

FACULTY SENATE MOTIONS, 1997-98

Motion 97-98/1(George/Nolte) passed at the September 3 , 1997 Faculty Senate meeting.

Approved by Chancellor September 17, 1997

To strike the last sentence in Motion 96-97/35 concerning the structure and charge of the Instructional and Learning Technologies Committee.

Instructional and Learning Technologies Committee

Membership:

Voting:

- 8 faculty and staff (2 Ed., 2 Cafes, 3 A&S, 1 4th) (appointed by Faculty Senate)
- 2 students (appointed by Student Senate)

Non-voting:

- Director of ITS or representative
- Vice Chancellor Administration or representative
- Vice Chancellor/Provost or representative
- 1 Library Representative (appointed by Director)

Terms of Office:

Faculty: Four years (one-fourth to be appointed each year) Students: One year

Definition:

* Instructional Technologies describes computing and communication hardware/software resources and the corresponding infrastructure that can enhance delivery of instruction and curricular integration.

* Learning Technologies include computing and communication hardware/software resources that can enhance learning outcomes.

* Examples of these resources are: Permanent and mobile Technology Enhanced Classroom (TEC) resources, Electronic communication resources (such as World Wide Web, e-mail, etc.), General Access and other non-discipline specific computer labs/classrooms, Learning

Technology Development Center (LTDC), Distance Education facilities and library use of instructional and learning technologies.

Purpose:

- a. To ensure Faculty and Academic Staff representation in shared governance decisions regarding instructional and learning technologies.
- b. To represent faculty and academic staff interests regarding technology issues on other policy making bodies such as Technology Policy & Planning team (TPP), Information Technology Coordinating Council (ITCC), student's Special Technology Fee Committee (STFC) etc.
- c. To act as a conduit through which the campus community is kept informed about current campus instructional and learning technology resources and related issues.

Duties:

- a. To facilitate on-going campus discussions that examine technology issues in the context of teaching and learning. To identify and promote related faculty development opportunities.
- b. To review and recommend policies with respect to allocation, implementation, use, assessment and support of instructional and learning technologies.
- c. To evaluate the overall effectiveness of campus support and delivery of instructional and learning technologies.
- d. To recommend priorities for the allocation of University Instructional and Learning Technology resources.
- e. To evaluate its own duties and membership as needed to reflect the rapid changes in instructional and learning technologies.

Procedure:

The Instructional and Learning Technologies Committee of the Faculty Senate will develop action and policy proposals regarding instructional and learning technologies. These proposals will go before the Faculty Senate for discussion and approval. When approved, the proposals will be forwarded to the Chancellor for approval.

Motion 97-98/2 (George, Swanson) passed at the September 17, 1997 Faculty Senate meeting.

Approved by Chancellor October 13, 1997

To strike the word "smooth" from the first sentence in the "Service" category of the Sabbatical Leave Proposal Evaluation Form used during 1996/97.

Motion (Borup, Luebke) To approve, as amended, the Sabbatical Leave Proposal Evaluation Form used by the Sabbatical Committee during 1996/97.

Motion 97-98/3 (Seefeldt, Borup) was passed at the October 1, 1997 Faculty Senate meeting.

Approved by Chancellor January 26, 1998

To approve suggested revision to sections II.A.3.c & d of the UW-River Falls Strategic Plan for Informational Technology

Section II.A.3.c:

c) The Faculty Senate Instructional and Learning Technologies Committee (FSILTC), a standing committee of the UW-RF Faculty Senate, is comprised of faculty, academic staff, students, and administrators (nonvoting). It develops action and policy proposals regarding instructional and learning technologies for the consideration of the Faculty Senate. When approved by the Faculty Senate, policy recommendations are forwarded to the Chancellor for approval.

The duties of the committee are to 1) facilitate on-going campus discussions that examine technology issues in the context of teaching and learning, 2) identify and promote related faculty development opportunities, 3) review and recommend policies with respect to allocation, implementation, use, assessment and support of instructional and learning technologies, 4) evaluate the overall effectiveness of campus support and delivery of instructional and learning technologies, and 5) recommend priorities for the allocation of university instructional and learning technology resources.

Section II.A.3.d:

d) Each group listed above (a-c) advises the Technology Policy and Planning Committee. This committee, recently formed as a result of the RFTF effort, is charged with the chief responsibility for planning the development of and reviewing the implementation of IT policy for the University.

