Minutes of the UWRF Faculty Senate for April 21, 2010 Vol. 34 No. 16

Representation	Term Expires 2010	Term Expires 2011	Term Expires 2012
CAFES	Kris Hiney**	Laine Vignona	
CAS	Wes Chapin	Patricia Berg	
	Karl Peterson	John Heppen	
		Jennifer Willis-Rivera	David Rainville
COEPS		Hilary Pollack	Todd Savage
CBE			Hossein Najafi
4th Division	Kristie Feist	Valerie Malzacher	Barbara Stinson** (Rellen Hardtke)
	Kristen Hendrickson		
At Large		Kathleen Hunzer** (Brad Mogen)	Robyne Tiedeman
	Michelle Parkison	Dennis Cooper	Marshall Toman
	David Furniss		Dawn Hukai
	Fernando Delgado*		

*   Chancellor's Designee
**   Absent
()   Substitute

Call to Order:
1. Seating of Substitutes
   - Rellen Hardtke for Barbara Stinson
   - Brad Mogen for Kathleen Hunzer

Guests: Stephen Reed

2. Introduction of Polly Kleven, L.T. E. for Faculty Senate
3. Approval of Minutes of April 7, 2010

Michelle Parkinson moved to approved and was seconded by Kristie Feist
Minutes were approved 20-0-0

Reports:
Chairs Report:
Other Reports: David showed the petition from faculty in COEPS to Senate.

1. Report from Stephen Reed - UWRF Web Site Redesign Update
   - Stephen reported on what has been completed since the redesign began in June 09. They have performed usability testing, surveyed current students, faculty, staff and future students. New hardware, new templates, drafting of University policies and procedures
   - New timeline. Complete training material. Schedule content authorization, finish production of web environment, finalize implementation planning, continue usability testing.
   - May 2010. Implement level pages, landing pages, high volume pages using CMS, provide training to content authors
   - June through August 2010. Convert all remaining web pages into CMS, provide training to content authors continued. All content authors will go through three 50 min sessions, and one 2 hour session one month prior to the launch of their web page.
   - Content author training will be continuous.
   - Keeping campus informed. Project web site, Falcon Daily, Chancellor's Cabinet, Executive Cabinet, Faculty Senate, Faculty Senate Executive Cabinet, WRFW radio, content author emails, Student Senate, individual department meeting.
   - What will you notice. Policies and procedures. Professional/personal web pages, base profile page will be automatically created, additional content and links can be added, have communication with all faculty on changes. Student web pages will not be automatically provisioned web space for students, can get through classes or by request. Phased roll-out while updating content. Engagement in training and conversion. Continue communication and campus awareness.
   - Review design template at www2-sb.uwrf.edu
   - Follow progress on current UWRF home page, bottom right of homepage.
   - Why is authorization mandatory? A decision was made by web committee team in order to access the site.
   - Should governance be in place for the mandatory site authorization? Putting on agenda for next Faculty Senate Executive Committee, April 28, 2010.

2. Elections – Dennis Cooper.
   - Before nominations were complete, Dennis went out of town. People were informed to pick up ballots from Dennis's office.
   - Confusion with the list. Some ballots were sent to the wrong department (CAS to COEPS). Labels were taken off ballots so there is no way to distinguish what college they were sent from.
   - Dennis suggests nullifying election and starting over.

