

## Minutes

### 2003/2004 University of Wisconsin-Whitewater Faculty Senate Tuesday, February 3, 2004, 2:15 p.m. James R. Connor University Center 219

1. Call to Order: Chair Erdmann called the meeting to order at 2:25 p.m.
2. Roll Call
  - a. Senators present: Ahmadi, Anderson, Aulerich, Bren, Cartwright, Epps, Erdmann, Ghavamshahidi, Habanek, Heyning, Hixson, Hogan, Huang, Johnson, Kapp, Klug, Kozlowicz, Lollar, Moini, Molloy, Oravec, Ossers, Porter, Portman, Rinaldi, Samaranayake, Sawyer, Sherlock, Smudde, Stinson, Wildermuth
  - b. Senators absent: \*Jones, Parks, \*Topp, \*Weston (\*informed Secretary)
3. Approval of Minutes
  - a. 2003/2004 Faculty Senate Meeting, December 9, 2003: Klug/Epps moved approval. Passed.
4. Reports of Committees
  - a. University Curriculum Committee: Transmittal of actions of the University Curriculum Committee meeting of Friday, January 23 2004: Klug/Epps moved approval of actionable items. Passed. **FS0304-20**
  - b. *ad hoc* Task Force to Study the Role and Power of Women in Faculty Governance (per 12/9/03, item 4.b.)
    1. Epps/Ghavamshahidi moved approval of the resolution distributed at the meeting.
    2. Ghavamshahidi/Epps moved to amend the resolution by adding **including study of the role and power of women in administration**. Passed.
    3. Main motion as amended: Passed. **FS0304-21**
    4. Chair Erdmann will draft a memo to the Diversity Committee which will be reviewed by the *ad hoc* Task Force. He encouraged senators to e-mail suggestions to [facsenate](mailto:facsenate) (copied to samarang@uww.edu). Erdmann expressed gratitude to the task force, the Provost's office, and faculty representatives from other campuses for their contributions.

*The Faculty Senate commends the ad hoc Task Force to Study the Role and Power of Women in Faculty Governance and recommends the Task Force's information and questions to the Faculty Diversity Committee for continued study, including study of the role and power of women in administration.*
  - c. Intercollegiate Athletics Committee (current and recommended by-laws attached): Ossers/Hixson moved approval of the recommendation. Passed. **FS0304-22**

*The Faculty Senate recommends the Intercollegiate Athletics Committee's proposed revised by-laws to the Organization Committee and to the whole faculty at its Spring 2004 meeting. The Faculty Senate commends the work of the IAC in developing these revisions.*
  - d. *ad hoc* Committee to Examine the National Survey of Student Engagement (NSSE) and Faculty Survey of Student Engagement (FSSE) (ad hoc committee and Provost Telfer as chair, per FS0203-29, 3/11/03, item 5.d.: membership per 4/08/03, item 5.b. and 5/06/03 item 5.b.):
    1. Provost Telfer distributed the committee's eight institutional recommendations and five department/college recommendations.
    2. Huang//Ahmadi moved approval of the recommendations.
    3. Hogan/Cartwright moved to postpone action until the March 9 Senate meeting, at which it will be a separate action item on the agenda. Passed.
5. New Business
  - a. Retirement Resolution(s)

- i. Molloy/Porter moved to approve the retirement resolution for Lyal Gustafson, Accounting. Passed unanimously. **FS0304-23**
- ii. Kozlowicz/Portman moved to approve the retirement resolution for M. Janette Bohi, History. Passed unanimously. **FS0304-24**
- b. Appoint two faculty members to the Office of Recreation Sports and Facilities Advisory Council (see attachment)
  - i. term 1: one faculty member for the balance of the 2003\_2004 academic year: Greg Porcaro, Art, was elected by show of hands.
  - ii. term 2: one faculty member for both the balance of the 2003\_2004 academic year and for the 2004-2005 academic year: Thomas Anderson, OESH, was elected by show of hands.
- c. Administrative Affairs Draft Policy for administering students' evaluations of classes (attached)
  - i. Ghavamshahidi/Sawyer moved approval.
  - ii. Smudde/Hixson moved to amend by striking in 2. "as approved by the department." Passed.
  - iii. Kozlowicz/Cartwright moved to amend to add 4. **"Access to the evaluations or the results of the evaluations will not be provided to the instructor until grading is completed."** Passed.
  - iv. Hixson/Kapp moved to amend by striking in the first sentence: "in a manner...evaluations." Passed.
  - v. Stinson/Hixson moved to amend by striking "or misinterpretation." Passed.
  - vi. Epps/Ghavamshahidi moved to amend 4. to end "until **grades have been posted.**" Passed.
  - vii. Ossers/Habanek moved to amend by moving sentence regarding anonymity to a new item 5. and striking the balance of the initial paragraph (retaining the first two sentences). Passed.
  - viii. Hixson/Hogan moved to amend to add "**analyzing**" to the "Each department..." sentence. Passed.
  - ix. Main motion as amended: Passed. **FS0304-25**

*Policy for Conducting **Classroom** Student Evaluations*

*Student evaluations of formal instruction shall be gathered, analyzed, and reported in a manner that ensures the accuracy and reliability of the evaluations. The procedures used must eliminate the possibility of bias or tampering, or misinterpretation. In addition, the anonymity of individual responses must be ensured. To guard against impropriety or its appearance as such, the course instructor should not be present in the classroom during the administration of evaluations. Additionally, the course instructor should not collect evaluations from students or deliver them to the department office after the completion of the process.*

*Each department shall develop a policy regarding the procedures for collecting, **analyzing**, and reporting student evaluations of instruction. At a minimum, these policies must include:*

1. A statement on the evaluation explaining how the evaluation will be used.
2. **Anonymity of individual responses.**
3. ~~2.~~ A designated person, other than the instructor, to collect student evaluations of instruction and to deliver them to the appropriate department office. (~~Note: The instructor may distribute the instrument but must not be in the room while the evaluations are completed.~~) The designated person may be a student from the class, a graduate assistant, a program assistant, or another faculty member ~~as approved by the department.~~
4. ~~3.~~ For off-campus classes, an envelope with appropriate address and postage will be given to the designated person who will collect and mail the student evaluations of instruction back to the appropriate department, if the designated person cannot personally deliver the evaluations to the department office.
5. ~~4.~~ **Access to evaluations, or results of evaluations, will not be provided to instructors until grades have been posted.**

- 6. Announcements and Information (no action unless noted otherwise)
  - a. Report of the Chancellor - none
  - b. Report of the Provost
    - i. Provost Telfer is a co-chair of the committee working on credit transfer between technical colleges and the UWS. The committee is very close to having a draft policy and implementation plan for

campus comment.

- ii. UW-Whitewater's share of an increase in student financial aid funding is \$1.4 million, which will come from campus auxiliary accounts. The amounts of the cuts to specific accounts has not been determined, and he does not know of any cuts affecting the accounts this year.
  - c. Report of the Senate Chair: Erdmann reminded senators about the February 15 deadline for Faculty Service Award nominations.
  - d. Senate Meeting Dates and Times
    - i. Faculty Senate: March 9, 2004; April 6, 2004; and May 4, 2004
    - ii. Faculty Senate Executive Committee: February 24, 2004; March 16, 2004; and April 20, 2004
  - e. Other - none
  - f. Other announcements - none
7. Adjournment: Porter/Portman moved to adjourn at 4:17 p.m.