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UW COLLEGES
Senate
Friday, March 14, 2014
UW-Baraboo/Sauk County
12:20 p.m. - 2:50 p.m.

MINUTES

2013-2014 Senators Present: Dale Murray, UW-Baraboo/Sauk County; Troy Kozma, UW-Barron County; Marcy Dickson, UW Colleges Online; Lisa Schreibersdorf and Mike Winkler, UW-Fond du Lac; Evan Kreider, UW-Fox Valley; Berel Lutsky, UW-Manitowoc; Katie Kalish and Lou Pech, UW-Marathon County; Caleb Bush, Steve Kaiser, and Jeff Verona, UW-Marshfield/Wood County; Michael Gorman, UW-Rock County; Matt Raunio, UW-Sheboygan; Mark Peterson, UW-Washington County; Ron Gulotta and Margaret Hankenson, UW-Waukesha; Duel Harmon, Student Senator

Senators Absent: Stephanie Douglas, UW Colleges Online; Richard Djukpen and Marc Sackman, UW-Fox Valley; Joanne Giordano, UW-Marathon County; Mark Klemp, UW-Marinette; Faye Peng, UW-Richland; Stephen Schmid, UW-Rock County; Julianna Alitto, UW-Waukesha; Cole Harder and Alex Roberts, Student Senators

Alternates Present: Lucas Dock, UW Colleges Online; Amy Reddinger, UW-Marinette; Clif Cavanaugh, UW-Richland; Ana Caballero-Mengibar, UW-Rock County; Jill Rinzel, UW-Waukesha

Others Present: Jason Beier, Interim Vice Chancellor for Administrative and Financial Services for UW Colleges and UW-Extension; Rose Brust, Classified Staff Council Chair; Pam Dollard, Director of Human Resources; Holly Hassel, Chairs’ Representative; Rex Hieser, Interim Associate Vice Chancellor for Academic Affairs; Greg Lampe, Provost and Vice Chancellor; Harry Muir, Deans’ Representative; Patti Wise, Special Assistant to the Provost, BAAS Program Manager; Linda Baum, Assistant to the Senate

Others Absent: Aaron Brower, Interim Chancellor; Colleen Godfriaux, Assistant Vice Chancellor for Budget and Planning; Teresa Pleger, UW-Baraboo/Sauk County (Djukpen alternate)

1) The March 14, 2014 meeting of the UW Colleges Senate was called to order at 12: 21 p.m. by UW Colleges Senate Steering Committee (SSC) Chair Mark Peterson.

2) UW-Baraboo/Sauk County Dean Thomas Pleger greeted the assembly. The UW-Baraboo/Sauk County opened in 1968 and is owned cooperatively in an approximate 50-50 split by the city of Baraboo and the county of Sauk. They will be breaking ground in the beginning of April for new housing, and in August for a science building. Baraboo, the dean said, had even been noted as the fourth best small town to visit by the Smithsonian magazine. Dean Pleger wanted everyone to know how special the area and the UW-Baraboo/Sauk County campus is, and again welcomed the Senate warmly. He was thanked with a round of
applause.

3) Roll Call of 2013-2014 Senate and Introduction of Alternates. Linda Baum, Assistant to the UW Colleges Senate, circulated the attendance sheet. SSC Chair Mark Peterson announced that UW-Rock County had elected a new faculty senator to complete the term there. Stephen Schmid, Associate Professor of Philosophy will serve the remainder of the 2013-2015 term. Peterson then introduced Lucas Dock (Student Information Manager, UW Colleges Online) as alternate for Stephanie Douglas, Ana Caballero-Mengibar (Assistant Professor, Political Science, UW-Rock County) as alternate for Stephen Schmid, Clif Cavanaugh (Associate Professor, CSEPA, UW-Richland) attending for Faye Peng, Amy Reddinger (Associate Professor, English, UW-Marinette) for Mark Klemp, and Jill Rinzel (Assistant Professor, Psychology-Education, UW-Waukesha) in attendance for Julianna Alitto. Chair Peterson further noted that Jason Beier (Interim Vice Chancellor for Administrative and Financial Services), Rose Brust (Classified Staff Council Chair), Pam Dollard (Director of Human Resources), and Patti Wise (Special Assistant to the Provost, BAAS Program Manager) were attending the Senate meeting.

4) The agenda (Attachment 1) for the March 14, 2014 meeting of the UW Colleges Senate was given unanimous approval [Murray/Kozma].

5) The minutes of the January 22, 2014 meeting of the UWC Senate held at UW-Fox Valley (posted in Public Folders>All Public Folders>Governance>Senate>Senate Minutes>2013-2014) were approved by unanimous vote [Murray/Kozma].

6) Reports

a) Provost and Vice Chancellor for Academic and Student Affairs Greg Lampe directed attention to his written report (Attachment 2) in the Senate materials, saying he would first give an update on the budget reductions. The Office of Academic and Student Affairs’ was to eliminate $91,000 from their budget as part of the overall budget reductions in the Central Offices. The study abroad program will be eliminated, and meetings with Tim Urbonya, Office of International Education Director, and current Study Abroad Coordinator Tetyana Schneider have been very helpful in terms of planning for the transition. Though the coordinator position is being eliminated, the Continuing Education (CE) Directors will help manage several of the planned study abroad programs for 2014-15. Of the sixteen programs proposed for 2014-2015, perhaps six or seven will go forward and the rest will be canceled. The CE Directors will be connected with Denny Ward, UW Colleges Risk Management and Safety Officer. After 2015, the program may be run through a national consortium or in conjunction with a UW System partner. Next, the provost addressed the elimination of institutional funding for the Engaging Students in the First Year (ESFY) Program. The elimination of funding includes the elimination of funding support for campus ESFY coordinators. ESFY Institutional Coordinator Tom Neal and members of the Academic and Student Affairs Office met and came up with a range of suggestions as to how campuses might support ESFY locally. The group also recommended ideas as to how the Office of Academic and Student Affairs could support the ESFY program. The provost said that the program has
come very far since its inception and that it would be a shame to lose the progress that has been made to date. The UW Colleges library restructuring is moving forward. Provost Lampe had met with representatives of the Library Council, Jason Beier, Interim Vice Chancellor for Administration and Finance, the Library Program Manager from UW System Susan Mitchell, and others from his and Beier’s office to discuss the transition to a single institutional library director model. The position descriptions for the institutional library director and the academic librarians, as well as where the institutional library director will be physically located need to be worked out. Finally, a number of coordinator positions have been eliminated, such as the Professional Development Coordinator, Service Learning Coordinator, Writing Program Administrator, and the Study Abroad Coordinator. Senator Hankenson questioned if these changes meant that the stipend for teaching LEC 10 classes would be ending. Provost Lampe replied that it would be discontinued.

The provost informed the Senate that PACE is an institution-wide approach to concurrent enrollment. PACE stands for Partnership to Advance College Education and standardizes administrative and other concurrent enrollment program practices across the campuses and UW Colleges Online. The Wisconsin Department of Instruction (DPI) will implement Course Options in the fall of 2014. Course Options was approved as part of the Wisconsin 2013-2015 biennial budget, and this plan has an impact on all of the existing UW Colleges dual enrollment programs. Provost Lampe reported that he and UW Colleges Concurrent Enrollment Program Coordinator Tricia Wessel-Blaski had met with DPI representatives to try to gain clarity around the DPI Course Options plans. UW System is working on a response to Course Options, and the UW Colleges is doing the same. Senator Kozma wondered when the situation with the DPI would be resolved. Provost Lampe answered that the DPI’s Course Options would be implemented in the fall and that the DPI planned to abide by the state statute. There is a question, however, as to whether GAPP #36 should be overshadowed by state statute. UW System plans to have a response stating their position within two weeks. Clarity around costs is one of the major factors to be addressed in the UW System response.

The UW Colleges Bachelor of Applied Arts and Sciences (BAAS) degree completion program’s applied associate degree pathway was the subject of a meeting last week with the UW Colleges Higher Learning Commission (HLC) liaison, the provost, and BAAS Program Manager Patti Wise. The HLC liaison informed them that she considers the applied associate degree pathway to be within the mission of access of the UW Colleges and within the purpose for offering the BAAS degree. Therefore, the UW Colleges HLC liaison approved of the UW Colleges’ plan to implement the applied associate degree pathway through the BAAS degree completion program. Provost Lampe wrote and informed UW System of this decision, and he has not had a response from UW System regarding the applied associate degree pathway as of this point. BAAS Program Manager Wise is leading an applied associate degree pathway implementation team.

A review of the UW System Associate Degree Standards policy will be on the April Board of Regents Education Committee agenda, stated Provost Lampe.
Arts and Science degree review process should move forward in the UW Colleges in the fall of 2014.

Jeff Verona, Lead Academic Staff Senator, asked if the question of financial aid for the Flexible Option had been resolved. The provost replied that an application had been submitted in January to the US Department of Education, and two weeks ago twelve questions were received in response. Provost Lampe will be reviewing the replies to those questions over the weekend. In the meantime, scholarships (funded by UW System) will continue to be offered to assist those UW Flexible Options students who qualify for financial aid. Senator Raunio wondered if programs like Western Governors and Capella University were eligible for financial aid. Provost Lampe responded that the UW Colleges program is very different from these two programs (which do provide financial aid) and, therefore, UW Flexible Options is gaining attention nationally. The UW Flexible Option is a competency-based, flexible model, and, thus, an emerging model that does not fit into the older and more traditional regulated model. The two programs mentioned, Provost Lampe concluded, are not as flexible as the UW Flexible Options program.

b) Interim Associate Vice Chancellor for Academic Affairs Rex Hieser pointed out his report (Attachment 3) in the materials. He highlighted student research, mentioning the time he had spent at the capitol for Posters in the Rotunda. The UW Colleges had fifteen posters displayed, the interim associate vice chancellor said, the most of any institution, and legislators were viewing the displays while he was there. Interim Associate Vice Chancellor Hieser encouraged everyone to ask students to submit to the student research journal being developed. He reminded the Senate that no other two-year institution has a student research journal. Senator Kalish asked what the budget was for the undergrad journal. Interim Associate Vice Chancellor for Academic Affairs Hieser replied that it was a pilot project and about $1000 had been reallocated from an undistributed institutional grant budget.

c) Associate Vice Chancellor of Student Affairs and Enrollment Management Rich Barnhouse was not in attendance but had sent a report (Attachment 4) to which Chair Peterson called attention. Chairs’ Representative Hassel asked if someone had information on the enrollment FTE. Provost Lampe replied that it is expected to be down about 4% in the fall. Applications are down, the high school population is decreasing, but double-digit decreases for the UW Colleges are not being anticipated as some institutions are seeing. Senator Dickson asked if there had been progress in choosing a Student Information System (SIS). Provost Lampe did not have an update on that matter beyond what the associate vice chancellor had included in his report.

d) Senate Steering Committee Chair & UWC Faculty Representative Mark Peterson (Attachment 5) reported that he had attended the Board of Regents meeting on March 6. The presentation from the Wisconsin Department of Workforce Development discussing the workforce outlook (available at the Regents UWSA website) was compelling. Peterson went on to mention several things that have come up recently. One is that both campuses and the Senate at large will have to work out protocols of some sort to guarantee that both classified and academic staff may speak out safely. Several items
were budget related. Peterson has heard from faculty around the Colleges who expressed a sense that that Central is not taking a budget hit at the same level as campuses. Provost Lampe disagreed, pointing out that Central Offices made reductions beyond the $214,000 they were required to cut, that HR is being restructured, and IT restructuring is going on as well. Senator Schreibersdorf replied that many of the Central budget reductions are for money that is actually spent at the campuses, not Central. The provost replied that Central supports and serves the campuses. SSC Chair Peterson went on, noting a feeling among faculty that deans are balancing campus budgets on the back of instruction, and that faculty are out of the loop in these decisions. If there is a formula governing the number of tenure lines, he said, there should be a formula for the correct number of campus administrators. If there is such a formula, Peterson asked that it be shared. People are nervous, he said. Deans’ Representative Harry Muir posited that nerves are increasing with the library and IT restructuring. SSC Chair Peterson agreed, adding that the timing of now former chancellor Ray Cross’ departure for a new position with UW System also was a factor.

E) Academic Staff Lead Senator Jeff Verona noted the location of his written report (Attachment 6) in the materials. The Academic Staff Council of Senators (ASCS) is moving forward with ASPP #708, AS Lead Senator Verona reported.

F) UW Colleges Academic Staff Representative Danielle (Marcy) Dickson (Attachment 7) related that the Academic Staff Representatives are planning their conference as a virtual conference for Thursday, July 24. They are searching for a keynote speaker. Paige Reed, Senior System Legal Counsel, had addressed the representatives concerning Regent Policy 4-1 on Recording of Lectures. AS Rep Dickson noted it had been stated that federal and state laws need to be met, and reasonable accommodations provided to assure disability rights.

G) Student Governance Council President Alex Roberts was not in attendance. Student Governance Council (SGC) Financial Director Duel Harmon informed the Senate that SGC is working with the United Council to fund an LGBTQ Summit on April 26 and 27, 2014 in Wausau.

H) Senate Academic Policy Committee Chair Lou Pech called attention to his written report (Attachment 8) in the provided Senate materials. There were no questions.

I) Senate Budget Committee Chair Matt Raunio pointed out the location of his report (Attachment 9) in the materials. He was asked why moving the offices from Regent Street was not seen as a good recommendation from those suggested to the Repositioning Task Force. It was explained that part of the reason is that there is no early termination clause for the Regent Street location. Senator Schreibersdorf expressed that if there is a report stating why such a move is not cost effective it should be shared. Chair of Chairs Hassel asked what the role of the Senate Budget Committee (SBC) was to the Repositioning work. SBC Chair Raunio replied that it was advisory; they had met with Jason Beier, Interim Vice Chancellor for Administrative and Financial Services for UW Colleges and UW-Extension, who had listened to their input. The interim vice chancellor
noted that hearing from different groups is important to the conclusion of the work.

j) Faculty Professional Standards Committee Chair Ron Gulotta noted his written report (*Attachment 10*) saying that the Faculty Professional Standards Committee (FPSC) has been working on the merit review process and policy, giving special attention to how gender and other biases might inadvertently be expressed in the process. The strongest feedback has come from the departments, and has the FPSC considering adding language giving percentage rankings to the elements of merit reviews for faculty. FPSC Chair Gulotta asked the Senate for feedback on two options. Option A: 50% teaching, 25% professional development, and 25% service; Option B: 40% teaching, 30% professional development, and 30% service. Senator Lutsky replied that campuses and departments should not have the same rankings, saying that departments would have a better view of professional development. Senator Bush argued that both 50 and 40% are too low to give a good representation of the importance of teaching. Chairs’ Rep Hassel said that it was beneficial to offer standardized percentages that would be even and expected. An equal process across all merit reviews would be for the best, she said. Senator Schreibersdorf stated that the percentages should line up with institutional priorities and try to account for gender issues. Senator Pech asked what would happen to a merit ranking in a year where someone was overloaded with service and did little professional development. FPSC Chair Gulotta replied that there should be a method of taking such into account.

k) Senate Assessment Committee Chair Debbie Paprocki was not in attendance but had submitted a report (*Attachment 11*) to which SSC Chair Peterson called attention. He asked that any questions be directed to Senate Assessment Committee (SAC) Chair Paprocki.

7) Old Institutional Business

a) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 1 (“UW Colleges Organization”) [SSC] *adding classified staff as participatory governance group (Attachment 12)*. SSC Chair Mark Peterson introduced the UW Colleges Constitution amendment, briefly summarizing the written rationale. Senator Raunio reported that UW-Sheboygan had voted against the majority of the Constitutional amendments because of a question classified staff had about participation in the Senate. The amendment was adopted with one dissenting vote [Kozma/Gulotta].

b) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 2 (“UW Colleges Governance”) [SSC] *adding classified staff to Senate and committees (Attachment 13)*. The amendment to Chapter 2 of the UW Colleges Constitution passed with one vote against [Lutsky/Raunio].

c) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 3 (“Campus Governance”) [SSC] *including classified staff in campus collegia (Attachment 14)*. Senator Kreider noted that UW-Fox Valley had pointed out that the wording in 3.01 might mean that classified staff are able to vote on everything, rather than the personnel matters to which the added line should be referring. Senator Hankenson felt that issue
was inadvertent and could be cleared up with a housekeeping fix later. Senator Kreider then shared that UW-Fox Valley further argued that classified staff was not defined consistently throughout. It was suggested that a definition from UW System be used and carried through. The proposal carried with two opposing votes [Murray/Dickson].

d) Adoption: Proposed New UW Colleges Constitution Chapter 10 (“Classified Staff (University Staff)”) [SSC] classified staff membership and Council definitions (Attachment 15). The proposed new Chapter 10 of the UW Colleges Constitution passed with one vote against [Murray/Caballero Mengibar].

e) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 10 (“Amendments”) [SSC] renumber chapter (Attachment 16). The amendment that would simply renumber Chapter 10 into Chapter 11 passed unanimously [Raunio/Dickson].

f) Adoption: Proposed Revision of UW Colleges Senate Bylaws 5.0 (“Annual Elections”) [SSC] allow classified staff to take part in annual elections (Attachment 17). SSC Chair Peterson stated that the proposed changes were to include classified staff in annual Senate elections. The revision was adopted with one dissenting vote [Murray/Harmon].

g) Adoption: Proposed Revision of IP #202 (“Academic Procedures and Regulations”) [SSC] temporarily allow Incomplete to be used for Flex students who haven’t completed competency set (Attachment 18). Chair Peterson reminded the Senate that the SSC had adopted a change to IP #202 on an interim basis that was up for adoption, and that would sunset if the next item was adopted. The proposal passed unanimously [Kozma/Kalish].

h) Adoption: Proposed Revision of IP #202 (“Academic Procedures and Regulations”) [SAPC] create new grade for Flex students who haven’t completed a competency set (Attachment 19). This proposal, said SSC Chair Peterson, was the SAPC’s creation of an in progress grade for Flex students. There was a question as to how long the grade would carry. The motion carried by unanimous vote [Murray/Dickson].

i) Other. There was no other Old Institutional Business on the Senate agenda.

8) New Institutional Business

a) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [FPSC] including developmental programs/courses for the purpose of departmental oversight (Attachment 20). Faculty Professional Development Committee (FPSC) Chair Ron Gulotta explained that this proposed amendment would bring all developmental program/course instructors under the departmental review process.

b) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [SAPC] authorizes Senate to create policy and establishes authority line for departmental bylaw approval process (Attachment 21). Senate Academic Policy Committee (SAPC) Chair Lou Pech informed the Senate that the proposed amendment to UW Colleges Constitution Chapter 4 gives the authority line for approving departmental
bylaws and notes that the Senate has the ability to set policy for that approval procedure. Alternate Senator Clif Cavanaugh asked how long bylaw approval would take. SAPC Chair Pech replied that would be a matter found in the policy.

c) Introduction: Proposed NEW Institutional Policy #407 (“Approval of Departmental Bylaws”) [SAPC] new policy to delineate process of departmental bylaw approval (Attachment 22). SAPC Chair Pech pointed out that this was the policy for departmental bylaw approval authorized by the proposed amendment to UWC Constitution Chapter 4. The proposed new policy had been widely vetted, he said. The policy includes provisions for cases when certain parts of the bylaws are problematic—that section can be reviewed further while the rest of the bylaws or revisions are approved and enforced. In answer to Alternate Senator Cavanaugh’s question from earlier, yes, there is a timeline to be followed.

d) Introduction: Proposed Revision of IP #301 (“Activity Report”) [FPSC] specifying due dates to be business days (Attachment 23). FPSC Chair Gulotta told the Senate that the proposed revision was to specify that due dates should be business days. He then pointed out that the FPSC would like to make an additional revision: removing the language for a previous change that had temporarily moved the due date of the Activity Report to January 5 and added a 2012 sunset clause. Senate Assistant Linda Baum will make the change and circulate the revised introduction.

e) Introduction: Proposed Revision of IP #301.01 (“Administering the Student Survey of Instruction”) [FPSC] remove provision to not use SSI from first-time offering in new mode (Attachment 24). FPSC Chair Ron Gulotta explained that the exemption in the policy for those teaching in a new mode for the first time has outlived its usefulness. Many now have experience teaching in various modes, some are hired specifically to address teaching in different modalities, and there are experienced instructors who can review those who teach in different modes. He noted that there are cases where an instructor is 50% online, and if they also teach a blended course, then three of their courses are unavailable for evaluation. Chairs’ Rep Holly Hassel agreed, noting that department chairs support the change because currently the policy limits the amount of information available for evaluation. There were concerns expressed about teaching online for the first time with the UW Colleges; even having previous experience from elsewhere, it would have been with a different system. Senators also noted that issues might come up when teaching a course designed by someone else. There was concern that the policy might dissuade tenure track faculty from teaching in a new modality.

f) Other. There was no other New Institutional Business for the Senate to discuss.

