

## **Academic Chairs' Meeting**

September 28, 2009

HWC 2420.

**Present:** Mary Balcer, Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Martha Einerson, Beth Gilbert, Deb Nordgren, Chad Scott, Nick Sloboda, Greg Trudeau, Faith Hensrud, Rhoda Robinson.

### **1) Fall 2009 Preview Days – Tonya Roth, Admissions Director**

- Thursday and Friday, Oct. 15 and 16, and Friday, Oct.30.
- Targeted towards high school seniors and undecided majors.
- An opportunity for students to learn more about the campus, academic departments, admissions and residence life. A good time for faculty and staff to visit with students looking for a major.
- Students currently enrolled can represent department if faculty or staff are unavailable
- Sign up for a table by October 1 by contacting Tonya at Ext. 8264 or Cherie Boreen, Direct Marketing Coordinator, Ext. 8370.
- Send updated Fact Sheet information to Tonya or Cherie Boreen prior to that date.
- Megan Campbell has been hired as the new Campus Visit Coordinator and can be reached at Ext. 8502. She will be contacting departments to determine what she can do to assist them.

### **2) Hive Night – Ryan Kreuser, Directory, Housing**

The First Hive Night is Tuesday, October 13, 6:00 p.m. Staff should meet at the RSC Info Desk. Staff will split up and go to the various dorms, walking through, talking to students, chatting with them one on one. There will be dessert and coffee afterwards. Ryan would like 12 faculty and staff. If interested contact Debbie Seguin at Ext. 8244. Another Hive Night is planned for November.

### **3) Student Code of Conduct (UW System Admin Code Chapter 14) – Tammy Fanning**

- A Guide to Handle Academic Misconduct for Instructors (see attached) was distributed and briefly discussed.
- Flow Chart on page 3 gives overview of how Chapter 14 works.
- Tammy would like to further speak to faculty and staff on the appropriate process to follow at a department meeting and to explain the importance of following the process. Tammy is at Ext. 8243 or [tfanning@uwsuper.edu](mailto:tfanning@uwsuper.edu).
- Academic Misconduct Process is available at <http://www.legis.state.wi.us/rsb/code/uws/uws014.pdf>. Please read Chapter 14 before doing any academic misconduct in the departments and in the Student Handbook.
- Suggestion was made to tie Chapter 14 into the Provost's Syllabus Attachment.

### **4) CETL Discipline Grants Program - Maria Cuzzo**

- CETL has committed up to \$5,000 during 2009-10 for grants to support UWS faculty and teaching academic staff to attend national field conferences that offer teaching and learning sessions as part of their program.
- Grants range from \$100-\$500 in support of travel, lodging, meals, registration fees, etc.
- Individuals may apply for several different grants, but are limited to \$500 for the entire year.
- Application process starts now and is on-going until funding is gone.
- Contact Maria Cuzzo (Ext. 8482) or Emily Levings (Ext. 8548) for application process.
- See attached proposal form and <http://www.uwsuper.edu/cetl/conferences/index.cfm>.

### **5) Learning Abroad Guidelines-Salary Discussion-Judy Dwyer**

Judy sent Chairs a draft administrative guidelines for Learning Abroad Programs and asked for their input on how faculty leaders should be paid. She had listed a number of options and asked for

Chairs' comments and suggestions as to any other new funding options. All options listed also cover airfare, lodging, and meals.

#### Summary of Discussion:

Cost recovery needs to be considered. Judy mentioned a ratio of one faculty to 15 students.

Option 1 through UWS Continuing Education is per credit and not by rank. Currently \$75 per credit and moving towards \$100. Total is based on enrollment.

Payment could be a set salary for a minimum number of students and prorated for fewer students, as in the case of summer college..

Question arose about gender of faculty if there were two leaders. Is that supposed to be a consideration?

Some study abroad may include a faculty from here and one from abroad. Will have to consider that.

Do we do faculty exchanges?

Some programs do not involve pay but will offer reduced load for instructor for preparation for the program (Bosnia). Consider release time, alternative assignments.

Number 2 pays faculty 1/9<sup>th</sup> of salary for a 3-4 week program including prep and completion. (probably the most expensive option).

Many preferred option 3--the per credit hour rate so faculty could see what they are getting.

Some preferred the wording on #5.

One policy does not fit all programs.

Use the same method for study abroad as you do summer college.

Some options will necessitate charging students more.

After discussion of the various options, it was suggested that the committee put together some proposals that the Chairs could respond to.

#### 6) **Research and Scholarly Activity (Faculty and Student) - Faith Hensrud**

- Recently hired an individual to develop a research and grants website.
- Website will contain information on various research centers and institutes at UWS.
- Website to also include a master list of all undergraduate and graduate research and activity in each department as well as information on each capstone project and presentation, senior recitals, performances, etc.
- Individual will be writing press releases on campus research and scholarly activity.
- Faith asked Chairs to send her lists of all above research and activity, senior capstone projects and presentations. (Suggestion made for above person to contact each individual Department Chair for list). Institutional Review Board (Jim Miller) may have some of that information.

#### 7) **Other Items**

- Faculty Senate passed a classroom attendance policy in response to H1N1. The Chancellor will be sending out an email detailing that this week.
- Printed Catalog--most Chairs wanted to see at least a limited amount of catalogs printed. Suggested one for each faculty and staff, offices, students, and then extras to be purchased at the Bookstore.

#### 8) **Deadlines/Reminders:**

- a) Faculty/Teaching Academic Staff Load Assignment Forms--due Sept. 30
- b) Next Department Chair Meeting--Monday, October 12, 2009, HWC 2420
- c) Hive Night--Tuesday, October 13, 6:00 p.m.--Meet in RSC Concourse
- d) Fall Preview Days--Thursday, October 15, 3-5:30 p.m.; Friday, October 16, 3-4 p.m., and Friday, October 30, 11 a.m.-Noon
- e) Agenda item for next meeting--Catalog