- Some Academic staff received ballots, they shouldn't have, confusion on whether they are in 4th division. Stated that members of departments and colleges should be in the college.
- CAFES ballot was turned in by deadline but wasn't on ballot. Nullified the ballot and sent out new one.
- 4th Division ballot was turned in on time but not picked up on time and the proper name didn't get on the ballot, redo CAS election.
- Discussion about Article 6; section B- whether they are instructional or academic staff. Instructional staff should be eligible to vote. Instructional Academic staff can vote if they have contract for next year.
- What is the cut off date? Whoever was under contract for next year. 1st step of elections didn't occur, leaving the question who is eligible to vote, how many seats are available per college.
- Decision was made to start the election.
- Instructional Academic staff may have been undercounted.
- People expressed concerns; candidates were not alphabetized *(so they couldn't determine what their name was without it being in alphabetical order?)* , whether labels should or shouldn't be on ballot, sticker placement should be gone over with vice chair. Many got ballots with one day turn around. Many variables concerning mailroom services.
- Policy, should ballots be anonymous? Should conform to Roberts Rules. All faculty members should be eligible to vote. Where are academic staff being counted?
- Who gets the ballots and how do we get them out? Should they be alphabetized and where should the labels be placed.
- At-large elections during finals week. Clarification for instructional academic staff
- Marshal Toman moved that all Instructional Academic staff be included in the voting, people who are under contract now and have served at least one semester. Seconded by Jennifer Willis-Rivera

- Amendment by Marshal Tomen to include all academic staff
    Seconded by Pat Berg
    20-0-0 unanimous

- 19-0-1 Motion carried

- Timeline depending on when ballots get sent out – Ballots in mail by Friday, April 24. Due back Monday, May 4, 2010.

3. Report from Information and Instructional Technologies Council - Brad Mogen

- ILTC, fall semester they conducted a budget prioritization test which took a lot of time.
- Petition, many believes it is a non issue, was due to lack of communication. Names have been withdrawn.
- Tech council, meets every other week. They are a hybrid group. Every other week Tech Executive Committee meets, these are the chairs from each Tech Council sub-committee.
- Looking at several new policies to manage technology on campus. Will be coming to Faculty Senate, developing policies for technology. New structure for sub committees is also being developed.

Unfinished Business:

    None

New Business Consent Agenda:

1. Approval of Program Changes from AP&P (James Zimmerman - Chair)

   a. Change in the name of Women's Studies to Women's and Gender Studies. This also requires a new designator WGST (replacing WMST) on all co-listed and stand alone courses. Note: Graduate Courses in minor needing new WGST designator to replace WMST (WMST 589/689/789 , Topics an Women's and Gender Studies).
   b. New Program in Sustainable Agriculture Minor
   c. Sustainable Studies - Change in Minor

Karl Peterson moved to approve and was seconded by Todd Savage
19-1-0 motion carried

New Business:

1. A **motion** The Executive Committee to appoint the following chairs the indicated Faculty Senate Committees for 2010-2011 (these appointments are being made as they have release time associated with them):

Vote to divide motion- Rellen Hartdke moves to divide motion and seconded by Jennifer Willis-Rivera.

15-2-3 motion passed

    Joy Benson -CBE, - Assessment Committee
    This appointment requires reappointment to the committee (2010-2013)

19-0-1 carried and approved

David Rainville - CAS, Faculty Welfare and Personnel Policies Committee
 This appointment requires appointment to the committee (2010-2013)
5-10-5 motion fails. Remand question to Executive Committee

- Discussion on rotating chair seats and course release for chairs, specifically when chairing two different committees. There have been other double combination of releases.

2. A **motion** from the Faculty Compensation Committee (Stephen Olsen, Chair) and faculty Welfare and Personnel Policies Committee (Brad Mogen, Chair) to approve a

A Self-Funding, Uniform Campus Compensation Policy for Summer Session, Winter Session (J-Term), Fully on-line, Hybrid, Internship and Independent Study, Research and Reading Courses.

Karl Peterson moved to approve and was seconded by Todd Savage

- Was brought to Administration and discussed. Not enough definite information to move forward. Presented with a draft.
- More discussion can take place if a motion were to be passed on draft.

Karl Peterson moves to withdraw motion
15-1-1 motion withdrawn

- Recommendation to vote yes to push motion forward so it can be worked on together, whether it will pass or get vetoed.

Sustain a resolution. Dennis Cooper moves to approve a resolution supporting the Self-Funding, Uniform Campus Compensation policy for Summer Session, Winter Session (J-Term), Fully on-line, Hybrid. Internship and Independent Study, Research and reading Courses. Seconded by Jennifer Willis-Rivera.
13-3-1 resolution passed.