9) Other Institutional Business

a) Other. There was no Other Institutional Business.

10) Adjournment. The UW Colleges Senate adjourned at 2:15 p.m. when the business of the agenda was concluded.
**UW COLLEGES**  
**Faculty Council of Senators**  
**Friday, March 14, 2014**  
**UW-Baraboo/Sauk County**  
**3:50 p.m. - 5:00 p.m.**

**MINUTES**

2013-2014 **Faculty Senators Present:** Dale Murray, UW-Baraboo/Sauk County; Troy Kozma, UW-Barron County; Lisa Schreibersdorf, UW-Fond du Lac; Evan Kreider, UW-Fox Valley; Berel Lutsky, UW-Manitowoc; Katie Kalish and Lou Pech, UW-Marathon County; Caleb Bush, UW-Marshfield/Wood County; Matt Raunio, UW-Sheboygan; Mark Peterson, UW-Washington County; Ron Gulotta and Margaret Hankenson, UW-Waukesha

**Faculty Senators Absent:** Marc Sackman, UW-Fox Valley; Mark Klemp, UW-Marinette; Faye Peng, UW-Richland; Stephen Schmid, UW-Rock County; Julianna Alitto, UW-Waukesha

**Alternate Faculty Senators Present:** Amy Reddinger, UW-Marinette; Clif Cavanaugh, UW-Richland; Ana Caballero-Mengibar, UW-Rock County; Jill Rinzel, UW-Waukesha

**Others Present:** Holly Hassel, Chairs’ Representative; Linda Baum, Assistant to the Senate

1. **Call to Order** 2013-2014 Faculty Council of Senators. The UW Colleges Faculty Council of Senators (FCS) was called to order at 4:22 p.m. by UW Colleges Faculty Representative to UW System Administration Mark Peterson.

2. **The roll call of 2013-2014 faculty senators and alternates** was circulated by Assistant to the UW Colleges Senate Linda Baum.

3. **The March 14, 2014 agenda** for the Faculty Council meeting was approved unanimously [Murray/Kozma].

4. **The minutes of the January 22, 2014 Faculty Council of Senators meeting** held at UW-Fox Valley (posted in Public Folders> All Public Folders> Governance> Senate> Senate Minutes> 2013-2014) were unanimously approved [Murray/Kozma].

5. **Reports**
   
a) **Chair Mark Peterson** stated that he had nothing to add to the report given to the full Senate earlier in the day.

b) **Faculty Professional Standards Committee Chair Ron Gulotta** pointed out his report to the Faculty Council (*Attachment 25*). He pointed out that the FPSC is reviewing FPP #508, which deals with ineffective or inactive performance, and that there were some
introductions coming up in the agenda. FPP #508 is being reviewed because the policy has apparently been untouched in decades. It will take a while because Christine Curley, Director of the Office of Equity, Diversity & Inclusion, is on leave, and she is needed to help with a policy review.

6. Old Business

a) Adoption: Proposed Revision to FPP #501 (“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)”) [FPSC] second year CTA visitation exception (Attachment 26). Chair Peterson introduced the proposed revision. It was adopted by unanimous voice vote [Murray/Rinzel].

b) Adoption: Proposed Revision to FPP #501.01 (“Promotion, Tenure, and Third-Year Tenure Progress and Retention Review Dossier Format”) [FPSC] continuing to change policy to align with digital dossiers (Attachment 27). SSC Chair Peterson referred to the written rationale. The proposal was carried unanimously [Murray/Lutsky].

c) Adoption: Proposed Revision to FPP #501.02 (“Probationary Faculty Retention Review Dossiers”) [FPSC] continuing to change policy to align with digital dossiers (Attachment 28). Chair Peterson introduced the proposed revision. Senator Raunio reported that faculty at UW-Sheboygan felt that these changes seemed to empower administration to put faculty dossiers together as they saw fit. Alternate Senator Amy Caballero Mengibar expressed concerns over the costs of the software and the long term implications of the change. It was stated that everyone had the software, but Senate Assistant Baum pointed that out as untrue. It was agreed that on some campuses there is still just one copy. The revision passed [Murray/Gulotta].

d) Adoption: Proposed Revision to FPP #503 (“Faculty Merit Policy and Procedures”) [FPSC] clarify who receives merit letters and recommendations (Attachment 29). UWC Faculty Representative Peterson called attention to the proposed revision. The motion to adopt carried on a unanimous vote [Murray/Raunio].

e) Other. There was no other Old Business for the Faculty Council.

7. New Business

a) Introduction: Proposed Revision to FPP #510 (“Institutional Need and Tenure Positions”) [FPSC] updating policy to reflect revised review schedule (Attachment 30). FPSC Chair Ron Gulotta explained that this proposal is to update the policy to show how the second and fourth year reviews have been combined into a third year review.

b) Introduction: Proposed Revision to FPP #501 (“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)”) [FPSC] specifying due dates to be business days (Attachment 31). FPSC Chair Gulotta stated that the revision is similar to the one proposed for IP #301 during the Senate meeting. Noting that there are due dates all through the policy, he pointed out a statement at the beginning
with an asterisk that referred to all timelines in the policy. The FPSC had simply modified that statement to include the information about due dates referring to business days, and if it falls on a non-business day, then the deadline is the next possible business day.

c) Other. There was no further New Business on the Faculty Council agenda.

8. Other Business

a) Other. There was no Other Business on the Faculty Council agenda.

9. Adjournment. The March 14, 2014 meeting of the Faculty Council of Senators was adjourned at 4:35 p.m. by UW Colleges Faculty Representative Mark Peterson.
UW COLLEGES
Academic Staff Council of Senators
Friday, March 14, 2014
UW-Baraboo/Sauk County
3:50 p.m. - 5:00 p.m.

MINUTES

Members present: Danielle Dickson, Lucas Dock (alternate), Michael Gorman, Steve Kaiser, Jeff Verona and Mike Winkler

Members not in attendance: Joanne Giordano and Teresa Pleger (alternate)

Meeting called to order by Verona at 4:05 p.m.

Kaiser volunteered to take minutes for this meeting

Motion to approve Minutes from ASCS meeting of January 22, 2014, Dickson, second Gorman, passed unanimously

Motion to approve Agenda Dickson, second Gorman, passed unanimously

I. Update on proposed ASPP #708 (IAS Titling Guidelines)
   a. Request from Verona for comments on current proposal
   b. Question posed regarding whether comments from Deans and Department Chairs have been received yet
   c. Dickson and Gorman to compare current policy proposal and universal personnel guidelines (UPG)
   d. Verona to circulate any new revisions

II. Update on proposed revisions to IP #323.
    a. Current revision discussed, 6 department chairs support current revision
    b. Verona to report to Pam Dollard and Greg Lampe of our committee support the current revision

III. Discussion of senate elections
     a. Need for senate academic staff representation noted
     b. Process for applying or reapplying for senate positions reinforced by Verona

IV. Discuss request from campuses/steering regarding IP #320 (Policy on Evaluation) (Attachment 32).
    a. Noted that activity reports vary significantly from campus to campus
    b. 2 campuses requested guidelines on this issue, and the potential need for separate IAS form
    c. Verona to update this committee on future discussion with academic staff committee
V. Discussion of revisions to ASCS Bylaws (Attachment 33).
   a. Housekeeping changes noted, Gorman to review other articles and report back to committee

VI. Other business
   a. Dickson promoted upcoming virtual conference July 24

VII. Adjourned 5:08 p.m.

Respectfully submitted 3-24-14 Steve Kaiser
Schedule
UW COLLEGES
Meetings of Senate, Faculty Council of Senators,
Academic Staff Council of Senators,
and Committees
Friday, March 14, 2014
 UW-Baraboo/Sauk County
9:30 a.m. to 5:00 p.m.

Coffee and Collegiality  9:00 a.m. - 9:30 a.m.
Rodems Room
A118, Umhoefer Bldg

Committee Meetings  9:30 a.m. - 11:25 a.m.

Senate Academic Policy Committee Executive Dining Room
Senate Budget Committee Lange Conference Room
Faculty Professional Standards Committee A120, Umhoefer Bldg
Senate Steering Committee Rodems Room

Lunch  11:30 a.m. - 12:15 p.m.
Cafeteria, Lange Center

UW Colleges Senate  12:20 p.m. - 2:50 p.m.
Rodems Room
A118, Umhoefer Bldg

Presentation  2:55 p.m. - 3:45 p.m.
UW Colleges Budget Update
Interim Chancellor Aaron Brower
Rodems Room
A118, Umhoefer Bldg

Council Meetings  3:50 p.m. - 5:00 p.m.
Academic Staff Council of Senators Room A120
Faculty Council of Senators Rodems Room
1) Call to Order of 2013-2014 Senate

2) Welcome by UW-Baraboo/Sauk County Dean Thomas Pleger

3) Roll Call of 2013-2014 Senate and Introduction of Alternates

4) Approval of Agenda

5) Approval of Minutes: January 22, 2014, UW-Fox Valley (posted in Public Folders>All Public Folders>Governance>Senate>Senate Minutes>2013-2014)

6) Reports

   a) Interim Chancellor Aaron Brower
   b) Provost and Vice Chancellor for Academic and Student Affairs Greg Lampe
   c) Interim Associate Vice Chancellor for Academic Affairs Rex Hieser
   d) Associate Vice Chancellor of Student Affairs and Enrollment Management Rich Barnhouse
   e) Senate Steering Committee Chair & UWC Faculty Representative Mark Peterson
   f) Academic Staff Lead Senator Jeff Verona
   g) UW Colleges Academic Staff Representative Danielle (Marcy) Dickson
   h) Student Governance Council President Alex Roberts
   i) Senate Academic Policy Committee Chair Lou Pech
   j) Senate Budget Committee Chair Matt Raunio
   k) Faculty Professional Standards Committee Chair Ron Gulotta
   l) Senate Assessment Committee Chair Debbie Paprocki

7) Old Institutional Business

   a) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 1 (“UW Colleges Organization”) [SSC] adding classified staff as participatory governance group

   b) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 2 (“UW Colleges Governance”) [SSC] adding classified staff to Senate and committees

   c) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 3 (“Campus Governance”) [SSC] including classified staff in campus collegia

   d) Adoption: Proposed New UW Colleges Constitution Chapter 10 (“Classified Staff (University Staff)”) [SSC] classified staff membership and Council definitions
e) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 10 (“Amendments”) [SSC] *renumber chapter*

f) Adoption: Proposed Revision of UW Colleges Senate Bylaws 5.0 (“Annual Elections”) [SSC] *allow classified staff to take part in annual elections*

g) Adoption: Proposed Revision of IP #202 (“Academic Procedures and Regulations”) [SSC] *temporarily allow Incomplete to be used for Flex students who haven’t completed competency set*

h) Adoption: Proposed Revision of IP #202 (“Academic Procedures and Regulations”) [SAPC] *create new grade for Flex students who haven’t completed a competency set*

i) Other

8) New Institutional Business

a) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [FPSC] *including developmental programs/courses for the purpose of departmental oversight*

b) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 4 (“Academic Departments”) [SAPC] *authorizes Senate to create policy and establishes authority line for departmental bylaw approval process*

c) Introduction: Proposed NEW Institutional Policy #407 (“Approval of Departmental Bylaws”) [SAPC] *new policy to delineate process of departmental bylaw approval*

d) Introduction: Proposed Revision of IP #301 (“Activity Report”) [FPSC] *specifying due dates to be business days*

e) Introduction: Proposed Revision of IP #301.01 (“Administering the Student Survey of Instruction”) [FPSC] *remove provision to not use SSI from first-time offering in new mode*

f) Other

9) Other Institutional Business

a) Other

10) Adjournment
1. Call to Order 2013-2014 Faculty Council of Senators

2. Roll Call of faculty senators and alternates

3. Approval of Agenda

4. Approval of Minutes: January 22, 2014, UW-Fox Valley (posted in Public Folders>All Public Folders>Governance>Senate>Senate Minutes>2013-2014)

5. Reports
   a) Chair Mark Peterson
   b) Faculty Professional Standards Committee Chair Ron Gulotta

6. Old Business
   a) Adoption: Proposed Revision to FPP #501 (“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)” [FPSC] second year CTA visitation exception
   b) Adoption: Proposed Revision to FPP #501.01 (“Promotion, Tenure, and Third-Year Tenure Progress and Retention Review Dossier Format”) [FPSC] continuing to change policy to align with digital dossiers
   c) Adoption: Proposed Revision to FPP #501.02 (“Probationary Faculty Retention Review Dossiers”) [FPSC] continuing to change policy to align with digital dossiers
   d) Adoption: Proposed Revision to FPP #503 (“Faculty Merit Policy and Procedures”) [FPSC] clarify who receives merit letters and recommendations
   e) Other

7. New Business
   a) Introduction: Proposed Revision to FPP #510 (“Institutional Need and Tenure Positions”) [FPSC] updating policy to reflect revised review schedule
b) Introduction: Proposed Revision to FPP #501 (“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)” [FPSC] specifying due dates to be business days

c) Other

8. Other Business

a) Other

9. Adjournment
Roll Call

Select Recorder

Approval of Minutes from ASCS meeting of January 22, 2014

Approve Agenda

I. Introductions/Welcoming of alternates

II. Update on proposed ASPP #708 (IAS Titling Guidelines)

III. Update on proposed revisions to IP #323.

IV. Discussion of senate elections

V. Discuss request from campuses/steering regarding IP #320 (Policy on Evaluation)

VI. Discussion of revisions to ASCS Bylaws

VII. Other business

VIII. Adjourn
Update on Budget Reduction Implementation: The central office was asked by former Chancellor Ray Cross to contribute $214,000 to the $1.186 million central office and institutional budget reduction as outlined in his February 10, 2014 email to the institution. The budget reductions will be implemented as soon after July 1, 2014, as possible. Below is an update on several of the steps being taken within the Office of Academic and Student Affairs to implement its $91,000 share of the central office budget reductions.

- **Study Abroad:** Current Study Abroad Coordinator Tetyana Schneider and Office of International Education Director Tim Urbonya convened the Study Abroad Advisory Committee in late February to discuss how to proceed given the imminent elimination of the UW Colleges study abroad program. Below is a brief summary of the Advisory Committee’s plan forward:
  
  o In regards to study abroad programs scheduled for the 2014-2015 academic year, the Advisory Committee requested that Tetyana Schneider and Tim Urbonya develop a list of the most viable of the 16 proposed study abroad programs.
  o In the absence of a UW Colleges Study Abroad Coordinator, the Advisory Committee determined that perhaps the UW Colleges Continuing Education (CE) Directors might be interested in managing an academic study abroad offering.
  o The Advisory Committee charged UW-Richland CE Director Jessica Laeseke with surveying the CE directors and assessing their readiness/interest in managing a study abroad program.
  o Based on the findings, Tetyana, Tim, and Jessica will meet to determine a list of the most viable academic study abroad programs and a list of potential campus-based CE programs that seem adequately positioned to manage programs.
  o The Advisory Committee requested that Tetyana, Tim, and Jessica report back to the committee by email as soon as possible with recommendations.
  o If needed, the Advisory Committee determined that it will meet again by the end of the week of March 10 to finalize a plan for 2014-2015.
  o Once the plan is finalized, Tetyana will schedule a full risk management orientation for the CE directors who will manage programs and the faculty members who will lead those programs.

Office of International Education Director Tim Urbonya and I will keep you informed of any future developments regarding the UW Colleges Study Abroad Program.

- **Engaging Students in the First Year (ESFY) Program:** In late February, ESFY Coordinator Tom Neal, Provost Greg Lampe, and other members of the Office of Academic and Student Affairs met to determine how to continue comprehensive and coordinated ESFY programming after the elimination of institutional budget support for the First Year Seminar
and ESFY institutional and campus coordinators. The group is recommending one of the following models, or a combination of the following models, to build campus-level ESFY support structures:

- Retention Committee: Because engaging students in their first year is closely associated with student retention and persistence, the campus Retention Committee could be charged with managing and growing the campus ESFY program.
- Campus Associate Dean and Assistant Campus Dean for Student Affairs Team: The Associate Dean and the Assistant Campus Dean for Student Affairs have oversight for the campus curricular and co-curricular programs. Because many of the ESFY programs fall into the curriculum and the co-curriculum, a team approach could effectively implement and manage a breadth of ESFY activities.
- ESFY Coordinator: Campuses could choose to retain the current practice of having a designated campus ESFY coordinator by allocating funds for reassigned time or providing a stipend.

Additionally, the group is recommending that the Office of Academic and Student Affairs continue to support the ESFY program by doing the following:

- The Associate Vice Chancellor for Academic Affairs could be responsible for providing institutional direction and coordination of UW Colleges-wide ESFY programming.
- Each campus will be asked to designate a campus contact person who could serve as part of an institutional ESFY advisory committee.
- The provost will consider using institutional funds to support attendance at national First Year Experience conferences.
- The UW Colleges Colloquium could function as the host for the annual ESFY Spring Conference by including within its programming a specific ESFY track.
- The UW Colleges Virtual Teaching and Learning Center could provide a site for ESFY-related reports, white papers, and discussions.
- Campus-based ESFY programming could continue to be incorporated into each campus’ iPlan.

UW Colleges ESFY Coordinator Tom Neal and I will continue to keep you updated on progress made regarding the ESFY program.

- **UW Colleges Library Restructuring:** In late February, two representatives from the Library Council, Ane Carriveau, Chair of the Library Council, Library Director, UW-Fox Valley, and Jennifer Chamberlain, Library Director, UW-Washington County, met with Provost Greg Lampe, Interim Vice Chancellor for Administration and Finance Jason Beier, Susan Mitchell, Library Program Manager, UW System, and others from the Office of Academic and Student Affairs, and the Office of Administration and Financial Services to discuss library restructuring. The following topics were discussed:
The integral relationships between the campus-based academic librarians and the new institutional Library Director: academic librarians will be responsible for the day-to-day operations on the campuses; the institutional Library Director will be responsible for establishing a vision for the UW Colleges libraries, representing the UW Colleges libraries’ interests at the institutional and UW System levels, and providing leadership and direction for the UW Colleges libraries.

The reporting structure of the academic librarians and the institutional Library Director: academic librarians will report to the campus dean or his or her designee; the Library Director will report to the provost or his designee.

Position descriptions for the academic librarians and the institutional Library Director: it was agreed that members of the Library Council will need to assist members of the institutional office with developing these position descriptions. It was agreed that clearly defined position descriptions are imperative as the institutional Library Director position and the campus-based academic librarian positions will impact each other on a daily basis.

Location of the institutional Library Director: the institutional Library Director could be located on a campus or in Madison. The location for the institutional Library Director has not yet been determined.

The group agreed to meet again in mid-March to continue to determine a way forward for coordinating and implementing the library restructuring.

