

## AGENDA

### **UW-GREEN BAY FACULTY SENATE MEETING NO. 2**

Wednesday, October 14, 2015

Alumni Rooms, 3:00 p.m.

Presiding Officer: Patricia Terry, Speaker

Parliamentarian: Steve Meyer

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

#### **2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 1 September 16, 2015 [page 2]**

**3. CHANCELLOR'S REPORT** (Chancellor Miller will not be able to join us “in the flesh” today, but he will join us via teleconference; please feel free to bring questions for Chancellor Miller to senate)

#### **4. NEW BUSINESS**

- a. Form K, PEA/URS merger [page 6]  
Presented by UC Chair, John Lyon
  
- b. Program discontinuance document [page 9]  
Presented by UC Chair, John Lyon
  
- c. Request for future business

#### **5. PROVOST'S REPORT**

#### **6. OTHER REPORTS**

- a. University Committee Report – Presented by UC Chair John Lyon
- b. Faculty Representative Report – Presented by Christine Vandenhouten
- c. Academic Staff Report – Presented by Katrina Hrivnak
- d. University Staff Report – Presented by Jan Snyder
- e. Student Government Report – Presented by Hannah Stepp

#### **8. ADJOURNMENT**

[draft]

**MINUTES 2015-2016**  
**UW-GREEN BAY FACULTY SENATE MEETING NO. 1**  
Wednesday, September 16, 2015  
Alumni Rooms, University Union

Presiding Officer: John Lyon/Patricia Terry, Speaker of the Senate  
Parliamentarian: Steve Meyer

PRESENT: Greg Aldrete (HUS), Andrew Austin (DJS), Ryan Currier (NAS), Toni Damkoehler (AND), Greg Davis (Provost, *ex officio*), Doreen Higgins (SOCW), Ray Hutchison (URS), Mark Kiehn (EDU), William Lepley (BUA), Jim Loebel (BUA), John Lyon (NAS-UC), Kaoime Malloy (TND), Ryan Martin (HUD), Paul Mueller (HUB), Rebecca Nesvet (HUS), Uwe Pott (HUB), Courtney Sherman (MUS), Christine Smith (HUD), Alison Stehlik (AND), Christine Style (AND-UC), Brian Sutton (HUS), Patricia Terry (NAS-UC), Brenda Tyczkowski (NUR), Christine Vandenhouten (NUR-UC), Kristin Vespia (HUD-UC), David Voelker (HUS-UC), Elizabeth Wheat (PEA), Amy Wolf (NAS)

NOT PRESENT: Bryan Carr (ICS), Arthur Lacey (EDU), Michael McIntire (NAS), Gary Miller (Chancellor, *ex officio*); and Hannah Stepp, Student Government

REPRESENTATIVES: Katrina Hrivnak, Academic Staff; Jan Snyder, University Staff

GUESTS: Clifton Ganyard (Assoc. Provost), Scott Furlong (Dean, LAS), Sue Mattison (Dean, PS), Paula Ganyard (Director, Cofrin Library), Christina Trombley (Director, Adult Degree Program), Joan Groessl (SOCW)

**1. CALL TO ORDER.**

With a quorum reached, Speaker Lyon brought Thor's borrowed hammer (aka, gavel) down at 3:01 p.m. calling the meeting to order. He called upon all members of the senate to identify themselves and their respective units. A compliant senate did as asked.

**2. APPROVAL OF MINUTES for Faculty Senate Meeting No. 11, April 29, 2015.**

The Speaker asked for corrections. Senator Pott reminded us that Senator Nelson substituted for him at that meeting. Hearing no other corrections, the minutes were declared accepted with the minor correction.

**3. CHANCELLOR'S REPORT.**

Chancellor Miller's calendar would not allow him to join us for this meeting.

**4. OLD BUSINESS**

Being the epitome of efficiency last year, there was no business carried over to the new academic year.

