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UW COLLEGES
Senate
Friday, March 20, 2015
UW-Fond du Lac
1:25 p.m.

MINUTES

2014-2015 Senators Present: Annette Kuhlmann, UW-Baraboo/Sauk County; Troy Kozma, UW-Barron County; Marcy Dickson and Lucas Dock, UW Colleges Online; Lisa Schreibersdorf and Mike Winkler, UW-Fond du Lac; Kathy Immel, Evan Kreider, and Juli McGuire, UW-Fox Valley; Jessica Van Slooten, UW-Manitowoc; Rose Brust and Katie Kalish, UW-Marathon County; Mark Klemp and Roseann Stenstrup, UW-Marinette; Caleb Bush, Steve Kaiser, and Jeff Verona, UW-Marshfield/Wood County; Faye Peng, UW-Richland; Michael Gorman and Bob Hein, UW-Rock County; Matt Raunio and Kay Sbabaro, UW-Sheboygan; Christi Larson, UW-Washington County; Julianna Alitto, Ron Gulotta, and Margaret Hankenson, UW-Waukesha; Christiana Kmecheck and Graham Pearce, Student Senators

2014-2015 Senators Absent: Julie DeZeeuw, UW-Manitowoc; Joanne Giordano and Holly Hassel, UW-Marathon County; Mark Peterson, UW-Washington County; Wayne Mortenson, Student Senator

2014-2015 Alternate Senators Present: Ann Herda-Rapp, UW-Marathon County (Hassel); Richard Krupnow, UW-Sheboygan (DeZeeuw); Tricia Wessel-Blaski, UW-Washington County (Peterson); Rebecca Rate, UW-Fond du Lac SGA (Mortenson)

2014-2015 Alternate Senators Absent: Don Schwartz, UW-Fond du Lac (Giordano)

Others Present: Greg Ahrenhoerster, Alternate Presiding Chair/Chairs’ Representative; Joe Foy, Associate Vice Chancellor for Academic Affairs; Christa James-Byrnes, Interim Dean for UW Colleges Online and Distance Education; Kendris Krupnow, UW Colleges guest; Greg Lampe, Provost and Vice Chancellor; John Short, Deans’ Representative; Linda Baum, Assistant to the Senate

Others Absent: Colleen Godfriaux, Associate Vice Chancellor for Administration and Finance; Cathy Sandeen, Chancellor, UW Colleges and UW-Extension; Molly Vidal, Communications, Chancellor’s Office; Steve Wildeck, Vice Chancellor for Administrative and Financial Services for UW Colleges and UW-Extension

1) The March 20, 2015 meeting of the UW Colleges Senate was called to order at 1:27 p.m. by Alternate Presiding Chair Greg Ahrenhoerster.

2) UW-Fond du Lac Dean John Short welcomed the group to UW-Fond du Lac. He expressed his gratitude and pleasure that the Senate would again visit his campus. Noting that the group had already heard from the President of UW System and the Chancellor of UW
Colleges, Dean Short wished the Senate well in all the business they needed to conduct. He was thanked with a round of applause.

3) Roll Call of 2014-2015 Senate and Introductions of Alternates. Assistant to the UW Colleges Senate Linda Baum circulated the attendance sheet. Chair of Chairs Greg Ahrenhoerster announced that he would be serving as the Alternate Presiding Chair in place of SSC Chair Mark Peterson. Ahrenhoerster announced that UW-Rock County had elected Bob Hein (Associate Professor, Mathematics) to serve as their faculty senator to complete Stephen Schmid’s term. Ann Herda-Rapp (Professor, Anthropology-Sociology, UW-Marathon County) was attending for Holly Hassel; Richard Krupnow (Senior Lecturer, English, UW-Sheboygan) was in attendance for Julie DeZeeuw; Rebecca Rate (SGA Vice President at UW-Fond du Lac) was there for SGC Vice President Wayne Mortenson; and Tricia Wessel-Blaski (Associate Professor, Psychology-Education) was acting as the faculty senator for UW-Washington County in Mark Peterson’s stead. Alternate Presiding Chair Ahrenhoerster also announced that Christa James-Byrnes, Interim Dean of UW Colleges Online and Distance Education was attending the meeting.

4) The agenda (Attachment 1) of the March 20, 2015 meeting of the UW Colleges Senate was amended to include a statement on the state budget proposal under New Business, and approved by unanimous vote [Kozma/Kmecheck].

5) The minutes of the January 22, 2015 meeting of the UW Colleges Senate held at UW-Washington County (posted at http://www.uwc.edu/employees/senate/meetings and in Public Folders) were approved by unanimous voice vote [Kozma/Alitto].

6) Reports

a) Chancellor Cathy Sandeen had left the meeting for another commitment prior to her report. She had given a presentation to the full Senate earlier in the day in which she discussed some of her ideas for the future of the UW Colleges. The chancellor detailed the unique aspects of UW Colleges—the transfer institution mission, the number of first generation and non-traditional students, the high workload carried by faculty and IAS, the dedicated staff, the highly effective transfer rate, and that UW Colleges is (as she was told) a “taxpayer factory,” turning out students who want to stay in the state. Environmental issues impact the institution in many ways: the economy, a high level of accountability (federal and state), and globalization. The trend to big data and predictive analytics is important: making courses more effective and personalized (UWC small class size and project based learning). The Associate of Arts and Science Degree Revision and Curriculum Reimagining is connected to this and credit transfer will play a large part. Chancellor Sandeen is interested in the smart use of data. Key metrics that are important internally and to external stakeholders should be defined and kept in one place where reports could be produced for a campus or the Colleges focused on an area. If data to support and discuss a campus’ or UW Colleges’ impact/benefit to the community were produced, it could go a long way towards helping public and legislative perceptions, as well as possibly with fundraising. Chancellor Sandeen had also spoken of the idea of credit mobility. Certain building blocks form secondary education, she said, but an issue
is created when a large number of students are not first-time, full-time students. Transferring credit or getting credit transferred from other institutions can be a problem. She described a model with basic degree granting institutions (associate, bachelors, graduate) with the ability to then add on other certifications such as certificates, modular certificates, and stackable certificates, and finally prior learning assessment and other learning accomplishments (badges). Not all students need to start at the same place or follow the same path to get to the final goal. Chancellor Sandeen described the system as permeable and flexible for students, no matter where they are in life. Modular certificates could stack together and could articulate that way into credits, for example, eventually leading to a degree. The chancellor wondered if the UW Colleges could help create a truly permeable model in Wisconsin as the need for degrees increased. She feels the number of UWC non-traditional students can be expanded and well served. Chancellor Sandeen had asked for reactions from the Senate to these ideas. It was noted that the idea about gathering data, especially, was great, but with budget cuts and morale being so low it was going to be difficult to start a new program of any sort; it was suggested that working to build such programs and see them languish actually adds to low morale. The chancellor suggested an R&D fund being built or a single campus incubator to start a program. Collaborative degrees and the BAAS are additional ways of reaching students. An increasing number of articulation agreements give UW Colleges students more choices of where to attend. It was discussed that the quality of the UW Colleges degree should be stressed; it was further noted that employers are looking for the skills typically symbolized by a liberal arts degree: communication skills and problem solving. A validation (badge) that those skills have been mastered as students work through the curriculum could let employers know of that employability status. This idea fits with a transcript project Chancellor Sandeen is working on primarily with UW-Extension that provides more detail about underlying/additional competencies students gain as they move through their courses. She described a multilayered transcript, layered with the traditional transcript, and said the Gates Foundation is interested in learning more about the project. It was expressed that articulation and transfer are very complex issues, and do not work particularly smoothly within the UW System. Chancellor Sandeen hoped that several of the four-years, the technical colleges, and maybe some private institutions would be interested in joining the program. She explained that her conversation was mostly on the economic side because of the current situation; the chancellor said that there is certainly a civic side to the liberal arts degree that should not be ignored. Chancellor Sandeen thanked the Senate for their time, noting that in the end it was all about the students who are striving to reach their goals. They are trying to make it happen, she said, and UW Colleges will help them make it happen. Chancellor Sandeen had been thanked with a round of applause.

b) Provost and Vice Chancellor for Academic and Student Affairs Greg Lampe referred to his written report *(Attachment 2)*. He added that two peer reviewers from the Higher Learning Commission (HLC) had conducted a site visit for the UW Colleges Flexible Option program on March 16-17. The visit was intended to determine whether or not the UW Colleges was keeping its promise it had made when granted accreditation by the HLC in 2012 to offer the Associate of Arts and Science degree in a Flexible Option format. The peer reviewers met with faculty and staff members, students, and
administrators, and were very impressed with our faculty members and the academic rigor of the program. A comment was offered during the exit interview by one of the HLC peer reviewers that higher education in the United States should thank the UW Colleges for the great work we have done with establishing this important, robust competency-based education program. A draft of the peer reviewers report will be sent to UW Colleges in about four weeks, and the final report will be submitted to the HLC a few weeks later. Provost Lampe thanked everyone for their support, including shared governance and the Senate, and all those who have been or were involved in the program. The search for the next dean of UW Colleges Online and Distance Education has been launched. The committee has been named and will meet Monday, March 23. The provost thanked Dr. Christa James-Byrnes for agreeing to serve as Interim Dean, noting that she will be very helpful in ensuring a strong new dean hire and smoothing the eventual transition of the new dean into the UW Colleges Online and Distance Education program. The UW Colleges Budget Planning Task Force met again last night, March 19, Provost Lampe reported, and is well into their work and exploring various options towards meeting Chancellor Sandeen’s charge. He encouraged people to visit the Budget Planning Task Force site for more information. The task force had gone through the over 100 suggestions that have been received to date from our UW Colleges colleagues the night before, he noted, and thanked all who had provided input. Provost Lampe related that the Budget Planning Task Force’s final meeting will be March 27. The task force will finalize their suggestions and submit a report to Chancellor Sandeen on April 3. He mentioned the BAAS degree completion program update and the update on the Associate of Arts and Science (AAS) degree curricular reimaging project led by Caroline Geary found in his written report. The Course Options situation continues to evolve. UW System campuses do not want to compete with each other, and school districts are unhappy as they cannot afford to pay for concurrent enrollment programs. UW System, UW Colleges, and UW-Oshkosh are very involved in the discussions. Course Options Coordinator Tricia Wessel-Blaski and Provost Lampe will continue to advocate on behalf of the UW Colleges, asking for a way to allow parents to pay for courses or to find some way to ease the burden on the school districts to keep this as a viable program for students.

c) Associate Vice Chancellor for Academic Affairs Joe Foy noted the location of his report (Attachment 3) in the Senate materials. The University of Wisconsin System has formed the LEAP Wisconsin Assessment Initiative. The initiative attempts to look at the impact of LEAP which was built into the shared learning goals of UW System. It is an inter-institutional conversation with the UW Colleges and a number of four-year institutions around how to assess the impact of LEAP as a state and a System. Part of the conversation is centering around ways to engage in the assessment of these students that may give better information around the impact of credit transfer and mobility on students.

d) Associate Vice Chancellor of Student Affairs and Enrollment Management Rich Barnhouse was attending the Student Affairs conference at UW-Marshfield/Wood County. His report (Attachment 4) in the binder of materials was pointed out.

e) Senate Steering Committee Chair & UWC Faculty Representative Mark Peterson was
unable to attend. Alternate Presiding Chair Ahrenhoeter called attention to Peterson’s report *(Attachment 5).* Ahrenhoeter offered to try to answer any questions.

f) Academic Staff Lead Senator Jeff Verona related where to find his written report *(Attachment 6)* in the Senate materials. He had nothing further.

g) UW Colleges Academic Staff Representative Danielle (Marcy) Dickson noted where her report *(Attachment 7)* was located in the materials. She had nothing to add.

h) University Staff Lead Senator Rose Brust called attention to her report *(Attachment 8)* in the materials. There were no questions.

i) Student Governance Council President Graham Pearce located his written report *(Attachment 9)* and reported that the SGC had passed a resolution in support of exploring the concept of campus status for UW Colleges Online. Although the resolution had not been included with the written report, it had been shared with the Senate via email prior to the meeting. SGC President Pearce wanted to emphasize that the resolution had the unanimous support SGC’s voting membership of student leaders.

j) Senate Academic Policy Committee Chair Caleb Bush related where his written report *(Attachment 10)* was located. There were no questions.

k) Senate Budget Committee Chair Michael Gorman pointed out his report *(Attachment 11)* in the Senate materials. He had nothing to add.

l) Faculty Professional Standards Committee Chair Ron Gulotta *(Attachment 12)* shared that the Faculty Professional Standards Committee (FPSC) had sent out the merit survey as discussed at the last Senate meeting. By a two to one margin, the majority of faculty want policy of some sort. The committee has focused on the faculty policy as they have progressed, but wanted to assure everyone that they have not forgotten IAS. They plan to fix the faculty policy and then use it as a mirror to complete policy for IAS.

m) Senate Assessment Committee Chair Kristin Plessel does not attend Senate meetings. Alternate Presiding Chair Greg Ahrenhoeter pointed out her report *(Attachment 13).* Questions may be sent to SAC Chair Plessel.

7) Old Institutional Business

a) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 2.02 (“Senate Membership”) [SSC] *amend to remove chancellor as presiding officer* *(Attachment 14).* Presiding Chair Greg Ahrenhoeter read the background and rationale. The procedure for adopting a proposed Constitutional amendment was explained. The Senate voted unanimously in favor of the amendment [Kozma/Kalish].

b) Adoption: Proposed Revision of the UW Colleges Senate Bylaws 5.0 (“Annual Elections”) [SSC] *correct number of student senators participating in elections*
Alternate Presiding Chair Ahrenhoerster noted the purpose of the proposed change. The motion carried unanimously [Kozma/Alitto].

c) Adoption: Proposed Revision of the UW Colleges Senate Bylaws 9.0 (“Senate Faculty Senator Reapportionment Procedures”) [SSC] include classified staff senators (Attachment 16). Presiding Chair Greg Ahrenhoerster explained this modification as another housekeeping type item to include classified staff. It passed by unanimous voice vote [Kozma/Van Slooten].

d) Other. There was no other Old Institutional business.

