-12:00 a.m., RSC 111
- Syllabus Attachment- Provost's website under Resources for Faculty. (Information will be updated and distributed in May of following years.) ([attachment](#))
- Next Department Chair Meeting – Monday, September 22, 3:00 p.m., HWC 2420