

## AGENDA

### **UW-GREEN BAY FACULTY SENATE MEETING NO. 7**

Wednesday, March 12, 2014

Alumni Rooms AB, University Union, 3:00 p.m.

Presiding Officer: Greg Davis, Speaker

Parliamentarian: Clifford Abbott

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 6 February 19, 2014 [page 2]**

#### **3. CHANCELLOR'S REPORT**

#### **4. OLD BUSINESS**

a. Policy on Assigning Self-authored Texts (second reading) [page 6]  
Presented by Ryan Martin

b. Academic Actions Committee (second reading) [page 7]  
Presented by Yunsun Huh

#### **5. NEW BUSINESS**

a. Essential Job Functions (first reading) [page 8]  
Presented by Sheryl Van Gruensven and/or David Coury

b. Requirements for Minors (first reading) [page 9]  
Presented by Cliff Abbott

c. Request for future business

#### **6. PROVOST'S REPORT**

#### **7. OTHER REPORTS**

a. Academic Affairs Council [page 10]

b. University Committee Report - Presented by Ryan Martin

c. Academic Staff Report - Presented by Emily Rogers

d. Student Government Report - Presented by Heba Mohammad

#### **8. ADJOURNMENT**

**MINUTES 2013-2014**  
**UW-GREEN BAY FACULTY SENATE MEETING NO. 6**

Wednesday, February 19, 2014  
Alumni Room AB, University Union

Presiding Officer: Greg Davis, Speaker of the Senate  
Parliamentarian: Clifford Abbott

PRESENT: Francis Akakpo (SOWORK), Gregory Aldrete (HUS), Andrew Austin (DJS), Dallas Blaney (PEA), Greg Davis (NAS-UC), Michael Draney (NAS), Heidi Fencl (NAS), Hernan Fernandez-Meardi (HUS), Adolfo Garcia (ICS), Thomas Harden (Chancellor, *ex officio*), Jenell Holstead (HUD), Ray Hutchison (URS), Ghadir Ishqaidef (BUA), Mimi Kubsch (NUR-UC), Arthur Lacey (EDU), J. Vincent Lowery (HUS), Kaoime Malloy (Theatre and Dance), Chris Martin (HUS alternate), Ryan Martin (HUD-UC), Michelle McQuade-Dewhirst (MUS), Steve Meyer (NAS-UC), Cristina Ortiz (HUS-UC), Uwe Pott (HUB), Alison Stehlik (AND), Linda Tabers-Kwak (EDU), Patricia Terry (NAS), Christine Vandenhouten (NUR), Bryan Vescio (HUS-UC), Dean VonDras (HUSD), Julia Wallace (Provost, *ex officio*).

NOT PRESENT: Forrest Baulieu (ICS), William Lepley (BUA).

REPRESENTATIVES: Anne Buttke, Academic Staff; Heba Mohammad, Student Government

GUESTS: Andrew Kersten, Yunsun Huh

**1. CALL TO ORDER.** Speaker Davis called the Senate meeting to order as soon as a quorum was present at 3:02 p.m.

**2. APPROVAL OF MINUTES for Faculty Senate Meeting No. 5, January 29, 2014.** Speaker Davis asked for approval of the minutes. **Senator Meyer (Senator Garcia second) moved approval of the minutes and with no discussion the motion was passed (21-0-1).**

**3. CHANCELLOR'S REPORT.** The Chancellor mentioned that the anticipated discussion of teaching loads by the Regents had not happened yet but the issue remains alive. He also announced a search for an Assistant Chancellor for Advancement to have someone in that position before a new chancellor is here.

**4. OLD BUSINESS**

**a. Policy on Posthumous Degrees and In Memoriam Degrees.** Andy Kersten re-presented this policy with slight alterations (an added provision for the Associate Degree and correction of typos) from the earlier version and responded to a few clarifying questions. **Senator Ryan Martin moved acceptance (Senator VonDras second) and the Senate approved unanimously (26-0-0).**

## 5. NEW BUSINESS

a. Slate of Candidates for Elected Faculty Committees. Adolfo Garcia as Chair of the Committee on Committees and Nominations presented the slate and responded to a question about the process. There was also a request that the ballot contain the rank for each candidate. SOFAS Abbott noted that the action of splitting the Library and Instructional Technology Committee, still to be approved by the Academic Staff Committee, may necessitate a separate later election. **Senator Draney moved acceptance (Senator Tabers-Kwak second) of the slate and the Senate approved (27-0-0).**

b. Policy on Assigning Self-authored Texts. UC Chair Vescio presented a first reading of this proposed policy. He explained its motivation from questions from deans in how to deal with specific cases and he reviewed the UC's research into similar policies or guidelines at other institutions, particularly UW-Madison and AAUP. Nearly half of the senators participated in the vigorous discussion that followed with a contentiousness that some might characterize as rising to the level of drama. What follows is a list of issues raised rather than a report of the give and take of the discussion.

