

## AGENDA

### **UW-GREEN BAY FACULTY SENATE MEETING NO. 1**

Wednesday, September 10, 2014

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

Presiding Officer: John Lyon, Speaker

Parliamentarian: Clifford Abbott

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

#### **2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 9**

**April 30, 2014** [page 2]

#### **3. CHANCELLOR'S REPORT** [Chancellor is out of town]

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

a. Essential Job Functions (tabled) [page 6]

b. Administrative Evaluation Process (tabled) [page 7]

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

a. Election of Deputy Speaker of the Senate for 2014-15

b. Revision of Select Mission [page 9]

Presented by Greg Davis

c. Memorial Resolution for Jerome Abraham [page 10]

Presented by Cheryl Grosso

d. Request for future business

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

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

a. University Committee Report - Presented by Steve Meyer

b. Academic Staff Report – Presented by a member of the Academic Staff Committee

c. Student Government Report - Presented by Vanya Koepke

#### **8. MOVE TO CLOSED SESSION** pursuant to Wis. Statutes, Sec. 19.85(1)(f) for discussion of an Honorary Degree

#### **9. ADJOURNMENT**

[draft]

**MINUTES 2013-2014**  
**UW-GREEN BAY FACULTY SENATE MEETING NO. 9**

Wednesday, April 30, 2014  
Alumni Rooms, University Union

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

PRESENT: Francis Akakpo (SOWORK), Greg Aldrete (HUS), Andrew Austin (DJS), Greg Davis (NAS-UC), Michael Draney (NAS), Heidi Fencil (NAS), Hernan Fernandez-Mearidi (HUS), Adolfo Garcia (ICS), Thomas Harden (Chancellor, *ex officio*), Jenell Holstead (HUD), Ray Hutchison (URS), Ghadir Ishqaidef (BUA), Mimi Kubsch (NUR-UC), J. Vincent Lowery (HUS), Kaoime Malloy (Theatre and Dance), Michelle McQuade-Dewhirst (MUS), Steve Meyer (NAS-UC), Cristina Ortiz (HUS-UC), Uwe Pott (HUB), Chuck Rybak (HUS), Alison Stehlik (AND), Patricia Terry (NAS), Christine Vandenhouten (NUR), Bryan Vescio (HUS-UC), Dean VonDras (HUD), Julia Wallace (Provost, *ex officio*).

NOT PRESENT: Forrest Baulieu (ICS), Dallas Blaney (PEA), William Lepley (BUA), Ryan Martin (HUD-UC), Debra Pearson (HUB), Linda Tabers-Kwak (EDU), Arthur Lacey (EDU).

REPRESENTATIVES: Katrina Hrivnak, Academic Staff; Heba Mohammad, Student Government

GUESTS: Andrew Kersten, Scott Furlong, Sue Mattison, John Lyon, Darrel Renier, Chris Martin.

**1. CALL TO ORDER.**

At 3:02 p.m. a quorum had assembled and Speaker Davis called the meeting to order.

**2. APPROVAL OF MINUTES for Faculty Senate Meeting No. 8, April 9, 2014.**

Speaker Davis asked for approval of the minutes. **Senator Meyer (Senator Akakpo second) moved approval of the minutes and the motion passed (20-0-0).**

**3. CHANCELLOR'S REPORT.**

The Chancellor announced the commencement speaker, alumnus Joseph Carroll and, with help from the data-ready Provost, reported the number of graduates this spring as 855 with 637 of them scheduled to attend the ceremony. He suggested that next year the faculty might review the cumbersome procedure for naming honorary doctorates with an eye to streamlining it. He then recognized the work of the Speaker of the Senate, Greg Davis, and the Chair of the University Committee, Bryan Vescio, with token gifts and applause. Finally he addressed his own transition

out of the Senate with admiration for the Senate, for the process of finding his replacement, and for the University. The Senate returned his graciousness with applause.

