

Academic Chairs' Meeting

July 15, 2009

HWC 2420, 12:00 p.m.

Present: Mary Balcer, Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Martha Einerson, Beth Gilbert, Deb Nordgren, Chad Scott, Nick Sloboda, Gloria Toivola, Chris Markwood, Faith Hensrud, Judy Dwyer.

Absent: Greg Trudeau.

1) Judy Dwyer-Administrative Guidelines for Learning Abroad Programs

- Distributed guidelines and discussed. Updates to previously established guidelines in bold.
- Meetings Tuesday, July 21 (contact Judy for info), and Tuesday, August 25, 1:30-3 p.m.
- Lead time of at least one year needed for planning new programs.
- Financial aid available.
- Chairs should discuss program with other department members.

2) Judy Dwyer-Report of Coordinator for International Admissions

- Admissions Reports available at <http://www.uwsuper.edu/ir/policy>.
- 56 new international students admitted so far.
- Largest group of international students (30%) are Chinese. Need to maintain diversity and to help integration of all students.
- Suggestion to have seats saved in basic courses for incoming international students.
- Four ESL courses scheduled for fall.
- Global Awareness Committee continues to meet on strategic plan for further expansion of program with limited resources.

3) Journal Renewal List-Deb Nordgren

- Review list for accuracy; particularly for combined departments.
- Notify Deb about renewals and/or additions by end of August.
- Department allocations will be distributed by Opening Week.
- See Library home page for links (<http://www.uwsuper.edu/library>).

4) Inclusive Excellence-handouts (see http://www.uwsa.edu/acss/planning/09Workshop/Inclusive_Excellence_FAQ.pdf).

- IE is a planning process to help UW System institutions establish actions fostering greater diversity, equity, inclusion, and accountability for the whole campus.
- Supported by Association of American Colleges and Universities.
- An attempt to broaden Plan 2008.
- Begins this year with Phase I-Pre-planning.
- In process of re-jumpstarting equity scorecard research project-Eri Fujieda, Coordinator, Gloria Toivola, Chip Beal, Jim Miller on committee.
- Sending team of 6 to Madison in August for information on what other campuses are doing. Will determine how to proceed after that.
- Michael McDonald is no longer here; Peggy Fecker in Human Resources will take care of Affirmative Action until further notice.

5) Welcome Week Schedule (Changes/updates)

- Educational Leadership meeting on Tuesday, Aug 25, 2-4 p.m. for Content Specialists and Chairs (HWC 2420)

- Send committee/department meeting schedules to Sharon
- Discussion on New Beginnings Lunch on Tuesday, Sept. 1, led to suggestion that it be a buffet with boxes available for departments that want to go back to their area or for those who want a breakout room, etc. Provost will present to A'viands.

6) Food Policy

- Draft policy providing guidelines for when food can be served was distributed. Refreshments are not allowed for meetings lasting less than 2 hours. Meals are not allowed for meetings lasting less than 6 hours. (Policy at <http://www.uwsuper.edu/wb/business/forms/pdf/FoodRefreshmentPolicy.pdf>).
- Send feedback on draft policy to Chris or Jan Hanson.
- Looking for external sponsor(s) for Opening Week. Take a Student to Lunch may be provided off-campus.

7) Furloughs

- OSER approved categories of university employees and the furlough policy. (Distributed by the Chancellor).
- Faculty and classified (WSEU) will have 3.065 deducted from each paycheck. Academic staff will have pay deducted as the days are used.
- Faculty salary letters will be out by August; includes base salary and furlough reduction amount.
- New employees have been notified about the furloughs.
- More information available at <http://www.uwsa.edu/furloughs/>.

8) Budget

- Budget Office is finalizing end of year budgets. Final report should be available next week.
- Facing a \$500,000 budget cut for this year.
- Should have 2009-10 budgets for academic and non-academic units by mid-August.
- For large purchases, contact the Provost to see if funds are available.
- Student assist and work study budgets will be out shortly. Funding will be close to last year.
- S&E budgets will be based on the model recommended by Faculty Senate and dollars available.
- Funding for faculty and staff development will come from different funding source.

9) Higher Learning Commission Visit and

10) Assessment

- North Central Accreditation will schedule two-day site visit in April 2010 focusing on how well we are implementing the liberal arts initiative. Will need to provide evidence that we are on the way to delivering on the mission.
- Contact person—Dr. Rhoda Robinson.
- Faculty/staff committee will be named by Faculty Senate to prepare for the visit.
- Need to develop mini-report and evidence room.
- NCA pre-determines meetings; anticipates a meeting with department chairs.
- Prior to visit will have campus talks about assessment and what needs to be done to support program, individual, and general assessment.
- Need to determine liberal arts learning outcomes for campus. Will need to provide evidence that we are moving in that direction.
- Biology, Chemistry, Physics and Earth Sciences Department would like an expert in the field to assist the department in setting up learning outcomes; Music and HBD suggested Lon Dehnert.
- Assessment will be revisited at the next Department Chair meeting during Opening Week.

- 11) **Goals for Academic Departments** (<http://www.uwsuper.edu/provost/resources/upload/Goals-for-Academic-Departments-09.doc>).
- The multi-year list of institutional goals originally distributed last year was updated and distributed; accomplishments were pointed out, and goals for the coming year discussed.
 - Academic Plan is completed and will be presented to the Board of Regents in October. Brent Notbohm has been asked to create a video of the plan if he has the time.
 - Target marketing was encouraged in the departments.
 - Other goals for the coming year will be of a broader institutional base; i.e., inclusive excellence, remediation program.
 - Goals can be used as a guide for accomplishments when Chairs will again be doing Annual Reports.
 - The Personnel Council has asked the Provost, Terri Kronzer, and Peggy Fecker to put together a draft revised personnel rules for fall. Faculty Senate may request departments to revise their department personnel rules as well.
- 12) **What do you know about UWS**—A trivia game highlighting faculty and staff accomplishments over the past year was played.
- 13) **Other Items:**
- Next Meeting—Wednesday, August 26, 1-3 p.m., JDH Library, Room 233.
 - Department Chairs Meetings for 2009-2010 Fall/Spring - the 2nd and 4th Mondays of the months—3-4:30 p.m., in HWC 2420. (Please plan class schedules accordingly).
 - New Faculty Orientation:
 - Monday, August 24, and Friday, August 28, 1-4:30 p.m., HWC 2420
 - Thursdays, Fall Semester, 8-9:45 a.m.