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Vice Chancellor for Admin & Finance
Deans
Outreach and Graduate Studies
Faculty Senate Chair
Faculty Senate Secretary
Registrar's Office (2)
Personnel Office
Date:8-22-06

Faculty Senate • http://www.uwrf.edu/faculty_senate/welcome.htm

Senators: Chair – Wes Chapin, Vice Chair – Ogden Rogers, Secretary – John Heppen, Executive Committee – Brenda Boetel and Glenn Potts

TO: Don Betz, Chancellor
116 North Hall
University of Wisconsin-River Falls

FROM: Wes Chapin, Chair
Faculty Senate
University of Wisconsin-River Falls

RE: UW-RF Faculty Senate Motion 2006-2007/5

At the August 21, 2006 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2006-2007/5 was made, seconded, and passed. This motion is forwarded for your action:

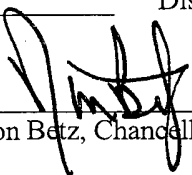
Motion from the Faculty Senate to affirm Committee Charges to the 2006-2007 Faculty Senate Committees.

See attached document for details.


Motion 2006-2007/5 passed on August 21, 2006. This motion will take effect immediately.

 X Approved

 Disapproved



Don Betz, Chancellor



Date

Be it resolved that the Senate affirm the following committee charges:

1. *Academic Policy and Program*

- Recommend changes in the creation of four-letter program designators to ensure that they are approved prior to courses under proposed designators with a target date of October 15.
- Recommend to the Curriculum committee any changes that could help make the course approval and transmittal forms more efficient with a target date of November 15.
- Evaluate the relationship of the Academic Policy and Program committee to the General Education committee and report any recommendations to the Senate with a target date of December 15.
- Recommend changes to make the curricular and program processes that involve the Graduate Council more efficient with a target date of December 15.
- Consult with both the Faculty Senate International Programs Committee and the International Studies Program Committee while establishing academic standards and a learning outcome that will be applied to all study-abroad courses offered through the UW-RF with a target date of March 1.

2. *Academic Standards*

- Identify a committee member to serve as a liaison to the General Education Committee at your first meeting and notify the latter's chair and both the chair and secretary of the Senate.
- Identify a committee member to serve as a liaison to the Instructional and Learning Technologies Committee at your first meeting and notify the latter's chair and both the chair and secretary of the Senate.
- Clarify existing policy regarding the repeatability of courses and recommend to the Senate appropriate limits regarding both the criteria used to identify courses that can be retaken (i.e. the specific grade that should be the cutoff point) and the number of times that a course can be repeated with a target date of October 15.
- Assess whether current practices regarding conversions of incomplete grades are consistent with the *Handbook* language regarding the conversion of an incomplete grade to a "grade designated by the instructor at the time that the incomplete is issued," and provide any findings/recommendations to the Senate with a target date of November 1.
- Recommend to the Curriculum committee any changes that could help make the course approval and transmittal forms more effective with a target date of November 15.
- Recommend policies and Handbook language that will clarify the impact that incompletes and SP "grades" have for actual graduates. For instance, during spring 2006 a case occurred involving a student who barely met minimal GPA requirements but had two incompletes. Having met all requirements to graduate,

- he obtained his degree. If, however, the two incompletes are eventually recorded as either Ds or Fs, he would have a degree “in hand” but not meet GPA requirements. The same process could apply, potentially, for SP grades. Provide any findings/recommendations to the Senate with a target date of December 15.
- Review the current probation and suspension policies, providing recommended changes based on “attempted credits,” rather than “credits completed” with a target date of February 1.
- Provide formal language for inclusion in the Faculty/Academic Staff Handbook that will clarify the current grading system with a target date of April 1.

3. *Advising*

- Review the delivery of curricular information (i.e. the on-line catalog and other sources) and recommend to the Senate a process that will provide accurate, up-to-date information to students with a target date of November 1.
- Review the current mechanisms used by departments to evaluate advising with a target date of December 1 to determine whether or not they are effective and used consistently. If appropriate, provide recommendations to the Faculty Welfare and Personnel Policies Committee regarding a possible advising evaluation no later than February 1.