8) New Institutional Business

a) Resolution in Support of Maintaining Existing UW Colleges Senate Campus Senators Representation [SSC] no need to change number of faculty senators at this time (Attachment 17). Alternate Presiding Chair Greg Ahrenhoerster and Senate Assistant Linda Baum informed the Senate that the Constitution calls for an evaluation of the number of faculty senators to be completed every five years. There is a process delineated in the Senate Bylaws to make the determination of whether or not the number of faculty senators per campus needs to be changed. The evaluation revealed no need for changes; therefore, following previously established procedure a resolution to that effect was written to show for the record that the steps had been taken. The resolution was endorsed unanimously [Kozma/Dickson].

b) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 3 (“Campus Governance”) [USC] removing more than half-time appointment restriction from collegia membership (Attachment 18). Classified Staff Lead Senator Rose Brust explained that the proposed amendment is to remove the restriction prohibiting LTEs and others of less than half time from voting in campus collegia. Senator Evan Kreider argued that the change does not, in fact, prevent campuses from restricting LTEs and others from participating. Senator Mark Klemp countered that if the Senate does not restrict a group, neither can the campus. Other senators disagreed, saying that as long as all four categories are included (faculty, academic staff, classified staff, and students), the Constitution simply says who is eligible to be a member; the campus constitutions define actual membership, and the campus constitutions can be more restrictive than the UWC Constitution.

c) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 2 (“UW Colleges Governance”) [USC] bringing more into line with other Senate committees (Attachment 19). Classified Staff Lead Senator Brust noted that the proposed amendment moves three classified staff committees to ad hoc status, removes some membership restrictions to help ensure adequate staffing, and aligns committee terms with those of other Senate committees. A phrase in the first paragraph of section 2.08 “on each of the 13 campuses, Online, and Central Office” was struck so as to remove any possible confusion that the elections actually took place at that location. Senate Assistant Linda Baum will circulate the change.
d) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 10 (“Classified Staff (University Staff)”) [USC] *brining more into line with other Senate committees* (Attachment 20). CS Lead Senator Brust said the same explanation held true for the amendment to Chapter 10. The same phrase was removed from the first paragraph of section 10.03. Senate Assistant Baum will circulate the change.

e) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 2 (“UW Colleges Governance”) [SSC] *set faculty senator elections so all can participate* (Attachment 21). Alternate Presiding Chair Greg Ahrenhoerster pointed out the proposed amendment to section 2.02 which is proposed to allow all senators to be able to participate in the final Senate meeting and the choosing of committee preferences. It was agreed that the language should specify the proposal was referring specifically to faculty senators (“Faculty senators must be elected prior to April 1st.”). Senate Assistant Linda Baum will circulate the change.

The vote to initiate the proposed Constitutional amendments noted in items 8b-8e carried by unanimous vote [Kozma/Kreider].

f) Introduction: Proposed New Institutional Policy Regarding Students #209 (“Academic Forgiveness Policy”) [SAPC] *create policy to help student with previous poor academic record* (Attachment 22). SAPC Chair Caleb Bush informed the Senate that the proposal is a new policy. The idea was originally sent to SAPC last year and has been worked on in conjunction with student affairs, the registrar, and academic affairs. It will bring UW Colleges policy in line with that of other UW System institutions. He noted that sections of the proposed policy language are very similar to those of other institutions, such as UW-Eau Claire and UW-Milwaukee. A forgiveness policy is thought to be very important for returning students, especially Flexible Option, BAAS, and non-traditional students who may have been out of school for a while. Senator Lucas Dock asked if forgiveness was being linked to admission. Bush explained that the student had to have already been admitted, have earned twelve credit hours, and be in good standing to apply. Senator Margaret Hankenson asked for the reasoning behind requiring that the student not have been enrolled in any credit course in any institution for a certain time. SAPC Chair Bush replied that having a period of time demonstrable as being out of school was common. Senator Katie Kalish added that three years was common policy for two-year institutions, four-year institutions often required five years of non-enrollment.

g) Introduction: Proposed Revision of IP #320 (“Policy on Evaluation—Instructional Academic Staff (Category B), including Returning Retired Faculty”) [FPSC] *all IAS should receive AR and HR should receive merit scores* (Attachment 23). FPSC Chair Ron Gulotta began by noting that the introduction was made following a request from the Senate Steering Committee, and that following the FPSC committee meeting earlier in the day there were several language changes to make. After listing various language changes and shifts in order to make sure spring only IAS receive the Activity Report and that those who teach in summer and Winterim do as well, the Senate began to discuss and debate the policy. The conversation began with a question about who the merit score is
sent to and to whom the merit letter is sent. It was noted that the Activity Report would have to be sent out every term, but that it would be due just once a year; the language in the accompanying email would undoubtedly have to be modified to explain. It was stated that IV.C discusses something the UW Colleges does not employ—renewable appointments for instructional academic staff. It was suggested that the faculty merit policy be examined in order to improve this faulty policy. It should be clarified who is contacted (chair and dean to ensure the right one is notified) and what is included in the merit letters. It was the general consensus that the policy go back to the Faculty Professional Standards Committee for additional work.

h) Introduction: Proposed Revision of IP #103 (“UW Colleges Certificate Program”) [SSC] noting that departments can grant waivers (Attachment 24). Presiding Chair Ahrenhoerster explained that the introduction followed a question sent to SSC. He said that waivers for the Associate of Arts and Science degree are granted by campus academic action committees. Certificates are granted by departments; therefore, department chairs should be able to grant waivers relating to certificates if necessary.

i) Other. UW Colleges Senate on the Budget Proposal (Attachment 25). The statement as passed by the Senate Steering Committee earlier in the day was circulated. Alternate Presiding Chair Ahrenhoerster thanked Senate Assistant Linda Baum for typing during lunch, and UW-Fond du Lac Dean’s Executive Assistant Renee Anderson for making last minute copies for the Senate. The SSC had asked the Senate Correspondence Committee (SCoC) to draft a statement on the budget proposal because most governance bodies have done so, and Steering thought UW Colleges should be heard from. Correspondence Committee was asked to take a practical approach, not use accusatory or inflammatory language, and keep it specific to UW Colleges, explained Senator Katie Kalish, SCoC member. She concluded by saying the statement was to be straightforward and say it will hurt if the cuts happen. The need to make a statement was discussed and agreed upon; the Senate should make it known, even if symbolically, that large cuts to the budget are hurtful to the UW Colleges. Following some wording and format edits, the statement was unanimously approved [Dickson/Raunio]. Senate Assistant Linda Baum will circulate the statement in its final form.

9) Other Institutional Business

a) Endorsement: Exploring “Campus Status” for UW Colleges Online Program (Attachment 26). Alternate Presiding Chair Ahrenhoerster stated that this was an issue that everyone was familiar with. He noted that Interim Dean for UW Colleges Online and Distance Education Christa James-Byrnes had visited campuses to answer questions, and that former Dean for Online Glena Temple had attended both Senate and Senate Steering Committee meetings to discuss the topic. Senator Kathy Immel related that UW-Fox Valley wondered if NODE could be included in the endorsement. Interim Dean Christa James-Byrnes responded that NODE is under the Online umbrella. Senator Evan Kreider added that the fear was that NODE would fall through the cracks if the current model changed since it was not specifically Online or distance education. Provost Greg Lampe related that NODE was purposefully not included in the endorsement because it was
intended to look at serving Online, off-campus students, whereas NODE serves on campus students. He understood the concern that it would fall through the cracks, but with the NODE coordinator reporting to the head of Online, he said he did not think anyone would forget about them. Alternate Senator Richard Krupnow asked if the idea behind the proposal was representation, in which case those aligned with NODE were already represented and would not fall through the cracks. Senator Katie Kalish of UW-Marathon County said that there were two main issues. The first is that even if the fourteenth campus might be a great idea, no other options are being considered; one idea is being focused on instead of discovering the best way to solve the various issues with Online. The campus urges that the process slow down and a deliberative look at all options be taken prior to going to the Board of Regents for permission to pursue anything. Interim Dean Christa James-Byrnes said that former Dean Temple had been directed by SSC to determine the next step, and was informed by UW System Interim Senior Vice President for Academic and Student Affairs David Ward that this was the next step toward getting the approval of the Board to investigate. She said she understood the concern, but Board of Regent procedure is being followed. SGC President Graham Pearce related that voting down the endorsement would remove options from the table. Senator Mike Gorman expressed that UW-Marathon County seemed to be saying that the process should be going faster; a lot of resources should be put into studying the matter before it is determined if it is possible to follow through on the matter. It did not make sense to him to put effort, time, and financial resources into researching if there was a possibility of being told that there was no way the Regents would consider the option. Senator Kalish then made the second point she referred to earlier: there is a fear around the endorsement not requiring a second approval from the Board of Regents; asking could automatically start the implementation process, she explained. Planning time is necessary and vital. Senator Gorman asked the provost for clarification on the action of the Board. Provost Lampe said that he was told that if the Board of Regents endorses the investigation, then they will accept whatever the UW Colleges decides to do at the conclusion of that investigation. Senator Troy Kozma related that part of the problem UW-Barron County has with the endorsement is the question of who makes the decisions around going forward or not. He argued that decisions are often made by small groups given limited options; he argued that collegiums need open, strong input with a clear understanding of financial and other risks. Kozma said that shared governance needed to be a vital part of the process at the collegium level. Senator Kozma stated that the unknown is a large worry. There are not just solutions involved; there are risks to the campuses included, too. A different process, far more open and transparent, is absolutely necessary, Kozma concluded. Senator Lisa Schreibersdorf said that the UW-Fond du Lac collegium wondered if there were any guarantees that it would be coming to them again prior to when it appeared in the form of Constitutional amendments. Provost Lampe replied that he has been focused on the endorsement; the endorsement allows investigation, it is not linked to a foregone conclusion. If a virtual campus is chosen, a return trip to the Board would not be necessary. If a virtual campus is not chosen, changes to policies and the like would work to solve the problems. The provost cannot imagine not going through shared governance, engaging the campuses, and the Senate. While Provost Lampe cannot make guarantees, he felt it a foregone conclusion that the Senate and campuses would be engaged in any
discussions as it is an institutional issue and part of the UW Colleges culture to do so. Alternate Senator Krupnow shared that Online has been an issue for at least a decade. He suggested that slowing down would be a greater risk than moving forward and seeing what was next. Senator Rose Brust asked if the motion could be amended to ensure that the UW Colleges Senate be involved in discussions of Online as it went forward. It was determined that the motion could not be amended. SGC President Pearce expressed that the issue seemed to be about pre-existing feelings of trusting administration, whereas he was worried about serving and representing Online students. Senator Kalish said that solving Online problems has not been moving slowly as suggested by Richard Krupnow, the problems have been neglected. However, she continued, that did not mean Colleges should go from zero to 60 in a second instead of taking a measured approach with a commitment to shared governance being included. Senator Kay Sbarbaro asked what might happen to Online if the endorsement was granted, other than being labeled as a fourteenth campus. UW Colleges Online and Distance Education Interim Dean Christa James-Byrnes gave an example, sharing that she had sent out an email requesting a student member for the search committee for the Online dean Wednesday, giving them until early Monday to reply. Thirty-five students replied and twenty-seven applied and all thanked her for the opportunity to be included. The 3000 Online-only students without governance representation are not eligible for scholarships, TRIO, undergraduate research, and other opportunities, and as shown by her example, they should be able to be involved. Interim Dean James-Byrnes also relayed that while people are saying that the process is moving too fast, it should be pointed out that the students are in the exact spot that they were nine months ago when the conversation began. Alternate Senator Tricia Wessel-Blaski said that the UW-Washington County collegium had unanimously supported the proposed investigation, saying that they wondered why something had not been changed years earlier; there was also, she related, a lot of concern for the unsupported, unrepresented students. Senator Caleb Bush explained that he had taken an informal straw poll at UW-Marshfield/Wood County which was slightly in favor of the endorsement. It had been discussed briefly in October, he said, as to how changes would be made in the Senate to accommodate Online as a campus. He went on to say that if the investigation concludes that campus status for Online is the best way to proceed, those changes would have to come through the Senate so shared governance will still be involved. From a shared governance standpoint, three thousand students with no representation is a big issue that should be addressed because it is not right, related Senator Mark Klemp. Senator Kozma expressed that two different things were going on. The discussion was supposed to be about taking a vote to explore the options; however as he feared, it was morphing into a discussion about student representation. He also argued that talking to collegium was not engaging them, that they had had no meaningful input, and that collegium and shared governance had to have substantial input. He fears that following what he says has become the standard procedure, the package that eventually comes to the Senate will be something to simply say yes or no to, with no real option to say no. Senator Kalish called for a roll call vote. Senator Lucas Dock pointed out that the 3000 Online-only students had no collegium representation. Collegium is important, but those students do not even have that. The question was called and the motion carried unanimously [Kreider/Hankenson]. Alternate Presiding Chair Greg Ahrenhoerster read the motion on the floor “Exploring ‘Campus Status’ for UW Colleges Online Program”
and the vote was taken. The endorsement passed with twenty-two in favor (Alitto, Bush, Dickson, Dock, Gorman, Gulotta, Hankenson, Hein, Immel, Kaiser, Klemp, Krupnow, Larson, McGuire, Pearce, Peng, Rate, Raunio, Sbarbaro, Schreibersdorf, Verona, Wessel-Blaski), six opposed (Herda-Rapp, Kalish, Kozma, Kreider, Kuhlmann, Van Slooten), and two abstentions (Brust and Winkler) [Dickson/Pearce].

b) Other. There was no further Other Institutional Business.

10) Adjournment. The UW Colleges Senate reached the end of the agenda at 3:51 p.m. and Alternate Presiding Chair Greg Ahrenhoerster announced that they were adjourned.
2014-2015 Faculty Senators Present: Annette Kuhlmann, UW-Baraboo/Sauk County; Troy Kozma, UW-Barron County; Lisa Schreibersdorf, UW-Fond du Lac; Kathy Immel and Evan Kreider, UW-Fox Valley; Jessica Van Slooten, UW-Manitowoc; Katie Kalish, UW-Marathon County; Mark Klemp, UW-Marinette; Caleb Bush, UW-Marshfield/Wood County; Faye Peng, UW-Richland; Bob Hein, UW-Rock County; Matt Raunio, UW-Sheboygan; Julianna Alitto, Ron Gulotta, and Margaret Hankenson, UW-Waukesha

2014-2015 Faculty Senators Absent: Holly Hassel, UW-Marathon County; Mark Peterson, UW-Washington County

2014-2015 Faculty Alternates Present: Ann Herda-Rapp, UW-Marathon County (Hassel); Tricia Wessel-Blaski, UW-Washington County (Peterson)

Others Present: Greg Ahrenhoerster, Alternate Presiding Chair/Chairs’ Representative; Linda Baum, Assistant to the Senate

1. Call to Order 2014-2015 Faculty Council of Senators. The UW Colleges Faculty Council of Senators (FCS) was called to order at 3:58 p.m. by Alternate Presiding Chair Greg Ahrenhoerster.

2. The roll call for faculty senators and alternates was circulated by Assistant to the Senate Linda Baum.

3. The agenda for the March 20, 2015 Faculty Council meeting was approved by unanimous vote [Alitto/Kreider].

4. The minutes of the January 22, 2015 Faculty Council of Senators meeting held at UW-Washington County (posted at [http://www.uwc.edu/employees/senate/meetings](http://www.uwc.edu/employees/senate/meetings) and in Public Folders) were approved unanimously [Kalish/Van Slooten].

5. Reports

   a) Chair Mark Peterson’s report was in the Senate materials.

   b) Faculty Professional Standards Committee Chair Ron Gulotta asked if those present wanted additional feedback on the merit survey that had been sent out by the FPSC. Senator Katie Kalish replied that the survey was very thoughtful. FPSC Chair Gulotta thanked Senator Lisa Schreibersdorf. It was explained to the Council that respondents were two to one in favor of adding a satisfactory category. There were mixed replies
regarding any change to how merit is distributed. There was strong support for increasing the number of faculty ranked above meritorious. Years in rank, rank, merit rating, and across the board increases were all supported as criteria for determining faculty salary increases; market comparison was not supported. Faculty want a Senate policy detailing merit as they noted. Comments included requests to limit or cap the length of the activity report, and that the expectations for creating and evaluating the activity report should be made clearer. There is confusion over how to weight the different areas of the activity report. People do not like the format of the activity report. Perhaps, it was suggested, the report should be an online form with standardized font, margins, and guidance for questions, in which some information would be automatically filled in from year to year. Senator Schrebersdorf asked the FCS what they might suggest for next steps. Standardizing the activity report and the assessment process for it were deemed good steps. It was also discussed that merit rankings should accurately reflect the work that was done. Alternate Presiding Chair Greg Ahrenhoerster gave the example that someone should not be given a B when they earned an A simply because all the As were already given out. It was felt that even if there is no money attached to the rating, the ‘grade’ itself is important to receive. The need to really give meaning to the categories, including satisfactory, was discussed. Council members wondered if the satisfactory rating will be used to avoid the unsatisfactory rating. It was further suggested to keep IAS merit in mind while reworking the policy, noting that their best rating is the worst for faculty. FPSC Chair Gulotta said that that is being addressed with the AS promotion policy.