Update on Concurrent Enrollment Program: In early April 2013, I announced the appointment of Associate Professor of Psychology Tricia Wessel-Blaski (UW-Washington County) as the UW Colleges Concurrent Enrollment Program Coordinator. To date, Tricia’s work has been guided by the implementation plan for advancing a concurrent enrollment program UW Colleges-wide as recommended by the UW Colleges Concurrent Enrollment Implementation Committee in their final report. Listed below are major recent developments regarding the Concurrent Enrollment Program:

- Throughout January and February 2014, using the extensive inventory of processes and practices Tricia has collected during her fall and early spring campus visits, Tricia is developing, in consultation with Provost Greg Lampe, Associate Vice Chancellor for Student Affairs and Enrollment Management Rich Barnhouse, and Associate Budget Director Sylvia Ramirez, a detailed plan for an institution-wide Integrated Concurrent Enrollment Program. The initial plan was shared with the UW Colleges Campus Executive Officers and Deans, the Associate Deans, and the Academic Department Chairs during their joint meeting on Friday, March 7.

- Introducing the Partnership to Advance College Education (PACE): PACE will be an institution-wide concurrent enrollment program that standardizes administrative and concurrent/dual enrollment programming practices and procedures on each of the 13 campuses and UW Colleges Online. PACE will be housed in the Office of Academic and Student Affairs and administered by PACE Coordinator Tricia Wessel-Blaski, in cooperation and consultation with UW Colleges campus colleagues, academic departments, public high schools, institutional offices, Wisconsin Department of Public Instruction, and others. For instance, application, registration, and billing processes can be made more efficient by implementing a centrally administered Web-based process. Templates for applications,
memoranda of understanding, teacher contracts, billing, and registration will be developed based on the best practices inventory. These standardized measures will help to improve the efficiency of our UW Colleges concurrent enrollment efforts by eliminating duplication of processes on each individual campus and standardizing practices where it makes sense to do so.

The following guiding principles have been developed for PACE and are intended to reflect the values and mission of the UW Colleges. The UW Colleges PACE Program will:

- Honor the individual campus efforts to shape and sustain concurrent enrollment programs and provide value to the campus.
- Consistently apply basic institutional policies within high schools.
- Maintain a high quality educational program with academic departmental oversight.
- Provide greater accessibility and affordability of concurrent enrollment programming for high school students across Wisconsin.
- Collaborate with the Wisconsin K-12 schools to create an environment of college readiness within the high schools to better ensure a successful transition from high school to college.
- Maintain developmentally appropriate curriculum offerings to high school students.
- Streamline administrative operations for PACE across the 13 campuses to better expand and support the scope and delivery of a quality program.

- Wisconsin Department of Instruction (DPI) Course Options Update: In mid-February, the Wisconsin DPI introduced details of Course Options which was included as part of the approved 2013-15 biennial budget. Course Options materials can be accessed at this link: [http://courseoptions.dpi.wi.gov/](http://courseoptions.dpi.wi.gov/). Course Options will be implemented in the fall of 2014.

The implementation of Course Options will impact the concurrent and Youth Options programs UW Colleges campuses and UW Colleges Online currently have in place with our local school districts. Under Course Options:

- Students and parents cannot be charged for college courses being offered in the high schools to high school students.
- Local school districts are responsible for paying the tuition charged by the providing institution. It is up to the local school district to decide what it can afford to pay for a college level course.
- Providing institutions cannot exceed 50 percent of UW-Madison tuition for a course.
- Youth Options, which remains in statute, is not covered under Course Options. Youth Options and Course Options co-exist in Wisconsin statutes.

Plan of action: First, upon learning the details of Course Options, Provost Greg Lampe and Tricia Wessel-Blaski met with representatives from the Wisconsin DPI on Wednesday, March 5, to receive information about Course Options and to discuss the impact of Course Options on the UW Colleges campuses and UW Colleges Online. Second, Tricia and I discussed Course Options with the Campus Deans, Associate Deans, and the Academic Department Chairs at their joint meeting on Friday, March 7, to raise their awareness of Course Options, discuss the impact
of Course Options on the UW Colleges, and determine a way forward. A UW Colleges task force is in the process of being formed to formulate a response to Course Options from the UW Colleges to the Wisconsin DPI. Third, UW System administration is developing a response to Course Options and will be requesting a meeting with State Superintendent of Public Instruction Tony Evers in the very near future.

Tricia Wessel-Blaski and I are working to gather more information about Course Options. We will share what we learn with you as more information becomes available.

Respectfully submitted,

Greg Lampe, Provost and Vice Chancellor for Academic and Student Affairs

3.10.2014
ESFY Program

As part of the UW Colleges repositioning, we won’t have institutional funds to support the ESFY program after this academic year. ESFY Coordinator Tom Neal met with Provost Greg Lampe, Associate Vice Chancellor for Student Affairs Rich Barnhouse, and me on February 27 to discuss how to maintain the program on the campuses. Initial thoughts were shared with campus deans at their March 7 meeting, and further development will occur at the spring ESFY Conference.

Campus Assessment of Information Literacy

Based on a recommendation from the Campus Assessment Coordinators, the Senate Assessment Committee decided to proceed with a common campus assessment of student information literacy. The Library Council has graciously agreed to aid in the development or selection of an assessment instrument. Procedures for implementing the assessment are under discussion with the goal of an initial assessment occurring in Fall Semester, 2014.

Professional Development Coordinator

The Professional Development Coordinator position will end after this academic year. I thank Asif Habib for his excellent work for the last two years in the position. Much of the work is not very visible and often proceeds with little acknowledgement.

Jennifer Heinert, Virtual Teaching and Learning Center coordinator will pick up some duties, particularly those relating to new faculty members and coordination with the UW System Office of Professional and Instructional Development. The Senate Teaching Awards Committee and the Senate Professional Development Committee will function without the administrative support normally provided by the position; I will work with the respective chairs to orient them to the new committee responsibilities. Other coordinator responsibilities will be absorbed by the Associate Vice Chancellor for Academic Affairs or an institutional administrative office.

Institutional Change Grants

Two UW Colleges proposals were selected for submission to the UW System Growth Agenda Grant program. Kavita Bhatia and Kirthi Premadasa’s proposal is for “An Alternate Math Pathway for Non-STEM Majors.” Jayant Anand and Lee Friederich’s proposal, “One World Wisconsin: A Gateway to Global Studies,” will create a first-year seminar course that can serve as an entry to the B.A.A.S. degree, with its emphasis on global studies. Also, the UW Colleges is partnering with several of the comprehensive universities on their proposals.

Respectfully submitted,
Rex Hieser
February 24, 2014
UW Colleges Flexible Degree Option: Student Information System

As you will recall from previous reports provided by Greg Lampe, the UW Colleges administration has been working on various operational aspects of the Flexible Degree Option. This work has included admissions, registration, subscription periods, and financial aid, among other related tasks. One of the critical components within the operational framework is developing and implementing a viable Student Information System (SIS). The SIS that the UW Colleges utilizes is PeopleSoft/PRISM.

During the Fall 2013 semester, UW-Extension with the assistance of UW-Milwaukee and UW Colleges went through a Request For Proposals (RFP) process to select an SIS for the UW System’s Flexible Degree Option. The intent of the SIS is to accommodate all UW System institutions that offer the Flexible Degree Option. Following a robust RFP process, an acceptable SIS system could not be identified. Therefore, at the present time the UW System does not have an SIS for the Flexible Degree Option.

The UW Colleges has a long history and unique expertise in delivering an SIS across 13 campuses and an online program. Due to our expertise and the quality of our SIS (PeopleSoft/PRISM) our institution has been requested to provide a minimum of a two-year bridge, until a suitable and permanent SIS is identified and implemented for the UW System Flexible Degree Option. The UW Colleges is working with UW-Extension (CEOEL and Central IT) to create a functional SIS within our existing PeopleSoft/PRISM environment.

Monthly Enrollment Discussions

Vicki Keegan, Executive Director of Marketing and Enrollment, and I have begun regular monthly meetings with each Assistant Campus Dean for Student Affairs (ADSA). These meetings occur by phone and are for the purpose of discussing current enrollment issues, strategies, and information sharing. We hope that these meetings provide an opportunity for ADSA’s to think through enrollment challenges, and for the central office to understand the challenges that each campus faces. As the traditional high school population declines over the next several years across the state, a consistent focus on enrollment and successful activities will be necessary.

Spring 2014 Enrollment

According to the Bluebook enrollment report, as an institution the UW Colleges has seen an enrollment decline in headcount of 1.9% from 13,341 (Spring 2013) to 13,075 (Spring 2014) or
266 students across the institution. The Full-Time Equivalency (FTE) declined by 2.7% from 8323 (Spring 2013) to 8096 (Spring 2014) or 227 FTE across the institution.

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Respectfully submitted,

Rich Barnhouse
Associate Vice Chancellor,
Student Affairs and Enrollment Management
03.03.14
Senate Steering met on February 10th and February 24th. Minutes continue to be available in Public Folders.

In addition to the material that can be found in Steering minutes from the meetings listed above, three major items are worth noting. I sent out two rather long emails to the affected groups on these topics, so here they are for the record.

- **Update on AAS:** it looks like the revised Associate Degree Standards will be coming to the Board of Regents Education Committee for action at the April meeting.

- **Campus merit committees have not been using SSIs from online courses.**

  I spent much of last month investigating a lack of communication concerning SSIs for online courses. It turns out that, over the past few years, campuses had not been receiving SSIs for their IAS or faculty teaching online courses. Many DEAs have told me, “we’ve never even seen SSIs from online courses.” (!) Fortunately, departments, to my understanding, have been receiving those SSIs. There may have been some confusion about the current provision against using SSIs for merit the first time a course is taught and there may have been some confusion resulting from the low return rates for online SSIs. The confusions were themselves confusing – and now, fortunately, moot. Distance Ed is busy working out a procedure to make sure that SSIs are delivered to campuses during campus years. I’m grateful to Dean Glena Temple and her staff for being proactive in getting this process back into compliance with policy.

- **Classified Staff will now participate in shared governance as part of their job.**

  Some questions arose about whether classified staff, while participating in shared governance, would still receive their hourly pay and whether, when participating in shared governance outside their normal working hours, they would receive overtime. The current official word from System, via Pam Dollard, is yes.

The Board of Regents met on March 6th in a one day meeting devoted to the relationship between the University of Wisconsin and the Wisconsin’s economic system. Full details are available here at the Regent’s website: [http://www.uwsa.edu/bor/meetings/archive/2014.htm](http://www.uwsa.edu/bor/meetings/archive/2014.htm)

On that page you’ll find the following direct links:
- **March Outline Agenda** (3 pages, 42 KB)
- March Agendas and Supporting Materials
  - Supporting materials for full board meeting (3 pages, 31 KB)
Executive summary: while most of the discussion framed “university education” as having the function of helping graduates earn higher salaries – and thus starts from the assumption that public education is carried out to produce a private rather than a public good (eg. it’s good because a college-grad can earn “$1 million more during a career” than non-college graduates) – the comments from President Cross were not bounded by nor did they reinforce the usual business paradigm. Instead, he simply asserted the pragmatic idea that the university needs to find better ways to communicate what we actually do, and in language the business world can understand. He noted that the university hasn’t always done this as well as it could.

Highlights included:

- Chancellor searches are moving ahead at Stout, UWGB, UWO, and UWC/UWEC (the Regents plan to charge the search committee for the Colleges and Extension in April).

- President Cross plans to urge UW System forward to be more innovative, more collaborative, and more communicative. Best line: we aren’t just the University of Wisconsin, we’re the University for Wisconsin. He did quote a relatively obscure 20th century French philosopher Simone Weil on the importance of attentive listening to people we don’t usually listen to.

- We heard a rather fascinating presentation from Dennis Winters, Wisconsin Department of Workforce Development. Topic: “The Economy Has Changed” -- Economic and workforce trends in Wisconsin. Those materials are available if you follow the link to the News summary, above. His best guess is that the state will be back to 2007’s job levels in July 2015. Major factor for the university to begin considering: The Boomers, 83 million of them, are no leaving the workforce, and in a short period of time. The US workforce, therefore, will flatten and go negative around 2035. This sort of thing has never happened before. Implications? Massive but could be good for the university because the US cannot remain where it is economically if we have to depend on high school diplomas. (This mapped into Joseph Stiglitz’s observations about the Depression as the result of the transition from Agriculture to manufacturing… we're in the next wave now.)

And here was one finding that struck me as particularly relevant to us. All the current employment numbers nationwide now indicate that the quality of life parts of a job, rather than pay, now attracts the talent. I ran into Provost Lampe on the way out of the meeting and demanded he take care of all of our quality of life issues in the next month or so.

One more interesting detail: States with the highest concentration of manufacturing have done the worst recovering.
• This was followed by a panel discussion: “What Wisconsin employers need from the UW System to help them be more competitive.” The panel included:
  • Dr. Jeff Cernohous, founder, Chairman and CTO, Interfacial Solutions, River Falls
  • Tom Watson, Vice President at Johnson Controls Power Solutions, Milwaukee
  • Rebecca Blank, Chancellor of UW-Madison and past Acting Secretary of the U.S. Department of Commerce.

I was left with a question. We hear all the time how the universities are not supplying what employers want in an employee but, it seems to me, if the major campuses have entire offices devoted to Corporate Relations, then why is there any mystery connected with what industry wants from universities?

• A following panel discussion took up the question of “How the University is anticipating the state’s future needs to become more competitive.” Answer: find ways to help students become more entrepreneurial.

• And, finally, here’s an illuminating look into what happens up at the System level. The final agenda item for the day was this:

  14. Move into closed session: (1) to consider a UW-Parkside honorary degree nomination, as permitted by s. 19.85(1)(f), Wis. Stats.; (2) to consider a UW-Madison salary adjustment, as permitted by s. 19.85(1)(c), Wis. Stats.; (3) to consider an amended compensation agreement for the UW-Madison head football coach, as permitted by s. 19.85(1)(c) and (e), Wis. Stats.; (4) to consider amended employment agreements for two UW-Madison assistant football coaches, as permitted by s. 19.85(1)(c) and (e), Wis. Stats.; and (5) to confer with legal counsel regarding pending or potential litigation, as permitted by s. 19.85(1)(g), Wis. Stats.

Respectfully submitted,

M. Peterson
Attachment 6

UW Colleges Academic Staff Lead Senator
Report to the UW Colleges Senate
March 14, 2014

Academic Staff Senate Replacements

Due to the departures of Dr. Richard Djukpen (UW-Fox Valley) and Stephanie Douglas (Central/Online), the AS Council will be filling additional vacant seats during the upcoming elections. As the pool of academic staff eligible to participate in governance continues to shrink, due to the ever-increasing number of limited appointees, maintaining proper AS representation in governance grows ever more difficult. The Senate may need to address this issue.

IAS Titling (Proposed ASPP #708)

On January 31, 2014, the Academic Staff Council submitted responses to the outgoing chancellor regarding his concerns about proposed policy ASPP #708 (IAS titling guidelines). We are awaiting a response from the current interim chancellor.

Review of Bylaws

In concert with the current overhaul of the Senate constitution due to the inclusion of classified staff in shared governance, the Academic Staff Council has begun a review of its bylaws.

Respectfully Submitted,
Jeff Verona
March 14, 2014
Attachment 7

UW Colleges Academic Staff Representative to UW System Administration
Report to the UW Colleges Senate
March 14, 2014

Academic Staff Representation Meeting:

- Annual Academic Staff Leadership (Virtual) Conference
  - Theme: *The UW System: Looking and Moving Forward*
  - Thursday, July 24, 2014 at 9 a.m. – 2 p.m.
  - Save the date when out Wednesday, February 5 by Andrea Cool, UW System Academic Staff Council Representative

- **Steve Wildeck, Interim Vice President for Finance**
  - Followed up from the November discussion on how GPR/Fee allocations are determined to UW System institutions (presentation attached).
    - Notes from the presentation:
      - All of tuition revenue generated stays at the institutions
      - Each new budget is built on the year before
      - Compensation, health insurance, and utilities are costs to continue/standard budget adjustments
    - Traditional allocation principles are:
      - Distribute cost-to-continue funding to fully-fund institutions
      - Maintain institutional tuition revenue targets
      - Retain all tuition at the institutional level; allocate GPR where needed
      - Allocate resources to balance out effect of disproportionate mandates, adjustments, or cuts
      - Allocate GPR cuts so that institutions are impacted proportionately

- **Al Crist, Senior Associate Vice President for Human Resources and Workforce Diversity**
  - Provided an update on the Supervisor Training Program
  - An OSER requirement to do supervisor training for classified staff
  - Initial planning of 9/12 pay option was halted because of HR System audits
  - “Faculty Representatives noted that this is a morale issue, and they had been told that it would be done this year and now it is not on the forecast soon.”

- **Paige Reed, Senior System Legal Counsel**
  - Regent Policy 4-1 on Recording of Lectures (*please see policy on page 2*)
    (http://www.uwsa.edu/bor/policies/rpd/rpd4-1.htm)
  - The proposed revisions to Regent Policy 4-1 do not change the substance of the policy but balance with disability rights
  - Mainly to encouraging faculty and disability coordinators to work together to meet federal and state laws
Higher education institutions need to provide reasonable accommodations to students with disabilities as determined by individual institutions.

Mark Nook noted that Regents don’t own intellectual property rights.

- **Mark Nook, Senior Vice President for Academic and Student Affairs**
  (taken from Bob Jokish)
  - The March Board of Regents meeting will include a presentation on the State Economy.
  - Compensation and workload is going to come from the Education Committee; there will be a national speaker when it goes to the full Board.
  - The 30 credit transfer workgroup has been formed and includes Randy Olson, representing the faculty representatives. The workgroup includes representatives from each institution. Half the membership is faculty, with other members including registrars and transfer coordinators.
  - Mark Nook attended the White House meeting on college access for low income students, with the goal of getting more students through higher education.
  - There are a series of Olin House dinners with UW staff and legislators; the discussions are private and have been very useful.

Paige Reed, Senior System Legal Counsel *(continued from page 33)*

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**Regent Policy Documents**

**SECTION 4: ACADEMIC POLICIES AND PROGRAMS**

**4-1 RECORDING OF LECTURES**

(Formerly 77-5)

The Regents recognize the responsibility of the individual instructor to determine policy concerning recording of lectures in his or her classroom. Prohibition of tape recorders in classrooms may not be imposed upon qualified disabled students who must utilize tape recorders because of the nature of their disability to effectively participate in a class, provided such students have signed agreements that they will not release the tape recording or transcription to others.

Notwithstanding the above, a teacher may, on certain occasions, for reasons concerning pedagogical practice or academic freedom, interdict the taking of notes. At such times, he/she may also forbid the use of tape recorders.

History: Res. 1500 adopted 11/11/77, replaces 70-5.

Respectfully Submitted,

Danielle (Marcy) Dickson

February 27, 2014
The Senate Academic Policy Committee (SAPC) met on 22 January 2014. The following items were discussed and/or acted on:

1) **Defining academic programs:** SAPC drafted a constitutional amendment that defines and authorizes the formation, organization and termination of academic programs. The draft amendment uses Chapter 4: Departments of the constitution as a model. The draft amendment was sent to FPSC for review. FPSC comments have been incorporated and will be discussed at the 14 March 2014 SAPC meeting.

2) **Bylaws approval process:** SAPC was charged with developing a Bylaws Approval Process that would 1) establish a clearer process, protocol, and authority line for bylaws approval, 2) determine where the process will be described and 3) establish clear spheres of decision-making and curricular authority. SAPC drafted two documents to address this charge: 1) a constitutional amendment to UW Colleges Constitution Chapter 4.08 authorizing the Senate to establish procedures for bylaws approval and 2) proposed creation of Senate General Institutional Policy #407: Approval of Departmental Bylaws that establishes the process and authority line for approval of departmental bylaws. Both documents were sent to department chairs and the provost for comment. Those comments were incorporated into Introductions for the 14 March 2014 Senate meeting.