One issue was the generality of the policy - should it make distinctions among different types of texts, perhaps based on their quality? Another issue was the image of the policy - was it actually punishing authors in the name of curtailing abuse? There was the issue of enforcement - was this the job of individual faculty, some faculty group, the publishers, the administration (deans particularly), or no one? The issue of ethics and legalities came up - was the policy legal or was it trying to legislate ethics? There was the issue of scale - does the scale of the problem (described as multiple current cases) warrant a general policy and does how much money is involved matter? Another issue was who really owns any sacrifice in the name of ethics - faculty authors, publishers, bookstores? There were a number of points raised about practicalities of determining "personal or collective gain," especially given the various print and digital, new and used pricing options. There was also the issue of how the policy might improve or tarnish the image of the professoriate to those outside academia. Toward the end of the discussion there were calls to modify the policy to require faculty to provide notification if they wanted to require a self-authored text and to have some group make case-by-case judgments.

c. Academic Actions Committee. Yuhsun Huh, chair of the Academic Actions Committee, presented the first reading of a proposal to modify the structure of that committee. The motivations for the change were difficulties in both getting members to attend meetings and providing for continuity of membership. One of the chief responsibilities for this committee is to hear appeals of student suspensions and there is a narrow window for meetings if they are to be efficient, often when student members are not typically on campus. Former and current members of the committee spoke in favor of the change although some worried about how many student members were needed to ensure an adequate student voice. One suggestion was one student with a larger vote. Another suggestion was a larger student membership and the use of technology to facilitate a distance meeting. A problem there was protecting confidential records if they had to be sent over the Internet.

d. Call for future business. Yeah, yeah, yeah.

**6. PROVOST'S REPORT** The Provost announced the search for an Associate Provost and Director of Graduate Studies and anticipated the search could be complete by spring break. The dissolution of the MSW collaborative program with UW-Oshkosh has now been approved by the Senates of both institutions and the Regents to become effective in the summer of 2015. This means that both campuses will have their own programs. The Provost also announced planning for some focus groups this spring to help set priorities on four issues:

1. whether the campus should identify signature programs for special marketing
2. whether repackaging of existing courses into new interdisciplinary programs could work
3. whether the development of stackable certificates, perhaps in 15 credit (or fewer) modules could lead to a better balance of collaborative and home-grown graduate programs
4. why are we doing on-line instruction (for revenue, for access, or for giving students exposure to keys for life-long learning) and should we set maxima and minima for credits taken on-line as part of a degree.

## **7. OTHER REPORTS**

a. Academic Affairs Council Report. The report for the last two months was attached to the agenda. The only comment was that there were a lot of courses moving to inactive status.

b. Faculty Rep's report. Steve Meyer reported on the most recent meeting in Madison. There was talk of forming a formal lobbyist of behalf of System faculty analogous to what UW-Madison has in the form of PROFS. Faculty Reps were asked to conduct a straw poll of their senates to see what support there might be for getting paid over 12 months instead of 9 months (this is not an increase in pay - just spreading current pay over a longer period). Apparently giving individuals the option to select one or the other of the payment forms is not an option for the bureaucracy and/or computers of UW-System - much grumbling over that. The senators obliged the straw poll with a mixed vote with a small majority supporting the 9 month option. Rep Meyer continued by reporting some perhaps justified paranoia at UW-Superior about enrollment dips leading to program cuts. Allegedly, a faculty member quit in protest. The Reps were also comparing notes on how they do administrator evaluations on various time cycles. And the System lawyers are wondering whether Regent policies on students recording class lectures may be at odds with the federal Americans with Disabilities Act. Next Reps meeting is April 4.