**5. NEW BUSINESS**

a. Election of a New Speaker of the Senate for 2015-16.

If you recall from the previous episode of "As the Faculty Senate Turns", last April Prof. Clifton Ganyard was elected UC Chair and Prof. John Lyon was re-elected Senate speaker. When Prof. Ganyard accepted the appointment of Associate Provost in August, Prof. Lyon

was elected chair of the University Committee. This created a void in the Speaker of the Senate position. In his last act as Speaker of the Senate, Prof. Lyon called for nominations for the election of a new Speaker. Senator Vespia nominated Senator Terry (seconded by Senator Vandenhouten). Senator Terry accepted the nomination and with no other nominees the **Senate unanimously endorsed Patricia Terry as Speaker of the Senate for 2015-16.**

b. Election of a Deputy Speaker of the Senate for 2015-16.

Now that ex-Speaker Lyon passed the gavel on to new-Speaker Terry, her first order of business was to call for nominations for a Deputy Speaker of the Senate. Senator Vespia nominated Senator Style (seconded by Senator Lyon). Speaker Terry's call for other nominations was met with silence and the **Senate unanimously endorsed Christine Style as Deputy Speaker of the Senate for 2015-16.**

c. Request for future business.

The Speaker's request for new business brought more sounds of silence. The Speaker then reminded Senators they could bring their ideas/concerns to the members of the University Committee at any time or to the next Faculty Senate meeting.

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

With tongue firmly planted in cheek, the Provost started off by thanking the faculty senators for coming back to school. He then proceeded to discuss a long list of (mostly) depressing items, noting that this is a "hard set of messages to deliver".

- 1) Not one to send mixed messages, Provost Davis laid our budgetary shortfall "cards" on the table. The massive budget cuts to the UW led to many campus cuts, and this is the first semester we have to live with our cuts. Low enrollments add to the problem as the last academic year found UWGB \$2.3M in the red in our 102 fund tuition pool. To some extent, this shortfall was backfilled using 131 (program revenue funds). The projection for this academic year is even bleaker as a greater than \$3M deficit in 102 funds is expected. Certainly the budget cuts are huge, but our enrollment numbers are adding to the problem. Despite the number of incoming freshmen, graduate students, and transfers being slightly larger, those increases are not covering the large number of students we are graduating each semester. Provost Davis cautioned that we have a difficult year coming up, potentially a couple of difficult years unless tuition revenue is turned around.
- 2) Provost Davis next discussed a memo from UW System President Ray Cross which mentioned that the budget passed by the legislature would not allow for an across-the-board payplan, but would allow some money to be used for compensation for meritorious pay increases. A letter from Chancellor Miller stated that given the ability to provide merit pay will require sound policies and procedures for performance review. Provost Davis and Vice Chancellor for Business and Finance Sheryl VanGruensven are tasked with working with appropriate shared governing bodies to review and revise current policy or recommend new policy. Any policy must: 1) be based on annual reviews of faculty and staff, and 2) clearly distinguish meritorious performance from satisfactory performance. Task deadline is 1/1/2016.

- 3) Provost Davis next informed the senate that we are expecting a memo from President Cross in the near future asking us to develop plans to move to a 24-credit teaching load. In response to the question “Is it specified as a ‘teaching load’?” Provost Davis answered with “how we decide how the 24 credits are counted will be partially up to us, so it would be more appropriate to say a 24-credit load.”
- 4) Over the summer, Chancellor Miller received input from the UC together with representatives from Academic Staff and University Staff (aka “UC extended”) on his “The Future Imagined: Reorganizing UW-Green Bay for Innovation and Growth” document. This document outlines changing the structure of UWGB from a two to a four college system. It will be released to the university community shortly. The Provost and the Chancellor will meet with all the unit chairs and deans later in September, then will meet with all the individual budgetary units in early October. Expectation of Regent approval is for December 2015, with four operating colleges starting in Fall 2016.
- 5) UPIC is meeting every couple of weeks, discussing two topics: interdisciplinarity and budget process (biennial planning).