3) **Becoming a department:** Amendments to UW Colleges constitution Chapter 4 have been introduced that would provide authority for creation of new departments. SAPC drafted a policy on the process of becoming a department. This policy, upon discussion with the FPSC chair, has been submitted to department chairs to solicit their comments. Department chairs will be discussing the draft policy at their next meeting.

4) **PHI 211 as a general education course:** SAPC was asked to review of IP #101 to allow PHI 211 to serve as a general education requirement and change the policy if deemed necessary. The proposal from the Philosophy Department was sent to the Mathematics Department for their input. Upon receipt of the Mathematics Department’s response and based on research performed by SAPC, SAPC recommended that the Philosophy and Mathematics departments collaborate directly with each other in the further development of this proposal. In particular, SAPC recommended that Philosophy and Mathematics work to: 1) correct factual errors regarding transfer to other UW institutions, 2) consider how to align PHI 211 in our curriculum so that our requirements parallel other UW System requirements, 3) address the issue of prerequisites, 4) take full advantage of the Mathematics Department’s experience in developing alternative pathways for students, 5) consider beginning negotiations with four-year institutions regarding transfer issues and 6) consider revisions to the course description and course guide for PHI 211 to more clearly articulate that the course has a quantitative reasoning focus.

Louis L. Pech, Chair of Senate Academic Policy Committee, 14 March 2014
The Senate Budget Committee’s (SBC) last meeting was on the January 22, 2014 at the Senate meeting. During the SBC meeting the following topics, as described below, were discussed.

Repositioning Task Force Recommendations
The SBC looked at all the Tier # 1 “Yes, look here first” recommendations. The following noteworthy observations were made by the SBC:

The proposal to centralize network administration was met with considerable skepticism. The overall over was, if anything, the Campuses need more support (not less) on location and not in Madison.

Centralizing or regionalizing university relations was considered favorably as it could lead to improved overall marketing and efficiencies.

Evaluating human resources was extremely strongly supported. In particular the Talent Acquisition Manager (TAM) system was vehemently criticized. Multiple comments about how difficult it is for departments, campuses and candidates to navigate TAM were expressed. The sentiment of the SBC was it should be scrapped. A return to a paper based system would represent significant progress.

ESFY should be critically analyzed as it does not achieve the goals it was established to accomplish.

Reducing travel expenses, moving the Central Office from Regent Street and reducing paper handouts where not highly regarded ideas due to other problems that could arise related to these suggestions.

While the SBC recognizes the continuing problems that inadequate faculty salaries cause, under the current budget circumstances they didn’t think this was the right time to attempt to solve that problem. Therefore the SBC recommends that online revenues not be redirected to faculty salaries, but rather, be used to address the multiple budget problems.

Finally, to help the online program grow, the number of instructional designers should actually be increased – not reduced. This would allow for the expansion and improvement of our online courses, which should result in increased revenue.

2013-2014 Operations
It appears that for the year it is likely that overall tuition should either meet or come very close to meeting the established target. Seven Campuses are projected to at least meet their tuition
requirement; six are projected to not reach the requirement. While problems exist at some Campuses, overall enrollment does not look to be our primary issue for 2013-14.

**Instructional Staff Compensation Options - Continued**

The SBC continued to discuss instructional staff compensation options. At the August 29th meeting the SBC approved a motion that “All instructional staff be paid over 12 months if that is their choice”. At some point this year the SBC would like the full Senate to support this recommendation if it appears that System Administration is not going to address this issue. Given everything else going on this is not a major issue, but it seems like a very simple step to make many of our colleague’s lives easier.

Respectfully submitted,

Matthew Raunio  
Chair, Senate Budget Committee  
March 6, 2014
Faculty Professional Standards Committee Chair
Report to the UW Colleges Senate
March 14, 2014

The Faculty Professional Standards Committee has several new introductions for senate consideration at this meeting. There is a proposed revision of IP 301 and FPP501 to specify that due dates are to be business dates, and in the event a specific due date is a non-business day, the due date shall move to the next available business day. The FPSC is proposing striking a provision of IP 301.01 which has previously granted an exemption of evaluations of first-time offered online and other non-traditionally formatted courses for personnel decisions. It is our opinion that such an exception is no longer needed and that it impedes current needs to evaluate new hires. Finally, there is a constitutional amendment proposed to add to chapter 4 language to place developmental courses and their instructors within an academic department.

The committee continues to work with SAPC and other senate and administrative units to draft new guidelines for a process of seeking recognition of new academic departments. We are also consulting with SAPC efforts to better define Academic Programs within our UW Colleges Constitution and policies.

The committee is working on a comprehensive review of the merit review policies with special attention being given to how such procedures might inadvertently add to gender bias and other forms of bias. As part of this review we are strongly considering adding language, as have many departments in their bylaws, to give specific percentage rankings to core elements of merit reviews – teaching, professional development, and service (as specified as university service and community service). It is our intention to provide a mechanism by which any and all merit review committees can consistently evaluate faculty and Instructional Academic Staff. We are seeking senate input at this time as to preference for a division of weights (option A – 50% to teaching, 25% to professional development, 25% to service; or option B – 40% to teaching, 30% to professional development, and 30% to service). For merit reviews, we are even considering providing further guidance in the form of a point system to grant each person evaluated a final score to simplify ranking of all to be evaluated into the three merit rankings.

The committee is also working to create a unified policy covering the various forms of grievances and appeals now scattered across policies in the UW Colleges. This unified policy will spell out needed differences, as well as common procedures. It will then charge each respective committee to develop its own procedural guidelines. In this process, we will work with central office personnel and UW System Legal to be sure the unified policy is consistent with state law and with UW System policy.

Respectfully submitted,

Ron Gulotta
Chairperson, Faculty Professional Standards Committee
Since the last SAC report to the Senate in January 2014 the committee held a meeting on January 23 at UW Waukesha with the Department Assessment Coordinators (DACs) and the Campus Assessment Coordinators (CACs).

Following are the topics discussed at the January 23 Waukesha meeting.

1) UW Colleges librarians attended the meeting to continue discussion of the possibility of assessing information literacy. The group discussed the importance of assessing both students’ ability to evaluate research sources as well as the appropriate use of the information. A sample rubric for assessing the skill was discussed and ideas contributed by the group to streamline the rubric and bullet points. Discussion continued about how, where and when to implement an information literacy assessment. Several possibilities mentioned were through departments, Lec 100, or new student orientation.

2) Discussion about the implementation of the new Intercultural Skills Proficiency, which was offered as an assessment option during the current 2013-2014 cycle. No departments have decided to assess the proficiency during this cycle. Several DACs at this meeting indicated there are courses in which this proficiency could be assessed. Some departments may decide to assess Intercultural Skills in a particular course as a pilot for future reference.

3) During the afternoon breakout session with CACs the campus coordinators decided they would like to implement an information literacy assessment as a campus project. Further discussions are being held with the UWC librarians and SAC to work out details of how this could be carried out.

4) During the afternoon breakout session with DACs the fall assessment data was reviewed. There was a discussion of changing to a 2 year assessment cycle for departmental and institutional assessment for departments. DACs and the committee indicated various pros and cons of a 2 year cycle. The consensus was that the current cycle should be maintained.

SAC has decided that, rather than hold the usual two summer face-to-face meetings with the DACs, the June meeting will be held via Wisline. The Spring assessment results and other pertinent matters will be discussed at this session. The committee will hold an additional Wisline meeting to discuss the final Campus Assessment reports which are submitted in May.

Submitted by
Deborah Paprocki
SAC Chair
March 1, 2014
Background and Rationale

The 2013-15 biennial budget delayed the implementation of the University Personnel System which contained a UW Board of Regents Policy granting shared governance rights to University Staff. Because of this delay, the “University Staff” title does not currently exist; therefore, the shared governance inclusion of University Staff could not take effect. Classified Staff remains under the auspices of the Office of State Employment Relations.

On September 6, 2013, the Board of Regents approved Resolution I.2.d., authorizing the Classified Staff of each UW System institution to structure themselves in a manner they determine and to select representatives to participate in institutional governance, thereby bringing Classified Staff into shared governance. Wis. Stat. Chapter 36 currently provides governance rights to UW System faculty, academic staff and students, giving them primary responsibility for the formulation and review of policies and procedures that concern them. No such statutory provision exists for Classified Staff employed in the UW System. The new Board of Regent policy furthers the principle that all university employees should have a voice in the policies and procedures that directly affect their work lives.

These amendments to the UW Colleges Constitution are being proposed to formally incorporate Classified Staff into shared governance as described in the UW Board of Regents Classified Staff Governance policy 20-20.

An additional revision in Chapter 1 removes the term “faculty status.” “Faculty status” can safely be removed from the Constitution since that status no longer applies, as described in 1.05, anywhere within the current shared governance structure of the Colleges.

Proposed revisions are in bold, italics, underlined, red font.

UW Colleges Constitution

Chapter 1 – UW Colleges Organization

Approved by the UW Board of Regents 9/10/93
Revision adopted by the Senate April 27, 2007
Revision adopted by the Senate October 17, 2008

1.00 The Chancellor

The chancellor shall be the executive head of the UW Colleges and shall be vested with the responsibility of administering board policies under the coordinating direction of the president of the University of Wisconsin System and be accountable and report to the president and the board on the operation and administration of the UW Colleges.
Subject to board policies, the chancellor, in consultation with the faculty, shall be responsible for designing curricula and setting program and degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, renewal, promotion, and tenure; establishing and effecting any changes in grievance procedures; recommending individual merit increases; administering associated auxiliary enterprises; and administering all funds, from whatever source, allocated or generated in the UW Colleges and its campuses.

The chancellor shall appoint search and screen committees for campus deans after consultation with the steering committees of the Senate and the affected center(s), and with other appropriate bodies.

1.01 Absence of the Chancellor

In those instances when the Chancellor is unable to perform his/her duties and responsibilities, except as the Chancellor designates otherwise, such duties and responsibilities shall be performed by the Provost.

1.02 Campus Executive Officer and Dean

The campus dean is the administrative and executive head of the campus. This officer is appointed by the board with the advice of the chancellor. Each campus dean serves at the pleasure of the board with periodic review of performance by the chancellor in consultation with the campus collegium. The campus dean shall be responsible to the chancellor for effective administration and implementation of the academic and fiscal program of the campus and for those responsibilities the chancellor delegates to the campus dean. Campus deans are responsible for recommending to the chancellor appointment, renewal, tenure or rolling horizon, and promotion of faculty and academic staff with the positive recommendation of the appropriate department and campus committees and consistent with the personnel rules established by the board.

1.03 Faculty

“Faculty” means persons who hold the rank of professor, associate professor, assistant professor, or instructor in the UW Colleges. The faculty of the UW Colleges shall have the right to determine their own organizational structure and to select representatives to participate in UW Colleges governance.

1.04 Academic Staff

"Academic Staff" means professional and administrative personnel other than faculty and classified staff. The academic staff of the UW Colleges shall have the right to determine their own organizational structure and to select representatives to participate in UW Colleges governance. For governance purposes, lecturers with 40% to 49.999% appointments will be considered half time.

1.05 Faculty Status
Only academic staff who have been previously granted faculty status by the UW Colleges Senate may, at their choice, continue to participate as "faculty" in UW Colleges governance. If they so choose, they may at a later date choose to participate as academic staff, but any choice to participate as academic staff will be final.

1.05 Classified Staff

“Classified staff” are members of the University workforce, other than faculty and academic staff, who contribute in a broad array of positions in support of the University’s mission. The classified staff of the UW Colleges shall have the right to determine their own organizational structure and to select representatives to participate in UW Colleges governance.

1.06 Students

The students of the UW Colleges, subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty, shall be active participants in the immediate governance of and policy development for the UW Colleges, with particular emphasis on matters relating to student life and interest. Students, in consultation with the chancellor or his/her designee and subject to the final confirmation of the board, shall have the responsibility for the disposition of those student fees which support campus student activities. The students of the UW Colleges shall have the right to organize themselves in a manner they determine and to select their representatives to participate in campus and UW Colleges governance.

[End]
UW Colleges Senate
Adoption: March 14, 2014
Proposed Amendment of UW Colleges Constitution Chapter 2
(“UW Colleges Governance”)

Additional revisions in Chapter 2.02 and 2.03 remove the term “faculty status.” “Faculty status” can safely be removed from the Constitution since that status no longer applies, as described in 1.05, anywhere within the current shared governance structure of the Colleges.

UW Colleges Constitution
Chapter 2 - UW Colleges Governance

Additional revisions in Chapter 2.02 and 2.03 remove the term “faculty status.” “Faculty status” can safely be removed from the Constitution since that status no longer applies, as described in 1.05, anywhere within the current shared governance structure of the Colleges.

2.00 The Senate

The Senate shall consist of representatives of faculty, academic staff, classified staff, deans, and students.

The Senate may adopt such by-laws and procedures as may be necessary or convenient to its functioning. It shall meet at least once each semester and shall be convened by the chancellor on request of the Steering Committee. Special meetings shall be called by the Chancellor or upon written request of at least one-half of the senators.

2.01 Duties and Responsibilities

The Senate shall serve as the deliberative and legislative body of the UW Colleges to adopt guidelines pertaining to educational and academic matters such as admissions requirements, academic actions, curriculum, program requirements, and faculty personnel rules subject to approval by the Chancellor and, where appropriate, the President of the university system and the board. Only ranked faculty Senators shall be eligible to vote on faculty personnel issues.

Whenever it is necessary to secure a faculty opinion on an issue of concern to the faculty, the faculty opinion will be expressed by the ranked faculty members of the Senate. These faculty shall also determine when such a need exists. Whenever it is necessary to secure a clear academic staff opinion on an issue of concern to the academic staff, the academic staff opinion will be expressed by the Academic Staff Council of Senators. These academic staff shall also determine when such a need exists. Whenever it is necessary to secure a clear classified staff opinion on an issue of concern to the classified staff, the classified staff opinion will be
expressed by the Classified Staff Council. These classified staff shall also determine when such a need exists.

2.02 Senate Membership

The faculty and academic staff with faculty status at each college shall elect faculty senators. UW-Waukesha shall elect three faculty senators, UW-Fox Valley and UW-Marathon County shall elect two faculty senators, and all other campuses shall elect one faculty senator. Every five years, beginning in 2000, the Senate will review the number of faculty at each campus and determine if the number of faculty at the various campuses warrants a change in the number of faculty senators from each campus.

Eight academic staff senators, at least two of which are members of the instructional academic staff with an appointment of .40 or greater, shall be selected by the academic staff who are eligible to participate in Senate elections (see Chapter 7.02).

Five classified staff senators shall be selected by the Classified Staff Council. The remaining 10 Council members shall serve as alternates.

There shall be three student senators and three alternates chosen by the UW Colleges Student Government Council from among elected members of the college student government associations.

The Chancellor shall be the Senate's presiding officer, without vote.

The Chancellor shall appoint one of the college deans to be a non-voting member, who shall participate in Senate discussions, and will serve as an ex-officio, non-voting member of the Senate Steering Committee.

Department chairs shall elect from their members one non-voting member, who shall participate in Senate discussions, and will serve as an ex-officio, non-voting member of the Senate Steering Committee.

The term of office of non-student members of the Senate shall be two years. The term of office of student members shall be one year.

2.03 Senate Committees

Revised by the Senate (SSC) 2014-01-22

The Senate shall elect standing committees and elected bylaws committees and shall elect or delegate to the Steering Committee the power to appoint ad hoc committees.

Senate standing committees are Steering, Academic Policy, and Budget. Non-student members of the Steering, Academic Policy, and Budget Senate standing committees will be elected by the full Senate from among the senators. Each of these Steering and Budget Committees shall have a majority of faculty or academic staff with faculty status, and each shall have academic and classified staff representation. Academic Policy Committee shall have a majority of faculty
or academic staff with faculty status, and shall have academic staff representation. The Steering, Budget and Academic Policy Committees shall each have one student representative among its members.

A. Steering Committee (five faculty senators, two academic staff senators—the Lead Academic Staff Senator and the Colleges Academic Staff System Representative, two classified staff senators—the Lead Classified Staff Senator and the Colleges Classified Staff System Representative (who will serve as an ex-officio, non-voting member), and one student senator)

The chairperson of the Steering Committee shall be elected by the members of the Senate from among the ranked faculty senators. The chairperson of the Steering Committee shall not serve more than two consecutive years as chairperson, though he/she may serve more than three consecutive terms as a senator or Steering Committee member. Following his/her election, the other non-student members of the Steering Committee shall be elected by the Senate. No more than one faculty Steering Committee member shall be from any one campus.

The Steering Committee shall have the following duties and responsibilities:

1. Prepare the agenda for the Senate;
2. Refer specific issues to the appropriate standing committee for recommendations to the Senate;
3. Act on behalf of the Senate between Senate meetings;
4. Establish ad hoc committees;
5. Recommend to the Chancellor the names of up to two faculty members (dependent upon Chancellor’s request) for each nominee to university or system-wide faculty advisory committees
6. Consult with and make recommendations to the Chancellor;
7. Initiate and carry out studies and make recommendations to faculty and administration on educational policy. In response to administrative requests, or on its own initiative, the steering committee may advise the administration directly or may request Senate consideration of and action on such questions;
8. Represent the UW Colleges, through its chairperson, on the UW System Faculty Representative Council;
9. Hold regular meetings and promptly provide minutes to the Senate membership. Meetings may be called by the chairperson or the Chancellor on his/her own initiative or at the request of two or more committee members.

B. Academic Policy Committee (seven senators, with a minimum of four faculty and one student)

The Academic Policy Committee, in consultation with academic departments and with the Vice Chancellor, shall develop and propose to the Senate guidelines and policies pertaining to academic issues such as:

1. curricular review and modification
2. admission to the UW Colleges
3. Associate of Arts and Science Degree requirements
4. academic regulations
5. student discipline

The academic policy committee shall whenever possible include representatives from the three academic divisions.

C. Budget Committee (four faculty, two one academic staff, one classified staff, and one student Senate members)

The Budget Committee shall, as directed by the Senate, review issues related to budget. The committee shall be consulted by the Chancellor for advice on annual and long-range planning of UW Colleges budgets.

2.04 Faculty Council of Senators

Membership shall consist of current faculty senators. The Senate Steering Committee Chair shall chair and will be responsible for convening and conducting meetings of the faculty senators as necessary. The Faculty Council standing committees are Faculty Appeals and Grievances and Faculty Professional Standards. The Faculty Council of Senators shall establish ad hoc committees as necessary and represent the faculty perspective to the UW Colleges Senate.

2.05 Faculty Council Committees

The Faculty Professional Standards Committee and Faculty Appeals and Grievance will be elected by ranked faculty senators.

A. Faculty Professional Standards Committee (four ranked faculty senators and one two instructional academic staff senators)

The Faculty Professional Standards Committee, in consultation with academic departments, shall develop and propose to the Senate guidelines to be applied by college committees, college deans, and department executive committees. These guidelines shall include but are not be limited to the following:

1. Recruitment of faculty;
2. Faculty appointments;
3. Counting years of prior service at other institutions and in the UW Colleges;
4. Renewal of probationary appointments;
5. Appointment to tenure and promotion to each rank;
6. Performance by a faculty member of activities of an extensive, recurring or continuing nature outside his/her institutional responsibilities;

The Faculty Professional Standards Committee shall also serve as the UW Colleges Faculty Ethics Committee.
B. Faculty Appeals and Grievances Committee

The committee shall consist of seven tenured faculty members of whom at least two shall represent each of the three academic divisions, with no college or department having more than one member on the committee. A member of the committee will serve a two-year term, with three members being elected in the odd-numbered years, four in the even-numbered years.