#### 4. OLD BUSINESS

##### a. Essential Job Functions.

UC Chair Vescio presented this second reading and reported that the UC recommends tabling this action until the fall when a task force might be formed to design an alternative motion. He reported that Human Resources will have to develop some policy whether the Senate acts or not. The Senate took up the recommendation. **Senator Vandenhouten (Senator Terry second) moved to table this proposal and the Senate agreed (21-0-0).**

##### b. Requirement for Minors.

Cliff Abbott presented the second reading of this proposal to eliminate the specification of upper level credits in minors, arguing that it would allow more flexibility in curricular planning and recognize the variation in prerequisite structures and lower level courses in various fields. **Senator Vescio (Senator Kubsch second) moved adoption** but the Senate did not agree. The arguments for flexibility were countered with questions of diluting minors. There were different opinions on the appropriateness of a default requirement and the ease of making exceptions to it. There was a concern over whether what was at stake here was more the definition of what separates lower from upper level courses rather than requirements for minors. And there were comments on the justifications from previously made exceptions. In the end **the proposal failed (2-19-2).**

##### c. Code Change for Graduate Faculty.

Andy Kersten filled in for Matt Dornbush to present the second reading of this proposal to allow individuals to have voting membership in multiple graduate programs. **Senator Terry (Senator Meyer second) moved adoption of the change.** In a fairly tentative way **Senator Vescio** recalled previous discussion on a possible wording clarification and so **moved to add the word ‘graduate’ before the word ‘program’ in the last sentence. Senator Vandenhouten seconded so the last sentence would read “A faculty member may have a split assignment with another graduate program and may vote in more than one.”** There was discussion but it tended to be on the original motion rather than the amendment. When the Speaker pointed this out, the **Senate quickly voted its support for the altered wording (23-0-0).** The discussion then supported the proposal with arguments about the better analogy for graduate programs being disciplinary programs rather than interdisciplinary units; arguments about multiple memberships tending to reduce conflict; and general arguments against disenfranchised memberships. **The amended proposal passed (23-0-0).**

##### d. Policy Change on Promotion to Full Professor.

On behalf of the Committee of Six Full Professors, Jeff Entwistle presented this second reading with some altered language suggested from the discussion of the first reading. **Senator Meyer (Senator Malloy second) moved adoption.** The discussion was extensive and robust. The proposal’s intention - to clarify expectations for promotion especially with respect to applied scholarship - was less a focus of discussion than the particulars of the wording. Words matter

and the senators were eager to demonstrate how. Does the phrase “on their own merits” minimize the value of group publication? Is the phrase “social and technical problems” limiting or inclusive? Is creating greater access solving a “technical problem”? Do “oral presentations” at conferences include poster presentations? Does “scholarly book” include creative writing? Is consulting “applied scholarship”? With some appropriately deft parliamentary maneuvering the Speaker posed the question of whether the proposal would have led to different decisions if it had been in place in the past. The somewhat hedged response was that it would have resulted in different discussions. Although it was not explicitly mentioned in the proposal, Professor Entwistle raised the issue of how work outside the area of expertise (Professor Draney’s mandolin performances and his books of poetry and Professor Entwistle’s work on arachnids) of a candidate might count. This led to some charges of anti-interdisciplinarianism. In the end there was a plea to trust the judgments of peers and **the proposal passed (18-4-3)**.

e. Administrator Evaluation Process.

UC Chair Vescio presented this second reading and offered some changes in the wording distributed with the agenda. The first sentence in section II should read, “*Every third year the performance of the academic and administrative leaders will be evaluated through a participatory process.*” and section VIII should be eliminated. With that rewording understood the ever-ready **Senator Meyer (Senator Ortiz second) moved adoption**. There were concerns over the interval between reviews. This is a balancing act between the work involved in doing the reviews and the time needed to establish a record to review. There were also concerns about the value of anonymous survey data and balancing confidentiality and transparency. The purpose of the process was not necessarily transparency as much as providing feedback to administrators, but the issue got murky enough to make some senators ask for some legal vetting. With some prompting from the Speaker, **Senator Austin (Senator Terry second) moved to table the proposal and the Senate agreed (24-0-1)**.

## 5. NEW BUSINESS

a. Academic Advising Report.