6. Old Business

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

7. New Business

a) Other. There was no New Business for the Faculty Council to discuss.

8. Other Business

a) Other. There was no Other Business for the Faculty Council of Senators.

9. Adjournment. The March 20, 2015 meeting of the Faculty Council of Senators was adjourned at 4:30 p.m. by Alternate Presiding Chair Greg Ahrenhoerster when all business was concluded.
Members Present: Jeff Verona, Lucas Dock, Danielle Dickson, Steve Kaiser, Michael Winkler, Michael Gorman, Richard Krupnow (alternate for Julie DeZeeuw)

Guest: Kendris Krupnow

Meeting was called to order by Verona at 3:50 pm

Kaiser moved to approve the agenda, Gorman seconded. Motion approved.

Gorman moved to approve the minutes of the January 22, 2015, Council meeting. Winkler seconded. Motion approved.

Gorman moved to approve the introduction of ASPP #708 (Titling Guidelines for Instructional Academic Staff) (Attachment 27), Dickson seconded. The Council discussed feedback from Colleges-wide IAS regarding the policy. Minor language changes were approved. The Council accepted a friendly amendment (to be listed as point 7) detailing the reporting chain for when an IAS received a retitling. Motion approved.

Gorman agreed to draft a statement to be sent to the Chancellor along with the final version of ASPP #708 which would reflect long-standing concerns among the IAS regarding the 80% rule and other issues related to the policy.

Verona gave an update on AS elections and expressed hope that all required positions would be filled by the deadline. He noted that the Council election attracted five candidates for four open positions.

The Council considered comments from the Academic Staff Nominations and Elections Committee regarding changes to the ASCS Bylaws (Attachment 28). The discussion revealed other language which needs to be modernized. The Council will continue to scrutinize the bylaws with a goal of introducing a full set of revisions at the October 2015 meeting.

Verona shared the results of the governance survey conducted by Senate Steering and noted that SSC intends to follow up on IAS concerns of feeling “disconnected” from the institution. He will contact IAS to compile a list of those concerns and potential action steps.

Meeting adjourned at 5:00 pm.
UW COLLEGES
Classified Staff Council Senators
Friday, March 20, 2015
UW-Fond du Lac

MINUTES

Present: Rose Brust (MTH), Christi Larson (WSH), Juli McGuire (FOX), Kay Sbarbaro (SHB)

Not Present: Roseann Stenstrup (MNT)

1. Call to order: Chair Rose Brust
   Roll call for Classified Staff Council Senators members - C. Larson


4. Reports:

   Performance Evaluation: The group has not met recently. Will be looking at revising the current form.

   Strategic Planning: Larson reported on the process used at Washington County to include everyone. Larson will send out information to Senators.

   Layoff Policy: Policy is still in progress. Stenstrup not present to report. Sbarbaro shared that there are concerns at UW Sheboygan that the policy is moving too quickly.

5. Executive Committee: Brust reported that the amendments discussed at the UW Colleges Senate meeting will be going to collegium and then coming back to the Senate.

6. Senate Items:

   UW Colleges Online as a campus issue and Senate vote was discussed.

   Resolutions: Would mean more if each individual wrote a personal letter to their Representatives.

   Budget Issued: McGuire would like the council to brainstorm for future budget reductions to have ideas ready.

7. Other: Discussion on Public Authority. McGuire will look into Union issues regarding this.
8. Reminder to send ideas to Rose for the next Council Meeting

Meeting adjourned at 4:30pm.

Respectfully Submitted,
Christi Larson-University Staff Council (USC)-Secretary
University of Wisconsin-Washington County Representative
Schedule

UW COLLEGES
Meetings of Senate, Committees, and
Academic Staff, Classified Staff, and Faculty Councils of Senators
Friday, March 20, 2015
UW–Fond du Lac
9:30 a.m. to 5:00 p.m.

Coffee and Collegiality
9:00 a.m. - 9:30 a.m.
A-219 Henken Room

Discussion
9:30 a.m. - 10:15 a.m.

UW System President Ray Cross
A-219 Henken Room

Committee Meetings
10:20 a.m. - 11:40 a.m.

- Senate Academic Policy Committee
  A-216
- Senate Budget Committee
  A-210
- Faculty Professional Standards Committee
  A-211
- Senate Steering Committee
  A-219 Henken Room

Presentation
11:45 a.m. - 12:30 p.m.

UWC: Present and Future
Chancellor Sandeen
A-219 Henken Room

Lunch
12:35 p.m. - 1:20 p.m.
A-219 Henken Room

UW Colleges Senate
1:25 p.m.
A-219 Henken Room

Council Meetings
following Senate

- Academic Staff Council of Senators
  A-210
- Classified Staff Council Senators
  A-216
- Faculty Council of Senators
  A-219 Henken Room
1) Call to Order of 2014-2015 Senate

2) Welcome

3) Roll Call of 2014-2015 Senate and Introductions of Alternates

4) Approval of Agenda

5) Approval of Minutes: January 22, 2015, UW-Washington County (posted in Public Folders and http://www.uwc.edu/employees/senate/meetings)

6) Reports

   a) Chancellor Cathy Sandeen
   b) Provost and Vice Chancellor for Academic and Student Affairs Greg Lampe
   c) Associate Vice Chancellor for Academic Affairs Joe Foy
   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) University Staff Lead Senator Rose Brust
   i) Student Governance Council President Graham Pearce
   j) Senate Academic Policy Committee Chair Caleb Bush
   k) Senate Budget Committee Chair Michael Gorman
   l) Faculty Professional Standards Committee Chair Ron Gulotta
   m) Senate Assessment Committee Chair Kristin Plessel

7) Old Institutional Business

   a) Adoption: Proposed Amendment of UW Colleges Constitution Chapter 2.02 (“Senate Membership”) [SSC] amend to remove chancellor as presiding officer

   b) Adoption: Proposed Revision of the UW Colleges Senate Bylaws 5.0 (“Annual Elections”) [SSC] correct number of student senators participating in elections

   c) Adoption: Proposed Revision of the UW Colleges Senate Bylaws 9.0 (“Senate Faculty Senator Reapportionment Procedures”) [SSC] include classified staff senators

   d) Other
8) New Institutional Business

a) Resolution in Support of Maintaining Existing UW Colleges Senate Campus Senators Representation [SSC] *no need to change number of faculty senators at this time*

b) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 3 (“Campus Governance”) [USC] *removing more than half-time appointment restriction from collegia membership*

c) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 2 (“UW Colleges Governance”) [USC] *bringing more into line with other Senate committees*

d) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 10 (“Classified Staff (University Staff)”) [USC] *bringing more into line with other Senate committees*

e) Introduction: Proposed Amendment of UW Colleges Constitution Chapter 2 (“UW Colleges Governance”) [SSC] *set faculty senator elections so all can participate*

f) Introduction: Proposed New Institutional Policy Regarding Students #209 (“Academic Forgiveness Policy”) [SAPC] *create policy to help student with previous poor academic record*

g) Introduction: Proposed Revision of IP #320 (“Policy on Evaluation—Instructional Academic Staff (Category B), including Returning Retired Faculty”) [FPSC] *all IAS should receive AR and HR should receive merit scores*

h) Introduction: Proposed Revision of IP #103 (“UW Colleges Certificate Program”) [SSC] *noting that departments can grant waivers*

i) Other

9) Other Institutional Business

a) Endorsement: Exploring “Campus Status” for UW Colleges Online Program

b) Other

10) Adjournment
Draft Agenda

UW COLLEGES

Faculty Council of Senators

Friday, March 20, 2015

UW-Fond du Lac

1. Call to Order 2014-2015 Faculty Council of Senators

2. Roll Call of faculty senators and alternates

3. Approval of Agenda

4. Approval of Minutes: January 22, 2015, UW-Washington County (posted in Public Folders and http://www.uwc.edu/employees/senate/meetings)

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

6. Old Business
   a) Other

7. New Business
   a) Other

8. Other Business
   a) Other

9. Adjournment
Roll Call

Select Recorder

Approval of Minutes from ASCS meeting of January 22, 2015.

Approve Agenda

New Business
I. Introduction of ASPP #708 (“Titling Guidelines for Instructional Academic Staff”)

Other Items
I. Update on elections
II. Comments from the ASNEC chair regarding the review of ASCS Bylaws
III. Other business
IV. Adjourn
## Draft Agenda
### UW COLLEGES
#### Classified Staff Council Senators
##### Friday, March 20, 2015
##### UW-Fond du Lac

Current Members:
- [ ] Brust, Rose – UW-Marathon County (Lead Senator & USC Chair)*
- [ ] Larson, Christi – UW-Washington County (USC Secretary)
- [ ] McGuire, Juli – UW-Fox (USC Vice Chair)
- [ ] Roseann Stenstrup – UW-Marinette (Chair Personnel Committee)
- [ ] Kay Sbarbaro – UW-Sheboygan

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- Evaluation forms - discuss
- Campuses’ strategic planning - discuss
- Layoff policy
- Executive Committee

- Senate Issues:
  - UW Colleges Online as Campus
  - Resolutions
  - Budget Issues

### Other
- Public Authority – Non-State employee discussion

### Adjourn

**Action Summary:**
Update on the UW Colleges Budget Planning Task Force: Initial discussions about the formation of a Budget Reduction Task Force took place at a Deans Meeting on Tuesday, February 17. At that meeting, the deans and central administration mapped out a process and timeline for budget reduction planning. The first step identified in the task force formation process was to consult with shared governance leaders. The following week, Vice Chancellor for Administration and Finance Steve Wildeck and I met with Mike Gorman, the chair of the Senate Budget Committee, Mark Peterson, the chair of the Senate Steering Committee, Rose Brust, the chair of the Classified Staff Council of Senators, and Greg Ahrenhoerster, the chairs’ representative to the Senate. At that meeting, Steve Wildeck and I were advised by these shared governance leaders to have at least two to three Senate Budget Committee members on the Budget Planning Task Force. Consequently, we asked Mike Gorman to put out a call to Senate Budget Committee members for volunteers to serve. Kay Sbarbaro, Mark Klemp, and Mike Gorman stepped forward. Following the advice of shared governance leadership, Chancellor Sandeen then appointed these three Senate Budget Committee members to the task force. In addition to these members, Chancellor Sandeen wanted to have a department chair and a dean on the task force. She also wanted a person at the table to provide views of classified staff. It is important to note that these members are not representing deans, chairs, instructional academic staff, and classified staff; rather, they are bringing their perspectives to the work of the task force.

On Wednesday, March 4, I announced to the institution the members of the Budget Planning Task Force. They are as follows:

Co-Chairs:

- Greg Lampe, Provost and Vice Chancellor for Academic and Student Affairs
- Steve Wildeck, Vice Chancellor for Administration and Finance

Members:

- Greg Ahrenhoerster, Chair, English, Department Chair Representative
- Rose Brust, Graphic Designer, UW-Marathon County, University Staff Lead Senator
- Mike Gorman, Senior Lecturer, Chemistry, UW-Rock County, Chair, Senate Budget Committee
- Jackie Joseph-Silverstein, Campus Executive Officer and Dean Representative, UW-Sheboygan
• Mark Klemp, Associate Professor, Chemistry, UW-Marinette, Senate Budget Committee member
• Kay Sbarbaro, Custodian, UW-Sheboygan, Senate Budget Committee member

Staff Members

• Rich Barnhouse, Associate Vice Chancellor for Student Affairs and Enrollment Management
• Linda Baum, Assistant to the UW Colleges Senate
• Joe Foy, Associate Vice Chancellor for Academic Affairs
• Colleen Godfriaux, Associate Vice Chancellor for Administration and Finance
• Vicki Keegan, Director of Marketing and Communications

In addition to the task force members identified above, the task force plans to invite people to our meetings to address specific issues that arise as we do our work.

On Saturday, March 7, the Budget Planning Task Force held its first of four, four hour weekly meetings. During the initial meeting, Chancellor Sandeen gave the committee its charge to identify and make recommendations to reduce $6.5 million in GPR-funded expenses from the UW Colleges budget. She directed the task force members to (1) consult recent analyses and recommendations contained within the Repositioning Task Force Report (January 2014) and the Huron Consulting Report (November 2013) created during previous budget reductions, (2) review the broad input collected during the last biennial budget reduction planning cycle, and (3) requested that institutional recommendations should encompass academic as well as administrative functions. Chancellor Sandeen asked that the task force maximize combined institutional budget reductions before any allocation of reductions are considered for individual campuses. The task force is expected to provide recommendations to Chancellor Sandeen by April 3, 2015.

The Budget Planning Task Force members next reviewed the UW Colleges budget, went over in detail the Repositioning Task Force Report, and began reviewing the Huron Consulting Report. At the end of the meeting, members discussed a communication plan. To keep everyone updated on the budget process an internal site, UWC Budget Planning Task Force, has been posted. Meeting notes, reports and other information are available at this site. The Budget Planning Task Force decided to set up an email budgetsuggestions@uwc.edu so that our UW Colleges members can participate in the planning process by sending insights, comments and suggestions to this email address. The closing date for ideas being shared is Tuesday, March 17. The established deadline helps to ensure that the task force can consider all ideas submitted and still meet its April 3 deadline for submitting budget reduction recommendations to the chancellor.
Please visit the internal site for more information. The Budget Planning Task Force will continue to keep you informed of its work in the weeks ahead.

**Update on the Bachelor of Applied Arts and Sciences (BAAS) Degree Completion Program:**
Our institution’s bachelor degree completion program continues to gather momentum and serve our BAAS degree-seeking students well. Listed below are two major developments regarding the BAAS degree completion program (my thanks to BAAS Degree Program Manager Patti Wise for assisting me with these updates):

- **Memorandum of Understanding (MOU) Update:** I am pleased to report that all six of our UW partner BAAS degree completion program campuses, UW-La Crosse, UW-Parkside, UW-Platteville, UW-Stevens Point, UW-Stout, and UW-Superior, have signed a revised MOU allowing UW-Baraboo/Sauk County, UW-Barron County, UW-Richland, UW-Rock County, UW-Waukesha, and UW-Marshfield/Wood County to fully implement the pathway designed for technical colleges students who have earned as applied associate degree. Additionally, all BAAS degree-seeking students, regardless of campus location, will now be able to access over 100 online courses offered by our UW partner campuses.

- **Articulation Agreements Update:** When UW System approved the UW Colleges Substantive Redirect proposal last summer, one of the requirements for implementing expanding access to the BAAS degree completion program by admitting students with a Wisconsin Technical College System (WTCS) applied associate degree was to develop specific program-to-program articulation agreements with each of the WTCS institutions with which the UW Colleges’ campuses plan to work. BAAS degree Program Manager Patti Wise has been working in consultation with the BAAS degree-granting campuses and the WTCS campuses on developing articulation agreements. I am pleased to report that excellent progress is being made towards gaining approval from the seven technical colleges with which we plan to work: Wisconsin Indianhead Technical College (UW-Barron County), Madison Area Technical College (UW-Baraboo/Sauk County), Mid-State Technical College and Northcentral Technical College (UW-Marshfield/Wood County), Blackhawk Technical College (UW-Rock County), Southwest Technical College (UW-Richland) and Waukesha County Technical College (UW-Waukesha). Patti Wise and I plan to have all seven articulation agreements signed by the end of the 2015 spring semester so that we can fully implement the applied associate degree pathway in fall 2015.