## **7. OTHER REPORTS**

**a. University Committee Report.** Last year’s UC Chair, Steve Meyer, summarized the events of last year’s UC and Faculty Senate meeting. Items accomplished last year included: modifying the charge of several joint committees to include representation by members of the University Staff (following the conversion of Classified Staff to University Staff); making minor modifications to the University Mission Statement to bring it back into line with what is required by state statute; recommending faculty and staff to populate the four committees of the Invent the Future initiative and the University Planning and Innovation Council (UPIC); recognizing Ginny Riopelle with an honorary Doctor of Laws degree; discussing a potential realignment of the summer terms (eventually voted down by the senate); eliminating the Facilities Planning Committee (lots of duplication with the Facilities Management Committee); changing code such that the Faculty Senate will meet monthly instead of every three weeks; and approving a new M.S. program in Data Science and our first doctorate program, an Ed.D. in First Nations Studies. Over winter break is when news of the budget reduction hit causing a refocus of the UC’s efforts; therefore, the UC did not get to several items it would have liked to act on, including formulating a method to conduct administrator evaluations and trying to establish a research counterpart to CATL.

**b. University Committee Report.** UC Chair John Lyon reported that UW System is asking all UW schools to be involved in the Strategic Planning Process (specifically addressing the following three questions: 1) What are the major issues facing the state of Wisconsin currently?, 2) In what ways can the UW System transform itself to have a greater impact on the state of Wisconsin?, and 3) What role should the UW play to help Wisconsin address its most critical challenges and opportunities?). Deadline for input is November 20. Lyon continued by informing the senate that the 24 credit load will be discussed in the UC, and noted that we are already doing more than our colleagues at our sister institutions who have 24 credit loads and so he encouraged all to “adjust our way of thinking” and “don’t think of ways to do more, just give yourselves more credit for what you currently do”. He

continued by reiterating the expectations for merit previously discussed by Provost Davis. Lyon discussed the reorganization of the colleges and emphasized the opportunities it presented for the university. He continued by mentioning the issues related to budget-induced changes, specifically the movement of tenure from state statute to Board of Regent policy verbatim, but it has a “sunset” of April 11; therefore, the Board has established a Tenure Task Force that is meeting to help form a new Board of Regents Tenure Policy. UWGB has been active in participating in the formation of that new policy. Once the new policy is in place in April 2016, there will likely be some modification to our code to bring it into agreement with the new policy that is adopted (hopefully minor tweaking). Although modified, shared governance remained in state statutes, so the Shared Governance Task Force that was established was disbanded before they ever met. At the campus level, Lyon reported that Chancellor Miller fully intends to support shared governance and does not want to lead a university that does not want to follow him. There has also been a request by Dean Furlong to consider the merger of PEA and URS, it will come back to the UC for its advice, and eventually will need approval by the faculty senate.

c. Faculty Representative Report. Christine Vandenhouten shared information discussed during a UW System representative teleconference with System President Ray Cross on August 15, 2015. Discussion items included updates on the budget, strategic planning, and the Tenure Task Force. Vandenhouten next relayed information from the Regents meeting she attended in Whitewater, including UW Extension is seeking a change in mission to allow them to grant, on a limited basis, Flexible Option degrees in business.

d. Academic Staff Report. Katrina Hrivnak reported that the Academic Staff Committee is working with Human Resources on the potential consolidation of the Academic Staff Handbook and on revisions to the form used in AS annual performance reviews; in particular, the form used by the personnel committee – which includes title changes and career progressions. They will also need to re-review the form in relation to meritorious vs. satisfactory performance. Hrivnak also mentioned that there are professional development funds available; AS can apply for \$50-500 in funding, and the ASC is looking to drop the 50-50 match requirement from their units.

e. University Staff Report. Jan Snyder reported that while the University Staff operated on campus as a governance group during the 2014-15 academic year, as of July 1, 2015, the University Staff is now an officially recognized group in the UW System. They have been meeting monthly via teleconference for the past two years with University Staff from other UW System institutions discussing start-up procedures. Recently, they have been working with Human resources on various policies. Their structure includes an executive committee (the USC), an election committee, a professional development committee, and a personnel committee. They are also working to develop a University Staff Handbook.

f. Student Government Report. SGA President Hannah Stepp could not attend the meeting.