The committee is authorized to:
1. Hear appeals of faculty concerning decisions on non-renewal (see Ch. 6.02), dismissal (see Ch. 6.04) and layoff (see Ch. 6.05);
2. Hear grievances of faculty - through a subcommittee of three selected by the chairperson—but in cases where a college or department grievance committee is called upon to act, only after such committee has acted on the grievance (see Ch. 6.07);
3. Review appeals based on disciplinary actions invoked by the Chancellor on his/her own initiative (see Ch. 6.06);
4. Periodically review and propose to the Senate documents describing in detail the procedures for appeals and grievances by UW Colleges faculty.

The UW Colleges Faculty Appeals and Grievances Committee will be in recess from the end of the contractual period in the spring until the beginning of the contractual period in the fall except for emergency situations, as determined by the chancellor in consultation with the chairpersons of the UW Colleges Appeals and Grievances Committee and Senate Steering Committee. This recess will not affect deadlines for filing appeals or grievances.

Grievance subcommittees of the UW Colleges Faculty Appeals and Grievances Committee shall consist of three members of the UW Colleges Appeals and Grievances Committee, including its chairperson or his/her designee.

2.06 Academic Staff Council of Senators

Membership shall include current academic staff senators. One senator shall serve as lead senator. This individual shall be responsible for convening and conducting meetings of the academic staff senators as necessary and shall be one of the academic staff members of the steering committee. The academic staff system representative shall be elected from the Academic Staff Council of Senators and shall serve as the other academic staff member of the steering committee. The Academic Staff Council standing committees are Academic Staff Appeals and Grievances, Academic Staff Personnel and Academic Staff Nominations and Elections. The Academic Staff Council of Senators shall establish ad hoc committees as necessary and represent the academic staff perspective to the UW Colleges Senate.

2.07 Academic Staff Council Committees

Revised by the Senate (ASCS) 2012-01-11
The Academic Staff Personnel Committee, Academic Staff Nominations and Elections Committee, and Academic Staff Appeals and Grievance Committee will be elected or appointed by Academic Staff Senators (see Chapter 7.03).

A. Academic Staff Personnel Committee (five academic staff including one academic staff senator)

The Academic Staff Personnel Committee, after appropriate consultation, shall develop, propose and recommend to and advise the Academic Staff Council of Senators concerning Academic Staff Personnel Policies. The Academic Staff Council of Senators shall recommend Academic Staff Personnel Policies to the Chancellor which shall, upon approval by the Chancellor, be applied by college committees, college deans, and department executive committees. These guidelines shall include but not be limited to the following:

1. Recruitment of academic staff;
2. Academic staff appointments;
3. Counting years of prior service at other institutions and in the UW Colleges;
4. Academic staff promotions and rolling horizons policies.

B. Academic Staff Appeals and Grievances Committee (five academic staff members)

The Academic Staff Appeals and Grievances committee is authorized to:

1. Hear appeals of academic staff appointments (including but not limited to non-renewal, denial of rolling horizon, and other personnel actions);
2. Review appeals based on disciplinary actions invoked by the Dean or Chancellor on his/her own initiative;
3. Hear grievances of academic staff and make recommendations accordingly;
4. Periodically review and propose documents describing in detail the procedures for appeals and grievances by UW Colleges academic staff.

C. Academic Staff Nominations and Elections Committee

This is a standing committee of the Academic Staff Council of Senators. Membership shall be comprised of three academic staff members who shall be appointed by the Academic Staff Council of Senators. Members shall serve a two-year term with two members being appointed in odd-numbered years, and one member being appointed in even-numbered years. The nominations and elections committee shall determine the number of academic staff senator positions to be filled (see UW Colleges Constitution Ch. 2.02), and shall conduct elections as stated in Chapter 7.02, and shall develop appropriate by-laws.

2.08 Classified Staff Council of Senators

Membership shall include current classified staff senators and alternates. One senator shall serve as lead senator, who shall be responsible for convening and conducting meetings of the classified staff senators as necessary and shall be a classified staff member of the UW Colleges Senate Steering Committee. A classified staff senator, chosen by the Classified Staff Council,
shall be the classified staff representative to UW System and serve as the second classified staff member of Senate Steering.

2.09 Classified Staff Council Committees

Members of the Classified Staff Executive Committee, Classified Staff Bylaws Committee, Classified Staff Shared Governance Committee, Classified Staff Nominations and Elections Committee, Classified Staff Communications Committee, and Classified Staff Personnel Policy Committee will be elected or appointed by Classified Staff Council (see Chapter 10). The UW Colleges Classified Staff Council shall establish ad hoc committees as necessary and represent the classified staff perspective to the UW Colleges Senate.

A. Classified Staff Executive Committee

This committee is comprised of the Classified Staff Council Chair, Vice Chair, Secretary, Member-at-Large, and an administrative liaison (ex-officio and appointed by the Chancellor). In extraordinary circumstances, the Executive Committee shall be authorized to exercise the powers of the Classified Staff Council in the event that a quorum cannot be attained.

B. Classified Staff Bylaws Committee (three classified staff, one of which must be a Council member)

This committee shall review Classified Staff Council Bylaws and Policy documents and propose changes as necessary.

C. Classified Staff Shared Governance Committee (five classified staff, one of which must be a Council member)

This committee shall outline the opportunities, roles and responsibilities of classified staff in shared governance.

D. Classified Staff Nominations and Elections Committee (three classified staff, one of which must be a Council member)

This committee shall be responsible for soliciting nominations and coordinating the elections for membership on the Classified Staff Council.

E. Classified Staff Communications Committee (three classified staff, one of which must be a Council member)

This committee shall be responsible for facilitating the dissemination of information to the UW Colleges classified staff at the direction of the Classified Staff Council.

G. Classified Staff Personnel Policy Committee (five classified staff, one of which must be a Council member)
This committee shall be responsible for working with UW Colleges administrative units and UW Colleges Senate on the development and oversight of personnel policies and procedures.

2.08 Referendum

The Senate, through its Steering Committee, may determine that a particular issue is of such importance that a referendum is the only appropriate manner to arrive at a determination of opinion. A referendum may also be initiated by a petition to the Chancellor of 10 percent of the collegia from each of at least one-half of the campuses of the UW Colleges. The Chancellor may also initiate a referendum at his/her own discretion. A separate referendum of either faculty, or academic staff, or classified staff may be initiated by the Chancellor. A faculty referendum may also be initiated by the faculty members of the Senate Steering Committee or at the request of five department chairs; an academic staff referendum may be initiated by the academic staff senators; a classified staff referendum may be initiated by the classified staff senators. In any of these instances, the Steering Committee of the Senate will establish procedures for the distribution and tallying of the ballots.

[End]
An additional revision in Chapter 3.01 removes the term “faculty status.” “Faculty status” can safely be removed from the Constitution since that status no longer applies, as described in 1.05, anywhere within the current shared governance structure of the Colleges.

UW Colleges Constitution
Chapter 3 - Campus Governance

3.00 Campus Constitution

Each campus collegium shall maintain a constitution which is in compliance with the constitution of the UW Colleges. Amendments to campus constitutions require the approval of the chancellor.

3.01 Membership

Each campus collegium shall consist of all faculty, academic staff, classified staff, and student representatives. The campus dean or his/her designee shall be the presiding officer of the collegium. Collegia constitutions shall allow for no fewer than three and no more than eight student members of the collegium. Students shall select their representatives to the campus collegium. All collegium members with appointments of one half time or more and student representatives may participate in all elections and vote on all collegium motions, except that only faculty and academic staff with faculty status shall vote for the faculty senator, only ranked faculty shall vote on faculty personnel issues, and only eligible academic staff shall vote on academic staff personnel issues, and only classified staff shall vote on matters pertaining to classified staff.

A faculty, or academic staff, or classified staff member with a split appointment or at least a 40% appointment that is entirely through the University of Wisconsin Colleges Online shall have his/her collegium membership determined in the letter of appointment or by designation.

3.02 Jurisdiction and Responsibilities

Each campus collegium shall be the deliberative and legislative body of the campus. Through its actions and its standing committees, the collegium shall recommend to the campus dean means
of improving the educational program. It shall refer to the Senate matters of UW Colleges or campus concern and act on matters presented to it by the Senate.

3.03 Divisions

Each campus may organize its faculty into appropriate divisions to provide broad disciplinary representation in committees.

3.04 Campus Collegium Steering Committee

Each campus collegium shall elect from its members a steering committee composed of faculty, academic staff and classified staff, the majority of which must be faculty. The campus dean shall be a non-voting ex-officio member. The steering committee of the campus collegium shall have among its duties and responsibilities the following:

1. Prepare the agenda for the collegium;
2. Call regular and special meetings of the collegium;
3. Establish ad hoc committees;
4. Refer specific issues to appropriate collegium committees;
5. Act for the collegium until the next scheduled meeting of the collegium.

3.05 Other Campus Collegium Committees

Revised by the Senate (SGC) 2012-10-26

Each campus collegium shall elect as many standing committees as it deems necessary to serve the campus as major advisory bodies to the campus dean on the following subjects:

1. Appointment of faculty and academic staff;
2. Evaluation of faculty and teaching academic staff;
3. Curriculum and course improvements;
4. Budget;
5. Academic actions;

Each standing committee shall have a majority of faculty. Academic staff shall have the right to representation and to select their own representatives on all committees except those designated for faculty and classified staff personnel issues. Classified staff shall have the right to representation and to select their own representatives on all committees except those designated for faculty and academic staff personnel issues. The committee charged with retention, tenure and promotion decisions for faculty must consist only of tenured faculty members. Collegia constitutions shall allow for student members on committees designated to consider all professional appointments, curriculum, academic actions and on the committee designated to advise the campus dean on the budget. The campus student government will be the electing body for all student representatives on all campus governance committees. There shall be no students on the committees designated to evaluate faculty and teaching academic staff, or consider faculty grievances. However, student input must be sought in the evaluation of faculty and teaching academic staff at least once every three years. The campus student government will
be responsible for creating a committee for student life and interests and for the dispensation of segregated university fees.

The committees providing advice on faculty and teaching academic staff appointments and curriculum shall seek the advice of appropriate department executive committees. The committee designated to evaluate faculty and teaching academic staff shall seek the advice of the appropriate department executive committees in its annual evaluation of all faculty and academic teaching staff. Appointments, renewals, tenure, and promotions may be granted only after affirmative recommendations of the appropriate campus committee(s) and academic department.

[End]
UW Colleges Constitution
Chapter 10 - Classified Staff (University Staff) (Chap 10 moves to become Chap 11)

10.00 Classified Staff

"Classified staff" means the professional, administrative and all supporting personnel, other than faculty and academic staff.

10.01 Functional Units

A functional unit is a group of classified staff recognized by the classified staff and chancellor as dealing with a common area of expertise and responsible for providing a common service in support of the mission of the institution.

10.02 Membership and Voting Rights

All current classified staff are eligible to serve on the UW Colleges Senate. All classified staff members are eligible to vote in Classified Staff Council member elections regardless of percentage of appointment.

10.03 Classified Staff Council of Senators

Membership shall include current classified staff senators and alternates. One senator shall serve as lead senator, who shall be responsible for convening and conducting meetings of the classified staff senators as necessary and shall be a classified staff member of the UW Colleges Senate Steering Committee. A second classified staff senator, chosen by the Classified Staff Council, shall be the classified staff representative to UW System and serve as the second classified staff member of Senate Steering.

10.04 Senate and Classified Staff Council Standing Committees

Senate standing committees are described in Ch. 2.03 of the UW Colleges Constitution and Classified Staff Council standing committees are described in Ch. 2.09 of the same document. Classified staff members of any Senate or Council committees will be chosen by the Classified Staff Council.

10.05 Classified Staff Personnel Policies
The Classified Staff Council of Senators, in consultation with the chancellor and, as appropriate, with the faculty, academic staff and students, shall develop policies and procedures to implement UW System Board of Regents Policy Documents.

10.06 Bylaws

The University Staff Council Bylaws are currently being held in abeyance until July 1, 2015. Until such time that these Bylaws take effect, the Classified Staff Council Interim Policy document shall be the guide for procedures and actions taken by the Classified Staff Council.
UW Colleges Senate
Adoption: March 14, 2014

Proposed Amendment of UW Colleges Constitution Chapter 10
(“Amendments”)

UW Colleges Constitution
Chapter 10 - Amendments

Approved by the UW Board of Regents 9/10/93
Revision adopted by the Senate April 24, 2009

10.00 11.00 Amendments

Amendments to this constitution may be initiated by a majority vote of the Senate or by a majori-
ty vote of at least one-half of the campus collegia. These proposed amendments must be sub-
mitted to the Senate and distributed to each campus collegium for discussion at the meeting prior to the one at which the ratification vote will be taken. These amendments are adopted/ratified upon a two-thirds vote of the Senate, following a majority vote of at least two-thirds of the campus collegia and become effective upon approval of the chancellor.

[End]
Background and Rationale
The 2013-15 biennial budget delayed the implementation of the University Personnel System which contained a UW Board of Regents Policy granting shared governance rights to University Staff. Because of this delay, the “University Staff” title does not currently exist; therefore, the shared governance inclusion of University Staff could not take effect. Classified Staff remains under the auspices of the Office of State Employment Relations.

On September 6, 2013, the Board of Regents approved Resolution I.2.d., authorizing the Classified Staff of each UW System institution to structure themselves in a manner they determine and to select representatives to participate in institutional governance, thereby bringing Classified Staff into shared governance. Wis. Stat. Chapter 36 currently provides governance rights to UW System faculty, academic staff and students, giving them primary responsibility for the formulation and review of policies and procedures that concern them. No such statutory provision exists for Classified Staff employed in the UW System. The new Board of Regent policy furthers the principle that all university employees should have a voice in the policies and procedures that directly affect their work lives.

These changes to the UWC Senate Bylaws are being proposed to formally incorporate Classified Staff into shared governance as described in the UW Board of Regents Classified Staff Governance policy 20-20.

Proposed revisions are in bold, red, italicized, and underlined font.

UW Colleges Senate Bylaws
Established 11/12/94
Revised 3/18/95
Revised 1/11/96
Revised 5/4/96
Revised 3/8/97
Revised 4/23/99
Revised 3/14/03
Revised 5/02/03
Revised 1/21/04
Revised 5/7/04
Revised 4/29/05
Revised 10/19/07
Revised 1/16/08
Revised by the Senate 3-7-08
Revised by the Senate 1-14-09
Revised by the Senate 4-24-09
Revised by the Senate 10-23-09
Revised by the Senate (SSC) 1-13-10
Revised by the Senate (SSC) 3-5-10
Revised by the Senate (SSC) 4-23-10
Revised by the Senate (SIITC) 2010-10-22
Revised by the Senate (SSC) 2011-01-12
Revised by the Senate (SSC) 2011-04-29
Revised by the Senate (SOPC) 2011-10-21
Revised by the Senate (SSC) 2011-10-21
Revised by the Senate (SSC) 2012-01-11
Revised by the Senate (SSC) 2013-01-09
Revised by the SSC 2013-02-25
Revised by the Senate (SAPC) 2013-03-15
5.0 Annual Elections
Revised 10-23-2009
Revised 1-13-2010
Revised 4-23-2010

5.1 The annual election for Senate Steering Committee Chair, the standing committees of the Senate, and the elected bylaws committees shall take place at the last Senate meeting of the academic year.

5.2 Only faculty, academic staff, and classified staff senators who have been elected to serve in the coming academic year or their designated alternates are eligible to vote in the annual election. In the case of the student senators the two newly elected student senators and one of the outgoing student senators designated by the Student Governance Council, or their designated alternates, shall vote.

5.3 The first election is that of Senate Steering Committee Chair. The Senate Steering Chair must be elected by a majority of those voting.

5.4 The order of standing and bylaw committee elections shall be determined by the Senate Steering Committee.

5.5 Members of the Senate shall elect faculty and staff to standing committees of the Senate from a preference sheet prepared by the Senate Steering Committee Chair.

5.6 Senators, department chairs, campus steering chairs, and the faculty and staff at large shall be requested to recruit candidates for the elected bylaws committees, or nominate themselves.

5.7 The Senate Steering Committee Chair shall receive the nominations, prepare a slate of faculty and academic staff candidates for elected bylaw committees and present it to the Senate for their election. The UW Colleges Student Governance Council shall provide student members of the elected bylaws committees.

5.8 The Senate Steering Committee shall make appointments of faculty and academic staff to the appointed bylaw committees of the Senate by the time of the last Senate meeting of the academic year.

5.9 The terms of office of all new Senators, Senate committee members, and Senate committee chairs shall commence on the first contract day of the coming academic year except for the non-student members of the Senate Assessment Committee. Non-student members of the Senate assessment committee shall commence their term on October 1, serve for two years, and end their terms on September 30.

5.10 The Senate Steering Chair shall appoint convening chairs for all Senate committees.

[End]
Background and Rationale
Pending the adoption of the IP grade which is projected to occur at the March 14, 2014, Senate Meeting, we are proposing the following: In consideration of the unique nature of the UW Flexible Option pedagogy, we are requesting that a temporary modification to Institutional Policy Regarding Students #202, Section II, B, be made by the Senate Steering Committee. Specifically, we are proposing that an “Incomplete” grade should be given to a UW Colleges Flexible Option student without any assignment of a tentative grade or deadline for completion date. This temporary modification will sunset, without a need for further action, upon the official adoption of the IP grade by the UW Colleges Senate and the approval of the chancellor, and any “Incomplete” grades appearing on a UW Colleges Flexible Option student’s transcript will be changed to IP.

Proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate
Institutional Policy Regarding Students #202
Academic Procedures and Regulations

Ratified by the Senate - February 2, 1980: pages 2-3, Appendix 3
Amended, November 13, 1982, p.6; September 17, 1983, p.5
Amended, November 12, 1983, p.5
Amended, January 9, 1985, p.5
Amended, March 15, 1986, p.8
Amended, May 14, 1988, p.13, App.14
Revision Adopted by the Senate, May 14, 1989, p.14, App.21
Revision Ratified by the Senate, Oct. 7, 1989, p.8, App.16
Revision Adopted by the Senate, Jan. 17, 1992, p.4.
Revision Initiated by the Senate, May 7, 1994, p.8, App.11 and 12
Revision Adopted by the Senate, Oct. 1, 1994, p.8; see May 7, 1994, p. 8, App.11 and 12
Revision Adopted by the Senate, Mar. 18, 1995, p.4; att.2
Revision Adopted by the Senate, Mar. 7, 1998, pages 1,3,6,7, Att.2
Revision Adopted by the Senate, May 2, 1998, p.6
Revision Adopted by the Senate, April 23, 1999, p.5
Revision Adopted by the Senate, January 14, 2000, p.8, App. 7
Revision Adopted by the Senate, January 16, 2002, p. , App. __
Reorganized and Renumbered March 15, 2002
Revised by the Senate, March 3, 2006
Revised by the Senate April 24, 2009
Revised by the Senate October 23, 2009
Revised by the Senate January 13, 2010
Revised by the Senate (SAPC) April 29, 2011
Revised by the Senate (SAPC) 2012-04-27
Revised by the SSC 2012-10-26
Revised by the SSC 2013-02-25
Revised by the Senate (SAPC) 2013-04-26

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II. **Grading System**  
Revision adopted by the Senate, January 14, 2000  
Revised 4-24-09  
Revised 10-23-09  
Revised 1-13-10  
Revised 2011-04-29  
Revised by SSC 2012-10-26  
Revised by the SSC 2013-02-25  
Revised by the Senate (SAPC) 2013-04-26

Semester grades are reported by letter only. Each letter grade carries a specified number of grade points per credit; thus a B in a three-credit subject gives nine grade points.