The policy is as follows:

A Self-Funding, Uniform Campus Compensation Policy for Summer Session, Winter Session (J-Term), Fully on-line, Hybrid, Internship and Independent Study, Research and Reading Courses.

1.0   MISSION STATEMENT:

Summer session and J-term courses and programs will be offered to expand academic access for UW-RF students and to allow faculty and staff to support and enhance student-learning opportunities. Courses and programs offered will be guided by the Goals and Initiatives set forth in the University Operational Plan as well as the Strategic Plan which include, but are not limited to, Goal 1: Create a Culture of Learning and Goal 7: Invest in Human Resources. Academic units will refer to the spirit of the Strategic Plan when choosing course offerings that meet the needs of various learner constituencies, such as currently matriculated students, working professionals, life-long learners, regional businesses, organizations and agencies and under-represented and minority populations. All program and course offerings will be based on a model that is fiscally sustainable. The procedures set forth in this paper are intended to allow UWRF to offer, over the course of an academic year, the broadest possible mix of classes to meet our diverse learner population needs, provide students greater opportunity to graduate within four years, and compensate faculty and staff in a manner commensurate with their rank and the revenue they generate.

2.0   OVERVIEW/BACKGROUND:

Prior to 2003 (and the development and implementation of the UW-RF Strategic Plan), summer session courses were taught on a compensation model that was proportional to a faculty member's 9-month academic year salary up to a maximum of 2/9 (0.2222) of that salary. A full summer session load was considered to be 8 credits and course enrollments of 18 students were required for instructors to receive full compensation. Courses with fewer than 18 students were taught at a reduced rate as individually negotiated with the respective Deans. This policy changed in 2003, without Faculty Governance input or consultation, to a per-credit rate model with built in salary plateaus. The result of this change was faculty and staff teaching courses for significantly less compensation as well as the introduction of a tremendous disincentive to offer classes whose enrollments were above the designated plateau levels, or below reasonable compensation enrollments. This, along with other reasons, has resulted in a stagnant summer session program. With the introduction of the Wisconsin Growth and Educational Attainment Initiatives, it is imperative that UW-RF leverage our talent and physical resources more affectively to reach our goals and expand student opportunities. Enhancing our summer school and J-term offerings will play a significant role in reaching our objectives and better serve our student body by offering additional scheduling flexibility.

The express purpose of this policy is to align our summer session/J-term compensation policy with the overall Goals and Initiatives set forth in the Strategic Plan while specifically addressing Goal 7.1.3: "Develop and Implement a new summer and J-term session salary schedule/model". It is a model that, among other things:

- gains legitimacy as a result of percolating up through the shared governance process;
- is consistently applied across all colleges and listed programs;

- fairly compensates faculty and staff for their time and expertise;
- eliminates arbitrary pay plateaus;
- modestly rewards faculty and staff for their differential time in service;
- provides incentive for faculty, staff and administration to create a viable and vibrant summer session program that generates revenue;
- redistributes the enrollment pressures to help relieve and address the workload creep (SP Goal 7.2.3) seen throughout the academic year created by the Wisconsin Growth Initiative (and the upcoming Educational Attainment Initiative), which currently requires units to overpopulate lectures and laboratories during the regular academic year;
- encourages colleges to collaborate and develop a reliable and predictable summer session/J-term schedule for advising and planning purposes;
- create confidence in an expanded array of summer course offerings that will allow students and advisors to build these courses into their long-term plan , permitting them to graduate early should they so choose;
- makes more efficient use of campus physical and technological resources, and;
- should expand summer session course offerings to increase student scheduling flexibility thereby making summer session a more desirable student option.

3.0   COMPENSATION   POLICY   GUIDING   PRINCIPLES   AND REQUIREMENTS:

3.1   Summer Session, Winter Session (J-term), Fully On-line, Hybrid, Internship, Independent Study, Research, and Reading Compensation Policy guiding principles and requirements.