c. University Committee Report. UC Chair Vescio reported the UC has heard reports on the Chancellor's search's ambitious timeline, updates on enrollment figures, and the Technology Plan in which there are plans to replace GB Share and create a tech lab for experimentation (faculty ideas on tech innovations are welcome). It is working on a listing of essential job functions for faculty. With today's discussion on self-authored texts under his belt, Chair Vescio is no doubt girding his loins for the Senate discussion on that issue. The UC will also be considering rules for second degrees, student representation on governance committees, and committee reporting expectations.

d. Academic Staff Report. Anne Buttke reported that the Academic Staff Committee also had heard reports on the Chancellor's search. She took note of last semester's Academic Assembly and a successful professional development conference on humor in the workplace. The ASC is discussing mentoring and onboarding of new employees and career progressions for current employees (this is at the stage of considering changes in evaluation forms). These discussions might widen to more general issues of governance.

e. Student Government Report. Heba Mohammad titillated the Senate with tales of corruption and revolution in student government at UW-Milwaukee. After that, her report of local controversies over child care and the setting of seg fees paled a bit.

**8. ADJOURNMENT** As if planned to the minute the Speaker called for adjournment. **Senator VonDras (Senator Terry second) moved adjournment and the Senate showed its concurrence with action.**

Respectfully submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

## **UWGB Policy on Assigning Self-Authored Texts**

Because faculty members are scholars contributing to their academic fields as well as teachers, as part of its commitment to academic freedom UW-Green Bay affirms the right of faculty to assign works they themselves have authored in courses they teach. At the same time, teachers have an ethical obligation to choose materials for student use without respect to personal or collective gain. So to prevent conflicts of interest, faculty members at UW-Green Bay may not profit from the assignment of materials to students without the approval of the Executive Committee of their budgetary unit and the Committee on Rights and Responsibilities for each semester in which those materials are assigned.

**Faculty Senate Old Business 4a 3/12/2014**

## Proposal to Change the Committee on Academic Actions

Parts to be removed are struck-through and parts to be added are in boldface.

1. The Committee on Academic Actions is composed of four appointed faculty members, with no more than two from a domain voting district, **two students, and one staff member from student services** and ~~three students~~. The Registrar and Director of Advising are *ex officio* non-voting members. The students sit with faculty on the committee except where a student involved requests exclusion of student membership.
2. Faculty appointment to the committee shall be for a term of **three** ~~two~~-years ~~with the terms of members staggered so as to ensure continuity of membership. A member shall be eligible for reappointment for consecutive terms.~~ **The staff member is appointed by the unanimous agreement of both ex officio board members for a term of one year.** Student representatives are appointed ~~annually~~ **per meeting by the Student Government Association President**, and when possible, continuity is encouraged. **The chair of the committee shall be elected by majority-rule voting of all eligible committee members and shall be appointed for a term of two years.**
3. The Committee advises the Provost/Vice Chancellor for Academic Affairs and coordinates with the Registrar on registration policies, on drop-add policies, on the grading system, and on the academic standing of students including the identification, review, and resolution of transfer issues and problems.
4. The Committee represents the faculty in initiating recommendations or taking action on recommendations from outside of the committee concerning policy changes for matters listed in item 3 above. Such recommendations are submitted to the Faculty Senate via the University Committee Chairperson.
5. The Committee is responsible for preparing the academic calendar and represents the Faculty in the scheduling of academic events and activities, such as commencement and convocation.

**Faculty Senate Old Business 4b 3/12/2014**

## Proposal to Define Essential Job Functions of Tenured/Tenure-Track Faculty

- Designs and teaches, in a classroom setting and environment, required courses assigned by the Dean or Department Chair.
- 1. Prepares, reviews, orders teaching materials, and updates course outlines and syllabi.
- 2. Meets all scheduled classes, and uses scheduled classroom time appropriately.
- 3. Demonstrates commitment to the institutional mission, goals and objectives.
- 4. Adheres to University policies and procedures that reflect updated Federal, state and local legislation that governs the educational process.
- 5. Maintains accurate student records for grading and attendance purposes; submits grade reports within college deadlines.
- 6. Schedules and maintains office hours as assigned.
- 7. Attends departmental and other meetings as designated by the Department Chair or administrative official.
- 8. Assists in the development, implementation, and evaluation of divisional and departmental program goals.
- 9. Serves on university committees to which elected or appointed.
- 10. Supervises, monitors, and evaluates student teachers performance when assigned to do so.
- 11. Establishes a scholarly research focus and engages in research and other scholarly projects, resulting in peer-reviewed publications or other scholarly output appropriate to the faculty member's budgetary unit.
- 12. Performs academic and professional service to advance the university, college and community.
- 13. Participates in faculty governance.
- 14. Demonstrates a professional attitude, philosophy, and commitment that promote student growth and learning.
- 15. Uses instructional technology and is familiar with appropriate software and hardware.
- 16. Has the ability to stand or sit for extended periods of time.
- 17. Transports oneself independently to various on and off campus locations when required.
- 18. Communicates effectively with students, colleagues, staff and the public.