**8. ADJOURNMENT** at 4:09 p.m.

Respectfully submitted,  
Steve Meyer, Secretary of the Faculty and Staff

UW-GREEN BAY  
ACADEMIC UNIT ACTIONS

For Dean's Office Use  
Curriculum Action No.  
\_\_\_\_\_

Date 9/17/15

Title of Academic Unit Public and Environmental Affairs

Name of Contact Person John Stoll

Action Requested

Establish a New Unit     Merge Two or More Units     Discontinue a Unit

New Unit Information

If the proposed action involves an existing unit skip to the next section.

Insert a complete proposal at the end of this form describing the composition of the new unit and the rationale for its forming.

Current Unit Information

Complete if merging or eliminating two or more units.

Unit Public and Environmental Affairs    Year of Initial Formation 1992

Unit Urban and Regional Studies    Year of Initial Formation 1992

Insert a complete description of the proposed unit actions and the reason(s) for requesting the change at the end of this form.

Authorizations

Proposal Prepared by

Name John Stoll    Unit PEA  
Name Tom Nessler    Unit URS  
Name \_\_\_\_\_ Unit \_\_\_\_\_

Routing: Electronically submit completed form to the Interdisciplinary Unit Chair.

Interdisciplinary/Executive Committee Action:  Approved     Denied    Date 9/25 9/28

Unit Public and Environmental Affairs (PEA)  
Urban and Regional Studies (URS)

Interdisciplinary Chair or Authorized Representative: John Stoll (PEA) & Tom Nessler (URS) held separate meetings

Routing: Interdisciplinary Chair of initiating unit electronically submits completed form to the Academic Deans Office.

Academic Dean  Approved     Denied    Date 9/28/2015

Academic Dean or Authorized Representative \_\_\_\_\_

Routing: Academic Dean's Office electronically submits completed form to the AAC or GSC.

Academic Affairs Council (for undergraduate academic units) and Personnel Council (Meeting jointly)

Complete and attach form Z-AAC

Approved  
 Approved with modifications and concerns listed on form Z-AAC

Date 10/2/2015

# FORM K

## UW-GREEN BAY ACADEMIC UNIT ACTIONS

Denied for reasons listed on form Z-AAC

The initiating unit must respond to any concerns raised by the Council. This response must be in writing and included with the proposal as it progresses through the approval process.

*Routing: AAC Chair electronically submits completed forms to the chair of the University Committee for action by the Faculty Senate.*

**Graduate Studies Council (for graduate academic units) and Personnel Council** (Meeting jointly)

**Complete and attach form Z-GSC**

Approved Date \_\_\_\_\_  
 Approved with modifications and concerns listed on form Z-GSC  
 Denied for reasons listed on form Z-GSC

The initiating unit must respond to any concerns raised by the Council. This response must be in writing and included with the proposal as it progresses through the approval process.

*Routing: GSC Chair electronically submits completed forms to the chair of the University Committee for action by the Faculty Senate.*

**Faculty Senate**  Approved  Denied Date \_\_\_\_\_

Faculty Senate Chair or Authorized Representative: \_\_\_\_\_

*Routing: Faculty Senate electronically submits completed forms to the Provost & Vice Chancellor for Academic Affairs for review. If approved, forms are sent to the Chancellor for final institutional approval.*

**Chancellor**  Approved  Denied Date \_\_\_\_\_

Chancellor or authorized representative \_\_\_\_\_

*Routing: Chancellor electronically submits completed forms to the Provost & Vice Chancellor for Academic Affairs.*