3.1.1   All courses and programs will be offered through a sustainable self-funding, revenue-generating fiscal model.

3.1.2   Class size during Summer and Winter sessions should be set to a similar level as those offered during the regular academic year

3.1.3   Compensation, fringe and overhead will be based on the WI resident undergraduate/graduate tuition revenue generated based on the official class enrollment at the end of the first day of class of week two for summer session/J-term courses.

3.1.4   18% flat overhead on *gross program revenues* defined as the *total Wisconsin resident undergraduate/graduate tuition revenue only*. Gross program revenue does not include any state GPR dollars, segregated fees, special course fees, on-line fees etc.

3.1.5   35% fringe to be paid out of gross program revenue on salary dollars only.

3.1.6   There are three compensation tiers to modestly acknowledge and reward differences in rank.

3.1.7   The policy will apply consistently to: on-campus undergraduate and graduate classes, as well as hybrid, fully on-line, internships, independent study and independent research/reading courses across all colleges.

3.1.8   Compensation will increase along with tuition increases.

3.1.9   There is no $12,000 overload salary cap during summer session as academic year (9 month) faculty are not on contract per UWSA ACPS 4, UPG-4 and Section 16.417(2) of the Wisconsin Statutes.

3.1.10 The $12,000 overload salary cap applies to faculty/staff teaching during J-term.

3.1.11 Faculty are restricted to earning no more than a total of 2/9 of their annual contractual salary unless they receive written permission from the Dean of the college as the Chancellor designee per UWSA F29.

3.1.12 Deans and department chairs will offer summer session/J-term courses that complement, not displace or negatively impact, academic year offerings.

3.1.13 The minimum class size will be determined at the discretion of the Dean after consultation with the instructor and/or department chair.

3.1.14 The Dean's Summer Session/J-term Support Fund will be used to help augment small classes, start up offerings, targeted marketing, etc. Each Dean will determine the appropriate use of the fund to support their Summer Session/J-term offerings. This fund may also be used to help support a campus-wide comprehensive marketing strategy promoting these offerings.

3.1.15 A portion of the Summer Session/J-term Support Fund will be used to offset the cost of departmental offerings and to create a modest incentive to offer additional courses by providing $200 of increased S&E per course credit each time a course is offered (e.g. $600 for a 3 credit course).

3.1.16 Payment will be determined at the beginning of week 2 of the course. This time period is chosen for two reasons: a) most J-term and many SS courses are three weeks in length, and b) students in courses that last 3-4 weeks long can receive a 100% tuition refund up to the end of week one per UWSA F44.

3.1.17 The campus will submit a formal System request to officially eliminate the 6-9 credit summer tuition plateau for undergraduates.

3.1.18 Policy will be reviewed every two years to assure it is meeting the stated objectives. Any proposed changes to the model must come through the Faculty Compensation Committee who would then forward them to Faculty Senate.

3.1.19 Study Abroad, Service-based pricing and Outreach/Continuing Education offerings are addressed in a separate policy.

4.0 UNIT RESPONSIBILITIES:

4.1 Deans of the Academic Colleges

4.1.1 College Deans will set appropriate class numbers and size limits to meet the objectives of this policy and to assure that courses normally offered during the academic year are not negatively affected. Deans will be responsible for covering expenditures beyond the amount collected via tuition/fee revenue.

4.2 Registrar's Office

4.2.1 The Registrar's office will be responsible for coordinating and scheduling all summer session and winter course offerings.

4.2.2 The Registrar's office will post a two-year working summer and J-term course schedule in consultation with the colleges.

4.3 Outreach and Graduate Studies

4.3.1 The Office of Outreach and Graduate Studies will be responsible for managing only those courses offered through Outreach.

5.0 COMPENSATION POLICY:

5.1 Compensation for teaching summer session, winter session (J-Term), fully on-line, hybrid, internship and independent study, research and reading courses is based on a simple formula tied to gross tuition revenue as defined under 3.1.4, and will be consistently applied to faculty and staff across all colleges. Compensation will be calculated based on formula that shares a percentage of gross tuition revenue. As this is a self-funding model, campus overhead (18% of gross tuition revenue) along with fringe benefits (35% of salary dollars) must also be covered.