BAAS degree Program Manager Patti Wise and I will continue to keep you informed as to how the BAAS degree completion program is progressing.
Update on the Associate of Arts and Science (AAS) Degree and Curricular Reimagining Project:

As I reported to you in January, Associate Vice Chancellor for Academic Affairs Joe Foy and I met in early January to plan the first steps in launching the AAS degree and curricular reimagining project, and a timeline for completing this initiative. On January 26, Senate Steering Committee Chair Mark Peterson put out a call to all UW Colleges faculty members for nominations and self-nominations for the faculty coordinator position. Eleven faculty members nominated themselves or were nominated by colleagues for the faculty coordinator position and submitted application materials. Hence, the competition for the faculty coordinator position was very high and it was challenging for me to choose among the faculty members who applied for the position. On Monday, February 23, I announced the appointment of Associate Professor of Chemistry and Chemistry Department Chair Caroline Geary as the UW Colleges faculty coordinator. Caroline’s appointment began on February 27 and will continue throughout the 2015-2016 academic year. Since her appointment to the position, Caroline has met with Associate Vice Chancellor for Student Affairs and Enrollment Management Rich Barnhouse, Associate Vice Chancellor for Academic Affairs Joe Foy, and Chancellor Cathy Sandeen, and me to discuss next steps and share our perspectives of the work ahead. On Friday, March 6, Caroline met with the UW Colleges academic department chairs to discuss their important role in the reimagining work ahead and to ask for their assistance with assessing the current AAS degree—its strengths and its weaknesses.

Caroline Geary brings a broad institutional perspective to the work ahead that is cultivated from varied service and teaching opportunities in the UW Colleges. She is truly excited about leading this effort. I am very pleased that she is serving as the faculty coordinator.

Caroline and I will continue to keep you informed of any developments in our planning efforts to review and reimagine the AAS degree and our curriculum in the UW Colleges.

Update on Course Options: In mid-February of 2014, the Wisconsin Department of Public Instruction introduced details of Course Options which was included as part of the approved 2013-15 biennial budget. Course Options was fully implemented in the fall of 2014.

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 course. Because local school districts had not had to pay for concurrent enrollment programs in the past, many of them across the state decided in spring 2014 not to continue offering concurrent enrollment opportunities. In May 2014, UW System President Ray Cross, recognizing that Course Options was significantly impacting high school student access to college courses offered at the high schools and taught by high school instructors, announced that he would use UW System funds to support a one-year “stop-gap”
measure. The “stop gap” plan will end at the end of this academic year. Below is a brief update as to where the Course Options statute stands as of this writing:

- UW System administration continues to advocate to the legislature for more tuition flexibility for Course Options. UW System Legal has drafted language changes for the statute. These changes have been shared with state legislators in both houses of state government and the governor’s office.

- The Department of Public Instruction (DPI) continues to be supportive of the Course Options statute as written. The DPI is committed to working with school districts to make the implementation of the Course Options statute easier and more efficient.

- The Wisconsin Technical College System remains committed to the Course Options statute as written.

- To create more tuition flexibility for UW System institutions, UW System President Ray Cross recently established a one-year pilot program under which UW System is suspending the Tuition Section of General Administrative Policies and Procedures (GAPP) #36 and allowing UW institutions to negotiate tuition with school districts. Now, each UW Colleges’ campus will have the flexibility to negotiate tuition rates with their local school districts. [Note: GAPP #36 stipulates that UW System institutions could charge school districts 50 percent of the institution’s tuition. With the suspension of the tuition section of GAPP #36, UW System institutions have the flexibility to charge less than 50 percent of their tuition rate.]

Course Options Coordinator Tricia Wessel-Blaski will continue to keep you informed of any developments regarding the Course Options statute.

Respectfully submitted,

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

3.12.2015
Attachment 3

UW Colleges Associate Vice Chancellor for Academic Affairs
Report to the UW Colleges Senate
March 20, 2015

On Thursday, February 26, I presented work from the UW-Waukesha/UW-Parkside Quality Collaboratives project at the UW System Transfer Symposium. I was joined by Martin Rudd and Tammy Ladwig, who presented their work on embedding the high impact practice of community-based learning through their collaboration with UW-Oshkosh, as well as Caroline Geary, Greg Ahrenhoerster, and Larry Graves who were all representing the UW Colleges. The purpose of the symposium was to bring two and four year campuses together for a System-wide conversation about improving transfer and cooperation (primarily related to general education). The Wisconsin Technical College System was also present and well represented in the discussions.

On Friday, February 27, I attended a meeting of Continuing Education leaders and members of CEOEL to talk about the potential impact of the budget cuts on Extension for funding provided to the UWC for supporting Continuing Education departments, as well as discuss collaborative opportunities for CE going forward. I want to thank CE Director Vickie Richmond-Hawkins for attending the first day of this important meeting while I was attending the transfer symposium. Her notes and representation of our institution at the table is greatly appreciated. The CE directors are in the process of completing their one-year plan for submission to CEOEL, and will begin a three-year planning cycle this summer. CE is also working with the Wisconsin Populations Lab to learn about “mega-trends” within the state that can help with future programming and growth, as well as with UW Colleges Online for ways of expanding access to CE through distance education modalities.

I am working with the CEO/Deans of the 13 campuses and the Online and Distance Education program on completing a “capacity study” focused on curriculum and instructional staffing across the Colleges. The purpose of this study is to examine existing capacities and develop a tool that will better inform campuses and departments considering position requests, as well as to advance a broader institutional perspective to more efficiently meet curricular demand and needs.

Following up on my previous report to the Senate, the International Education Taskforce has begun its work looking at both curricular and non-curricular programming as it relates to our international education program within the Colleges. The committee is focusing on both curricular offerings as well as exploring a preparatory, non-credit program housed within International Education that prepares students for the broader college experience. The preparatory program is to provide general communication skills that are more broadly focused so that students can be successful in the classroom, on campus, socially and in the community. My thanks to chair Rachel Knighten and the members of the task force for getting this work started.

The Libraries and UWC Campus Assessment Coordinators have completed their joint work on SAILS, which focuses on library instruction and information literacy. Their work is being presented and shared widely. I want to thank Peggy Turnbull and our UWC
librarians for helping to guide these efforts, as well as Valerie Murrenus Pilmaier, our campus assessment coordinators, and the Senate Assessment Committee for all of their work. Thanks also to the campus communities for their involvement and support. This data has showed where there are both significant strengths and areas for potential improvement in incorporating library instruction to help advance student success.

In the area of developmental education, I want to highlight the work of Janette Miller (Developmental Mathematics Coordinator) and Joanne Giordano (Developmental Reading and Writing Coordinator) who, along with several colleagues in English and Math and student affairs offices around the Colleges, have secured significant grant awards from the Gates Foundation and UW System for their work with multiple measures placement. These efforts are working to find ways to best place students and match them up with supports needed to be successful as well as to more rapidly advance students into credit-bearing courses and minimize time-to-degree. My thanks to the work being done by everyone involved.

I have been working with a planning committee involved with putting together the Board of Regents meeting that will be hosted at the UW-Waukesha campus in April. As chair of the Program Committee, I have been working closely with Vicki Keegan (UWC), Malcolm Brett (UWE/BAMI) and Michael Harryman (UWE/BAMI) to incorporate stories that represent the work of the UW Colleges and UW Extension. With stories and programming from Colleges focusing on undergraduate research, the BAAS degree completion program, Flex, access programs, AAS successes, and more, the UW Colleges will be well represented in the active and passive programming for the meeting. Given that this meeting is occurring in early April, coinciding when the Joint Finance Committee is scheduled to begin to do its listening sessions around the state, this will be an excellent time to highlight the truly important work of the UWC.

Finally, departments have submitted their feedback on catalog revisions. I will work with Larry Graves and Vicki Keegan to make sure the necessary changes are incorporated into our catalog, which will be archived this summer/fall. I am also working with Patti Wise, the SCC and the SBCC to determine a process for applying degree designations to the existing AAS courses that departments have put forward BAAS designations for to accommodate students taking AAS courses within the BAAS program. The goal is to have this finished quickly so that the changes can be incorporated into the catalog revisions.

Respectfully Submitted,
Joseph J. Foy
March 5, 2015
Spring 2015 Enrollment

According to the Bluebook enrollment report, as an institution the UW Colleges has experienced a slight enrollment increase in headcount from 13,075 (Spring 2014) to 13,107 (Spring 2015) or 32 students across the institution. The Full-Time Equivalency (FTE) declined by 4.3% from 8096 (Spring 2014) to 7745 (Spring 2015) or 351 FTE across the institution.

Venn diagram showing headcount, FTE, New Freshmen, and Continuing students from 2010 to 2015.

Title IX Training for Campus Executive Teams

On January 16, Christine Curley, Assistant Vice Chancellor for Equity, Diversity and Inclusion, and I hosted a Title IX training for Campus Executive Teams and the UW Colleges Student Conduct and Title IX Task Force. The training was specifically designed for the UW Colleges and was provided by the UW System Office of General Counsel.

The intent of the training was to ensure that Deans and Assistant Deans have an understanding of Title IX, changes to the law, and campus responsibilities. Topics covered included:

- Overview of Title IX and Office of Civil Rights Guidance
- Handling sexual misconduct complaints
- Scenario-based discussions
- Receipt of complaint, initial assessment, investigation, hearing process and appeals

Over the course of the next year, Christine Curley and I are planning to present information regarding this topic to faculty and staff on campuses.

UW System Clery Audit
The Clery Act is the federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses, and to issue timely warnings to students and employees regarding any ongoing threats to campus safety. The law is tied to an institution's participation in federal student financial aid programs. The Clery Act is enforced by the United States Department of Education. In response to an increase in the fines levied against institutions in 2013, the UW System is taking a proactive approach by hiring a professional organization to conduct an audit of all UW campuses including each the UW Colleges’ campuses and administration. Audits will include:

- All offices or departments that could be found to be out of compliance in a Clery audit by the US Department of Education.
- An off-site review of the Annual Security and Fire Safety Report(s) for the institution/campus.
- An on-site and off-site review at each institution/campus of the methodology and process for complying with the Clery Act.
- An on-site review at each institution/campus of one year's incident reports related to the crime statistics that the institution is required to report.
- An on-site review at each institution/campus of one year's reports for drug, liquor, and weapons violations by both the Police Department and the Assistant Campus Dean for Student Affairs Office to determine if crimes are being properly reported.
- The off-site production of a final report for each institution/campus.
- This audit will be finished and all reports delivered within 150 days of the date of bid award.

Unattended Children Policy

During the Fall 2014 semester, the central administration and Deans jointly developed an Unattended Children Policy (Administrative Policy #57). The policy was approved by the Chancellor on December 8, 2014 and implemented on December 9, 2014. The policy is specifically regarding students and members of the public and should not be confused with any policy relating to employees of the UW Colleges. For a full description of the policy please see [http://uwc.edu/employees/admin/policies/admin-policies](http://uwc.edu/employees/admin/policies/admin-policies).

Respectfully submitted,

Rich Barnhouse
Associate Vice Chancellor,
Student Affairs and Enrollment Management
03.06.15
Attachment 5

Senate Steering Committee Chair
UW Colleges Faculty Representative to UW System Administration
Report to the UW Colleges Senate
March 20, 2015

It has not been a quiet week in Lake Wobegon.

Public statements from the Colleges regarding the proposed budget, shared governance, and the public authority: two exercises with our geographical challenge.

A number of weeks ago I engaged the Senate Correspondence Committee to produce a letter on behalf of the UW Colleges Senate, one that addressed the current budget proposal and which could be used by Senators in their local markets. The Correspondence Committee assembled a great letter. The Senate is indebted, in particular, to the work of Peter Gibeau, Ron Gulotta, Katie Kalish, and Janet Labrie. In the meantime we’ve encouraged people across the colleges to edit the letter for appropriate local length and for appropriate local content and send them out, being careful to use neither university time nor university resources, to their local newspapers or media centers.

I also brought in a Joint Statement from the UW System Faculty Representatives council to Senate Steering to ask whether I could sign as Senate Steering chair. The Joint Statement asked the Regents, in the event that UW System moves to a public authority, to guarantee our shared governance and tenure rights as they appear in chapter 36 and in all current policies. It seemed appropriate to ask whether I could sign this Joint Statement on behalf of the entire Senate – including academic and classified staff – and not simply as representative of the faculty.

There seemed to be general consensus over the phone to approve the motion, but the classified staff lead senator balked at voting yes because the document did not explicitly mention classified staff. Being unwilling to use a majority to override the classified staff senator’s vote, I urged the committee to vote no with the proviso that I would then take the Joint Statement to the Faculty Council for their approval. I forwarded the Joint Statement to the Faculty Council with the request that either they were remain silent – and the condition that I would take their silence as a sense – or if they wanted to they could write in and asked for a phone conference to discuss it further. There were objections and those who objected re-edited the statement to accommodate their concerns.

While we working toward consensus, the Joint Statement was sent forward without our participation and the Regents decided to act. They moved to protect tenure and shared governance rights, including those of classified staff as contained in current Regents policies, by establishing committees -- to create new Regent policies to preserve shared governance and tenure.

Our geographical challenges as an institution really came to the fore in this process. Other campuses have a pretty easy time calling emergency meetings of their faculty senates and this accounts for the number of endorsements, resolutions, and statements of principle we’ve seen from faculty at the comprehensives and Madison. This is not an easy option for us. On the other hand, there are a couple of advantages: geography makes it difficult for us to do anything precipitously and it forces us to work more diligently toward consensus.
At the most recent Steering meeting prior to this Senate, I brought forward resolutions from the UW Madison and UW Milwaukee faculties for review and to ask whether we’d like to endorse them or something like them. During the meeting, Steering decided to take a deep breath, ask the Senate Correspondence Committee to have a go at drafting an initial response, something more sensitive and specific to the Colleges mission and value to the state, and to have it ready for review at the next Senate Steering meeting (the one here in FdL), so it could be forwarded out for discussion and approval at the April Senate meeting. Additionally, the timeline matches up with legislative hearings which should occur in April and May – one of which is scheduled to happen in Barron County.

Time was our adversary in the consideration and production of these documents. Nonetheless, our committees (and our policies!) worked wonderfully despite the anxieties, the stress, and the challenges of time and geography. The documents produced embody the intelligence and insight of our colleagues, and their willingness to put aside personal agendas to reach consensus.

The Regents and the Faculty Representatives meetings in Madison on March 5th and 6th, 2015.

There’s a lot of hubbub and anxiety concerning what a public authority might mean for the university system.

Many UW campuses, and certainly the Facebook traffic I’ve seen, are filled with presentiments about what could happen next. There are a couple of hard truths here: 1) we don’t know what sort of thing the public authority will be and 2) there’s plenty of empirical evidence to justify any measure of cynicism about this process, especially given the way the political structures have framed discussions about state budgets and, honestly, the survival of higher education. However, trust is based largely on two things: reliability and the appearance of sincerity. The Regents and UW System administration have, so far, demonstrated both. Our best posture at this time is to Trust But Verify – which is a satisfyingly Reaganesque retooling of a Russian proverb now applied to Reagan’s grandchildren.