A. **Grade Points per Credit.** The scale of grades and grade points is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 (Excellent)</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00 (Good)</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00 (Fair)</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00 (Poor)</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00 (Fail)</td>
</tr>
</tbody>
</table>

B. **Other Grading symbols.** The following symbols are used where grade points are not assigned:

- **CO** Completed an audited course.
- **IA** Not completed an audited course.
- **I** Incomplete.
- **N** Used for non-degree credit courses
- **R** Repeat. Used in remedial English and Mathematics courses, and in ENG101 and MAT105 when the student is making progress but has not mastered the subject and must repeat the course.
- **S** Satisfactory. A passing grade for courses taken on a pass/fail basis.
- **U** Unsatisfactory. A failing grade for courses taken on a pass/fail basis.
C. Grade Point Average. The general quality of a student's work is expressed in terms of a grade point average (GPA). The highest possible grade point average is 4.0, which represents an A in every G.P.A. credit course attempted; the lowest, 0.0, which represents an F in every G.P.A. credit course attempted.

The grade point average is determined, whether for the semester or on a cumulative basis, by dividing the total number of grade points earned by the total number of G.P.A. credits attempted. Courses in which the student received a CO, IA, I, R, S, U or W will not be included in determining the grade point average. When a student completes a course in which an I was received, the credits and grade points earned for that course will be included when figuring the cumulative GPA.

D. Incompletes (When Given). An incomplete may be reported for a student who has carried a subject with a passing grade until near the end of the semester and then, because of substantiated cause beyond the student's control, has been unable to take the final examination or to complete a limited amount of term work.

The instructor also will submit a grade to be recorded as the permanent grade for the course in case the incomplete is not removed. This tentative grade will be recorded by the instructor, along with the incomplete.

E. Incompletes (Removal). It is the responsibility of the student to consult with the instructor to reach an understanding regarding the work to be completed. The instructor will then file a detailed report of the work which must be completed in order for the student to finish the course. The format of that report and the place of filing will be determined by the individual UW Colleges campus.

A student must remove an incomplete before the end of the next semester. Exceptions to this time limit may be made by mutual agreement of the instructor concerned and the student, with written notification by the instructor to the Office of Student Affairs. If the incomplete has not been removed within the time limit, it will be replaced by the tentative grade reported by the instructor. The student may elect to remove the incomplete by repeating the course, in which case the regulations for repeating courses will apply.

F. Incompletes (UW Flexible Option). An incomplete grade may be reported for a UW Colleges Flexible Option student who has not completed a competency set within a three-month subscription period. The incomplete grade should be given to a UW Colleges Flexible Option student without any assignment of a tentative grade or deadline completion date. The incomplete grade designation will end, without a need for further action, upon the adoption by the Senate and the approval of the chancellor of the in progress (IP) grade or not later than April 30, 2014 (whichever comes first). At that time, any incomplete grades appearing on a UW Colleges Flexible Option student’s transcript will be changed to an IP grade.
G. **Pass/Fail.** The UW Colleges offers the possibility of taking courses on a pass/fail basis. The purpose is to permit the student to take elective courses to explore a field or subject without regard for the letter grade earned in the course. Students who are undecided about a major should not take courses on a pass/fail basis which might later become part of their major requirements. Most universities do not permit courses taken on a pass/fail basis to count toward meeting major or general studies requirements. Courses to be applied to the AAS degree proficiency and general education requirements may not be taken on a pass-fail basis. The results of any course taken on this basis will not affect a student's grade-point average.

All students are eligible to elect one course on the pass/fail basis per semester (including summer session) with a maximum of two such courses while a freshman and two such courses while a sophomore.

If a student elects to take a course on this basis, the decision must be made within the same time as for adding a course. A student cannot change a course either to or from the pass/fail basis after the deadline for adding a class.

The instructor of a non-degree credit course which is listed in the catalog and the instructor of courses listed under LEC (lecture forum) in the catalog may grade an entire class on a pass/fail basis. When an entire course is to be graded on the pass/fail basis, it shall be indicated as such in the timetable.

Final grades for courses taken on a pass/fail basis will be indicated as pass (S) or fail (U) without the computation of grade points for those courses into the semester or cumulative grade-point average.

H. **Mid-term and Final Grades.** Instructors shall submit grades reflecting students’ progress in each course through such a portion of the semester that students can be formally notified by the end of the ninth week of the regular semester or at least 3 working days before the withdrawal deadline published in the course schedule for courses not offered in the traditional 16-week format. Midterm grades will be reported in the same way as final grades. Unlike final grades, midterm grades will not become part of a student’s official academic record.

Final grades, regardless of the delivery method must be reported by the instructor within four working days after the final examination.

Final grade reports are mailed to students at the end of each semester and at the end of the summer session. Notification of any probationary or suspension action will be on the grade report.

I. **Grade Changes.** Grade changes to remove an incomplete or correct an error may be made only by the instructor who gave the grade or the department chair acting for a lecturer or department member who is unavailable for an extended period of time. Grade
changes must be reported on the appropriate form and signed by both the instructor or department chair and the dean.

Copies of the UW Colleges Grade Appeal policy (IP #204) may be obtained in the Student Affairs Office.

J. Honors or Dean’s List. Each UW Colleges campus may publish one or more Dean's Lists each semester to honor students with high grade point averages. If part-time students are to be included on a Dean's List, the designation as part-time students should be indicated. Students may request that their names be deleted from the Dean's List.

FULL-TIME STUDENTS. Honors will be awarded to students carrying a minimum of 12 semester credits which are used in determining grade point average, as detailed below. Honors will be awarded to full-time students carrying fewer than 12 semester GPA credits who meet the conditions described for part-time students below.

PART-TIME STUDENTS. Honors will be awarded to students who have earned at least 15 GPA credits with an average of 3.5 and who carry a minimum of 3 semester credits which are used in determining grade point average, and earn a semester grade point average, as detailed below.

HONORS: Grade point average of 3.5 through 3.74

HIGH HONORS: Grade point average of 3.75 through 3.99

HIGHEST HONORS: Grade point average of 4.00

K. Graduation Honors. Each UW Colleges campus may award graduation honors to those students who are eligible to graduate with a UW Colleges’ degree. The honor is awarded for the total cumulative GPA for courses earned through the UW Colleges. The honors distinction is as follows:

CUM LAUDE: Grade point average of 3.50 through 3.74

MAGNA CUM LAUDE: Grade point average of 3.75 through 3.89

SUMMA CUM LAUDE: Grade point average of 3.90 through 4.00

[,]
Attachment 19

UW Colleges Senate
Adoption: March 14, 2014
Proposed Revision to Institutional Policy #202
(“Academic Procedures and Regulations”)

Background and Rationale
The Flexible Option AAS Degree Committee recognized the need for a different letter-grade policy for Flex students who are in progress at the end of a subscription period. Incomplete (I) grades are not intended for in-progress notations and lead to unintended consequences such as generating D’s and F’s. The proposed revisions create an IP (In Progress) grade to the grading policies for the Flex Option AAS transcript for students who are in progress at the end of a subscription period. To ensure that students are moving toward completion in a timely manner, in order for the IP grade to be assigned, at least one competency must have been completed and the student must complete the competency set during their next subscription period. However, the next subscription period does not need to be contiguous with the period for which the IP grade was assigned. Unlike the Incomplete, there is no default grade. IP will have no effect on a GPA.

Proposed revisions are in bold, italicized, underlined, red font.

UW Colleges Senate
Institutional Policy Regarding Students #202
Academic Procedures and Regulations

Ratified by the Senate - February 2, 1980: pages 2-3, Appendix 3
Amended, November 13, 1982, p.6; September 17, 1983, p.5
Amended, November 12, 1983, p.5
Amended, January 9, 1985, p.5
Amended, March 15, 1986, p.8
Amended, May 14, 1988, p.13, App.14
Revision Adopted by the Senate, May 14, 1989, p.14, App.21
Revision Ratified by the Senate, Oct. 7, 1989, p.8, App.16
Revision Adopted by the Senate, Jan. 17, 1992, p.4.
Revision Initiated by the Senate, May 7, 1994, p.8, App.11 and 12
Revision Adopted by the Senate, Oct. 1, 1994, p.8; see May 7, 1994, p. 8, App.11 and 12
Revision Adopted by the Senate, Mar. 18, 1995, p.4; att.2
Revision Adopted by the Senate, Mar. 7, 1998, pages 1,3,6,7, Att.2
Revision Adopted by the Senate, May 2, 1998, p.6
Revision Adopted by the Senate, April 23, 1999, p.5
Revision Adopted by the Senate, January 14, 2000, p.8, App. 7
Revision Adopted by the Senate, January 16, 2002, p.-., App. __
Reorganized and Renumbered March 15, 2002
Revised by the Senate, March 3, 2006
Revised by the Senate April 24, 2009
Revised by the Senate October 23, 2009
Revised by the Senate January 13, 2010
Revised by the Senate (SAPC) April 29, 2011
Revised by the Senate (SAPC) 2012-04-27
Revised by the SSC 2012-10-26
Revised by the SSC 2013-02-25
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II. Grading System
Revision adopted by the Senate, January 14, 2000
Revised 4-24-09
Revised 10-23-09
Revised 1-13-10
Revised 2011-04-29
Revised by SSC 2012-10-26
Revised by the SSC 2013-02-25
Revised by the Senate (SAPC) 2013-04-26

Semester grades are reported by letter only. Each letter grade carries a specified number of grade points per credit; thus a B in a three-credit subject gives nine grade points.

A. Grade Points per Credit. The scale of grades and grade points is:
   A  4.00 (Excellent)
   A-  3.67
   B+  3.33
   B  3.00 (Good)
   B-  2.67
   C+  2.33
   C  2.00 (Fair)
   C-  1.67
   D+  1.33
   D  1.00 (Poor)
   D-  0.67
   F  0.00 (Fail)

B. Other Grading symbols. The following symbols are used where grade points are not assigned:
   CO  Completed an audited course.
   IA  Not completed an audited course.
   I   Incomplete.
   N   Used for non-degree credit courses
   R   Repeat. Used in remedial English and Mathematics courses, and in ENG101 and MAT105 when the student is making progress but has not mastered the subject and must repeat the course.
   S   Satisfactory. A passing grade for courses taken on a pass/fail basis.
U Unsatisfactory. A failing grade for courses taken on a pass/fail basis.

W Withdrew.

**IP** In Progress. Used in Flexible Option Program when a student is in progress at the end of a subscription period.

C. **Grade Point Average.** The general quality of a student's work is expressed in terms of a grade point average (GPA). The highest possible grade point average is 4.0, which represents an A in every G.P.A. credit course attempted; the lowest, 0.0, which represents an F in every G.P.A. credit course attempted.

The grade point average is determined, whether for the semester or on a cumulative basis, by dividing the total number of grade points earned by the total number of G.P.A. credits attempted. Courses in which the student received a CO, IA, I, R, S, U, or W, or IP will not be included in determining the grade point average. When a student completes a course in which an I or IP was received, the credits and grade points earned for that course will be included when figuring the cumulative GPA.

D. **Incompletes (When Given).** An incomplete may be reported for a student who has carried a subject with a passing grade until near the end of the semester and then, because of substantiated cause beyond the student's control, has been unable to take the final examination or to complete a limited amount of term work.

The instructor also will submit a grade to be recorded as the permanent grade for the course in case the incomplete is not removed. This tentative grade will be recorded by the instructor, along with the incomplete.

E. **Incompletes (Removal).** It is the responsibility of the student to consult with the instructor to reach an understanding regarding the work to be completed. The instructor will then file a detailed report of the work which must be completed in order for the student to finish the course. The format of that report and the place of filing will be determined by the individual UW Colleges campus.

A student must remove an incomplete before the end of the next semester. Exceptions to this time limit may be made by mutual agreement of the instructor concerned and the student, with written notification by the instructor to the Office of Student Affairs. If the incomplete has not been removed within the time limit, it will be replaced by the tentative grade reported by the instructor. The student may elect to remove the incomplete by repeating the course, in which case the regulations for repeating courses will apply.

F. **Pass/Fail.** The UW Colleges offers the possibility of taking courses on a pass/fail basis. The purpose is to permit the student to take elective courses to explore a field or subject without regard for the letter grade earned in the course. Students who are undecided about a major should not take courses on a pass/fail basis which might later become part of their major requirements. Most universities do not permit courses taken on a pass/fail basis to count toward meeting major or general studies requirements. Courses to be
applied to the AAS degree proficiency and general education requirements may not be taken on a pass-fail basis. The results of any course taken on this basis will not affect a student's grade-point average.

All students are eligible to elect one course on the pass/fail basis per semester (including summer session) with a maximum of two such courses while a freshman and two such courses while a sophomore.

If a student elects to take a course on this basis, the decision must be made within the same time as for adding a course. A student cannot change a course either to or from the pass/fail basis after the deadline for adding a class.

The instructor of a non-degree credit course which is listed in the catalog and the instructor of courses listed under LEC (lecture forum) in the catalog may grade an entire class on a pass/fail basis. When an entire course is to be graded on the pass/fail basis, it shall be indicated as such in the timetable.

Final grades for courses taken on a pass/fail basis will be indicated as pass (S) or fail (U) without the computation of grade points for those courses into the semester or cumulative grade-point average.

G. Mid-term and Final Grades. Instructors shall submit grades reflecting students' progress in each course through such a portion of the semester that students can be formally notified by the end of the ninth week of the regular semester or at least 3 working days before the withdrawal deadline published in the course schedule for courses not offered in the traditional 16-week format. Midterm grades will be reported in the same way as final grades. Unlike final grades, midterm grades will not become part of a student’s official academic record.

Final grades, regardless of the delivery method must be reported by the instructor within four working days after the final examination.

Final grade reports are mailed to students at the end of each semester and at the end of the summer session. Notification of any probationary or suspension action will be on the grade report.

H. Grade Changes. Grade changes to remove an incomplete or correct an error may be made only by the instructor who gave the grade or the department chair acting for a lecturer or department member who is unavailable for an extended period of time. Grade changes must be reported on the appropriate form and signed by both the instructor or department chair and the dean.

Copies of the UW Colleges Grade Appeal policy (IP #204) may be obtained in the Student Affairs Office.
I. Honors or Dean’s List. Each UW Colleges campus may publish one or more Dean's Lists each semester to honor students with high grade point averages. If part-time students are to be included on a Dean's List, the designation as part-time students should be indicated. Students may request that their names be deleted from the Dean's List.

FULL-TIME STUDENTS. Honors will be awarded to students carrying a minimum of 12 semester credits which are used in determining grade point average, as detailed below. Honors will be awarded to full-time students carrying fewer than 12 semester GPA credits who meet the conditions described for part-time students below.

PART-TIME STUDENTS. Honors will be awarded to students who have earned at least 15 GPA credits with an average of 3.5 and who carry a minimum of 3 semester credits which are used in determining grade point average, and earn a semester grade point average, as detailed below.

HONORS: Grade point average of 3.5 through 3.74

HIGH HONORS: Grade point average of 3.75 through 3.99

HIGHEST HONORS: Grade point average of 4.00

J. Graduation Honors. Each UW Colleges campus may award graduation honors to those students who are eligible to graduate with a UW Colleges’ degree. The honor is awarded for the total cumulative GPA for courses earned through the UW Colleges. The honors distinction is as follows:

CUM LAUDE: Grade point average of 3.50 through 3.74

MAGNA CUM LAUDE: Grade point average of 3.75 through 3.89

SUMMA CUM LAUDE: Grade point average of 3.90 through 4.00

K. In Progress. If a Flexible Option-enrolled student is in progress at the end of a subscription period and has completed at least one competency, a grade of IP can be assigned. IP grades may be assigned only once for each competency set. It is the student's responsibility to complete the competencies needed for credit during their next subscription period. However, the next subscription period does not need to be contiguous with the subscription period for which the IP grade was assigned. There is no default grade.

[...]

[End]
Rationale:
The Chancellor’s Developmental Education Task Force noted that there was missing specificity in the language of Chapter 4, sections 01 and 03, with regards to developmental program courses and instructors. This missing language would not have required developmental program instructors to belong to an academic department for the sake of faculty oversight. This revision of UWC Constitution Chapter 4.01 and 4.03 simply adds “developmental programs” to degree programs for the sake of departmental membership and “developmental courses” to credit courses for the sake of departmental oversight and jurisdiction.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Constitution
Chapter 4 - Academic Departments

A department is a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

4.01 Membership

All persons teaching in the degree credit and developmental programs shall be members of one or more departments, depending on the discipline(s) being taught. The departments may also extend membership to other persons.

4.02 Voting Rights

Ranked faculty of each department shall have full voting rights, and they may grant voting rights to other members of the department.

4.03 Jurisdiction and Responsibilities

Departments shall be responsible for maintenance of standards in the discipline, as regards to curriculum and teaching personnel. They shall develop and maintain an appropriate curriculum
of courses in the discipline, advise the Senate and campus collegium on curriculum, search and screen all candidates for appointment to teach in the discipline, and regularly evaluate all department members. No appointment, renewal, or promotion may be made, and no one shall teach a credit or developmental course, without the approval of the appropriate department. The departments shall also encourage professional development of their members.

### 4.04 Department Chairpersons

Each department shall have a chairperson selected by the chancellor from among the tenured members of the department, following a preferential ballot by all voting members. If the chancellor does not choose the person nominated by the department, he/she shall request that the department make another nomination. The chairperson shall be the spokesperson for the department and shall be responsible for maintenance of department records, for the calling of department meetings, and for such other duties as may be delegated by the department or the chancellor.

### 4.05 Department Committees

Each department shall have as many committees as it deems necessary to formulate recommendations to the department, the Senate, the campuses, the campus deans, the chancellor, or other individuals or groups. The executive committee, which shall have final responsibility for personnel actions, shall be made up of the number of tenured faculty specified by each department.

### 4.06 Financial Emergency

If a state of financial emergency is declared by the board, it shall be the primary responsibility of the tenured members of the departments to recommend which individuals shall be laid off. These recommendations shall follow appropriate UW Colleges seniority and financial emergency policy, unless a clear and convincing case is made that program needs dictate other considerations, e.g., the need to maintain diversity of specialization within a department. The department must seek the advice of appropriate campus committees and the campus dean. The department recommendations, together with the campus recommendations, shall be forwarded to the chancellor.

### 4.07 Department Meetings

Each department shall hold at least one meeting per semester. Meetings of departments may exceed one per semester with the approval of the chancellor.

### 4.08 Department By-laws

Each department shall develop and maintain written by-laws specifying department policies and procedures.

### 4.09 Creation of New Departments

2014-01-22
A new department can be created when a group of faculty dealing with a common field of knowledge or having a common or closely related disciplinary or interdisciplinary interest petition the faculty and chancellor of the institution, and the board of regents, for recognition as a department. Since UW System policy ACIS 1.0 delegates the role of the board of regents in approving new departments to the chancellor, the chancellor will have final authority in approving new departments. The procedure for petitioning for departmental status will be determined by the Senate and set out in Senate Policy.

[End]
Rationale:
SAPC was charged with drafting policy in response to many departments’ concerns that there is no clear process, protocol, and authority line for bylaws approval, and that the assumed authority of the Office of the Provost has created problems in that some departments’ policies and bylaws are not being approved in a timely manner. However, there is currently no constitutional authority enabling the establishment of a bylaws approval policy and defining the authority line for bylaws approval. This amendment to 4.08 authorizes the Senate to establish a bylaws approval policy and establishes the authority line for approval.

The proposed changes are in bold, red, italicized and underlined font and strikethrough.

UW Colleges Constitution
Chapter 4 - Academic Departments

Approved by the UW Board of Regents 9/10/93
Revision adopted by the Senate (FPSC) 2013-10-25
Revision adopted by the Senate (SAPC) 2014-01-22

4.00 Departments
2013-10-25
2014-01-22

A department is a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

4.01 Membership

All persons teaching in the degree credit program shall be members of one or more departments, depending on the discipline(s) being taught. The departments may also extend membership to other persons.