With an eye on the lateness of the hour and with apologies to a patient and well-prepared Darrel Renier, this report was postponed.

b. Election of Speaker of the Senate for 2014-15.

The University Committee nominated incoming UC member John Lyon. Once his willingness to serve was confirmed and there were no other nominees the **Senate voted John Lyon as Speaker of the Senate for 2014-15**.

c. Resolution from the Committee on Workload and Compensation.

Chair Chris Martin presented this resolution. Dispelling the notion that academic processes move at glacial speeds, **Senator Kubsch moved (Senator Lowery second) the adoption of the resolution and the Senate agreed (25-0-0)**.

d. Request for future business.

The speed of the previous item swept this item along with it so that most senators probably didn't even notice it happened.

## 6. PROVOST'S REPORT

With help from a data-ready dean, the Provost announced that an offer to hire a new faculty member for Engineering Technology had been verbally accepted, that work was continuing to find a role for faculty in the Medical College of Wisconsin's move into the region, and that three task forces would be meeting over the summer on the three issues of assessment, on-line courses, and filtering requests for the Education Advisory Board. The Provost then noted that both her boss, Chancellor Harden, and her second in command, Associate Provost Kersten, were moving on. She thanked them both generously, as well as the Senate, and welcomed Associate Provost-Designate Davis with the hope that he may stay around for a while.

## 7. OTHER REPORTS

a. Academic Affairs Council Report. The report was attached to the agenda.

b. University Committee Report. Chair Vescio deferred to a written annual report that he will bring to the Senate in the fall.

c. Academic Staff Report. This also was deferred.

d. Student Government Report. Heba Mohammad reported that students had voted to use segregated fees for a childcare facility and were still looking for the University's commitment. Governing bylaws are in preparation. She thanked everyone for their support. There was applause.

## 8. ADJOURNMENT

The Speaker added his own thanks and the meeting adjourned to general applause, and perhaps a tad of relief, just before 5 p.m.

Respectfully submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

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

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

**Faculty Senate Old Business 4a 9/10/2014**

**UW-GREEN BAY**  
**ADMINISTRATOR REVIEW PROCESS**  
**April 2014**

**Purpose**

UWGB seeks to assure that all the members of its community have accurate information as to performance expectations and assessments of that performance. Members of the faculty and the administrative staff have annual processes for the development and communication of information about goals, accomplishments, and assessments. The Regents and the President have policies for the annual review of chancellors and those annual reviews include evaluations involving all direct reports to the UWGB Chancellor and the leaders of the UWGB governance organizations.

UWGB seeks to complement these annual review procedures with reviews which more formally and systematically incorporate broader input from faculty and other members of the university community, including student leaders, as appropriate, to the scope of responsibilities associated with the position. The procedure that follows applies to the UWGB Chancellor, Provost, and Deans.

**Policy**

UWGB's policy is as follows:

- I. All administrators to whom this policy applies participate in annual evaluations, as already established. These annual evaluations provide an important means by which the employee and her or his supervisor share information about appropriate goals for the coming year and about the degree of achievement of goals for the preceding year. This process will supplement, not replace, those annual evaluations by soliciting feedback from the larger campus community in an attempt to improve the health and the strength of the institution.
  
- II. Prior to the completion of the third year and every three years thereafter, the performance of the academic or administrative leader will be evaluated through a participatory process. Completion of this review will be the responsibility of the Administrative Evaluation Committee (AEC) appointed by the University Committee and the Academic Staff Committee. The function of the committee will be the coordination/administration of the administrator evaluation process.

III. The AEC, in coordination with the Secretary of the Faculty and Academic Staff, will be responsible for the development and distribution of the applicable questionnaire to all personnel in all units reporting to the administrator under evaluation. A selected list of other constituents may be included as appropriate for the purpose of soliciting feedback about the performance of the administrator (e.g., student leadership in the review of a Dean of Students). The position description for the position being reviewed will accompany the questionnaire. The AEC will have the authority to develop a timeline and a questionnaire as appropriate to the responsibilities and challenges of a particular position.