4. *Assessment*

- Identify a committee member to serve as a liaison to the General Education Committee at your first meeting and notify the latter’s chair and both the chair and secretary of the Senate.
- Identify a committee member to serve as a liaison to the Instructional and Learning Technologies Committee at your first meeting and notify the latter’s chair and both the chair and secretary of the Senate.
- Review and return the Assessment Plan Document and Rubric to the Senate with a target date of October 15.
- Recommend to the Curriculum committee any changes that could help make the course approval and transmittal forms more effective no later than November 15.
- Update the assessment plan that will be used to assess General Education in advance of the re-accreditation visit and submit to the Academic Program and Policy committee with a target date of December 15.
- Evaluate the relationship of the Assessment committee to the General Education committee and report any recommendations to the Senate with a target date of December 15.
- Provide the Senate with a recommendation regarding whether or not assessment of courses (general education, University requirements, and study-abroad courses) would be most efficiently completed through either a relatively more disperse or more centralized committee structure (with a target date of February 1).

5. *Athletic*

- Examine the membership of the committee, specifically the number of members and their terms, to determine whether or not the committee structure is effective and communicate any findings/recommendations to the Senate with a target date of December 1.
- Evaluate the current and proposed athletic facilities within the conference and present any finding/recommendations to the Senate with a target date of April 1.

6. *Calendar*

- Recommend to the Senate a revised Calendar for the 2007-2008 academic year with a target date of October 1.
- Provide an evaluation of the similarities and differences between the calendars of the UW-River Falls and the UW-Madison with a target date of November 1.
- Explore the possibility of including a fall break in future calendars of at least one week’s duration and report your findings/recommendations to the Senate with a target date of December 1.
- Provide an evaluation of the overall effectiveness of the balanced calendar with a target date of February 1.

7. *Curriculum*

- Review the language in Chapter III, Section F, Sub-section 5a regarding which faculty can provide written confirmation that they have been consulted regarding new course proposals and recommend to the Senate any possible language changes with a target date of October 1.
- Utilizing input from other committees that use them, review and revise the current course approval documents, including the transmittal form, to ensure that they are effective and that they include a requirement that the department/program sponsoring a course proposal has obtained verification from their dean that all resource concerns have been addressed. February 10 is the target date for a recommendation to be sent to the Senate.

8. *External Relations*

- Explore the possible use of external speakers at commencement and evaluate whether the practice of using student speakers should continue with a target date of November 15.
- Identify and recommend a plan to increase public awareness about the varied and positive contributions to society made by faculty, staff, and UW-RF programs and departments with a target date of December 1.

9. *Faculty Hearing, Grievance, and Appeals*

- Review the membership criteria of the committee regarding numbers, divisional representation, and ranks and report any conclusions/recommendations to the Senate with a target date of December 15.

10. *Faculty Salary*

- Review and recommend changes to the current salary structures for J-term, Summer Session, and overload compensation with a target date of November 1.
- Review the issue of salary compression and report findings to the Senate with a target date of December 15.
- Review the processes used to allocate Exemplary Service Award monies and recommend a process that involves an investment of staff time commensurate to the monies invested in the Fund with a target date of February 15.
- Review System and Regent pronouncements and policies over the last three years regarding establishing competitive salaries for administrators and faculty. Draft a resolution regarding the funding of competitive salaries for faculty that can be conveyed to System officials, Regents, and other relevant, external groups with a target date of March 1.