5.2 **Titles and Tiers**. There are three compensation tiers to acknowledge differences in rank. These tiers represent percentages of gross tuition revenue retained by the instructor and are, upon full model implementation:

Financial Foundation Project: Brad Mogen, Brad Caskey and Katrina Larsen

2. A **motion** from the Executive Committee to approve the following Responsible Conduct and Research Policy (This comes from the Institutional Review Board and Animal Care and Use Committee, Bill Campbell is responsible for its introduction). This is required for NSF Funding.

- Policy must be in place for proper conduct training. Without the training, unable to get NSF funding for next year.

- There is no charge for the training.

Todd Savage moved to approve the motion, seconded by Jennifer Willis-Rivera. 15-0-0 unanimous

University of Wisconsin-River Falls
Administration Policy on Responsible Conduct of Research

I. Policy

Beginning on January 4, 2010, all undergraduate and graduate student researchers and postdoctoral researchers at the University of Wisconsin-River Falls who are supported by funding, in full or in part, from the National Science Foundation for research or education activities must participate in and successfully complete training in the responsible conduct of research. Student researchers supported by other funding sources, such as internal or external grants, may also be required by their faculty mentors to engage in responsible conduct of research training.

Background. Training undergraduate, graduate, and postdoctoral researchers in the responsible conduct of research is consistent with UWRF's mission, its strategic plan,

and the commitment of faculty to encourage collaborative interaction and promote excellence in teaching and learning. This policy also complies with the America Creating Opportunities to Meaningfully Promote Excellence in Teaching, Education, and Science (COMPETES) Act (42 U.S.C.1862o-1), Section 7009.

II. Procedures

The plan to train undergraduate students, graduate students, and postdoctoral researchers in the responsible conduct of research involves: identification, training, and verification. The Provost, in consultation with the Director of Grants & Research, will be the university official responsible for compliance with the responsible conduct of research plan.

Identification. The Director of Grants & Research will take the lead in notifying faculty of their obligation to ensure their student, graduate student, and postdoctoral researchers receive appropriate training in responsible conduct of research as part of their research projects. In turn, faculty mentors will contact appropriate undergraduate students, graduate students, and postdoctoral researchers to inform them about responsible conduct of research training and timelines for successful completion.

Training and Verification. UWRF's responsible conduct of research training emphasizes instructional areas suggested by the U.S. Department of Health and Human Services, Office of Research Integrity and guidelines from the National Institutes of Health. Responsible conduct of research training may occur in three components.

Component I: All undergraduate students, graduate students, and postdoctoral researchers whose research is supported by NSF will be required to complete interactive online tutorials created by the Center of Materials and Devices for Information Technology Research (http://www.responsibleresearch.org). Tutorials 1.0 through 3.5 will be completed sequentially, though they need **not** be completed in one sitting. The amount of time to complete the interactive online tutorials is estimated to be between one and three hours. The undergraduate students, graduate students, and postdoctoral researchers should complete the tutorials individually and on their own schedule, either prior to or in the early weeks of their research work.

Interactive online tutorials overview researchers' rights and obligations; collaboration, communication, and grants management; and intellectual property. More specifically, they address core elements of:
Data management
- Conflict of interest
- Research misconduct
- Responsible authorship
- Mentor/trainee relationships
- Collaborative science

By design, the interactive online tutorials have a built-in system for verification. During registration, identified undergraduate students, graduate students, and postdoctoral researchers provide their email address and indicate an affiliation with UWRF. Upon

completion of the tutorials, the Director of Grants & Research will receive automated notification.

Component II: Undergraduate and graduate student researchers who will be involved in conducting experiments with human or animal subjects may require additional training in the responsible conduct of research training. Faculty mentors will determine whether or not supplementary, specialized training must be completed and which areas need to be addressed. The undergraduate students, graduate students, and postdoctoral researchers should complete the additional training individually and on their own schedule, either prior to or in the early weeks of the paid research work.