4.02 Voting Rights

Ranked faculty of each department shall have full voting rights, and they may grant voting rights to other members of the department.

4.03 Jurisdiction and Responsibilities

Departments shall be responsible for maintenance of standards in the discipline, as regards to curriculum and teaching personnel. They shall develop and maintain an appropriate curriculum
of courses in the discipline, advise the Senate and campus collegium on curriculum, search and screen all candidates for appointment to teach in the discipline, and regularly evaluate all department members. No appointment, renewal, or promotion may be made, and no one shall teach a credit course, without the approval of the appropriate department. The departments shall also encourage professional development of their members.

4.04 Department Chairpersons

Each department shall have a chairperson selected by the chancellor from among the tenured members of the department, following a preferential ballot by all voting members. If the chancellor does not choose the person nominated by the department, he/she shall request that the department make another nomination. The chairperson shall be the spokesperson for the department and shall be responsible for maintenance of department records, for the calling of department meetings, and for such other duties as may be delegated by the department or the chancellor.

4.05 Department Committees

Each department shall have as many committees as it deems necessary to formulate recommendations to the department, the Senate, the campuses, the campus deans, the chancellor, or other individuals or groups. The executive committee, which shall have final responsibility for personnel actions, shall be made up of the number of tenured faculty specified by each department.

4.06 Financial Emergency

If a state of financial emergency is declared by the board, it shall be the primary responsibility of the tenured members of the departments to recommend which individuals shall be laid off. These recommendations shall follow appropriate UW Colleges seniority and financial emergency policy, unless a clear and convincing case is made that program needs dictate other considerations, e.g., the need to maintain diversity of specialization within a department. The department must seek the advice of appropriate campus committees and the campus dean. The department recommendations, together with the campus recommendations, shall be forwarded to the chancellor.

4.07 Department Meetings

Each department shall hold at least one meeting per semester. Meetings of departments may exceed one per semester with the approval of the chancellor.

4.08 Department By-laws

As part of effective governance, each department shall have developed and approved a set of written bylaws specifying departmental policies and procedures. Final approval of departmental bylaws is the responsibility of the Chancellor or Chancellor’s
The procedure for approval of bylaws will be determined by the Senate and set out in Senate policy.

4.09 Creation of New Departments

2014-01-22

A new department can be created when a group of faculty dealing with a common field of knowledge or having a common or closely related disciplinary or interdisciplinary interest petition the faculty and chancellor of the institution, and the board of regents, for recognition as a department. Since UW System policy ACIS 1.0 delegates the role of the board of regents in approving new departments to the chancellor, the chancellor will have final authority in approving new departments. The procedure for petitioning for departmental status will be determined by the Senate and set out in Senate Policy.

[End]
Rationale:
SAPC was charged with drafting policy in response to many departments’ concerns that there is no clear process, protocol, and authority line for bylaws approval, and that the assumed authority of the Office of the Provost has created problems in that some departments’ policies and bylaws are not being approved in a timely manner. This Bylaw Approval Policy is meant to create a structure for approval, determine reasonable timeframes for approval, and determine the scope of authority regarding bylaws. SAPC decided that departments should have authority over their bylaws; the administrative oversight is solely responsible for ensuring that bylaws and department policies are not in violation of state or federal laws, or UW-System or UW-Colleges policy. In drafting this policy, the SAPC researched and reviewed senate policies at other UW System institutions and sought out and received feedback from the Office of the Provost and department chairs. While system policies vary, there is consistency in many of these components, as there is in this document as well.

UW Colleges Senate Policy
General Institutional Policy #407
Approval of Departmental Bylaws

I. As part of effective governance, each department or functional equivalent shall have developed and approved a set of bylaws.

II. To ensure that each department has adequate bylaws which conform to Senate policy and to form a consistent governance structure, completed bylaws will be sent to the Chancellor or Chancellor’s designee for approval.

A. The Chancellor or Chancellor’s designee will not nullify policy that is in compliance with state and federal law, UW-System and UW-Colleges policy. Specifically, bylaws must not:

1. Contradict state or federal regulations, UW-System, and UW-Colleges institutional policies.

2. Restrict the prerogatives of members and faculty or staff in an illegal manner.

B. If the Chancellor or the Chancellor’s designee finds that individual component(s) of the bylaw or policy are problematic, those particular components will be sent back to the department for review and revision. The Chancellor or Chancellor’s designee will provide a written response that includes the specific policy or policies that the bylaw changes violate. In cases where individual components are problematic, the remaining
bylaws or changes to existing bylaws will be approved and enforced while the problematic components are reviewed.

III. Timeline for adopting and changing departmental bylaws:

A. Upon adoption of a change to bylaws or policy, the department will send these adoptions to the Chancellor or Chancellor’s designee within thirty days.

B. Within thirty days, the Chancellor or Chancellor’s designee will review the bylaws for consistency with federal and state regulations, UW System and UW Colleges policies. It will make recommendations for revision if necessary.

1. If the Chancellor or the Chancellor’s designee does not act within thirty days, the bylaws will go into effect.

2. If the Chancellor or the Chancellor’s designee requires more time for a review, the Chancellor or Chancellor’s designee must notify the department or functional equivalent within thirty days and must provide a reasonable timeframe that should not exceed ninety days.

[End]
Rationale:
This proposed change is to specify that all due dates for submission of documents or decisions are intended to be for business days, or the next available business date when a due date falls on a non-business day.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Institutional Personnel Policy Affecting Faculty & Academic Staff #301
Activity Report

Ratified by the Senate, March 14, 1975: pages 8-9
Initiated by the Senate, January 13, 1994, pg. 7, app. 10c
Adopted by the Senate, March 12, 1994, pg. 9, app. 7
Adopted by the Senate, April 27, 2001
Reorganized and Renumbered, March 15, 2002
Revised by the Senate, October 15, 2004
Revised by the Senate, October 28, 2005
Revised by the Senate, January 18, 2006
Revised by the Senate, March 3, 2006
Revised by the Senate January 13, 2010
Revised by the Senate (FPSC) October 21, 2011
Revised by the SSC 2012-10-26

TO ALL UNIVERSITY OF WISCONSIN COLLEGES TEACHING FACULTY AND INSTRUCTIONAL ACADEMIC STAFF MEMBERS

The attached annual Activity Report Form represents a faculty or instructional academic staff member’s current situation, as a supplement to a standard ‘vita’ and other supporting documents that are to be a part of his/her personnel file.

Special evaluation questions and procedures by particular departments and campuses are not precluded by this UW Colleges form. Rather, this form is to be understood as providing a core of information of common significance for all faculty and instructional academic staff members in the UW Colleges.

Each year, faculty and instructional academic staff shall electronically submit one copy of this form to the campus and one copy to the department by January 5. In 2012, the due date will revert to January 4. In the event January 4 is a non-business day, the due date will become the next business day.

It is the campus responsibility each fall to insure that instructions for submitting the Activity Report are distributed to all faculty and to all instructional academic staff members who taught in the calendar year.

[...]
Rationale:

IP 301.01 III.4 was put in place many years ago at the beginning of evaluations of online, accelerated/hybrid, and other new formats of course delivery. Given at the time these formats were very new and few conducting personnel decisions had experience teaching in these formats, it seemed wise to grant an exemption of use of course evaluations for first-time offerings in these alternative delivery modes. At the present point in time, online and accelerated/hybrid teaching have become commonplace in higher education. Those involved in personnel decisions are familiar with the unique challenges of these alternative delivery methods and can interpret data on first-time offerings of courses in these formats just as easily as they do with first-time offerings in standard 15 week lecture formats. The special provision is no longer needed. Further, with some new faculty and IAS members having 50% appointments to teach online, there is a need to evaluate all of their course offerings in their first semester of instruction in the UW Colleges, and the provision to be struck has prevented that to this point in time.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Institutional Personnel Policy Affecting Faculty and Academic Staff #301.01
Administering the Student Survey of Instruction

Revision Ratified by the Senate, March 15, 1986, p. 12 (corrected by Senate Minutes, May 16-17, 1986, p. 4)
Revision Ratified by the Senate, May 17, 1986, p. 4, 6
Revision ratified by Senate Oct. 8, 1999, p. 5, att. 9
Revision ratified by Senate April 27, 2001, p. 8, att. 8
Revision ratified by Senate May 3, 2002, p.__, att. __
Reorganized and Renumbered March 15, 2002
Amended by the Senate May 2, 2003
Revised by the Senate May 7, 2004
Revised by the Senate, March 4, 2005
Revised by the Senate, April 29, 2005
Revised by the Senate, March 3, 2006
Revised by the Senate (SAPC) 2013-04-26

The purpose of the Student Survey of Instruction is to evaluate instructors for purposes of tenure, promotion, merit and retention. To ensure fairness and parity of treatment, no other student survey regarding instruction shall be administered by administration, departments or campuses (with the exception of course visitations surveys administered by a peer that become incorporated into the visitation report and do not, in themselves, become part of the employee personnel file).

/.../
III. For Distance Education, LEC 100, Accelerated, Blended, Interdisciplinary Studies, or Other Special Courses
Revised by the Senate (SAPC) 2013-04-26

1. Additional questions can be added using the procedures outlined in I.E.

2. Courses with multiple instructors shall have one form for the class.

3. The statistical analysis and comments for all courses will be referred to the respective departments, campuses, and instructors involved. However, the results of multiple-instructor, or other special courses (e.g. freshman seminar, one-credit Interdisciplinary Studies linking seminar), shall be separate from and not included in the statistical summary for the instructor.

4. Results for courses in the first semester taught in a mode (e.g. Instructional Television, Compressed Video, Point to Point, Online, Blended or Accelerated) that is new to the instructor shall not be used in personnel decisions. Results shall be separate from and not included in the statistical summary for the instructor for that semester only.

5. Accelerated courses must adjust the time frame in which to offer the survey so that it occurs within the last 20% of the class. (For seven or eight week classes, the evaluation should take place in the final 10 days of class. For five week classes, the evaluation should take place in the final week of class.)

[…]
Faculty Professional Standards Committee Chair
Report to the UW Colleges Faculty Council of Senators
March 14, 2014

The Faculty Professional Standards Committee has several new introductions for faculty council of senators’ consideration at this meeting. There is a proposed revision of IP 301 and FPP501 to specify that due dates are to be business dates, and in the event a specific due date is a non-business day, the due date shall move to the next available business day. The FPSC is proposing a change to FPP 510 to bring it in compliance with changes to 501 which have combined the old 2nd and 4th year progress to tenure reviews into a single 3rd year progress to tenure review. As such, the proposed change will affect when a tenure-track faculty member receives notice of projected future institutional staffing needs.

The committee is also working on a review of FPP 508 which deals with procedures for handling cases of faculty deemed to exhibit ineffective or inactive performance. We shall take this review process slow, as we are awaiting guidelines for policy review from Christine Curley.

Comments on items up for adoption at today’s meeting shall be held until discussion of each item.

Respectfully submitted,
Ron Gulotta
Chairperson, Faculty Professional Standards Committee
UW Colleges Faculty Council of Senators
Adoption: March 14, 2014

Proposed Revision of Faculty Personnel Policy #501
(“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)"

Background and Rationale
The CTA department routinely includes, as part of its evaluation of a second-year probationary faculty member, a visitation of a play production directed by the faculty member under review. The early deadlines required in a second-year retention decision require visitation reports be completed by November 1. Many fall productions on campus are not scheduled until after the Nov.1 deadline has passed. Since departments must complete their retention decision work by Dec. 1, and probationary faculty need have sufficient time to reply to issues raised in the visitation reports, a delay of a visitation of even one week into November is unmanageable. Such a delay would leave insufficient time for executive committee members to draft the retention report and get replies from affected probationary faculty members before the Dec 1 deadline. Therefore, the option to allow a visitation report based on a visitation to a directed play during the prior Spring term was deemed to be a best option by both the Faculty Professional Standards Committee and the chairperson of the CTA department.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Faculty Personnel Policy #501
Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)

Revision Ratified by the Senate, October 8, 1988, p. 9, Appendix 13
Revision Adopted by the Senate, May 13, 1989, p. 6, Appendix 11
Revision Ratified by the Senate, October 7, 1989, p. 5, Appendix 11
Revision Initiated by the Senate, May 9, 1992, p. 5, Appendix 11
Revision Adopted by the Senate, January 15, 1993, p. 6, Appendix 9
Revision Adopted by the Senate, October 1, 1994, p. 7; see May 7, 1994 minutes, Appendix 19
Revision Adopted by the Senate, May 6, 1995, p. 7
Revision Adopted by the Senate, March 9, 1996, p. 4
Revision Initiated by the Senate, November 16, 1996, p. 6-7
Revision Adopted by the Senate, January 25, 1997, p. 8
Revision Adopted by the Senate, January 24, 1998, p. 7
Revision Adopted by the Senate, January 10, 2001, p. 25
Revision Adopted by the Senate, March 2, 2001, p. 36, Appendix 2
Revision Adopted by the Senate, January 16, 2002, p. 37, Attachment 2
Reorganized and Renumbered March 15, 2002
Revised by the Senate, May 7, 2004
Revised by the Senate, March 3, 2006
Revised by the Senate, April 28, 2006
Revised by the Senate October 17, 2008
Revised by the Senate (FPSC) March 5, 2010
Revised by the Senate (FPSC) April 23, 2010
Revised by the Senate (FPSC) 2010-10-22
Revised by the SSC (2010-11-15)
Procedures specified in the following documents must be followed:

A. Wis. Stats. Chapter 19, Subchapter IV (Open Meeting Law)
B. Wis. Stats. Chapter 36
C. Wis. Administrative Code
D. UW System Faculty Personnel Rules
E. UW Colleges Faculty Handbook
F. UW Colleges Constitution (See especially Chapter 5.00, Definitions of Tenure Appointment and Probationary Appointment; Chapter 6.00, Written Notice of Non-Renewal; Chapter 6.01, Reconsideration of Non-Renewal; Chapter 6.02, Appeals Against Non-Renewal.)
G. UW Colleges Senate Policies (including but not limited to the following):
   IP #321 Counting Ad Hoc Experience for Probationary Appointments
   FPP #510: Institutional Need and Tenure Positions
   FPP #509: Faculty Affiliation for Deans

* All timeline provisions refer to working days.

III. Criteria and Procedures for Retention of Probationary Tenure-track Faculty

B. Procedures for Retention of Probationary Tenure-Track Faculty

3. Procedures for Retention of Second-Year Probationary Faculty (Note: timelines subject to change on notification from the provost).

The rationale for the earlier timeline of the Procedures for the Retention of Second-Year Probationary faculty is to be in compliance with UWS 3.09.

a. November 1. By November 1, class visitations shall be conducted by at least two different members of the appropriate department. The following exception to this rule is granted for one visitation letter for second-year probationary faculty of the CTA department: One letter may be based on a visitation to a directed play during the spring term of the first year of service as a faculty member of the Colleges.
b. **November 7.** The probationary faculty member shall submit the retention dossier to the department.

c. **December 1.** By December 1, the department executive committee shall forward its recommendation to the campus committee for retention. For affirmative recommendations, reasons for continuing the appointment shall be provided. If the recommendation is negative, no further action shall be taken by the campus committee, and the department executive committee shall also notify the provost who shall notify the faculty member of the non-renewal for the next academic year.

d. **December 10.** By December 10, the campus committee for retention shall forward to the campus dean both its and the department's recommendations. For affirmative recommendations, reasons for continuing the appointment shall be provided.

e. **December 15.** By December 15, notification of either retention or non-retention shall be given to the faculty member. If the recommendation is affirmative and the campus dean concurs, he/she, after notifying the provost, shall notify the probationary faculty member of retention decision; these notifications shall include copies of the department and campus letters along with his/her evaluation of reasons for continuing the appointment. If the recommendation of the campus committee is negative, the campus dean shall notify the provost, who shall notify the probationary faculty member of the non-renewal for the next academic year.

...
Background and Rationale

In light of recent policy changes to digitizing the dossier and to requiring the cost of preparing a printed version of a digitized dossier be borne by any party so seeking the printed copy, it was decided that section I.C was no longer needed in this policy. This revision strikes this section. As well, it was found that language in section I.B was inconsistent with the new policy to digitize dossiers when departments permit. A single word change was made to consistently use the digital language.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Faculty Personnel Policy #501.01
Promotion, Tenure, and Third-Year Tenure Progress and Retention Review Dossier Format

Implementation: September 1994
Revision: March 1, 1998
Reorganized and Renumbered: March 15, 2002
Revised by the Senate: May 7, 2004
Revised by the Senate: October 15, 2004
Revised by the Senate: March 4, 2005
Revised by the Senate March 6, 2009
Revised by the Senate (FPSC) 2010-10-22
Revised by the SSC 2010-11-15
Revised by the Faculty Council (FPSC) 2013-03-15

TENURE AND PROMOTION REVIEW DOSSIERS AND THIRD-YEAR TENURE PROGRESS AND RETENTION REVIEW DOSSIERS: PREPARATION, PROCESS AND FUNDING

I. Preparation and Funding

A. The candidate has full responsibility for constructing the dossier in accordance with the established guidelines, which follow.

B. The campus will assist the candidate with reproducing and digitizing all materials which have been gathered by the candidate for the requirements of the dossier, including those non-papert digital materials added by individual department guidelines, and with distributing those materials to the departmental evaluation committee. Departments
will keep the required non-paper digital materials to a minimum, to allow economical accumulation and distribution.

C. The cost of copying the final tenure dossier will be handled on the campus as an institutional expense. Assistant campus deans for administrative services should submit a budget transfer request to the central office controller. The request should identify the candidate and the copying and mailing costs to be reimbursed to the campus. The cost of using commercial services for duplicating or reimbursement to individuals will not be covered by the university without prior approval from the vice chancellor for administrative and financial services.

D. Dossiers received by the department will be forwarded to the campus evaluation committee by January 25.

E. The campus evaluation committee will forward a copy to the campus dean to place in the candidate’s campus file. The dean’s office will forward a copy of the dossier to the provost in support of department/campus/dean recommendations.

F. Faculty are expected to keep their dossiers up to date. That is, they build their tenure and/or promotion dossiers year by year, starting from the first year.

[...]

[End]
**Background and Rationale**

In light of recent policy changes to digitizing the dossier and to requiring the cost of preparing a printed version of a digitized dossier be borne by any party so seeking the printed copy, it was decided that section I.C was no longer needed in this policy. This revision strikes this section. As well, it was found that language in section I.B was inconsistent with the new policy to digitize dossiers when departments permit. A single word change was made to consistently use the digital language.

The proposed changes are in bold, red, italicized and underlined font.

**UW Colleges Senate Policy**

**Faculty Personnel Policy #501.02**

**Probationary Faculty Retention Review Dossiers**

Implementation: January 21, 2004  
Revised by the Senate: May 7, 2004  
Revised by the Senate: March 4, 2005  
Revised by the Senate: January 18, 2006  
Revised by the Senate: October 20, 2006  
Revised by the Senate March 6, 2009

**PROBATIONARY FACULTY RETENTION REVIEW DOSSIERS**

I. **Preparation and Funding**

A. The candidate has full responsibility for constructing the dossier in accordance with the established guidelines, which follow.

B. The campus will assist the candidate with reproducing and digitizing all materials which have been gathered by the candidate for the requirements of the dossier, including those non-paper digital materials added by individual department guidelines, and with distributing those materials to the departmental evaluation committee. Departments will keep the required non-paper digital materials to a minimum, to allow economical accumulation and distribution.

C. The cost of copying the final tenure dossier will be handled on the campus as an institutional expense. Campus business managers should submit a budget transfer request to the central office comptroller. The request should identify the candidate and the copying and mailing costs to be reimbursed to the campus. The cost of using commercial services for duplicating or reimbursement to individuals will not be covered by the
D. Candidates shall submit the retention dossiers to the department according to the following timetable:
1. First-year probationary faculty by January 4.
2. Second-year probationary faculty by November 7.
4. The deadline for submission of the retention dossier for fourth- and fifth-year probationary faculty shall be at the discretion of the department chair but no earlier than January 4 and no later than April 1.