**Faculty Senate New Business 5a 3/12/2014**

## Proposal to Change University Requirements for Minors

The current requirement:

Minors will consist of a minimum of 18 credits with at least 12 credits at the upper level. The three exceptions are Music, Art, and Theatre.

The proposed requirement:

Minors will consist of a minimum of 18 credits.

**Faculty Senate New Business 5b 3/12/2014**

## **Academic Affairs Council Report to the Senate – March 2014**

The Academic Affairs Council has recently approved the following:

- Approved a new course entitled Environmental Statistics (ENCSCI 336); this course will give hands on experience in the management and analysis of environmental data using advanced statistical software. Students will handle environmental data and apply relevant statistical tools to summarize the data, do tests of hypotheses concerning population means, variances, and proportions, and fit regression models for continuous and binary response variables.
- Approved a new course entitled Environmental Modeling (ENVSCI 338); this course will involve students in the creation and analysis of mathematical models describing environmental systems. Students will understand how and where mathematical models are used in real life environmental applications, and create models and use them to analyze and interpret systems. This course will replace ENVSCI 407 which will be removed from the curriculum.
- Approved a new course entitled Introduction to IT Operations (COMPSCI 231); this course covers the basic knowledge and skills needed to plan, design, control and monitor Information Technology services and infrastructure. Topics include the fundamentals of asset management, service provisioning, and functional operations. This course serves as an introduction to careers in the IT field. This course is part of a larger restructuring of Computer Science and Information Science programs.
- Approved the establishment a new area of emphasis in INFO SCI and COMP SCI called Information Technology (, and the addition of the new course COMPSCI 231 to this area of emphasis.
- Approved the request to drop the Anthropology Minor; the university currently does not have any tenured or tenure-track Anthropology faculty and no specific plans to hire any. As a result there are no faculty that can provide the curriculum guidance necessary for the minor. The plan will be to continue to offer some Anthropology courses as part of general education.
- Approved the inactivation of Exploration of the Universe (ENVSCI 142) due to change in curriculum and changes in staffing.
- Approved inactivation of Issues of Biological Conservation (ENVSCI 188) due to change in curriculum and changes in staffing.
- Approved inactivation of Environmental Geology (ENVSCI 342) due to change in curriculum and changes in staffing.
- Approved the discontinuation of the cross-listing of Air Photo Interpretation as ENVSCI 353; this course will not be included in the environmental science major

or minor, so the cross-listing with ENV SCI can be eliminated. Remains as GEOL 353.

- Approved the inactivation of Plant and Forest Pathology (ENVSCI 363) due to change in curriculum and changes in staffing.
- Approved the inactivation of Ecological Applications (ENVSCI 468) due to change in curriculum and changes in staffing.
- Approved the inactivation of Aquatic Ecology (ENVSCI 405) as this course is being replaced with four newly developed 2-credit courses in Fall 2014.
- Approved the inactivation of Modeling of Environmental Systems (ENVSCI 407) as this course is being replaced with four newly developed 2-credit courses in Fall 2014.
- Approved the inactivation of Remote Sensing and GIS (ENVSCI 454) as this course is being replaced with four newly developed 2-credit courses in Fall 2014.
- Approved the modification of the Environmental Science Major to include four new 2-credit courses that will replace two existing 4-credit courses in the required core courses section. Additional changes reflect increase in core credit hours required and the offering of only one capstone course instead of the current one of three option.
- Approved course curriculum changes of Intermediate Textiles (ART 355) and new designation as a Writing Emphasis course.

Respectfully submitted,  
Dean D. VonDras  
AAC Chair