Human subjects training is available online through the Collaborative Institutional Training Initiative (CITI) program (https://my.gradsch.wisc.edu/citi/index.php). Undergraduate students, graduate students, and postdoctoral researchers provide verification of completion as required by the Institutional Research Board.

Animal welfare training includes an online session through the Research Animal Resource Center (RARC) (https://pegasus.rarc.wisc.edu/training) and attendance at an Animal Care and Occupational Health and Safety session. Undergraduate students, graduate students, and postdoctoral researchers provide verification of completion as required by the Institutional Animal Care and Use Committee.

Component III: In future, federal, state, or institutional rules may require that all undergraduate student, graduate student, and postdoctoral researchers must engage in individualized instruction related to responsible conduct of research as part of their working relationship with faculty mentors. Once those rules apply, primary responsibility for devising and providing training that is appropriate for the content, context, and discipline of the research will be the responsibility of faculty mentors. Faculty mentors will submit a verification letter annually to the Director of Grants & Research confirming that the undergraduate and graduate students whose research they supervise were adequately prepared in the responsible conduct of research.

The Director of Grants & Research will notify faculty mentors of instances of noncompliance with the responsible conduct of research plan and recommend a course of action and timeline for fulfilling requirements. In addition, the Director will be available to answer questions about the responsible conduct of research plan, direct faculty mentors to relevant online resources, and provide linkages to key campus contacts. This responsible conduct of research plan is part of UWRF's ongoing commitment to passing along high ethical standards to the next generation of scholars.

3. A **resolution** from the Executive Committee to approve the following policy concerning Fulbright Fellowships (This resolution was prepared by Marshall Toman, UWRF Fulbright Coordinator):

15-0-0 passed

WHEREAS the University of Wisconsin System, as stated its policy (ACIS 7.2) recognizes "the value of faculty and academic staff developing global competency," and

WHEREAS UW System through ACIS 7.2 requires that each "home institution should consider incentives to encourage its faculty and academic staff to participate in programs abroad," and

WHEREAS UWRF, within its strategic plan, has as one its top four goals "To Expand Global Literacy & Engagement," and

WHEREAS it is expressly stated in the UWRF mission statement that UWRF will "… help students learn so that they are successful as productive, creative, ethical, engaged citizens and leaders with an informed global perspective," and

WHEREAS it is critical to this state and nation, in a highly interconnected and globalized world, that we educate a globally competent workforce and citizenry, and

WHEREAS when faculty are more globally aware and experienced through international travel, living, and educational opportunities, they will better educate students to have a more informed global perspective, and

WHEREAS, currently, faculty and staff who apply for and receive a teaching or research Fulbright grant do not know how accepting such a grant will affect their tenure and benefits at UWRF, and

WHEREAS the proposal will assist UWRF in complying with the above initiatives, and

WHEREAS the proposal will promote administrative transparency, and

WHEREAS the proposal will further promote UWRF as a leader in internationalizing UW System Campuses,

THEREFORE BE IT RESOVLED THAT UWRF will develop and publish a policy that makes clear and creates an incentive for faculty to accept Fulbright teaching and research grants.

Miscellaneous New Business:

1. Petition from some faculty of COEPS. Discussed with other reports.

2. Communication between Governance Groups
   - UWRF is the only college that does not have reports from other governance groups on campus (i.e. Student Senate and Administration)

- David Rainville will be extending an invitation to have reps from other governance bodies to give a report at Faculty Senate meetings as well as a Faculty Senate representative give a report at the other governance organizations meetings.
-
3. A motion to amend Faculty Senate Motion [2009-2010/27] to extend the deadline from May 1, 2010 to December 1, 2010.

Todd Savage moves to amend and seconded by Marshall Toman
14-0-0 unanimous

Adjournment- 5:45 p.m.

Dennis Cooper moved to adjourn seconded by Jennifer Willis-Rivera