E. Dossiers received by the department for consideration of first year probationary faculty will be forwarded to the campus evaluation committee by February 1. For consideration of second-year probationary faculty will be forwarded to the campus evaluation committee by December 1. For consideration of fourth- and fifth-year probationary faculty will be forwarded to the campus evaluation committee by April 15.

F. The campus evaluation committee will forward a copy to the campus dean, to place in the candidate’s campus file.

G. Faculty are expected to keep their dossiers up to date. That is, they build their tenure and/or promotion dossiers year by year, starting from the first year. However, the submitted retention review dossiers for each year shall include only those materials required for the specific year as listed below.

 [...] 

 [End]
Attachment 29

UW Colleges Faculty Council of Senators
Adoption: March 14, 2014

Proposed Revision of Faculty Personnel Policy #503
(“Faculty Merit Policy and Procedures”)

Background and Rationale
The Director of Human Resources is the chancellor’s designee for receiving these letters and recommendations. Merit recommendations may affect salary increases; therefore said recommendations need to be shared with the HR department. As well, Merit letters need to be added to personnel files for the sake of record keeping. HR assures us that such letters are not released as part of any open records requests.

The proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Faculty Personnel Policy #503
Faculty Merit Policy and Procedures

Adopted by the Senate, May 9, 1992, p.4, app. 7
Revision adopted by the Senate, November 13, 1993, p.6, app. 5
Revision adopted by the Senate, March 9, 1996, p.4; att. 5
Revision adopted by the Senate, January 14, 2000, p. 9
Revision adopted by the Senate, January 10, 2001, p. 26
Revision adopted by the Senate, March 2, 2001, p. 37
Reorganized and Renumbered, March 15, 2002
Revised by the Senate, October 15, 2004
Revised by the Senate, April 29, 2005
Revised by the Senate January 13, 2010

[End]
UW Colleges Faculty Council of Senators
Introduction: March 14, 2014
Proposed Revision of Faculty Personnel Policy #510
(“Institutional Need and Tenure Positions”)

Rationale:
This issue was brought to the attention of the Senate Steering Committee earlier this Fall. The language in 510 II.B is outdated, referring to second and third year reviews, which were collapsed into the current third year review. The language has been changed to update the policy.

Proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Faculty Personnel Policy #510
Institutional Need and Tenure Positions

Ratified by the Senate - September 19, 1981, Appendix 10
Reorganized and Renumbered March 15, 2002

I. Institutional Need as a Criterion in Defining Tenure Positions
The UW Colleges recognizes that in addition to the traditional criteria for tenure (teaching, professional development, institutional and community service), institutional need is a valid consideration. Because the UW Colleges campuses are located throughout the state, institutional need should be determined by the curricular needs of the individual Campus and/or the UW Colleges departments. If a UW Colleges' program is necessary to maintain the transfer mission and to attract students, and/or if it has had consistently good enrollments, and/or if the prospect for similar enrollments is good, the probationary faculty member on the tenure track should be granted tenure if he or she meets the traditional criteria as determined by both the UW Colleges department and the local campus.

Without flexibility in defining institutional need, some campuses will perpetually have probationary faculty members teaching a program although the program needs at the Campus might justify the position as a permanent one with a tenured faculty member. Not only budgetary considerations, but realistic department program needs should be a factor in determining and defining a tenurable position. It will be the responsibility of the department after consultation with the appropriate campuses to document that a tenurable position exists.

II. Program Flexibility
The geographic dispersal of the campuses through the state creates special problems in staffing the UW Colleges campuses. In a decade of tight educational budgets, an unstable economy and uncertain future enrollments, both UW Colleges' faculty and the administration have a common institutional interest in providing some program flexibility in planning for uncertain future needs. To protect both probationary faculty from making unrealistic assumptions, and the institution from program rigidity:
A. Future initial letters of appointment will contain a statement to the new UW Colleges faculty member noting that institutional need is a consideration in addition to the traditional criteria for making tenure decisions at the end of the six-year probationary period.

B. UW Colleges departments will monitor the enrollments of their programs at the various Campuses and inform probationary faculty members at the time of their second and fourth third year reviews both of their professional progress and the relative long term needs of a Campus and/or a department.

[...]
UW Colleges Faculty Council of Senators

Introduction: March 14, 2014

Proposed Revision of Faculty Personnel Policy #501
(“Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)"

Rationale:
This proposed change is to specify that all due dates for submission of documents or decisions are intended to be for business days, or the next available business date when a due date falls on a non-business day. The asterisk specifying statement appearing at the beginning of the policy covers all dates contained within the document, avoiding the need to clutter the policy with a stipulation to each individual date. As a reference, this proposal skips to section III to give an example of the dates contained within this policy.

Proposed changes are in bold, red, italicized and underlined font.

UW Colleges Senate Policy
Faculty Personnel Policy #501
Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotion (Bylaws)

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Revision Ratified by the Senate, October 8, 1988, p. 9, Appendix 13
Revision Adopted by the Senate, May 13, 1989, p. 6, Appendix 11
Revision Ratified by the Senate, October 7, 1989, p. 5, Appendix 11
Revision Initiated by the Senate, May 9, 1992, p. 5, Appendix 11
Revision Adopted by the Senate, January 15, 1993, p. 6, Appendix 9
Revision Adopted by the Senate, October 1, 1994, p. 7; see May 7, 1994 minutes, Appendix 19
Revision Adopted by the Senate, May 6, 1995, p. 7
Revision Adopted by the Senate, March 9, 1996, p. 4
Revision Initiated by the Senate, November 16, 1996, p. 6-7
Revision Adopted by the Senate, January 25, 1997, p. 8
Revision Adopted by the Senate, January 24, 1998, p. 7
Revision Adopted by the Senate, January 10, 2001, p. 25
Revision Adopted by the Senate, March 2, 2001, p. 36, Appendix 2
Revision Adopted by the Senate, January 16, 2002, p. 37, Attachment 2
Reorganized and Renumbered March 15, 2002
Revised by the Senate, May 7, 2004
Revised by the Senate, March 3, 2006
Revised by the Senate, April 28, 2006
Revised by the Senate October 17, 2008
Revised by the Senate (FPSC) March 5, 2010
Revised by the Senate (FPSC) April 23, 2010
Revised by the Senate (FPSC) 2010-10-22
Revised by the SSC (2010-11-15)
Revised by the Senate (FPSC) 2012-03-16
Revised by the Faculty Council of Senators (FPSC) 2012-04-27
Revised by the Faculty Council of Senators (FPSC) 2013-01-09
Revised by the SSC 2013-02-25
Revised by the Senate (FPSC) 2013-04-26

Procedures specified in the following documents must be followed:
A. Wis. Stats. Chapter 19, Subchapter IV (Open Meeting Law)
B. Wis. Stats. Chapter 36
C. Wis. Administrative Code
D. UW System Faculty Personnel Rules
E. UW Colleges Faculty Handbook
F. UW Colleges Constitution (See especially Chapter 5.00, Definitions of Tenure Appointment and Probationary Appointment; Chapter 6.00, Written Notice of Non-Renewal; Chapter 6.01, Reconsideration of Non-Renewal; Chapter 6.02, Appeals Against Non-Renewal.)
G. UW Colleges Senate Policies (including but not limited to the following):
   IP #321 Counting Ad Hoc Experience for Probationary Appointments
   FPP #510: Institutional Need and Tenure Positions
   FPP #509: Faculty Affiliation for Deans

* All timeline provisions refer to working *business days*. *Where specific dates are indicated, it shall be interpreted to refer to that date, except when that date falls on a non-business day, where the deadline will become the next available business day.*

III. Criteria and Procedures for Retention of Probationary Tenure-track Faculty
   Revised by the Senate (FPSC) 2013-04-26

A. Criteria for Retention of Probationary Tenure-Track Faculty

1. The individual has made appropriate progress toward meeting the criteria for tenure as described in IV.

2. The individual has either made progress toward or received an appropriate degree or has made progress toward the academic preparation as indicated in the letter of appointment.

   Additional Consideration. The requirement for an appropriate degree may be waived in cases of outstanding professional accomplishment widely recognized in the discipline.

B. Procedures for Retention of Probationary Tenure-Track Faculty
   Revised by the Senate March 5, 2010
   Revised 4-23-10
   Revised by the Senate 2012-03-16
   Revised by the Senate (FPSC) 2013-04-26

1. General Retention Procedures

   a. September 1. By September 1, of each academic year the provost shall provide appropriate department chairs, campus committee chairs, and campus deans with a complete roster of probationary faculty. Information regarding prior years of service granted, number of years on UW Colleges tenure track, leaves of absence, and other pertinent information shall be included.
b. Department's Role in Retention Decisions. The department executive committee is the first body to make retention decisions regarding probationary faculty. If a decision is negative, the process stops and the faculty member is notified of his/her non-retention by the provost as described in sections 2-5 below.

c. Campus' Role in Retention Decisions. If the department's recommendation is positive, it is forwarded to the campus committee for retention which, in turn, forwards both its and the department's recommendations to the campus dean.

d. Campus Dean's Role in Retention Decisions. If the department's recommendation is positive and the campus committee’s recommendation is negative, the campus dean shall notify the provost who shall notify the faculty member as described in sections 2-5 below. If the recommendations of both the department and campus committee for retention are affirmative and the campus dean concurs, he/she, after notifying the provost, shall notify the probationary faculty member of retention decision. If the campus dean does not concur with the affirmative recommendations, he/she shall consult the department and the campus committee for retention. If, following consultation, the dean still does not concur, he/she shall advise the department and campus committee for retention in writing of his/her continuing non-concurrence and forward all recommendations to the provost, who shall then make the final decision and notify the faculty member.

2. Procedures for Retention of First-Year Probationary Faculty (Note: timelines subject to change on notification from the provost).

f. **November 30.** By November 30, class visitations shall be conducted by at least two different members of the appropriate department.

g. **January 4.** The probationary faculty member shall submit the retention dossier to the department.

h. **February 1.** By February 1, the department executive committee shall forward its recommendation to the campus committee for retention. For affirmative recommendations, reasons for continuing the appointment shall be provided. If the recommendation is negative, no further action shall be taken by the campus committee and the department executive committee shall also notify the provost who shall notify the faculty member of the non-renewal for the next academic year.

[…]
5e. IAS merit and Activity Reports.

-----Original Message-----
From: Kreider, Evan
Sent: Tuesday, February 18, 2014 5:16 PM
To: Peterson, Mark
Subject: RE: request from the Evaluation Committee to revise campus and Senate policies on IAS Activity Report submission and merit

The Fox Campus Evaluations Committee chair recently contacted me (see below) to request that the Senate makes some changes and clarifications to the relevant merit policies regarding the submission of activity reports, the availability of SSIs, and IAS merit ratings. If I might be so bold, I would suggest forwarding this to FPSC, which (fortuitously) is already looking at merit policies with regard to gender equity and other issues.

Respectfully,

ek

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From: Emmert, Scott
Sent: Friday, February 14, 2014 4:34 PM
To: Gillard, Bill; Kreider, Evan; Sackman, Marc
Cc: Berger, Jean; Engelhart, Hillary; Kroening, Dubear; Ladwig, Tammy; Massey, Pam; Waller, George; Pietrzak, Michelle; Rudd, Martin
Subject: request from the Evaluation Committee to revise campus and Senate policies on IAS Activity Report submission and merit

Dear Bill, Evan, and Marc,
The Evaluation Committee met today to assign IAS merit. As part of our discussion, we decided to request changes to Senate policy – and perhaps to campus policy – to make clearer the linkage between a submission of Activity Report(s) and IAS merit ratings. In particular, the Committee noted that Senate Policy 301 states that faculty and IAS “shall submit” an Activity Report each year but Senate Policy 320 on IAS merit does not clearly state that an Activity Report must be submitted in order for IAS to receive a merit rating. Today, our Committee decided that the absence of an Activity Report led to insufficient information for assigning merit. We ask that Senate Policy be made clearer so the IAS merit procedure syncs with Senate policy that requires IAS to submit AR’s.

We further noted today that a clearer policy on IAS merit – which information must be available for a rating to be assigned – would alleviate the difficulty Evaluation Committees face every other year as they seek to interpret Senate policy and HR requirements on IAS merit. As was noted, some years Evaluation Committees decide to provide a merit rating for IAS even if Activity Reports or SSI data are unavailable. In other years, iterations of the Eval Committee decide not to provide merit ratings to IAS who lack one or the other kind of evidence. There ought to be consistency.

And, yes, there is also a campus policy on merit that could be amended to include instructions for IAS:

MERIT PROCEDURES POLICY – FOXPOL #20

Passed by Collegium: February 17, 1995
Signed by Dean: February 1995

1. All faculty will be evaluated in the areas of teaching 50%, Scholarship & Professional development 25%, and the combined areas of Community and University Service 25%.

2. Substantiated research in progress shall be counted in the area of professional growth. Substantiation will include evidence of results and a narrative describing the origins and progress of the research.

3. A person involved in a tenure and/or promotion decision year should be evaluated for merit without regard to the nature of the tenure or promotion recommendations from departments or the Evaluation Committee.

At any rate, we think it’s time to straighten out the confusion. We’d like your help so future Evaluation Committees do not have to continue to struggle with this ambiguity. Please let us know how we facilitate action on this matter.
Thank you.

Best,
Scott

Scott D. Emmert, Ph.D.
Professor
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Office: (920) 832-2640
Fax: (920) 832-2674

[Note: The AS Lead Senator has heard similar concerns expressed at UW-Marshfield/Wood County. Steering has asked the AS Council and the Faculty Professional Standards Committee to address the issue.]
attachment 33

uw colleges

academic staff council of senators

bylaws

article i: name

the name of this organization shall be the academic staff council of senators.

article ii: purpose

pursuant to uw colleges constitution 7.03, the academic staff council of senators shall establish ad hoc committees and elect academic staff members to the academic staff appeals and grievance and academic staff personnel committees, and represent the academic staff perspective to the uw colleges senate.

article iii: structure

section 1. there shall be a lead senator elected annually by the new and continuing academic staff senators before the may senate meeting.

section 2. the academic staff council of senators may form subcommittees and ad hoc committees as necessary. these committees may include academic staff who are not senators.

article iv: membership

section 1. the uw colleges constitution, section 2.02 provides for senate membership for academic staff as follows:

eight academic staff senators, at least one of which is a member of the instructional academic staff with an appointment of .40 or greater, shall be selected by the academic staff who are eligible to participate in senate elections (see chapter 7.02).

section 2. at most two academic staff senators may be from any one campus or from uw colleges central administration.

article v: eligibility

section 1. current non-instructional academic staff with a 50% or greater appointment, and instructional academic staff with a 40% or greater appointment who chose academic staff status or who joined the institution after december 1990, are eligible to be a candidate for the uw colleges senate.
Section 2. All academic staff, regardless of appointment level, are eligible to nominate and vote for new candidates to the Academic Staff Council of Senators.

Article VI: Nomination Procedures

Section 1. Annually, in May, the Academic Staff Council of Senators shall designate academic staff members to serve on the Nominations and Elections Committee for the following year. Members shall serve two-year terms with two members being appointed in odd-numbered years and one member being appointed in even-numbered years.

Section 2. The Nominations and Elections Committee shall determine the number of academic staff positions to be filled in each election.

Section 3. The Nominations and Elections Committee shall invite nominations for the Academic Staff Council of Senators and prepare and announce a slate of nominees for each vacancy on the Council. Consideration shall be given to providing representation of campuses, operational areas, women and minorities, and professional and instructional academic staff.

Section 4. Nominations shall have the consent of the person nominated.

Section 5. A biographical sketch of the nominee, consisting of a paragraph of 100 words or less, shall accompany the nominations. The biographical sketches for all nominees will be distributed to all academic staff personnel.

Article VII: Voting Procedures

Section 1. The Nominations and Elections Committee will conduct an election by ballot and will inform the lead senator, the Chair of the Senate Steering Committee and the Chancellor of the results of the election by March 31. Ballots will be distributed to all academic staff personnel at least two weeks prior to the due date.

Section 2. Each eligible voter may vote for one person for each vacancy.

Section 3. The Nominations and Elections Committee will count the votes, identify valid ballots, and determine the results of the election.

Section 4. In years in which there is an instructional academic staff senator vacancy, the instructional academic staff nominee receiving the most votes will be elected. The remaining nominees receiving the most votes will be elected.

Section 5. The method of breaking a tie shall be left to the Nominations and Elections Committee.

Article VIII: Term of Appointments
Section 1. Senators shall serve two-year staggered terms.

Section 2. Newly elected academic staff senators will attend the May Senate meeting for organizational purposes and to vote and stand for election to standing committees of the Senate.

Section 3. Senators may serve more than one two-year term.

Section 4. If an academic staff senator is unable to attend a Senate meeting, a senator must find an eligible substitute to attend in his/her place. More than two absences by the elected academic staff senator per academic year may result in removal of the individual from the Senate by a 2/3 vote of the Academic Staff Council of Senators.

Section 5. A vacancy shall be filled through the normal election process whenever possible. However, if the Academic Staff Council of Senators determines the normal election process is not possible, the vacancy shall be filled through appointment by the lead senator, following consultation with academic staff senators and liaisons.

Article IX: Academic Staff Liaisons

Section 1. An academic staff liaison will be appointed at campuses where there are no academic staff senators.

Section 2. The lead senator will work with the campus Dean to identify and appoint an appropriate liaison.

Section 3. The Academic Staff Council of Senators will provide liaisons with a list of expectations and all documents, policies, and other relevant materials.

Section 4. Academic staff liaisons are encouraged to attend meetings of the Academic Staff Council of Senators.

Article X: Meetings

Section 1. The Academic Staff Council of Senators meets at the close of the institution agenda of the UW Colleges Senate. Special meetings of the Council may be called by the lead senator or by petition of a majority of the Academic Staff Council of Senators.

Section 2. A majority of the Council members constitutes a quorum.

Section 3. The lead senator shall prepare the agenda and communicate it to the chair of the Senate Steering Committee for inclusion on the Senate agenda.

Section 4. The minutes of all meetings shall be distributed with the Senate minutes.

Article XI: Amendment Procedures for Personnel Policies and Procedures
Section 1. Any proposed amendment to the Academic Staff Personnel Policies must be submitted in writing to the Academic Staff Council of Senators and shall be considered by the Council within 60 calendar days of receipt of the proposed amendment.

Section 2. All academic staff personnel shall be notified of the proposed amendment at least 30 calendar days before the meeting at which action is to be taken. The notice shall include a date by which responses to the proposed amendment should be received.

Section 3. In order to be proposed for adoption, an amendment shall be approved by two-thirds of the Council.

Section 4. A proposed amendment, approved by the Council, shall be forwarded to the Chancellor by the lead senator.

Section 5. Within 30 calendar days of receipt of the proposed amendment, the Chancellor shall forward the amendment to the Board of Regents for adoption or inform the Council of reasons for not doing so.

Section 6. The Academic Staff Council of Senators shall inform the academic staff of the final disposition of the amendment.

Article XII: Amendment Procedures for Bylaws

Section 1. Any proposed amendment of the Bylaws must be submitted in writing to the Academic Staff Council of Senators and shall be considered within 60 calendar days of receipt of the proposed amendment.

Section 2. All academic staff personnel shall be notified of the proposed amendment at least 30 calendar days before the meeting at which action is to be taken.

Section 3. In order to be proposed for adoption, an amendment shall be approved by two-thirds of the Council.

Section 4. A proposed amendment, approved by the Council, shall be forwarded to the Chancellor by the lead senator.

Section 5. The Academic Staff Council of Senators shall inform the academic staff of the final disposition of the amendment.