

Academic Chairs' Meeting

September 14, 2009

HWC 2420.

Present: Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Martha Einerson, Beth Gilbert, Deb Nordgren, Deborah Schlacks for WRLS, Chad Scott, Nick Sloboda, Greg Trudeau, Chris Markwood, Faith Hensrud, Rhoda Robinson.

Absent: Deb Nordgren,

1) H1N1-Flu Preparation-Dr. Dawn Schulze

Dr. Schulze passed out flu kits which will be distributed to students and discussed the upcoming flu season, H1N1, and preparations for potential outbreaks. She stressed the importance of prevention by washing hands often with soap and water or hand sanitizers, staying away from others who are ill, limiting hand shakes and shared liquids. If flu-like symptoms do occur, staff and students are advised to stay home to keep exposure to a minimum, drink plenty of fluids, treat fever and sore throats, and notifying Student Health Services (394-8394) of the illness. Symptoms include but are not limited to fever, dry cough, sore throat, headache. Flu shots will be coming out in September and the H1N1 shot should be available late October. H1N1 affects mostly the young—those 25 and younger, and those in high-risk groups. Contact Dawn Schulze with any questions or concerns.

A UWS Flu Crew has been established to monitor the situation. Dr. Hensrud distributed a draft recommendation to be sent to Faculty Senate addressing how the potential outbreak should be handled in classrooms. Faculty will be asked to review their classroom attendance policies and to not penalize students who are absent due to illness or having to care for an ill child or other family member. Policies should include the opportunity for students to make up for missing class. The Board of Regents has relaxed the policy requiring university employees to provide a doctor's excuse for absences in excess of 5 days to avoid a large number of otherwise healthy people from having to see the doctor and potentially infecting others. It was suggested that classrooms and offices be outfitted with hand sanitizers and Kleenex; other suggestions should be forwarded to Faith.

Additional information will be forwarded via email as it becomes available and is also located on the University's website under News.

2) Student Code of Conduct (UW System Admin Code Chapter 14)-Tammy Fanning (Postponed until next meeting).

3) Writing Across the Curriculum-Dr. Deborah Schlacks

Dr. Schlacks, Coordinator of the Writing Across the Curriculum Program, which includes the Writing Center, distributed information on the program and spoke about the goals and services available. Contact her to speak at a department meeting on what WAC can offer to the campus. Yvonne Rutford, assistant director of the Writing Center, as well as a number of student consultants, are available to talk about the Center in the classrooms. The Writing Center, currently housed in Sundquist 119, will eventually move to the new academic building. Additional information on the Writing Center can be found at <http://www.uwsuper.edu/writingcenter/>.

Higher Learning Commission will be asking questions during their visit next April as to where we are with WAC as part of our Liberal Arts Initiative. Department responses will be very important.

4) Faculty/Teaching Academic Staff Load Assignment Forms

Teaching Load Assignment Forms were distributed and are to be completed for all faculty and teaching academic staff. Department Chairs are to sign off on the forms before forwarding them to the Provost's Office by the end of September. Contact the Provost at Ext. 8449 with questions. (Forms are available at <http://www.uwsuper.edu/provost/communication/notices-and-forms.cfm>).

5) Application to be Away from Assigned Duties Forms

Supervisors are to keep the forms in their files—only Department Chairs' forms are sent to the Provost. Department Chairs must approve furlough days for staff in their departments; furlough days must be reported on leave forms and are not to be taken on days when classes are scheduled. The Provost will check further with Peggy Fecker to see if it is necessary to file Application to be Away From Assigned Duty Form for furlough days.

Travel Request Forms

Form must be signed by the Cabinet Officer and attached to each TER for reimbursement. The Provost is Cabinet Officer for academic departments. We will look to consolidating the above forms but at this time both forms need to be completed.

Both forms are available on the Provost's Website under Communication (see <http://www.uwsuper.edu/provost/communication/notices-and-forms.cfm>.)

6) Assessment (Senior Year Experience)

The Provost conferred with the Faculty Senate Chair regarding oversight of assessment for the Senior Year Experience. Oversight will be coordinated through the Provost's Office. An annual assessment report will be required prior to authorizing the next year's \$1,000 budget allocation for the Senior Year Experience.

7) Budgets/Faculty Hires

The list of new faculty hires was distributed; it includes 13 tenure-track positions and one 3-year position. Department Chairs should submit the necessary paperwork to begin the process. Request to Fill Position forms should include a proposed position description, mentoring plan, written commitment to schedule around new faculty orientation (meet Thursdays 8:30-9:45 a.m.), and a statement showing the connection between our liberal arts initiative and the proposed position.

The Provost hopes to begin advertising in October; a Red File meeting is required for all committee members, the Provost, and Human Resources Director. Budget for searches is approximately \$2500-\$3000 (on average). All searches are subject to final budget approval.

The term "ad hoc" was questioned; preferred terms were "adjunct" or "teaching academic staff". The Provost said he would look into it.

Mid-year hires would be possible only if there were additional salary savings from retirements, etc.

Contact Provost Markwood with questions or concerns.

8) Other Items:

a) Next Meeting—Monday, September 28, 2009, HWC 2420

b) Department Chairs Meetings for 2009-2010 Fall/Spring - 2nd and 4th Mondays-- 3-4:30 p.m. .