11. *Faculty Welfare and Personnel Policies*

- Monitor developments regarding changes in health insurance policies, providing written reports to the Senate no less frequently than every six weeks throughout the academic year.
- Recommend action to the Senate regarding health insurance policies as developments warrant.
- Monitor developments regarding proposals in the State legislature regarding revisions to the sick-leave policies of the UW-RF both for current employees and retirees who convert unused sick leave into insurance premiums. Report to the Senate as appropriate.
- Review System- and Campus-level initiatives regarding possible criminal background checks for new and continuing employees and report to the Senate with a target date of October 15.
- Recommend to the Senate criteria that will be used to determine when course evaluations must be completed that addresses the minimum number of students in a course and the types of courses to be evaluated (which of lectures, field study, independent readings/study, internships, seminars, discussions, or laboratories should be included, and should both on- and off-campus courses be evaluated), with a target date of October 15.
- Review the current evaluation form and recommend revisions to the Senate with a target date of November 1.
- Recommend an evaluation form that could be used for on-line courses with a target date of December 1.

- Assess the charges and relationships of the Faculty Welfare and Personnel Policies and Affirmative Action committees and report to the Senate with a target date of December 15.
- Recommend to the Senate Handbook language that addresses the issue of course evaluations for tenured faculty with a target date of February 21. If tenured faculty member is evaluated every third term, must all their "eligible" courses during the evaluation term be evaluated to obtain credit for having been evaluated in that term? If a tenured faculty member elects to evaluate one or more classes in an alternate term, does that reset the counter for identifying the required "third term"? If a tenured faculty member does not teach any courses during a semester, does that semester still count toward the "third term"? If a tenured faculty member teaches a course that is not subject to evaluation (as defined by the Senate) does the semester count toward the "third term"?
- Review the current mechanisms used by departments to evaluate University service and if appropriate recommend to Senate an evaluation mechanism that could be used to assess University service with a target date of March 1.
- If requested by the Advising committee, recommend to the Senate an evaluation form that could be used to assess advising with a target date of April 15.

12. General Education

- Recommend to the Curriculum committee any changes that could help make the course approval and transmittal forms more effective no later than November 15.
- Evaluate the relationship of the General Education committee to the Academic Policy and Program committee and report any recommendations to the Senate with a target date of December 15.
- Evaluate the relationship of the General Education committee to the Assessment committee and report any recommendations to the Senate with a target date of December 15.

13. Instructional and Learning Technologies

- Obtain input from the faculty to assess the effectiveness of the delivery of learning technologies by ITS and provide any recommendations/findings to the Senate with a target date of October 1.
- Review the overall membership criteria of the committee regarding numbers and divisional representation, and report any conclusions/recommendations to the Senate with a target date of December 15.
- Identify all committees¹ that address instructional, learning and other technologies, including those that influence the work environment at the University, evaluate their relationships and charges, and report any findings/recommendations to the Senate with a target date of December 15.
- Review the charge of the committee as it relates to the current state of technology, the possibility of merging with other committees that provide learning resources (e.g. the Library committee), and the reorganization of the ITS and report any findings/recommendations to the Senate with a target date of December 15.

14. Instructional Improvement

- Recommend to the Faculty Welfare and Personnel Policies Committee possible changes to the current course evaluation form with a target date of October 10.
- Recommend to the Faculty Welfare and Personnel Policies Committee possible factors and language that might be included in an evaluation of on-line courses with a target date of October 10.
- Recommend to the Curriculum committee any changes that could help make the course approval and transmittal forms more effective no later than November 15.
- Review the overall membership criteria of the committee regarding numbers and representation. Review the relationship between, and the charges of, the Instructional Improvement Committee and the Faculty and Academic Staff Development Board. Review the duties of the Instructional Improvement committee, specifically in regard to whether the committee's charges warrant its continued existence or should be merged into another committee, and report any conclusions/recommendations to the Senate with a target date of December 15.

¹ Including, but not limited to, the Center for Teaching and Learning Advisory Board, the Computer Lab Planning Council, the Technology Leadership Cadre Steering Committee, the Technology Policy and Planning Committee, and the Student Technology Fee Committee.