There are a couple of points worth making: it is a mistake to conflate the public authority issue with questions about shared governance and tenure. The public authority issue is simply a matter of how System and the state legislature have negotiated the mechanisms for providing the kinds of budgetary flexibilities that System, and the Regents, have been after for decades. The main flexibilities we keep hearing about involve real control of tuition and control over position count (so that positions no longer have to be sent through the joint committee on employee relations – and micromanaged into next week, as it has been for most of recorded memory. These flexibilities depend on not answering to the legislature for everything and are tied up with the promise of a dedicated, reliable, income stream (tied to CPI) that will allow the Regents, then, to predict revenue, tuition, and positions. That should make everybody’s life significantly easier. But again, the public authority is not really related to the questions of shared governance.

If the fear is that a public authority undercuts the rights of faculty and staff, rights currently enshrined in Chapter 36 – well, that’s happening now. Most other states have shared governance and tenure rights embodied in policies that belong to their boards of Regents rather than ensconced in the law. While it is true that Wisconsin’s enshrinement of these rights in Chapter 36 is a noble exercise, the value of placing employee rights in the law depends entirely on whether or not the legislature is inclined to make changes; they weren’t, but now they are. Moving our shared governance and tenure rights into a platform overseen by a public authority changes nothing. The legislature can always come back and make adjustments if it wishes to. That is no different from the way things are at this very moment.
The other biting question is “why we should trust the Regents?” There’s a response, well-established in UW institutional culture. It seems that every time a Regent is appointed by a governor, whether a Democrat or Republican, within a year that Regent will have drunk the UW System Kool-Aid and their interests will have shifted from whatever political motivations they may have had to defending the university. This happens often enough to have become self-fulfilling prophesy. As an example, let me note that two of Mr. Walker's appointees, in their very first meetings, stood up and said, in effect, that the legislature must stop cutting University of Wisconsin, that there is no more fat left to cut, but only bone, and that all the faculty and staff need raises. I’m still surprised every time I hear this point of view expressed – as it is, often, and both publicly and privately – but this accounts for the erosion of some of my cynicism about the Regents and provides at least as reliable a basis for trust as any we’ve developed with the legislature.

Respectfully submitted,

M. Peterson, Chair/Faculty Rep
ASPP #708 (Titling Guidelines for Instructional Academic Staff)

The Council has received feedback and comments from academic staff and will be introducing the policy at today’s meeting.

Revision of ASCS Bylaws

The Council has received comments from the ASNEC regarding changes to the bylaws and has begun the review process.

Elections

The elections process for the AS Council and its standing committees has begun; additionally, candidates are being solicited for required positions on the various Senate committees. Every year this process becomes more challenging. With the expansion of limited appointee and LTE positions (both of which lie outside of governance), the pool of potential candidates continues to shrink. And with the elimination of academic staff positions in general, AS have less time to be involved in shared governance and feel increasingly pressured to avoid doing so. As part of the “public authority” conversation, the Senate should consider reviewing the prohibitions against allowing AS in limited appointee or LTE positions to serve in shared governance.

Respectfully Submitted,
Jeff Verona
March 4, 2015
Joint Session of Academic Staff and Faculty Representatives with Regent President Michael J. Falbo and Regent Vice President Regina Millner

- During the joint meeting with the AS and Faculty Reps, the Board of Regent (BoR) informed that University of Wisconsin System is in favor of the public authority and “we are in this together” - tenure, shared governance, and the Wisconsin idea are ingrained in this system and are very important to all of us (including Academic and University Staff). The BoR will do their best to be as transparent as much as they can; although there is still much they don’t know. The BoR understands that morale is low, but taking this time as an opportunity to look at the budget, how to improve processes, and to do things more efficiently.

Joint Meeting of Academic Staff Representatives and Faculty Representatives with Dave Ward, Interim Senior Vice President for Academic and Students Affairs and Stephen Kolison, Associate Vice President of Academic, Faculty and Global Programs

- During the second half of the joint meeting with the AS and Faculty Reps, Margo Lessard, Senior Special Assistant for Human Resources & Workforce Diversity, (with system legal Tomas Stafford, General Counsel) gave an update on layoffs and Employee Benefits under Public Authority (Please see Appendix A and B).

Discussion among Academic Staff Representatives

- The discussion with the AS Reps dealt with the resolutions coming from the various campuses. The Academic Staff Reps agree that tenure and shared governance are important to this system and that “we are all partners in teaching, research, and service (Please see Appendix C). All of the campuses are experiencing low morale (from everyone) so we are planning a summit for Academic Staff to offer a place to ask questions and get information regarding the budget, and how we too see this as an opportunity to improve processes on all of our campuses.

Respectfully Submitted,
Danielle (Marcy) Dickson
March 9, 2015
Appendix A

The Governor's proposed budget is located at:
http://docs.legis.wisconsin.gov/2015/related/proposals/sh21

The UW Section includes the following paragraph summary of the changes:

The bill eliminates requirements that apply to the UW System and Board of Regents under current law, including requirements regarding the following: faculty tenure and probationary appointments; academic staff appointments; accumulation of sick leave; specified educational programs and studies; graduate student financial aid; recruiting programs for minority and disadvantaged students; public broadcasting; application and parking fees; student fee statements; gifts, grants, and bequests to the UW System; transportation planning; orientation information on sexual assault and harassment; student identification numbers; Downer Woods preservation; criteria for use of animals in research; information technology; support for medical practice in underserved areas; a rural physician residency assistance program; loan assistance programs for physicians, dentists, and other health care providers; and various legislative reports.

The change to Chapter 36: 36.30 Sick leave. Leave of absence for employees with pay, owing to sickness, shall be regulated by rules, policies and procedures of the board, except that unused sick leave shall accumulate from year to year.
Appendix B

State of Wisconsin
Accumulated Sick Leave Conversion Credit Program (ASLCC)
Supplemental Health Insurance Conversion Credit Program (SHICC)
Fact Sheet

Program Preview

- Created by Wis. Stat. § 40.05 (4) (b).
- The ASLCC Program was first authorized in 1972; the SHICC program was first authorized in 1995.
- The Department of Employee Trust Funds and the ETF Board have statutory authority for program administration and oversight [Wis. Stat. § 40.05 (4) (b) and § 40.95].
- The Office of State Employment Relations authorizes the continuation of the SHICC program through collective bargaining agreements and compensation plans.

Program Features

Sick Leave Accumulation

- For most state of Wisconsin employees, sick leave accrues at the rate of five hours every two weeks to a maximum of 16.25 days a year. Unused sick leave hours accumulate from year to year and are converted at retirement to pay health insurance premiums.
- Unused conversion credits continue to pay for health insurance premiums until the monthly insurance premium equals or exceeds the conversion credit balance. When this happens, future premiums are paid by the retiree or surviving dependent.
- The sick leave account balance may be escrowed after retirement for participants who provide evidence of comparable health insurance coverage from another source.
- Sick leave credit conversion accounts have no cash value and do not accrue interest over time.

Eligibility and Enrollment

Who is Eligible for the ASLCC Program?

- Insured state employees who meet one of the following:
  - Retire on an immediate retirement or disability annuity.
  - Retire and receive a lump-sum benefit.
  - Terminate employment with 20 years of Wisconsin Retirement System creditable service, but defer application for their retirement benefit.
- State constitutional officers, members or officers of the legislature, state agency or department heads appointed by the governor with Senate confirmation, heads of legislative service agencies and employees with 20 years of WRS creditable service terminating before their retirement age (providing they do not elect a WRS separation benefit).
- Surviving insured spouses and dependents are eligible to use ASLCC credits to pay health insurance premiums upon the death of the employee or retiree.
- Employees on layoff status may use sick leave credits to pay health insurance premiums for a maximum of five years from the date of layoff.

Who is Eligible for the SHICC Program?

- A state employee must meet the requirements to participate in the ASLCC program and have at least 15 years of adjusted continuous state service.
- Surviving insured spouses and dependents are eligible to use SHICC credits to pay health insurance premiums upon the death of the employee or retiree.

† Insured means covered under the State Group Health Insurance Program as either a subscriber or a dependent under another state employee's or retiree's plan.
Converting Sick Leave Credits

ASLCC Program
- The conversion credit amount is computed at the time of layoff, retirement, or death:

\[
\text{Number of hours of unused sick leave} \times \text{highest basic hourly pay rate received while employed by the state} = \text{ASLCC program sick leave credits.}
\]

- The conversion credit is used to pay the full cost of health insurance premiums for the employee and eligible dependents until it is exhausted or for up to five years for employees on layoff.

SHICC Program
- Supplemental credits are converted at the employee’s highest hourly rate of pay while employed by the state.
- The supplemental benefit matches sick leave credits for participants retiring with 15 or more years of adjusted continuous state service.

Protective occupation employees:
- Match up to 76 hours (9.75 days) per full year of service through 24 years + 104 hours per full year of service over 24 years = SHICC program matching sick leave credits.

Other employees:
- Match up to 52 hours (6.5 days) per full year of service through 24 years + 104 hours per full year of service over 24 years = SHICC program matching sick leave credits.

- The program includes a provision for the restoration of 500 hours of sick leave credits upon retirement, provided at least 500 hours of sick leave were used for a single injury or illness during the three years preceding the retirement effective date.

Additional Information About ASLCC and SHICC
- Unused conversion credits continue to pay for health insurance premiums (without interest over time) until the monthly insurance premium equals or exceeds the conversion credit balance. When this happens, future premiums are paid by the retiree or surviving dependent.
- The sick leave account balance may be escrowed after retirement for participants who provide evidence of comparable health insurance coverage from another source.
- Sick leave credit conversion accounts have no cash value.

Funding for ASLCC and SHICC

Both sick leave conversion programs are pre-funded, based on a percentage of payroll as recommended by the ETF Board’s consulting actuary and through the issuance of Pension Obligation Bonds (revenue bonds) by the state of Wisconsin. As a result of the bonding, the state has paid off the majority of the unfunded liabilities of the programs. The current funding formula is 1.2% of covered payroll (effective 01/01/2010). It is reviewed annually and designed to generate sufficient income to support benefits while maintaining a level percent of contribution from year to year.

<table>
<thead>
<tr>
<th>ASLCC and SHICC Statistics as of December 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active state employees earning sick leave .......... 68,511*</td>
</tr>
<tr>
<td>Accrued unused sick days ................................ 5,904,075 days</td>
</tr>
<tr>
<td>Averages for active employees: Age ......................... 45.8 years</td>
</tr>
<tr>
<td>Years of service ........................................... 11.7 years</td>
</tr>
<tr>
<td>Sick leave days ............................................. 86.2 days</td>
</tr>
</tbody>
</table>

| Retirees and beneficiaries .................................. 14,166** |
| Total annual premiums paid from sick leave accounts (ASLCC and SHICC) .... $134,374,697 |
| Program assets: ASLCC ......................................... $1,414,426,395 |
| SHICC ............................................................ $837,650,251 |

* Employees who do not have 15 or more years of adjusted continuous state service are not eligible to participate in the SHICC program.

** Does not include 4,582 escrowed accounts.
Anniversary of Academic Staff Shared Governance

Whereas, July 17, 2015, marks the 30th anniversary of the University of Wisconsin System academic staff governance rights in state statute;

Whereas, academic staff are partners in teaching, research and service;

Whereas, academic staff are responsible for research, instruction, student services, information technology, outreach, administration, clinical/health sciences, library, communication, and many other roles;

Whereas, these responsibilities provide a holistic understanding of the university and its needs, resulting in stronger policies due to academic staff participation;

Whereas, statutory shared governance supports a culture of transparency, engagement, accountability, and efficiency;

Whereas, shared governance facilitates collaborative decision making among academic staff, faculty, classified staff, students, and administrators on decisions that directly and indirectly impact the lives of the university community;

Whereas, shared governance has a positive impact on productivity and employee morale;

Whereas, shared governance is not a limitation, but rather it saves time and money by providing for the participation of a variety of voices that results in strong, effective policy making;

Whereas, shared governance is a strong tradition on the UW-Madison campus and an example of the Wisconsin Idea in action;

Whereas, academic staff involvement in shared governance promotes transparency in decision-making and allowing for a fully deliberative process, which leads to improved policies, products and a stronger campus community; and

Whereas, shared governance adds a layer of accountability between campus administration and the legislature, leading to an inclusive campus community because academic staff are actively part of the decision-making process;

Therefore be it resolved that a copy of this resolution be forwarded to the Governor of Wisconsin, the Chancellor of the University of Wisconsin-Madison, the President of the University of Wisconsin System, and the President and Vice President of the UW System Board of Regents.
Meetings of the Council
Held February 12 and March 12 via Lync.

UPS Policy Work
Grievance Policy has been turned over to D. Prucha for the Chancellor’s approval. Discussions are ongoing among the University Staff Council in regard to the Layoff Policy. The Layoff committee work group continues to meet with D Prucha to discuss and draft that policy.

The Council will hold off on work on the work on the Performance Management Policy since it was felt that there are policies with higher priority such as the Complaint Policy and the Workplace Expectations Policy. Discussion on policies continues.

Policy Review Procedure
The Council has drawn up a Policy Review Procedure in order to remain consistent in the steps taken when drafting the needed policies.

UWC Constitution Amendments
The Shared Governance Committee drafted amendments to the UW Colleges Constitution Chapters 2 & 10. On February 26 the Council met and approved those amendments to be forwarded to the Senate Steering.

Council Elections
The following people have been elected Council reps for 2015-2017:
Bradley Wilson – UW-Baraboo/Sauk County
Jaci Sacco – UW-Barron County
Tracy Schwinn – UW-Fond du Lac
Rose Brust – UW-Marathon County
Dawn Messerschmidt – UW-Marshfield/Wood County
Christi Larson – UW-Washington County
Jean Stapleton – UW-Waukesha

UW-Rock County elections produced no nominations, therefore have no Council rep at this time (2015-2017).

Statewide Meetings
Members of the University Staff are still meeting with representatives from the four-year institutions discussing mostly policy work. A recent meeting was held to discuss the status of the Layoff Policy.
Budget
Council members and classified staff continue to express concerns about the proposed Budget cuts.

Respectfully submitted,
Rose Brust, Chair
UW Colleges University Staff Council
Student Governance Council has been hard at work for the past month to engage students on some important current issues. My report will focus on two major priorities: Response to the governor’s proposed biennial budget, and the Online Program status change investigation.

SGC has taken initiative to promote awareness of the implications of the proposed budget cut among student governments in the Colleges, as well as on the proposed structural changes. Our approach has been to help students to be informed, encourage them take a stand on this important issue, and to get involved. More than anything else, we believe it is critical that the informed voice of students can come through to our communities and to our legislature. Student governments are a key agent for this communication.

At our March 5, 2015 meeting, SGC adopted a resolution opposing the budget cut to the UW System. We plan to use this when contacting legislators to help illustrate the collective position of the students of the UW Colleges. We will be promoting as much student involvement as possible at the four Joint Finance Committee public hearings being held around the state, two of which will have already occurred by the time of the March Senate meeting. On March 3 I met with Dean Short from UW-Fond du Lac to share information and discuss strategies for student involvement and communication on the budget issue.

