

**University Committee Meeting Minutes**  
**Tuesday, October 4, 2016**  
**10:30am-4pm**  
**Pyle Center, Madison**

Attendance: John Stone, Suresh Chalansani, Kim Kostka, Aaron Brower, Andrea Cool, Judy Ballweg, Alexia Kulwicz, Jeff Hoffman, Jay Zambito, Craig Saxe, Barb Barker, Chris Kniep

**Call to Order at 10:30am and Certification of Open Meeting Notice Compliance – Barb Barker, Chair**

**Welcome and Introductions – all**

**Approval of August Meeting Minutes**

Minutes approved.

**Dialogue with Provost – Aaron Brower**

- Brower provided an up-date on the nEXT Generation progress and process. There have been adjustments to the timeline as well as responsibilities. Workgroups will be stopping at needs assessment step and an Integration Workgroup will synthesize the information gathered. Workgroup data is due in November. The Integration Workgroup is tasked with completing their work December – February. Karl Martin, Interim Dean/Director-Coop Ext, will determine membership to the Integration Workgroup. Sometime in February the work of the Integration Workgroup will be completed, including information about the multi-county designation, detailing individual county presence and system efficiencies. It is unclear if there will be one recommendation coming from the group or multiple recommendations. Feedback to the recommendations will be solicited in March and April. The remaining support workgroups would function after the Integration Workgroup was done. The final plan is to be complete in May. A request was made to share the timeline document with all staff, that was shared with workgroup leaders.

UC members shared concerns regarding role of faculty in the workgroups and questioned if faculty would be part of the nEXT Generation. Brower noted faculty serve on each of the workgroups and he hoped they represented faculty as they served in these roles. He also stated there are no plans to eliminate faculty. Questions regarding when the Academic Department Workgroup would convene were raised, suggesting sooner than March. Kniep will follow up with Brower on this.

Brower and UC identified future agenda topics related to Shared Governance:

- What are the domains entrusted to governance groups and administration?
- Examples of shared responsibilities in terms of merit and discipline
- Who represents groups when “faculty is consulted”?
- What’s governance/what isn’t?

**UW-Extension Flex Option Degree Programs – John Stone, Suresh Chalasani and Kim Kostka**

- Stone, Kostka and Chalasani reviewed the status of the Flex Option Degree Program and the tasks that need to be completed this fall for students to complete enrollment. Tasks

include naming the department, a student handbook, a faculty handbook, and a course catalog. The group discussed the role/responsibilities of the department and UC. The following process/steps were proposed: (thanks to Kim for capturing all this!)

- a. The Academic Department needs to be named (re-named), populated, and policies developed.
- b. This will give the faculty in the renamed department the authority to approve those policies.
- c. UC/FS needs a list and a timeline for their use.
- d. The body is interested in distinguishing between the BSBA academic policies and the general policies that would be developed on behalf of CEOEL/UWEX. Note: The Dept of Ed Communications did consult on this document and approve it.
- e. Determine a generalized set of academic policies for all of UWEX.
- f. Discussion of process that might work for faculty oversight of the curriculum. Curriculum does not get approved at the institutional level or at the Board of Regents. Bylaws will be approved by the department and also by the chancellor. Academic policies get approved at the institution level and then it's unclear next steps ... approved by UWS (?) Chancellor (?) and surely UWS Legal.
- g. Faculty will be hired by the program director for the BSBA (de facto will be chair). Each faculty hire will be a program director for the new faculty that they are affiliated with.
- h. Faculty tenure criteria will fit within the institutional tenure criteria (impact, etc.). How does that get implemented at the department level?

For November UC meeting, we will come back with a very specific list of requests and timeline along with where each of the approvals is within its own timeline. We should also generate a general set of academic policies.

1. Curriculum from Dept (w/ history and next steps)
2. Academic Policies (w/ history and next steps)
3. Bylaws (w/ history and next steps)
4. Chapter 36 authority
5. A few models of academic policy approval process at other UWS.
6. KIM: separate the specific BSBA policies from a generic set of policies.
7. Build the decision-making tree.
8. Barb will look for a stop-gap spill-over meeting time to meet by phone in November if we run out of time in November meeting.
9. Can we develop some pre-meeting walk-thru videos to tour them through the items?
10. Alexia will join a group meeting of John, Alexia, Don, and Jerry, and Andrea Cool. (Kim and Suresh are added as needed.)