The remainder of Section II.A.3.d is unchanged

Motion 97-98/4 (Norman, Tabesh) was passed at the October 15, 1997 University of Wisconsin-River Falls Faculty Senate meeting:

Approved by Chancellor November 25, 1997

To approve proposal from Academic Program and Policy Committee to create a Broad Area Business major with options in Finance, Marketing and Management.

Motion 97-98/5 (Swanson, Croonquist) was passed at the October 29, 1997 University of Wisconsin-River Falls Faculty Senate meeting.

Approved by Chancellor November 25, 1997

To accept the proposal from the Honors Committee to restructure the Honors Program with exclusion of the proposed change to the committee's structure. The excluded portion is the first paragraph at the top of page 2 and is entitled "Administrative Structure" in the committee's proposal.

Motion 97-98/6 (Furniss, Perkins) was passed at the November 12, 1997 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor November 26, 1997

The class rosters with final grades recorded on them are due in the Registrar's Office on or before the fourth working day following the last scheduled examination.

Motion 97-98/7 (Mulvey, Borup) was passed at the November 12, 1997 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor November 26, 1997

The Honors Program will be administered by the Faculty Senate Honors Committee. This committee will be composed of four faculty (2 A&S, 1 Agriculture, 1 Education), three students appointed by Student Senate (it is recommended that at least two student members be in the Honors Program and one an Honors Club member), the Director of the Honors Program, the Honors Club advisor (non-voting), the Provost or designee (non-voting), and one academic dean (non-voting with a 2-year rotation). The Director of the Honors Program will be the chair. The Honors Committee will set and interpret policy for the program (within the parameters of the Honors Program) and award credit for service learning, for honors projects, and for honors events.

Motion 97-98/8 (Kalms, Seefeldt) was passed at the December 3, 1997 meeting of the University of Wisconsin-River Falls Faculty Senate.

Disapproved by Chancellor February 18, 1998

The Senate adopts the flow chart developed by the Executive Committee concerning the long-range planning process with the addition of a feedback loop from the implementation phase back to long-range planning committee. This flow chart is attached to this motion.

Motion 97-98/9 (Harred, Leubke) was passed at the December 3, 1997 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor January 9, 1998

The Senate approved the Calendar Committee's proposal for the calendar for the 1999-2000 academic year. The approved calendar is attached to this motion

Motion 97-98/10 (Soares, Perkins) was passed at the December 10, 1997 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor January 27, 1998

Section 4.32 of the Faculty Handbook, page 71c, should be changed to read:

“Should the Hearing, Grievance and Appeals Committee find that the decision was not based on impermissible factors, the denial shall stand.”

Motion 97-98/11 (Seefeldt, Soares) was passed at the December 10, 1997 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor January 27, 1998

The section defining the Selection Process for Department Chairs, page 60 of the Faculty Handbook, should be changed to read:

“The Dean of the College concerned shall initiate the selection process for department chair by notifying the appropriate departments by November 1st. Departments must return their recommendation to the Dean by December 15th. New chairs must be notified by their appointment by February 1st.”

Motion 97-98/12 (Borop, Swanson) was passed at the January 21, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor February 16, 1998

Academic Programs and Policy Committee recommends approval of Health and Human Performance Option III - Health Education

Motion 97-98/13 (George, Norman) was passed at the January 21, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor February 16, 1998

Academic Programs and Policy Committee recommends approval of the General Education review timeline:

“The AP&P Committee of the Faculty Senate will conduct a review of General Education every 10 years. The next review will begin in the 2002-2003 academic year. The review will consist of an assessment of the program’s effectiveness in meeting its goals, a review of the goals, and a review of the program content.”

Motion 97-98/14 (Croonquist, Corcoran) was passed at the February 18, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor March 17, 1998

The Faculty Senate approves the implementation plan for Reach for the Future Goal V, Objective A, Action 2 as amended. This action was to “Establish or determine policies, procedures, and processes for all university professional experience activities.”

The motion amended Section IV, sentence 2 to read as follows (amended portions are underlined):

Issues such as awarding of academic credit, student registration for these services, role of faculty in working with student career development, program coordination between colleges/schools departments/programs all need to be determined and coordinated.