SGC also passed a resolution at the March 5 meeting regarding the endorsement for investigation of “virtual campus” status for Online. I have included this resolution after my report for your review. As representatives of the interests of all students in the UW Colleges, we feel strongly that the rights of online students be prioritized in this decision. Our position is that this endorsement will ensure the greatest chance of success in enhancing the rights and opportunities of online students, as well as for the future success of the Online Program, because it ensures we have all options on the table when the investigation into structural changes for Online is performed. We respectfully ask the Senate to consider the student perspective when voting on this issue.

SGC thanks the Senate for their support of student voices on the important issues currently at stake; Chancellor Cathy Sandeen for her support; our advisor Kimberly Valenza; Richard Barnhouse, Linda Baum, Mark Peterson, and Christa James-Byrnes for their valuable assistance.

Respectfully,
Graham Pearce
Student Governance Council President
UW-Colleges Student Governance Council Resolution on Online Student Rights

_Passed unanimously by SGC, March 5, 2015_

To: UW Colleges Senate

Whereas
The UW Colleges Online Program has grown significantly in recent years, with over 5,000 students, including over 3,000 online-only students who are not represented at a UW Colleges physical campus,

Whereas
Students of UW Colleges Online, while being students in the UW Colleges, currently do not have a mechanism for participation or representation in shared governance, or the opportunity to make decisions regarding the funding of student services or activities through the use of segregated fees,

Whereas
Students of UW Colleges Online currently lack many of the opportunities that are offered to students of physical campuses, such as grants, scholarships, and undergraduate research,

Whereas
UW Colleges Online has requested the UW Colleges Senate to endorse an investigation into "virtual campus" status, as the next step toward seeking appropriate solutions to the previously-mentioned shortfalls of the existing structure,

Whereas
This requested endorsement does not bind the UW Colleges to any particular course of action regarding the "virtual campus" status or any other form that a solution to these problems may take, but is merely the next step toward investigating the best solutions to the issues currently affecting Online-only students,

Therefore, Let it be Resolved:
We, the UW Colleges Student Governance Council, find it imperative that shared governance rights be extended to all students in the UW Colleges, and urge the UW Colleges Senate to consider this a priority;

Be it Further Resolved:
We, the UW Colleges Student Governance Council, representing the 14,000 students of the UW Colleges, in the interest of all UW Colleges students both at the 13 physical campuses as well as online, support the endorsement for investigation of "virtual campus" status for UW Colleges Online.
The Senate Academic Policy Committee (SAPC) has remained active and engaged in an ongoing series of tasks. We are making good progress on a number of fronts and will be introducing important policies/policy revisions at the March and April Senate meetings. I want to thank my committee colleagues for their willingness to review policy, seek clarification, internally and externally, and provide honest, thoughtful feedback when needed. SAPC, the Senate, and the Colleges benefit from the strong teamwork between committee members.

SAPC met the morning of January 22, 2015. During this meeting, we discussed and/or acted on the following items:

1) In the spring semester, 2014, Senate Steering charged SAPC with a review of IP#107, concerning mediated instruction in the Colleges, and IP#110, concerning dual credit courses offered through local secondary schools. Joanne Giordano has worked to review both policies and has drafted an updated version of IP#107. The committee discussed this new version and will look to introduce this policy in the near future.

2) SAPC has also been tasked with introducing a new institutional policy granting “academic forgiveness” to returning students, out of school for some time, with poor, prior academic records. In the fall, 2014, SAPC Chair, Caleb Bush, contacted Associate Vice Chancellor, Joe Foy, and Registrar, Larry Graves, to ask for their input. At the January meeting, the committee discussed the comments provided by both parties, especially the Registrar. We agreed to seek clarification from the Registrar as well as send the draft policy to all campus Assistant Deans for Student Affairs.

3) Prior to the January meeting, Senate Steering tasked SAPC with developing new policy language for the dissolution, combination, split, or relocation of academic departments and/or programs. Policy allowing for the creation of new departments/programs has only just been developed, and these changes are now needed. SAPC Chair agreed to examine the existing policy, #408, and find ways to make changes to allow for these new functions.

Following the January 22, 2015 meeting, SAPC has worked on the following tasks:

1) The committee received valuable feedback from campus Assistant Deans of Student Affairs concerning the draft policy granting academic forgiveness. We also received further clarification from the Registrar, Larry Graves, on his concerns with the policy.
With this new input, SAPC has had considerable discussion and made multiple edits to address key concerns. The revised draft has been shared within and without the committee. We anticipate introducing this policy at the March Senate meeting and further lively discussion in Senate and campus Collegia. Multiple UW System institutions already have such policy in place, and we will be “catching up” with this practice. Still, it poses interesting questions worth discussing.

2) Committee Chair, Bush, has been drafting changes to Senate Policy #408, allowing for dissolving, relocating, merging, and/or obliterating departments (alright, not obliterating; I threw that in there to see if anyone actually reads my report). The task has proven a bit more challenging than anticipated, and the committee will be discussing this policy further.

3) Most recently, Senate Steering tasked SAPC with making slight revisions to IP #405, adding language that if committee membership calls for “department chair,” it can also be filled by a program chair. This “tweak” will be discussed at the SAPC March meeting and such policy likely introduced at the April Senate meeting.

As Chair, I welcome comments, questions, and/or feedback on the committee’s work. Thanks to committee members for their work, and thanks to all reading my report.

Respectfully submitted,
Caleb M. Bush
Chair of Senate Academic Policy Committee
March 20, 2015
Budget and Budget Planning Taskforce:

There is a lot going on and the budget committee is going to be actively involved in the Budget Planning Taskforce.

However, this report is being submitted one day before the first meeting of the Budget Planning Taskforce and the last meeting of the Senate Budget Committee was a few days before the governor announced his proposed reduction to the UW budget. So, nothing about the budget has been discussed by the budget committee at the time of this report and anyone reading this report will likely know more about the progress of the Budget Planning Taskforce than I do at the time the report is being written.

PD Policy Review:

The Budget Committee has been charged by Steering to review the PD policies throughout the institution.

At this point we have been gathering policies to be reviewed. The policies are being assembled on the budget committee section of the senate sharepoint site.

Michael Gorman

Chair – Senate Budget Committee

March 20, 2015
The committee continues working on a comprehensive review of the merit review policies with special attention being given to how such procedures might inadvertantly add to gender bias and other forms of bias. It is our intention to provide a mechanism by which any and all merit review committees can consistently evaluate faculty and Instructional Academic Staff. The FPSC is consulting with other committees, including Senate Budget and the Special Committee on Merit Distribution, to look at potential needs to adjust the formula for distribution of merit raise funds, the potential need to add additional merit ranking levels to express levels of success below those levels eligible for higher percentages of merit raise funds (sub-divisions of the meritorious ranking, and the potential need to specify in policy the standards of performance to achieve each level of merit ranking. We have circulated a survey amongst the faculty seeking input on several issues relative to potential changes to the merit policy, and we expect the results to greatly inform our work. We hope to have a revised policy to introduce at our April meetings. We appreciate the need to get this right.

The committee’s work to create a unified policy covering the various forms of grievances and appeals now scattered across policies in the UW Colleges continues. 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 have been working with central office personnel and UW System Legal to be sure the unified policy is consistent with state law and with UW System policy. This action will simplify language in the constitution and add details in the senate policies.

We have one introduction for today’s meetings. As requested by department chairs and Associate Deans, we have altered the language in IP #320 to specify distribution of AR (Activity Reports) to all IAS who have taught during an academic year to assure that spring-only instructors are included in the AR and review process. We have also stipulated the IAS review score be shared only with the Director of Human Resources at the central administration level.

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) The data from the Project SAILS (information literacy) was presented by UW Colleges librarians.
   a. 675 total students including all campuses and online
   b. Scored better than institution type benchmark (other using SAILS) on all 8 SAILS skill sets
   c. Student are increasing literacy skills, and more the longer they are in our institution, and with each difficulty level of English class (098, 101, 102)
   d. areas for improvement include Using finding tool features, retrieving sources, documenting sources

Further discussion included how to share the information with campuses and how to improve these skills in our students. The Librarians will be following up on this project.

2) Discussion about the morale of DACs/CACs and the difficulties we have filling these (paid) positions. We brainstormed methods to make assessment more palatable to departments. The bulk of the conversation focused on the lack of visibility and importance of assessment as a retention tool.

3) During the afternoon breakout session with the CACs, the campus coordinators discussed a possible campus cycle of assessment and their current projects.

4) During the afternoon breakout session with the DACs, the fall assessment data was reviewed. Various methods of assessing were shared including using “research project” for departmental assessment, using multiple proficiencies for the institutional assessment and others. The discussion around assessment needs to change—rather than we HAVE to do it, it needs to focus on what data do we want and what do we want to change when we have the data.

SAC discussed morale and participation at length. A campus cycle of assessment will be put on hold. In the meantime, the focus needs to be put on useful campus assessments that can and will actually be done. Deans do not seem aware of the projects on their campus and the CAC is a undervalued position without support. We will be working with deans to provide more support.
Assessment of the FLEX program was also discussed. SAC suggests a model for assessment that would be between BAAS (formation of a separate committee) and a Campus Assessment Coordinator. Val will be working with Kim Kostka to design a method.

Submitted by
Kristin Plessel
SAC Chair
February 19, 2015
**Background and Rationale**

This amendment to 2.02 reassigns presiding officer status, in accordance with practice, to the chair of the Senate Steering Committee. Under Robert’s Rules of Order, a presiding officer is not allowed a vote so, since, under UW Colleges shared governance, any Steering chair is also a senator, they must be allowed to vote in order to represent their campus.

**Proposed amendments are in strikethrough and red, bold, underline and italicized font.**

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**UW Colleges Constitution**

**Chapter 2 - UW Colleges Governance**

Approved by the UW Board of Regents 9/10/93  
Revision adopted by the Senate 11/12/94  
Revision adopted by the Senate 5/5/95  
Revision adopted by the Senate 9/20/97  
Revision adopted by the Senate 4/23/99  
Revision adopted by the Senate 10/17/08  
Revision adopted by the Senate 2012-01-11  
Revision adopted by the Senate (SSC) 2014-01-22  
Revision adopted by the Senate (SSC) 2014-03-14

...["

2.01 Senate Membership

Revised by the Senate (SSC) 2014-03-14

...["

The Chancellor shall be the Senate's presiding officer, without vote. *The Chair of Senate Steering shall be the Senate’s presiding officer and, as a senator, retain their vote.*

...["

[End]
Background and Rationale
The current bylaw states that “the two newly elected student senators” when it should say three. The original intent was to include a previous student senator in the vote. These changes make student participation commensurate with faculty, academic staff, and classified staff voting for annual elections.

Proposed amendments are in strikethrough and red, bold, underline and italicized font.

UW Colleges Senate Bylaws

| Established 11/12/94 | Revised by the Senate (SSC) 1-13-10 |
| Revised 3/18/95 | Revised by the Senate (SSC) 3-5-10 |
| Revised 1/11/96 | Revised by the Senate (SSC) 4-23-10 |
| Revised 5/4/96 | Revised by the Senate (SIITC) 2010-10-22 |
| Revised 3/8/97 | Revised by the Senate (SSC) 2011-01-12 |
| Revised 4/23/99 | Revised by the Senate (SSC) 2011-04-29 |
| Revised 3/14/03 | Revised by the Senate (SSC) 2011-10-21 |
| Revised 5/02/03 | Revised by the Senate (SSC) 2013-01-11 |
| Revised 1/21/04 | Revised by the Senate (SSC) 2013-02-25 |
| Revised 5/7/04 | Revised by the Senate (SOPC) 2013-03-15 |
| Revised 4/29/05 | Revised by the Senate (SSC) 2014-03-14 |
| Revised 10/19/07 | Revised by the Senate (SSC) 2014-03-24 |
| Revised 1/16/08 | Revised by the Senate (SSC) 2014-08-28 |
| Revised by the Senate 3-7-08 | Revised by the Senate (SSC) 2014-10-24 |
| Revised by the Senate 1-14-09 | Revised by the Senate (SSC) 2014-10-24 |
| Revised by the Senate 4-24-09 | Revised by the Senate (SSC) 2014-10-24 |
| Revised by the Senate 10-23-09 |

5.0 Annual Elections

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.
Background and Rationale

Bylaws 9.2 needed to be updated to include classified staff senators in the mention of faculty senator reapportionment.

Proposed amendments are in strikethrough and red, bold, underline and italicized 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

[...]

9.0 Senate Faculty Senator Reapportionment Procedures

Added by the Senate March 5, 2010

[...]

9.2 The number of faculty Senators will remain at 17 unless the Senate as a whole finds an overwhelming need to change the number. Any reconsideration of the number of faculty Senators should be accompanied by a reconsideration of the number of Academic Staff Senators, the number of Classified Staff Senators, and the number of members on a review of how these members will be distributed on Senate committees.

[...]

[End]
UW Colleges Senate  
March 20, 2015  
Resolution in Support of Maintaining Existing UW Colleges Senate  
Campus Senators Representation

**Background and Rationale**

Chapter 2.02 of the UW Colleges Constitution requires that “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.” The data was collected, the ratios were calculated, and we found no differences in those proportions requiring a change.

---

**Resolution in Support of Maintaining Existing UW Colleges Senate  
Campus Senators Representation**

Be it resolved that the UW Colleges Senate supports maintaining current campus representation of Faculty Senators to the UW Colleges Senate as noted in Chapter 2.02 of the UW Colleges Constitution.

[End]
Attachment 18

UW Colleges Senate
Introduction: March 20, 2015
Proposed Amendment of UW Colleges Constitution Chapter 3
(“Campus Governance”)

Rationale:
In the “Vision” section of the (http://www.uwc.edu/about/overview/mission-goals-and-vision-uw-colleges) “Mission, Goals and Vision of UW Colleges” it states:

“In order to realize the mission, all members of the UW Colleges community have a responsibility to promote and a right to expect:

Respect for Persons
Basic to respect is the freedom of inquiry and expression — the right to be heard and the obligation to listen.

Responsive Institution
Each member of the community has a right and a responsibility to contribute to the success of the institution. All segments should be involved in budgeting and other long-range planning. Leaders seek and respect input gained through the shared governance process, so that decisions are made in the best interests of all members.

Institutional and campus policies contribute to the success of all members of the community.”

All members of the UW Colleges community should be included in campus governance (inclusive), rather than including only those with a “qualifying” appointment percentage (exclusive), insuring the best and all possible ideas and input on issues and to align with the Mission, Goals and Vision of UW Colleges.

Proposed changes are crossed off in black. (Deletions only.)

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
Revised by the Senate 3-6-2009
Revised by the Senate (SSC) 2014-03-14
Each campus collegium shall consist of 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 shall vote for the faculty senator, only ranked faculty shall vote on faculty personnel issues, 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, 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

Revised by the Senate (SSC) 2014-03-14

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 (SSC) 2014-03-14

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.
Rationale: 
In order to bring the Classified Staff Council of Senators and Classified Staff Council more in line with the structure and term limits of the UW Colleges Senate, allow for a greater diversity of the classified staff population the opportunity to serve on Senate Committees and the University Staff Council, and to better ensure the continuance of terms (less resignations, compacted burden) by all elected members, the University Staff (Classified Staff) Council proposes the following structural changes to Classified (University) Staff governance.

Also, the reclassification of three committees from Classified Staff Senate Standing Committees to Ad Hoc is based on discussion with the University Staff Council.