**Provost & Vice Chancellor for Academic Affairs:**  Approved  Denied Date \_\_\_\_\_

Effective Date of Action: Year \_\_\_\_\_ Term \_\_\_\_\_

Provost or Authorized Representative \_\_\_\_\_

[Refer to the guidelines for additional notifications]

*Routing: Provost's Office electronically submits completed forms to the Registrar's Office, the Academic Dean or Director of Graduate Studies, the SOFAS, and the chair of unit initiating the request.*

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### Support Documentation

Insert support documentation [syllabus, rationale, etc.] here:

As a matter of clarification, the PEA budgetary unit's Executive Committee voted negative on a motion to merge our unit with the URS budgetary unit. The reasoning was that we would not have sought a merger between our unit and the URS budgetary unit and do not find it to be the most desirable course of action. On the other hand, given the administrative dictate that our units be merged due to budgetary and enrollment situations, we have already begun to work cooperatively with the URS unit (which voted in favor of merger) to develop means for moving forward as a merged unit and to do so in a collegial fashion for the benefit of our campus and its students.

## FORM K

# UW-GREEN BAY ACADEMIC UNIT ACTIONS

Joint meeting of AAC and PC support documentation 10/2/15:

We recommend that if the merger goes through, that URS and PEA, with all faculty participating, should clearly articulate the jointly agreed upon criteria for promotion, tenure, and merit and prepare a written document to that effect.

Insert support documentation that shows track changes [catalog page/s] here, following these instructions:

1. In the source document which shows track changes, select the text to transfer.
2. Press **Ctrl+F3**; text will be cut [if you want to save a copy, immediately press **Ctrl+Z**]
3. Place the insertion point in the box below.
4. Press **Shift+Ctrl+F3** to insert the document showing track changes.

**Faculty Senate New Business 4a 10/14/2015**

## **UWGB Proposed Program Discontinuance and Faculty Safeguards Policy**

The University of Wisconsin Green Bay recognizes that it must be a dynamic institution that addresses the changing needs of society for its services. Therefore, it is expected that the faculty of each unit periodically review the mission and content of their programs and make adjustments to their programs as necessary to maintain the quality and the relevance of their programs to their students, the university and the community as a whole. The university recognizes that as educational needs change it may become necessary to extensively modify or to discontinue a program. This document addresses the evaluative process that should be used to identify programs that may be subjected to modification or discontinuation, the processes that should be followed for their evaluation and, in the event of a program discontinuation, the procedures that should be followed for the students, faculty and staff affected by this action.

### **1. Evaluative Process for Program Modification or Discontinuation**

The academic program planning and review process should be the principle tool used in the evaluation of academic programs. Academic Program Reviews are designed to identify the strengths and weaknesses in academic programs, and require programs to evaluate actions undertaken to address weaknesses identified in previous reviews. Program Development Plans, which are typically produced in the year following the review of an academic program, are designed to help programs identify strategies to address weaknesses found during a program review and to propose initiatives to advance the program.

#### **Academic Program Valuation Criteria for modification or discontinuation**

The primary mission of an academic program is to provide high quality academic and professional instruction. The professional contributions of the faculty, the design of the academic program and the performance of the students in the program should all be considered in the evaluation of the quality of an academic program.

Academic programs can provide significant contributions to the primary mission of other units and to the university as a whole. The quality of and the need for these contributions must be part of any evaluation of an academic program.

Academic programs can provide services to other programs and the university as a whole through scholarship, outreach and service activities. The value of these activities should be considered in the evaluation of an academic program.

The cost of an academic program may be included in the evaluation of a program for modification or discontinuation in combination with the criteria given above. This evaluation should not be limited to the cost of the resources need to provide the academic program but should include the value of all of the contributions that the academic program makes to the mission of the university. The university may

determine to support for a high cost program that is critical to the mission and marketability of the university and not to support a low cost program that does not meet its primary mission.