### **Recognition of Rick Klemme, Dean and Director, Coop Ext**

- The UC brainstormed language and layout. Chris Kniep, Barb Barker and Judy Ballweg will work on language and layout.

### **Review and Consideration of UPG #12 – UW-Ext Tenured Faculty Review and Development Policy**

- The UC reviewed UPG #12 incorporating workgroup and UW System Legal language. Jay Zambito was tracking changes during the discussion. He will share a copy with Barb Barker and Andrea Cool as they work on next approval steps. The original document plus tracked

changes will be worked on through Andrea's office. This institutionally approved document must be on the December Board of Regents agenda for their review/approval.

#### **UW-Ext Tenure Orientation Workshop – Jeff Hoffman, ADC Liaison**

- After much discussion, it was agreed that FS should sponsor the 2017 Workshop in either Stevens Point or Wausau, typically in May. All previous documents/resources are currently being stored on a SharePoint. It was further discussed that FS should sponsor the 2017 SRP/FTAC Scholarship Forum in either Stevens Point or Wausau, typically in August. There should be a UC member on both planning teams. Place this topic on the November UC meeting agenda along with the December FS meeting agenda in an effort to populate the planning team.

#### **UW System Funds for Salary Base Building FY17 Workgroup – Mike Ballweg**

- The September 4, 2015 letter from Ray Cross along with the September 23, 2016 email from Sharon Klawitter were distributed and discussed. Statewide Resource Management Team (SRMT) will be meeting weekly in October to research distribution methods in an effort to put a plan in place by October 31. Ruth Schriefer is a member of the workgroup and will represent Faculty Senate. In addition, minor edits need to be made to the UW-Ext Faculty Senate Ad Hoc Committee on Merit Based Pay Plan Considerations for Faculty Regent Pay Plans document and then brought back to FS at their December meeting for final review/approval. Barb, Mike and Jay will work on these edits.

#### **Working Relationship and Responsibilities between Faculty and Academic Staff – Mike Ballweg**

- Andrea distributed and discussed a copy of the updated Wis. Statutes (Chapter 36). Section (4m) that defines the roles/responsibilities of faculty as it relates to shared governance and providing input on matters that impact the work of faculty. Section (3m) "subject to the responsibilities and powers" means subordinate to the responsibilities and powers. Research is needed on the definition and interpretation of "subordinate". It was suggested this topic be placed on a future UC/FS meeting agenda.

#### **Update on UWEX Chapter 5 Faculty Layoffs and UPG #7 Lateral Transfers and/or Retraining of Tenured Faculty – Alexia Kulwicz**

- Work will continue on these two documents and presented at the November UC meeting. Review/approval at the December FS meeting.

#### **Faculty Annual Review Process – Jeff Hoffman, ADC Liaison**

- The Academic Department Chairs have been reviewing the survey results. The review work has not yet been completed. A copy of the survey results will be shared at the November UC meeting.

Motion by Mike Ballweg to make the following edits to the UW-Ext Chapter 3 – Faculty Appointments, (3.21) Annual Reviews -- delete the word "small" before committee and add "or appointed" after elected. Seconded by Chris Kniep, motion carried.

#### **University Committee Reports (if any)**

- Systemwide Extension Council – Chris Kniep  
--no report, next meeting is in December
- Academic Department Chairs Liaison – Jeff Hoffman  
--the survey results need additional editing, results will then be shared with administration

- CEAC Liaison – Mike Ballweg  
--nEXT Generation timeline was reviewed/revised
- nEXT Generation Steering Committee – Jeff Hoffman  
--see Provost report, above
- Statewide Resource Management Team – Barb Barker  
--researching salary base building distribution methods in an effort to put a plan in place by October 31.
- UW System Faculty Reps – Alexia Kulwicz  
--discussion topics included post-tenure review and sending Chapter 5 and UPG #7 to UW System Legal for review

\*\*Please note: The November UC meeting is scheduled from 10:30am-1pm.\*\*

~minutes submitted by Chris Kniep and Judy Ballweg~