Proposed changes are crossed off in black (deletions) and are red, bold, italic, underlined font.

UW Colleges Constitution
Chapter 2 - UW Colleges Governance
============================================================================
Approved by the UW Board of Regents 9/10/93
Revision adopted by the Senate 11/12/94
Revision adopted by the Senate 5/5/95
Revision adopted by the Senate 9/20/97
Revision adopted by the Senate 4/23/99
Revision adopted by the Senate 10/17/08
Revision adopted by the Senate 2012-01-11
Revision adopted by the Senate (SSC) 2014-01-22
Revision adopted by the Senate (SSC) 2014-03-14
[...]

2.08 Classified Staff Council of Senators and Classified Staff Council
Added by the Senate (SSC) 2014-03-14

Membership in the Classified Staff Council of Senators shall be 5 Classified Staff Senators chosen by the Classified Staff Council after elections of Council representatives have been held on each of the 13 campuses, Online, and Central Office in the designated election year. One senator shall serve as lead senator, who shall be responsible for convening and conducting meetings of the classified staff senators and Council as necessary and shall be a classified staff member of the UW Colleges Senate Steering Committee. A second senator shall serve as the classified staff representative to UW System and the second classified staff member of Senate Steering.

Membership in the Classified Staff Council shall include all 15 representatives chosen currently classified staff senators and alternates chosen by the classified staff members on each campus. 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. These representatives shall be responsible for communicating information and Council actions to the classified staff at their respective campuses/locations.

2.09 Classified Staff Council Committees
Added by the Senate (SSC) 2014-03-14

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 the 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

Members of this committee serve a one-year term. This committee is comprised of the 5 Classified Staff Senators who, after having been elected by the Classified Staff Council, and with the exception of the years through August 2016, will choose the Classified Staff Council Chair, Lead Senator, the Vice Chair, Secretary, and Member-at-Large, and an administrative liaison (appointed by the Chancellor). shall be an ex-officio member of this committee. 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)

Members of 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.

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

Members of this committee shall be appointed by the Classified Staff Executive Committee to serve staggered two-year terms and 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.

F. Classified Staff Personnel Policy Committee (five classified staff, one of which must be a Council member)

Members of this committee shall be appointed by the Classified Staff Executive Committee to serve staggered two-year terms and be responsible for working with UW Colleges administrative units and UW Colleges Senate on the development and oversight of personnel policies and procedures.

2.10 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 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. In any of these instances, the Steering Committee of the Senate will establish procedures for the distribution and tallying of the ballots.
Rationale:
In order to bring the Classified Staff Council of Senators and Classified Staff Council more in line with the structure and term limits of the UW Colleges Senate, allow for a greater diversity of the classified staff population the opportunity to serve on Senate Committees and the University Staff Council, and to better ensure the continuance of terms (less resignations, compacted burden) by all elected members, the University Staff (Classified Staff) Council proposes the following structural changes to Classified (University) Staff governance.

These proposed amendments will allow Chapter 10 to align with Chapter 2 amendments should those amendments pass.

Provision changes are crossed off in black (deletions) and red, bold, italic, underlined font.

UW Colleges Constitution
Chapter 10 – Classified Staff (University Staff)

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 and Classified Staff Council

Membership in the Classified Staff Council of Senators shall be 5 Classified Staff Senators chosen by the Classified Staff Council after elections of Council representatives have been held on each of the 13 campuses, Online, and Central Office. One senator shall serve as lead
senator, who shall be responsible for convening and conducting meetings of the classified staff senators and Council as necessary and shall be a classified staff member of the UW Colleges Senate Steering Committee. A second senator shall serve as the classified staff representative to UW System and the second classified staff member of Senate Steering.

Membership in the Classified Staff Council shall include all 15 representatives chosen current classified staff senators and alternates chosen by the classified staff members on each campus/location. 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. These representatives shall be responsible for communicating information and Council actions to the classified staff at their respective campuses/locations.

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 University Classified Staff Council.

[End]
Rationale:  
Faculty senators need to be elected in time to attend the April Senate meeting at which the next year’s committee slates are voted on and approved. Campuses that do not elect Senators until their April Collegia can miss the opportunity to be represented in this important part of shared governance. An April 1st deadline will guarantee that all Senators will be able to participate.

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

UW Colleges Constitution
Chapter 2 - UW Colleges Governance

Approved by the UW Board of Regents 9/10/93
Revision adopted by the Senate 11/12/94
Revision adopted by the Senate 5/5/95
Revision adopted by the Senate 9/20/97
Revision adopted by the Senate 4/23/99
Revision adopted by the Senate 10/17/08
Revision adopted by the Senate 2012-01-11
Revision adopted by the Senate (SSC) 2014-01-22
Revision adopted by the Senate (SSC) 2014-03-14

2.02 Senate Membership

The faculty 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. Senators must be elected prior to April 1st.

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.

[...]
Rationale:
As an institution of access within the University of Wisconsin System, the University of Wisconsin Colleges occupy a unique position to help students with previous histories of academic difficulty transition back into college. The proposed “Academic Forgiveness” policy, consistent with academic forgiveness policies found at institutions throughout the UW System, would apply to an undergraduate student with a poor academic record from earlier college or university work, at the UW Colleges or elsewhere. This policy holds the potential to lighten the burden of poor prior performance once a student has demonstrated her/his ability to succeed academically.

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

I. Academic Forgiveness Eligibility, Restrictions, and Explanations

A. To be eligible for Academic Forgiveness, a student must:

1. Be a currently enrolled, degree-seeking student in the University of Wisconsin Colleges.

2. Have a cumulative grade-point average below 2.00 at the time of admission/readmission to the University of Wisconsin Colleges.

3. Not have been enrolled in an institution of higher learning for at least three continuous years prior to admission/readmission into the University of Wisconsin Colleges, except for completion of courses that were a precondition for admission/readmission. Enrollment in any credit course through any academic institution course delivery system disrupts the required three-year non-enrollment period, even if the student withdrew from the course(s).

4. Be in good academic standing for the first 12 credit hours earned from the University of Wisconsin Colleges before applying for forgiveness.
B. If Academic Forgiveness is granted, the student’s total GPA will be based solely on credits earned after admission/readmission into the UW Colleges. However, all courses taken three or more years prior to admission/readmission (and the grades received) will continue to appear on the student’s record. Students should be aware that other institutions may consider these when making transfer and admission decisions.

C. If Academic Forgiveness is granted, all courses with a credit-worthy grade (D- or better) earned three or more years before admission/readmission, up to a maximum of 30, may be used to satisfy degree requirements even though they are not included in the student’s cumulative GPA. Exceptions are made for “core courses” (ENG 102 and MAT 108/110/124) and any other courses in which degree requirements or policy mandate a student must achieve a specified, minimum course grade (e.g. “C” or better) for successful completion.

D. Academic Forgiveness of grades earned three or more years before admission/readmission may be granted only once.

II. Academic Forgiveness Procedures

A. In order to apply for Academic Forgiveness, a student must obtain an Academic Forgiveness application developed by the Registrar’s Office and supplied to campus Student Affairs offices, as well as a degree audit and an unofficial transcript.

B. The student applying for Academic Forgiveness must submit the completed Academic Forgiveness application, degree audit, and unofficial transcript to an advisor who will review the materials with the student.

C. If the advisor and the student agree that the student meets the eligibility requirements and that Academic Forgiveness would be beneficial, the student will submit in writing a letter and all supporting materials to the campus Assistant Campus Dean for Student Affairs.

1. If the application for Academic Forgiveness is approved, the student and the Registrar’s Office shall be notified within ten (10) working days from receipt of the application materials. The Registrar will update the student’s record and transcripts and provide an updated transcript to the student and the Assistant Campus Dean for Student Affairs from the requesting campus to place in the student’s academic file.
2. If the application for Academic Forgiveness is denied, the student shall be informed within ten (10) working days from receipt of the application materials. The student may appeal the decision to the campus Dean/CEO within five (5) working days of receiving the decision.

III. Advising

A. A student working with an academic advisor should consider carefully the advantages and disadvantages of Academic Forgiveness in relation to his/her academic record and progress toward a degree. If a student has taken courses potentially subject to Academic Forgiveness that have a positive impact on his/her cumulative GPA, Academic Forgiveness might not be best. Course-specific repeats might be a better option.

[End]
Attachment 23

UW Colleges Senate
Introduction: March 20, 2015
Proposed Revision of IP #320
(“Policy on Evaluation—Instructional Academic Staff (Category B), including Returning Retired Faculty”)

Rationale:
To keep policy language consistent across policies, language changes previously made to FPP 503 need to be included in IPP 320. The first change is to specify that all IAS having taught during a calendar year should receive each fall and be expected to complete the AR. The second change is to include the director of HR among those to receive the resulting rating scores.

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

UW Colleges Senate Policy
Institutional Personnel Policy Affecting Faculty and Academic Staff #320
Policy on Evaluation – Instructional Academic Staff (Category B), including Returning Retired Faculty

Policy Effective November 20, 1995
Amended, January 16, 2002
Reorganized and Renumbered, March 15, 2002
Amended by the Senate, May 2, 2003
Revised by the Senate, May 7, 2004
Revised by the Senate April 24, 2009
Revised by the Senate (SAPC) 2013-03-15
Revised by the Senate (FPSC) 2013-04-26

I. Instructional Academic Staff (Category B), including Returning Retired Faculty

A. All instructional academic staff, regardless of percentage of appointment, shall be evaluated. The only exception will be instructors paid with one lump sum (i.e. coaches, applied music instructors).

B. Merit evaluations will be done by academic departments and campuses in alternate years, with each committee reviewing Activity Reports, student evaluations, and any other evidence of achievement, over a two-year period. The campus dean must be included in the discussion of campus merit evaluations, but will be excused prior to final deliberations. The department chair will serve ex officio on the department merit committee.

C. Evaluation of instructional academic staff is based on the following:

1. Completion of Activity Report form (IP#301). The campus is responsible for the distribution of the activity reports each year before the end of the fall semester.
Before the end of the fall semester, the campus is responsible for the distribution of the activity reports form and instructions to all instructional academic staff who have taught during the calendar year.

2. Student evaluations for all classes taught in the first two semesters of instruction. Thereafter, student evaluations every third semester (e.g., fall 2001, spring 2003, fall 2004, etc.). (Returning retired faculty shall administer the Student Survey of Instruction every third semester.)

3. When available, written reports of class visits by members of the instructional academic staff member’s department or delegated authority.

D. It is the responsibility of the campus to notify the instructional academic staff of the requirement to submit the Activity Report form and copies of the class visitation reports to the appropriate campus/department committee chair.

II. Departmental and campus responsibilities for instructional academic staff, including Returning Retired Faculty.

Revised 4-24-09
Revised by the Senate (SAPC) 2013-03-15
Revised by the Senate (FPSC) 2013-04-26

A. Newly hired instructional academic staff can expect the following:

1. A departmental visit will occur within the first semester of initial employment. At the discretion of the department, a visit may also occur in the second semester of initial employment. Some items that may be evaluated are teaching skills, student participation, presentation methods and relevancy of information.

2. A copy of the visitation report will be sent to the department chair, the chair of the campus evaluation and merit committee, the associate dean, the campus dean and the staff member within 30 days of the classroom visit. After receiving a copy of the visitation report, the instructional academic staff member may elect to contact the department chair for more information.

B. Returning instructional academic staff can expect the following:
1. A departmental visit will occur during the second and third years of employment. Departmental visits during the fourth and fifth years may be conducted at the discretion of the department.

After the initial five years of employment, departmental visits will occur once every five years. However, departments may request additional visitations, but not to exceed one visitation every two years.

2. A departmental visit shall occur prior to any promotion of an instructional academic staff member. Additional department visits may be scheduled at the request of the department chair, the campus dean, or the instructional academic staff member. A copy of the visitation report should be sent to the department chair, the chairs of the campus evaluation and merit committees, the associate campus dean, the campus dean and the staff member. The results of the visit will be included in the promotion file.

C. Returning retired faculty can expect the following:

1. A departmental visit may occur at the request of the department chair, the campus dean, or the faculty member.

III. Implementation

Each year the provost shall provide deans and department chairs with detailed set of instructions including deadlines, implementation details and a complete list of instructional academic staff in the pool.

IV. Performance Evaluation

Revised by the Senate (FPSC) 2013-04-26

A. Each year, the relevant campus committee or department will review the evaluation materials and decide whether an instructional academic staff member is meeting the expectations for the position. A performance rating will be assigned as follows:

   -- "meritorious": exceeding expectations;

   --"satisfactory": meeting expectations;

   --"unsatisfactory": failing to fulfill expectations.

B. When the evaluation process is completed and a rating has been determined, the department chair or campus committee, depending on which does the evaluation, will
inform the campus dean, the associate campus dean, the provost, the director of HR, and the instructional academic staff member of the results. An unsatisfactory rating may result in nonrenewal of a teaching contract.

C. Instructional Academic Staff with renewable appointments must be given written notification of merit, including information about how to improve their performance if the merit rating is less than Satisfactory, in compliance with Academic Staff Personnel Policy #804.

V. Reconsideration Appeal Process

If the instructional academic staff member does not agree with the evaluation, he/she should contact the department chair or campus committee to ask for reconsideration of the results. The instructional academic staff member should submit the reason(s) for reconsideration.

[End]
Rationale:
Campus academic action committees routinely make waivers regarding IP #101. Since departments grant certificates, departments should be able to grant waivers related to IP #103.

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

UW Colleges Senate Policy
Institutional Curricular Policy #103
UW Colleges Certificate Program

I. Definitions
A. A "certificate program" is defined as a designated cluster of interrelated courses or continuing education units from multiple disciplines or perspectives with a theme or focus.

B. A "credit certificate program" consists of a cluster of credit courses that are part of the regular curriculum offered at a UW Colleges campus.

C. A "non-credit certificate program" consists of continuing education course work and may have additional requirements or related activities.

II. Requirements

A. For the "credit certificate":
   1. A minimum of 15 credits.
   2. Up to 3 credits can be transferred into a certificate from institutions outside the UW Colleges.
   3. A grade of C or better for all the credit courses.

B. For the "non-credit certificate":
   1. Continuing education courses, credit courses, or related activities that meet the academic, workforce and/or other community needs addressed by the specific certificate.

   C. Waivers for these requirements may be granted by the relevant department.
A. A program can be proposed and offered by a single campus, but there can be only one institutional certificate in each area. Each campus may replicate the certificate cluster once it is approved. Minor revisions in a certificate program may be made due to campus specific options, with approval of the Provost.

B. The credit certificate program will be available to all students.

C. Certificate courses should be offered on a regular basis so those students may plan appropriately to complete the program. Delivery of courses with technology should be considered to make availability more widespread.

D. The assistant campus dean for student affairs will be responsible for certifying the completion of credit certificate programs. The campus outreach program coordinator will be responsible for certifying the completion of non-credit certificate programs.

E. Upon completion of the credit certificate, a notation of completion will be placed on the student's academic transcript by the Registrar’s Office.

F. Students completing either certificate will receive a document of recognition.

A. A credit certificate proposal will be prepared by a campus dean in consultation with the campus curriculum committee and the relevant academic chairs. It should then be submitted to the UW Colleges Senate Curriculum Committee for its recommendation to the Provost, who will make the final decision.