The motion amended Section V, part A of the implementation plan to read as follows (eliminated clauses are indicated with strike-throughs and additions are underlined):

The Committee has developed a form ~~to be completed by each college/school department/program~~ which identifies the necessary components of providing professional experiences. (Form follows this explanation.) This form is intended as a model, and its use by any college/school department/program is optional. The decisions each college/school department/program makes regarding who will take responsibility for identified tasks and what procedures will be used, will need to take into account resources for making faculty time available for implementing professional opportunities for students. The college/school department/program will be expected to make every reasonable effort to utilize internal resources to provide faculty support for professional experience supervision. As the University has made substantial commitment to provide each student with the opportunity to complete at least one professional experience and this committee has identified the additional demands such experience requires, the committee strongly endorses the need to provide appropriate support for those colleges/schools departments/programs which choose to implement their own professional experience programs.

Motion 97-98/15 (Seefeldt, George) was passed at the March 4, 1998 meeting of the University of Wisconsin at River Falls Faculty Senate Meeting

Approved by Chancellor March 17, 1998

To accept the Faculty Salary Committee recommendation that the 1998/99 pay plan be allocated two-thirds for solid performance and one-third for merit.

Motion 97-98/16 (Borup/Croonquist) was passed at the March 25, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

To accept the Executive Committee planning process flow chart (as amended in the attached flow diagram).

Motion 97-98/17 (Soares, George) was passed at the April 8, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor April 17, 1998

To approve proposal from the Faculty Welfare Committee to revise RF 2.12 concerning the establishment of a search and screen committee.

Recruitment: RF 2.12

Prior to establishing a Search and Screen Committee, the department shall meet and determine the structure of the committee and the voting procedures to be followed. The decision of the department should be recorded in the minutes of the meeting. The department may elect one of the following:

- a. Act as a committee of the whole, delegating the search and screen process to a duly appointed subcommittee. The sub-committee conducts the search and screen with all applicable sections of the Faculty Handbook and makes a recommendation to the voting members of the department, who then reconvene as a committee of the whole to vote to recommend the candidate for the position, or
- b. Act as a committee of the whole, without establishing a sub-committee, and conduct the search and screen consistent with all applicable sections of the Faculty Handbook. The committee consists of all eligible voting members of the department and any additional committee members as required by the Faculty Handbook, who vote to recommend the candidate for the position, or
- c. Establish a Search and Screen Committee that conducts the recruitment on behalf of the department. The process shall include significant consultation with department faculty. Only the members of the Search and Screen committee (excluding advisory student members) shall vote to recommend the candidate for the position.

All voting members have a level of accountability in which they are expected to engage in an equitable and nondiscriminatory selection process. Only voting members and the student advisory member shall have access to the candidate's files, which shall be held in strictest confidence consistent with University policy.

The head of the academic unit shall appoint at least one student from among the junior and senior majors and minors in the academic unit to advise the search and screen committee in a non-voting capacity.

Motion 97-98/18 (Reavill, Croonquist) was passed at the April 8, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor April 17, 1998

To accept the recommendation from the Calendar Committee that the calendar for the J-term session during the 1998-99 academic year will be as follows:

December 28, 29, 30

January 4 -10

January 11-17

Motion 97-98/19 (Seefeldt, LeBreck) was passed at the April 8, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

To accept the proposal from the Faculty Salary Committee concerning department chair compensation.

1. Release time for department chairs during the academic year will be determined after consultation with the chair and dean but should follow these guidelines:

Department Size	Release Time
0 - 5.99	Up to 25%
6 - 11.99	25 - 37.5%
12 or more	37.5 - 50%

2. In recognition of the additional workload, there will be payment to each chair on an annual basis of an additional sum that goes with the appointment and job description and does not become part of the individual's base salary. The compensation also includes a summer allotment to cover summer administrative assignments and ongoing responsibilities. The dean and chair will negotiate the summer increment, should the chair not have summer responsibilities. The amount of compensation will follow the following guidelines:

Department Size	Chair Compensation
0 - 5.99	\$500 - \$1500
6 - 11.99	\$1500 - \$2500
12 or more	\$2500 or more

3. This policy shall be reviewed every three years.

Motion 97-98/20 (Seefeldt, George) was passed at the April 22, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor May , 1998

The term of service for faculty and staff appointed to the Calendar Committee shall be three years.

Motion 97-98/21 (Swanson, Croonquist) was passed at the April 22, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Approved by Chancellor May, 1998

The following administrative policies and procedures will determine summer compensation for instruction.