15. *International Programs*

- Identify and review evaluative mechanisms used for existing study-abroad programs and report to the Senate with a target date of November 1.
- Recommend to the Academic Policy and Program Committee possible academic standards and a learning outcome that will be applied to all study-abroad courses offered through the UW-RF no later than November 15.
- Recommend to the Curriculum committee any changes that could help make the course approval and transmittal forms more effective in regard to study-abroad courses no later than November 15.
- Identify the academic functions of the Office of International Programs that are appropriate governance areas/issues and provide recommendations to the Senate with a target date of December 15.
- Review the membership criteria of the committee regarding numbers and representation with the goal of making the committee more efficient by reducing the committee's size, and report any conclusions/recommendations to the Senate with a target date of December 15.
- Review the current TOEFL standards to assess whether or not they are adequate and report any findings/recommendations to the Senate with a target date of March 1.
- Identify a schedule of academic reviews for all UW-RF study-abroad programs that can commence with the 2007-08 academic year and report this to the Senate and the relevant study-abroad programs leadership with a target date of April 15.

16. *Library*

- Review the journal subscription policies and provide any findings/recommendations to the Senate with a target date of November 15.
- Review the charge of the committee as it relates to the current needs of the Library, the role of technology, the possibility of merging with other committees that provide learning resources (e.g. the Instructional and Learning Technology committee), and report any findings/recommendations to the Senate with a target date of December 15.
- Review the membership criteria of the committee regarding numbers and representation, and report any conclusions/recommendations to the Senate with a target date of December 15.

17. *Multicultural Advisory*

- Review the overall membership criteria of the committee regarding numbers, divisional status, and representation. Review the relationship between, and the charges of, the Multicultural Advising Committee and the Plan 2008 Committee, and report any conclusions/recommendations to the Senate no later than November 15.
- Review methods/arrangements used at comparable University of Wisconsin institutions by their multicultural committee equivalents to address the duties of the UW-RF Multicultural Advisory Committee is detailed in the *Handbook* and report any findings/conclusions to the Senate with a target date of December 15.

18. *Recruitment, Admissions, and Retention*

- Review the overall membership criteria of the committee regarding numbers and rank. Review the relationship between, and the charges of, the Recruitment, Admissions, and Retention Committee and the Enrollment Management Committee, and report any conclusions/recommendations to the Senate no later than December 15.
- Review the status of the four-year contract for freshmen and report any findings/recommendations to the Senate with a target date of March 1.

19. *Termination*

- Review the committee's membership, organization, and charge and report any conclusions/recommendations to the Senate with a target date of November 15.

20. *Visiting Professor*

- Review the overall membership criteria of the committee regarding numbers and divisional affiliation. Review the charge of the committee and report any conclusions/recommendations to the Senate with a target date of December 15.

General Committee charge (all committees)

- Schedule an initial meeting with a target date of Tuesday, September 12 and thereafter as frequently as the committee deems necessary. Considering that many committees will be called upon to engage in Strategic Planning and most have either significant charges from the Senate and/or significant ongoing responsibilities, it is recommended that most committees strongly consider meeting at least every two weeks (if no business is pending, scheduled meetings can be cancelled). Report the dates, times, and locations of all meetings for the entire semester to both the chair and secretary of the Senate with a target date of Thursday, September 7 so they can be added to the master calendar on the Senate's website. Spring semester meetings should be scheduled similarly to begin with a target date of Monday, January 29 and their details should be communicated to both the chair and secretary of the Senate with a target date of Thursday, January 25.
- Review the charges sent to the committee by the Senate and report any concerns or problems to the chair of the Senate with a target date of September 20.
- Review the committee's duties as outlined in the *Handbook*, identify any additional issues that the committee should address, and report these to the chair of the Senate with a target date of September 20.
- Forward final, approved minutes for each meeting that conform to the attached template to both the chair and secretary of the Senate within one week of their approval for inclusion on the Senate's website. If a meeting is cancelled, please forward notification of this to both the chair and secretary of the Senate as soon as the decision occurs.