B. A non-credit certificate proposal will be prepared by a campus dean in consultation with the campus outreach program coordinator. It should then be submitted to the Provost, who will make the final decision.
Whereas the UW Colleges Senate is deeply concerned about the future of the UW Colleges and the entire UW System. The UW Colleges plays a vital role across Wisconsin in its service to students, employees, alumni, businesses, and other community members. As the third largest institution within the UW System, the UW Colleges is committed to our mission of teaching, research, service, and affordable access for the students of Wisconsin, and

Whereas we believe that the current proposal to slash the UW System budget by $300 million in the next biennium will be catastrophic due to our already streamlined structures which include county-owned facilities. It will lead to job losses for hard-working Wisconsinites, cuts in programs that will compromise the education of current students, a dramatic reduction in research productivity, an inability to serve those beyond the borders of campus, and a likely increase in the cost of tuition in the long term, and

Whereas the proposed cuts will reduce GPR dollars allocated to UW Colleges by approximately six million dollars. This massive decline comes on top of continual reductions, resulting in a reversal of the state and student roles in funding education, as well as a tuition freeze for eight of the last ten years. The quality, cost, and availability of a college education for students cannot possibly be maintained with these proposed cuts, and

Be it therefore resolved that we, the UW Colleges Senate, voice our strong opposition to the proposed $300 million cut to the UW System budget and express our deep concern that such a cut will unnecessarily impair our university and our state.
Challenges with the Current UW Colleges Online Structure

The students and faculty that are housed in the UW Colleges Online face many problems due to the fact that the UW Colleges Online is a “program” and not a “campus.” Due to the lack of “campus” status the students and faculty have many issues and in some classes are out of compliance with the UW Colleges Constitution and the UW Colleges Senate Policies. Some of the major issues are outlined below:

Students

- The UW Colleges Online’s total student population is approximately 5500 with no student representation on governance or access to opportunities that our on campus students have. (Examples: Senators, clubs and organizations)
  - UW Colleges Online is serving over 3000 online only students.
  - According to UW Colleges Constitution 1.06:
    
    The students of the UW Colleges shall have the right to organize themselves in the manner they determine and to select their representative to participate in campus and UW Colleges governance

    The UW Colleges Online only students do not have this representation. Hence, the UW Colleges is in violation of its own constitution.

- Students that are UW Colleges Online only students are admitted, advised and supported by the UW Colleges Online and Distance Education office, just like a campus student. Also, they have access to tutoring and mental health services.

- Students receive their diploma and graduate from UW Colleges Online in the same manner they would on a campus.

- Because UW Colleges Online is not a campus it is not recognized by UW System as a campus which does not qualify the unit for Undergraduate Research Programs and many other grant and scholarship opportunities.

- Because UW Colleges Online is not a campus, the unit does not have a Foundation. Foundations are major contributors to the development of scholarships on campuses. Because UW Colleges Online does not have a Foundation, online students do not have the same opportunity for scholarships as do students attending our brick and mortar campuses.

- UW Colleges Online students do not have the opportunity to participate in campus clubs. Because UW Colleges Online is not a campus we cannot charge segregated fees which funds campus clubs and events. UW Colleges Online students should be able to develop online clubs in which online students can participate.

Faculty & Instructional Academic Staff

- There are currently 19 faculty with partial or full time appointments in UW Colleges Online that are funded by UW Colleges Online. UW Colleges Online currently has six shared position searches underway which will bring the total FTE for faculty in UW Colleges Online to 11.5 faculty members.
  - According to Senate Policy #501 I E
Appointments Split Between Departments and/or Campuses. The following order of deliberations shall occur in the case of appointments split between “home” and “secondary” departments and/or campuses:

Because UW Colleges Online is not acknowledged as a campus faculty members with split appointments in UW Colleges Online are not being evaluated by UW Colleges Online for progress toward tenure, tenure, and promotion.

- Faculty members with split or full appointments to the UW Colleges Online do not have a voice on the Senate as UW Colleges Online instructors. UW Colleges Online faculty members only have a voice based on their home campus; however, they should have a voice as UW Colleges Online instructors as well.
- Online only instructional academic staff (IAS) are awarded merit ratings by their respective departments and their home campuses even though they are not teaching on campuses.
- This year was the first year UW Colleges Online was allowed to nominate a faculty member for the Kaplan Award. Prior to this year faculty and instructional academic staff had no opportunity to be recognized for their innovation in online education and course development.

Structure

- The UW Colleges Online unit has a structure that is similar to a campus structure. There is a Dean, an Associate Dean, an Assistant Dean for Student Affairs, a Dean’s Executive Assistant, and Student Services Coordinators.
- Currently, UW Colleges Online has academic staff members engaged in shared governance activities as Academic Staff senators (these are not UW Colleges Online designated seats). The unit should be more aligned with the campuses and their shared governance structures.
- Senate policies currently do not reflect or acknowledge the UW Colleges UW Colleges Online and its ability to grant AAS degrees to UW Colleges Online students.
- Because the UW Colleges Online is not a campus it does not have all of the campus committee structures in place to better serve our students. For example, the curriculum for the entire UW Colleges Online is set by the Associate Dean in consultation with departments. There is not a curriculum committee in place to ensure that a robust curricular array of course offerings is available to our students.

In many ways the UW Colleges Online operates like a campus, yet in other very significant ways it does not. UW Colleges Online is not suggesting how a virtual campus will be structured, how it will operate, or how it will be integrated into the current UW Colleges structure or even if the Virtual Campus is the path we should take. Rather, UW Colleges Online is seeking the endorsement of the UW Colleges Senate to allow for the investigation of making the UW Colleges Online a campus within the UW Colleges. A Senate endorsement is needed so that a proposal for exploring whether or not a virtual campus can be developed. This endorsement would be submitted to UW System and to the Board of Regents for approval. Upon Board of Regents approval, UW Colleges Online will seek guidance from Chancellor Cathy Sandeen, the UW Colleges Senate, academic department chairs, and UW Colleges administration as to how to move the investigation of creating a virtual campus forward.

"The UW Colleges Senate endorses exploring "campus status" for the UW Colleges Online program."
The primary responsibility of all categories of Instructional Academic Staff (IAS) is teaching. University of Wisconsin System Unclassified Personnel Guidelines (#1, Attachment 01 section 4) allows for and identifies activities external to classroom instruction as part of the responsibilities of Instructional Academic Staff. However, Associate Lecturers, Lecturers, or Senior Lecturers teaching a full workload at the UW Colleges are paid at an 80% rate because they are not required to perform scholarship activities, institutional, campus or departmental service without additional compensation. These guidelines do not prohibit offering additional compensation to perform these activities nor do they prohibit an IAS from volunteering to perform these activities. However, without compensation, these activities may not be compulsory.

The following criteria should be taken into consideration when determining the appropriate rank – Associate Lecturer, Lecturer, Senior Lecturer or Distinguished Lecturer – when hiring or rehiring Instructional Academic Staff within UW Colleges. Title assignments should take into consideration degree held and demonstrated consistent proficiency in instruction as determined by campus and department standards.

1) A terminal degree should not be seen as a requirement for any Instructional Academic Staff rank, though possession of a terminal degree may be considered when determining rank at hire or rehire. Minimum degree requirements for instruction may vary by academic department but must meet Higher Learning Commission (HLC) standards i.e.: “Instructors... possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.” Faculty and instructors refer to all those an institution employs or assigns to teach students. Faculty is used to refer to the group rather than to each individual instructional staff member, typically to distinguish faculty from administration (The New Criteria for Accreditation - The Assumed Practices, Higher Learning Commission, adopted February 2012).
2) Any previous advancement in rank will be grandfathered in. For example an IAS member hired as Senior Lecturer before the change in policy will retain that rank regardless of meeting any new standards for the rank.

3) If an IAS member is hired by more than one UW Colleges Campus or the UW Colleges Online Program, she/he will retain the highest rank achieved by the staff member while working at any one campus.

4) The appropriate rank at which IAS are hired is a joint decision by the appropriate department(s) and campus(es).

5) When an IAS is rehired, the default is that they will be rehired at the same rank they were previously hired. If the rehire is to be at a different rank, that request must be specifically initiated by the IAS, the rehiring campus, or the rehiring department. The department will request any necessary materials that are required from the IAS in question in order to perform the review of their rank. Academic departments determine the materials that instructors submit and establish criteria for evaluating effective teaching performance within a discipline.

6) Any advancement in rank will be effective in the term following the final approval of the advancement regardless of contract length. For example, any rank change approved in Fall would be effective upon rehire for the next teaching term, as appropriate.

The following guidelines should be followed when determining the appropriate rank of an IAS at the time of hiring or rehiring. Additional factors may allow for advancement in rank earlier than prescribed in these guidelines. These factors would include, but are not limited to, the following: scholarly work (such as publications) at both academic and non-academic institutions, superior performance evaluations, and service to the institution, campus or department. Note: teaching experience is normally weighted more heavily than other professional experiences.

**Bachelor’s Degree and IAS appointments**

In most cases, a master’s or terminal degree is required for any IAS appointment. However, each department can create written policies for determining when a bachelor’s degree is an acceptable level of qualification for a specific course in their department.

Departments are not required to establish these policies, and in the absence of a departmental policy, a bachelor’s degree is not an acceptable qualification for an IAS appointment.

**Associate Lecturer**
Associate Lecturers independently teach a course(s) based on broad guidelines defining the scope of the subject matter to be taught and the range of topics to be covered. Effective teaching, assessment of student learning, and grading are the primary duties expected of lecturers at this level. Short-term hires should be hired at the Associate Lecturer level unless there are compelling reasons for higher titling – e.g. degree held or teaching experience – as determined by the campus and department in consultation.

Minimum requirements
Terminal degree or ABD with teaching experience**
Master’s degree with teaching experience**
Bachelor’s degree with significant teaching experience as defined by written departmental policy (see above)**

Lecturer (No-Prefix)
A Lecturer at this level has the experience and academic qualifications needed to develop and teach a course(s) subject to broad guidelines describing the scope of the subject matter to be covered. Lecturers may engage in activities that demonstrate professional growth, such as course and curriculum development, assisting in developing lab safety protocols, advising, and participating in departmental outreach programs. The direct delivery of instruction is the primary responsibility of this title.

Minimum requirements
Bachelor’s: 3 years full-time equivalent* of teaching experience when allowed by written departmental policy**
Master’s: 2 years full-time equivalent* of teaching experience**
Terminal degree or ABD: 1 year full-time equivalent* of teaching experience**

Senior Lecturer
A Senior Lecturer has extensive teaching experience and subject matter expertise in an academic discipline. A lecturer at this level has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching. At this level the independent selection, organization and development of course content, and instructional materials and pedagogical approaches are expected. Senior Lecturers typically engage in activities that demonstrate professional growth, such as course and curriculum development, assisting in developing lab safety protocols, advising, and participating in departmental outreach programs. The direct delivery of instruction is the primary responsibility of this title.

Minimum requirements
Bachelor’s: 5 years full-time equivalent* of teaching experience when allowed by written departmental policy.
Master’s: 4 years full-time equivalent* of teaching experience**
Terminal degree or ABD: 3 years full-time equivalent* of teaching experience**

**Distinguished Lecturer:**

A Distinguished Lecturer performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an instructional academic staff member at this level is commonly recognized by his or her peers in the discipline and through a reputation that extends beyond his or her work unit. A Distinguished Lecturer is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, an instructional academic staff member can be expected to guide or train other instructional academic staff or to oversee their work. A candidate nominated for the distinguished prefix is expected to demonstrate exceptional performance and teaching excellence, be recognized beyond the work unit as outstanding, and have a reputation of excellence in the profession that is acknowledged by peers who are external to the institution. For an instructional academic staff member to be recognized as Distinguished he/she will have consistently performed at an exceptional level.

The Distinguished Lecturer title is not expected to be part of the normal progression of an instructional academic staff member. Departments are responsible for establishing Distinguished Lecturer criteria that demonstrate an exceptional level of teaching excellence and achievement in a discipline. This title will be granted by the department and campus in consultation with the Provost and Chancellor rather than by request of the instructional academic staff member, and each issuance of this title will be a unique event.

This title is present to allow a campus or department to perform a short term hire of a distinguished member of a profession or to recognize significant contributions from a long standing member of their instructional academic staff.

*For the purposes of these guidelines “full time” is defined as IAS appointments of 80% or higher per term. (e.g. Teaching at a 40% level for two terms would be the equivalent of teaching at the 80% level for one term; Teaching at a 40% level for two academic years would be the equivalent of teaching at the 80% level for one academic year; and so forth.)

**Teaching experience includes responsibility for courses. Teaching, assessment of student learning, and grading are the primary duties expected of lecturers.
The proposed amendment to the council’s bylaws to define succession in the position of lead senator makes sense to me. There’s one minor error in the language of the amendment. Where it is written “...following the procedures in Article III, Section 5 of the Academic Staff Council of Senators Bylaws,” the reference should be to Article VIII, not Article III. But I think we should consider making this new language a part of Article VIII, and also adding language to Article VIII about how vacancies in other positions to which the council makes appointment are to be filled. If the academic staff senator who serves as representative to UW System, or the senator who serves on the UWC budget committee, is unable to continue, there ought to be a clearly-stated process by which these successors are chosen, even if those positions aren’t as critical as lead senator. Maybe there is language in the Colleges constitution that addresses this general sort of thing. I will do some further readings and get back to you all.

In the meantime, here are some thoughts that occurred to me as I read the bylaws:

1. There can be no more than two senators from any campus or from central administration. But is not obvious how this restriction applies, if at all, to Online. Maybe language needs to be added like, “For this purpose, UWC Online shall count as a campus.”

2. Eligibility is defined in terms of percentage of appointment (e.g., 50% appointment). Technically, that should be percentage of full-time appointment (50% FTE appointment).

3. Staff are described as “eligible to be a candidate.” That strikes me as an odd way of putting things, as though one might be eligible to be a candidate but not eligible to serve. Maybe the phrase should be “eligible for election.”

4. Our committee is charged with giving consideration to a variety of factors when putting together the ballot for senate elections. But for obvious reasons not all of these factors (“representation of campuses, operational areas, women and minorities, and professional and instructional academic staff”) require the same consideration. There will be years when if we don’t have an IAS on the ballot we will end up in violation of the UWC constitution. Not having a librarian or a financial aid specialist on the ballot, though is never, in itself, going to be unconstitutional. Maybe we should make the charge more precise.
5. Senators may serve more than one two-year term. That’s probably consistent with the UWC constitution, but I wonder if there are any term limits in the constitution.

6. The bylaws state that the council meets “at the close of the institution agenda of the UW Colleges Senate.” There’s something odd, I think, about that phrase, but also, it strikes me as odd that bylaws would stipulate in any way the time, as opposed to just the frequency, of a group’s meeting. Maybe it’s enough that scheduling the council’s meetings as the last item on the agenda of every UWC senate meeting is practice, without making it an item in bylaws?

7. VIII.5 states that vacancies (on the council) “shall be filled through the normal election process whenever possible.” I think that it would be more accurate to say, “...through the normal election process unless that is judged (by ???) to be impractical.” Elections are often time-consuming and difficult in many ways, but they are rarely impossible.

8. Why is there no reference to the personnel committee in the description of procedures for amending personnel policies?

9. And finally, shouldn’t there be some reference to what happens after a proposed amendment, approved by the council, is forwarded to the chancellor? We know that the chancellor (or the provost) can nix bylaw changes. Maybe our bylaws ought to make reference to that.

Dave Carlson