Administrative Policies and Procedures

In order to achieve summer session revenue targets, the following policies and procedures should be followed:

1. Summer courses should be offered to meet the needs of students.
2. Classes with at least fifteen (15) undergraduate students or ten (10) graduate students will be offered. Faculty who teach classes meeting this criterion will be compensated at a proportional rate based on $\frac{2}{9}$ (.22222) of their 9-month salary for a full-time appointment (8 credits, graduate or undergraduate) or \$1,000/credit, whichever is higher. However, if the tuition generated by a class is less than the staff member's salary as computed above, then the salary will be negotiated with the Dean at an amount equal to at least 95% of the tuition.
3. Compensation will be based on enrollment after the first week of class.
4. Deans will have responsibility for allocating summer session dollars to meet the summer session student contact hour/revenue targets by offering classes during the summer or the academic year. Deans will be responsible for covering expenditures beyond the amount allocated to College.
5. Extension courses will not be offered in competition with regular GPR classes.
6. If a 12-month faculty or staff (other than the two Assistant Deans in the College of Education and Graduate Studies) is generating student contact hours in the summer, it is expected that the equivalent of \$1,000/credit be charged to the college summer session account.
7. Academic Deans will be expected to meet the student contact hour/revenue targets specified above.
8. The summer session pay plan outlined above will remain in effect for three years (1998-2000).

Motion 97-98/22 (Soares, Borup) was defeated at the March 25, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

To approve the attached proposal from the Faculty Welfare Committee concerning how student and peer evaluations to be considered in the promotion process

Motion 97-98/23 (Johansson, Trechter) was defeated at the April 22, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

To accept the attached proposal, as amended, from the Academic Standards Committee for a four-year graduation agreement.

(Seefeldt, Potts)

Amended the proposal by striking item 6 in part II of the four-year guarantee proposal.

Motion 97-98/24 (Reavill, Borup) was passed at the May 6, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

To accept the following Four-Year Graduation Agreement as proposed by the Executive Committee and amended by the Senate

UNIVERSITY OF WISCONSIN-RIVER FALLS

FOUR-YEAR GRADUATION AGREEMENT

This is an agreement between the University of Wisconsin-River Falls and the student who signs below.

I.

The University of Wisconsin--River Falls promises that if the student satisfies all of the obligations described in this document, hereafter referred to as The Agreement the student will be able to complete an undergraduate degree within 48 months of his/her initial enrollment at this university. If completion of the degree within this period of time becomes impossible because required courses are unavailable, then this university will pay the tuition for those courses. However, these limitations must be accepted by the student:

1. The student must select a major that qualifies for The Agreement. Academic departments will determine if their majors qualify for The Agreement
2. If a student adds or changes a major, minor, certificate, or concentration, or is in a study abroad program or an optional internship, the University of Wisconsin-River Falls' obligations continue only if it is still possible for the student to complete the requirements of the revised program within the 48-month period designated in The Agreement.

II.

I, the student, understand that I must meet all of the conditions in this agreement in order to be eligible for The Agreement. I must

1. Be admitted to the University of Wisconsin-River Falls as an entering freshman and have the necessary preparation to begin course work at the appropriate level.
2. Take all applicable placement examinations and earn placement in college-level courses in these areas prior to the beginning of my first-semester classes.
3. Declare a major field of study upon enrollment.
4. Meet with my advisor within the first eight weeks of my first semester on campus to develop a tentative four-year graduation plan for my intended major, to obtain my advisor's verification that the intended major is included in The Agreement program, and that the intended course of study can be completed within 48 months given my course placements (e.g. mathematics, English, and foreign language).
5. If a minor is required, meet with my advisor within the first eight weeks of my second semester on campus to declare the minor and complete/amend the four-year graduation plan.
6. Meet with my assigned professional academic advisor(s) at least once each semester when registering for courses for the following term and follow the advice I receive with regard to the choice of courses and the order in which they shall be taken. I agree to notify, in writing, the chair of my major department and my advisor if a course specified in my plan of study is not available during the semester when I am scheduled to enroll in it. I will make such notification before the end of the early registration period for the semester in question, and I will accept enrollment in that class at an alternative time within the semester, in that class during a future semester and/or in an alternative course approved by the major department and/or my advisor should either propose an alternative.
7. Accept enrollment in any section (day or evening) of a required course.
8. Register at the time assigned to me.
9. I will successfully complete one-quarter of the necessary credits required for graduation in each twelve-month enrollment period following my initial registration at the University of Wisconsin-River Falls, maintain a grade point average of at least 2.0 overall, and meet the GPA requirements within my major.
10. Register for and successfully complete by the end of the junior year at least 75% of the credits and courses required for graduation. I understand that my repeating a course may invalidate The Agreement.