The procedures outlined in the Faculty Handbook, UWGB Chapter 53 Academic Units, should be used when an academic program is being considered for modification or discontinuance.

## 2. Faculty Safeguards

When academic programs undergo substantial revisions or are to be discontinued, safeguards must be in place to protect the academic integrity of the institution and its faculty, students, and staff. The recommended procedures outlined below are consistent in spirit or explicit detail with the guidelines previously established in UWGB Chapter 5 for addressing faculty layoff or termination in cases of financial exigency.

[Important notes: 1. Because "financial exigency" as it applies to tenured faculty layoffs or terminations was removed from state statute in the most recent budget cycle, the current Chapter 5 would need to be labeled and worded to apply instead to instances in which such personnel changes are pursued for reasons of budget or significant program revision or discontinuance. 2. The procedures and policies below are designed to apply to tenured and tenure-track faculty and full-time lecturers with faculty status as and where specifically indicated.]

### Recommended Procedures

1. If faculty layoffs or terminations occur for budgetary reasons or due to the discontinuation or substantial revision of an academic program, non-tenured faculty members or full-time instructors with faculty status have the same rights regarding notice, severance, and appeal outlined in their contracts and in existing institutional policies.
2. If the layoff or termination of one or more tenured faculty members is sought for budgetary reasons or due to the discontinuation or substantial revision of an academic program, a, b, and c below apply.
  - a. UWGB administration and the budgetary unit will make every effort to secure a different appointment within the university for the faculty member. That new appointment would be one for which the faculty member is qualified or, if reasonable retraining is required to carry out the duties of the new position, any retraining costs would be paid by the University. UWGB will also make every effort to ensure affected faculty members are aware of open positions within the larger UW System.
  - b. If it is not possible to retrain and place the tenured faculty member in a suitable alternative appointment, UWGB will provide one year of severance

pay in the form of monthly payments that are equal to the faculty member's salary during the year of dismissal.

- c. The procedures, policies, and principles currently outlined in UWGB Chapter 5 will also apply. See below for applicable code sections.
  1. Formation of a Faculty Consultative Committee as specified in UWGB 5.04
  2. Consultation by the Chancellor (UWGB 5.05)
  3. Specific information and procedures for making a recommendation to the Board of Regents (UWGB 5.06)
  4. Tenured faculty retaining primary responsibility for identifying individuals for layoff or termination (UWGB 5.07)
  5. Seniority as a key factor in these personnel decisions (UWGB 5.08)
  6. Notification procedures and time period (UWGB 5.09 & 5.10)
  7. Formation of a Hearing Committee and subsequent appeal and hearing procedures (UWGB 5.11 through 5.15)
  8. Layoff status determination and the corresponding rights and responsibilities of the University and the faculty member (UWGB 5.16 through 5.21)

### 3. Safeguards for Students

Students must be protected to ensure that the termination of a program does not severely affect them. To that end the following safeguards will be observed and every effort will be made to be attentive to the student's needs. These include:

1. Students should have opportunities to participate in the review of programs proposed for termination.
2. A discontinued program should be phased out over a reasonable period of time.
3. All advisors and the university community will need to be informed that a program has been terminated. Part of that communication should include the timeline and options students have such as,
  - a. Students will not be able to sign up to a program once a program considers elimination.
  - b. Students will have opportunities to either finish their work or transfer to another program.
  - c. Students need to understand that the completion of the degree or transfer cannot be guaranteed by the University.

Notes: The University of Michigan standard practice guide dealing with the discontinuance of academic programs was used as a resources for this document. (<http://spg.umich.edu/policy/601.02>)

UWGB Faculty Handbook can be found at  
([http://www.uwgb.edu/sofas/rules/Faculty\\_Handbook\\_2015.pdf](http://www.uwgb.edu/sofas/rules/Faculty_Handbook_2015.pdf))

**Faculty Senate New Business 4b 10/14/2015**