IV. Members of the AEC, with the help of the Secretary of the Faculty and Academic Staff, will use the completed evaluations materials to compile a comprehensive report of the results of the submitted evaluations. The report will include the number and percentage of faculty reporting. The summary of questionnaire responses will be prepared so as to assure the confidentiality of respondents. The comprehensive report will only be distributed to the administrator(s) being evaluated. The AEC will meet with the administrator being evaluated to review and discuss the comprehensive report.

V. The comprehensive report should be considered a confidential personnel document and should only be shared with those individuals who have a legitimate need to see the report. Consistent with sound practices for effective personnel development, results of the review are shared only with the employee under review, the supervisor, and, as these are key line administrative positions, with the Chancellor. Other access to the results of the review process would be governed by applicable statutes, relevant case law, and the policies of the University of Wisconsin.

VI. The AEC will prepare a final summary report for distribution to the administrator, his/her supervisor and the appropriate governance groups. Once the process is complete, the questionnaires upon which the summary is based will be destroyed.

VII. The Administrator will be asked to respond to the University Community, in writing, to both the comprehensive and final summary reports as well as the evaluative process.

VIII. The Office of the Secretary of the Faculty and Academic Staff will maintain records regarding the year of the most recent review of each administrator. If an administrator is due for a review in a given year, the SOFAS Office will alert both the administrator and the AEC by the fourth week of fall semester.

## **Proposed Revision of the Select Mission**

### **Current Select Mission:**

The University of Wisconsin-Green Bay provides an interdisciplinary, problem-focused educational experience that prepares students to think critically and address complex issues in a multicultural and evolving world. The University enriches the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural and economic resource. *(Approved by the UW System Board of Regents, September 2007)*

### **The proposal is to add the following paragraph:**

The University offers undergraduate and graduate programs in the liberal arts and sciences and in professional studies that cultivate knowledge and encourage investigations into disciplinary and interdisciplinary fields, promote civic engagement and lifelong learning, and serve the needs of a diverse student body. Programs in the arts and humanities; business, management, and communication; science and technology; education; environment; health science; social and behavioral sciences; and social justice, lead to a range of degrees, including AAS, BA, BAS, BS, BSN, BSW, BBA, MS, MSW, and MSN degrees.

## **Memorial Resolution for Associate Professor Jerome B. Abraham**

Jerome (Jerry) B. Abraham died on 24 April 2014 after a courageous battle with cancer. He was born on 21 January 1932 in Oshkosh, WI. His education began in a one-room school in Van Dyne, WI, then moved to the Fond du Lac school system. Jerry went to the University of Wisconsin-Madison where he graduated with a Bachelor of Music degree in 1957. He served in the United States Army of Occupation in Germany from 1954-1956, when he was honorably discharged. He was a music educator in the Dodgeville, WI, Public Schools from 1957-1960 teaching both band and chorus. He received his Masters of Music degree from UW-Madison in 1965.

Jerry was the first full-time music faculty member hired when UW Green Bay was established as a comprehensive university in 1965. He taught many different courses during his career and played a critical role in shaping the music program offerings. His input was key in hiring the next six full-time music faculty members. Jerry served multiple terms as Chair of the Music program and founded the Summer Music Camps, which became a model for music camp programs that sprung up around the state during the next two decades.

Jerry was a fine trombonist and performed in many musical organizations from military ensembles to community groups. He was a member of the Badger Symphony, the Military Band in Fond du Lac, the Third Division Band, the Seventh Army Jazz Band, the Green Bay Symphony Orchestra, the Packer Band, and performed in many dance and show bands throughout his career. Jerry's favorite experience was marching in the 1953 Rose Bowl Parade and performing at the game during his time at UW Madison.

Jerry had many interests other than music. He enjoyed travelling the U.S. in his RV, travelling extensively abroad, building model airplanes, and attending cultural events. Jerry was a dedicated family man to his wife of 53 years and his two daughters.

Jerry was an easy-going person who took one day at a time and supported his colleagues in their endeavors. He was a man of few needs and will be remembered for his gentle manner and his 30-year old metal lunch box.

- Cheryl Grosso

**Faculty Senate New Business 5c 9/10/2014**