11. Accept primary responsibility for monitoring my own progress so that I can stay on track toward graduation in four years. Such responsibility includes seeking advice from faculty in my major whenever I or my advisor may think it necessary.

III.

During the period of the student's enrollment, the University of Wisconsin-River Falls will

1. Make available the courses the student needs in order to earn the declared degree and major.
2. Provide appropriate alternative means of fulfilling graduation requirements if the university is responsible for preventing a student from taking any prescribed course.
3. Help the student develop a course plan each semester for the following term to be signed by both the advisor and the student.
4. Provide the student with appropriate on-going, timely academic advising. The advisor will continually monitor the student's contract and will request, if no other recourse can be agreed on, that the chair of the student's major department nullify The Agreement should the student fail to meet the terms of the agreement then in effect.

IV.

In the event that the University of Wisconsin-River Falls does not fulfill the obligations undertaken here and the student is unable to complete an undergraduate degree requirement in 48 months because of the unavailability of a course, the University of Wisconsin-River Falls must provide one of the following remedies, which shall be the only ones applicable to any and all breaches of The Agreement by the university:

1. Identify alternative means to satisfy the requirement. This responsibility will belong to the student's advisor and/or the chair of the student's major department.
2. Pay the tuition for any course which is used to satisfy such a requirement and which the student is unable to take before the 48-month period of The Agreement has elapsed. The student must complete the course within 12 months of the end of the 48-month period. The university will not be responsible for any costs other than that of tuition.

I agree to the terms of The Agreement and have planned my initial semester's schedule of courses with an academic advisor and understand that I may withdraw from this agreement at any time without penalty.

Student Name Printed

Student Signature

Date

This student has declared a major field of study that qualifies for The Agreement and appears to meet the qualifications for participation in this program.

Academic Advisor

Department Chair

Date

If a student requires more than 48 months to graduate due to failure to enroll during one or more semesters, this agreement will be nullified.

Motion 97-98/25 (Borup, Swanson) was passed at the May 6, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

To accept the proposal from the Academic Programs and Policy Committee to create a Musical Theater minor.

Motion 97-98/26 (Soares, Furniss) was passed at the May 13, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

Students seeking a change in major will be assigned advisors by the chair of the new department (or a designee) prior to the acceptance of the change of major by the Registrar.

Motion 97-98/27 (Mulvey, Swanson) was passed at the May 13, 1998 meeting of the University of Wisconsin-River Falls Faculty Senate.

The following document should be handed out by advisors to their advisees when this relationship is established. The document informs students what is expected of them and what they can expect from their advisor.

Responsibilities of Advisors in the Advising Process

The advisor's responsibility is to:

1. Meet with new advisees in order to become familiar with their educational and career objectives.
2. Meet with advisees at least once each semester to develop a plan of studies, help interpret catalog statements regarding requirements, schedule courses, and evaluate progress toward meeting academic and career goals.
3. Read advisees' grade reports, and keep files with all pertinent information sent by the Registrar (uniform standards of confidentiality and security regarding files must be maintained).
4. Direct advisees experiencing academic difficulties to appropriate sources of assistance.

5. Encourage advisees to obtain information about extracurricular on-campus activities, organizations, internships, scholarships, as well as career opportunities and graduate programs

Responsibilities of Students in Advising Process

The student's responsibility is to:

1. Become familiar with general education, graduation, and program requirements and monitor progress toward fulfillment of these requirements
2. Schedule an appointment with your advisor in advance of your registration date and come prepared for this meeting with a course schedule and a draft of next semester's class schedule.
3. Schedule an additional appointment with your advisor when in academic difficulty, before declaring a major or before withdrawing from the University.
4. Seek your advisor's assistance with academic decisions rather than expecting advisors to make those decisions. Accept responsibility for the decisions you make.
5. Seek information about on-campus opportunities appropriate to your major (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and graduate programs.