

## *Academic Chairs' Meeting*

November 24, 2008

HWC 2420, 3:00 p.m.

**Present:** Mary Balcer, Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Cathy Fank (Comm Arts), Suzanne Griffith, James Lane, Deb Nordgren, Cecilia Schrenker, Chad Scott, Nick Sloboda, Gloria Toivola, Greg Trudeau, Chris Markwood, Faith Hensrud, Sharon Sullivan.

**Absent:** Beth Gilbert, Stewart Platner.

- 1) Boxes and Walls – Jordan Appicelli, Co-Student Coordinator
  - April 7-8, 2009, RSC Ballroom
  - An amazing, powerful experience for faculty and students
  - Discussed students receiving release time or extra credit to attend
  - Volunteers need. Contact Jen Bird or Jordan Appicelli
- 2) Segregated Fees – Logan Campa  
Presented powerpoint on Student Segregated Fees (attached).
- 3) Teaching Academic Staff Evaluation Process-3 Volunteers Needed
  - Academic Staff Senate is amenable to revising Teaching Academic Staff evaluation process to one that mirrors that of the faculty.
  - Provost was asked to provide them the language for that change.
  - 3 or more volunteers needed to help draft language. Cecilia Schrenker, Gloria Toivola, Gregg Trudeau volunteered. Will meet with Tom Fennessy.
- 4) Budget Update – Provost Markwood
  - Governor Doyle issued forecasts of a \$400 million shortage for the current biennium as well as 2009-11 deficit projection of up to 5.4 billion dollars.
  - The State has frozen hiring except for the UW System. We do have increased hiring reporting but no searches have been cancelled at UW-S.
  - UW-S has built a contingency plan into the budget in anticipation of a lapse.
  - Travel – The Chancellor has asked that there be cabinet level approval for all travel; the attached Request for Travel form must be submitted and approved prior to travel; copy of form must be attached to Travel Expense Reports for reimbursement. (see attachment).
  - Swenson Hall-will proceed as planned. Funding from State is from capital budget not the operating budget and is bonded. The Chancellor will have more details after next week's Board of Regents meeting.
  - An All-Campus Meeting is scheduled for Wednesday, **December 10, Kathryn Ohman Theatre, 10-11:30 a.m.** CIPT will take lead in developing options.
  - Email Jan Hanson or the Provost with any questions or concerns.
  - Additional information will be sent out when it becomes available.
- 5) 4-Year Degrees from the Colleges  

At the last Provosts Meeting at UW-Whitewater discussions were begun on four-year degrees being offered at the UW System Colleges. These would be targeted toward working adults. This would have a great impact on many of the four-year universities such as UW-Superior. The Provost will keep Chairs informed on the progress.

6) Forums Update

The Provost thanked all those who participated. Information coming from the Forums are being analyzed, categorized and will be posted on the web.

7) Opening Week Schedule (Draft distributed—see attachment)

- Advisement times (per Department Chairs recommendations) are Tuesday and Thursday afternoons; additional times should be communicated to the Advising Office.
- Opening Day Meeting is Tuesday morning.
- Enhancement Day is Wednesday.
- A formal recognition and reception for faculty receiving promotions and/or tenure in 2008 is scheduled on Wednesday at 4:00.
- Department meetings and retreats are to be planned for Friday.
- Send additional suggestions or meetings that need to be posted to Sharon.

6) Request for Faculty Raises

Chairs are asked to remind faculty members that individual requests for raises are not to be brought to the provost; there is a process that must be followed. , we don't do that. Processes to go through. 2 years ago tried to adjust salaries but faculty senate is considering proposal. We are awaiting approval of a campus-wide. Do not have them requesting this during open meeting.

7) Liberal Arts/Liberal Education - postponed.

8) Load Analysis-Discussions will be initiated on campus on whether or not to adjust the statement on liberal education vs. liberal arts.

9) Chancellor's Ball Pre-Reception—Chairs were given an invitation to the Markwoods for Saturday, December 6.

10) Summer Session 2009 Planning Guidelines/Class Schedule Proposals- Suzanne Griffith

- A committee made up of Susan Loonsk, Marshall Johnson, Suzanne Griffith, Faith Hensrud, David Carroll and Jan Hanson have been meeting on summer session planning.
- Chairs are asked to talk to their departments about their 2009 summer offerings.
- Guidelines for making recommendations and forms to use for course proposals will be forwarded to Chairs.
- Salary information will also be forwarded after final determination by committee.
- Request forms are to be submitted to Sharon Sullivan by December 19.

11) Reminders:

- Department Chair Meetings – 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month, 3-4:30 p.m. Next Meeting, Monday, December 8.
- Department Progress Updates – due December 1.
- All Campus Budget Update – Wednesday, December 10, KOT, 10-11:30 a.m.
- Winterfest – Thursday, December 4, 5-8 P.m., HWC.
- Honors Students Reception – Wednesday, December 10, 3:00 p.m., RSC Skylounge; rsvp Joy Johnson @jjohnson or Ext. 8223.
- Graduation – Saturday, December 13, 2008, HWC (All Faculty Invited); rsvp Barb Erickson at Ext. 8218.
- Chairs Holiday Lunch – Thursday, December 18, Noon at Le Bistro.