

University of Wisconsin-Whitewater
College of Letters & Sciences
Administrative Council
MINUTES
September 7, 2011

1. **Call to Order.** Dean Pinkerton called the meeting to order at 2:17 P.M. in WT 6C.
2. **Roll Call.** Voting members present: Joan Cook, Marilyn Durham, Tony Gulig, Baocheng Han, Rex Hanger, Susan Johnson, Julie Letellier, Larry Neuman, Mary Pinkerton, Steve Sahyun, Lauren Smith, Daryle Waechter-Brulla, and Jim Winship. Non-voting members present: Liz Hachten, Deb Heiber, Peter Hoff, David Travis. Absent: David Cartwright, and Race and Ethnic Cultures representative*. Also Present: Steve Boldt and Natalie Lamkin.
3. **Approval of Minutes of Previous Meeting.** Moved, seconded (Winship/Gulig), and carried that the Minutes of May 18, 2011 be approved.
4. **Announcements.**
 - a. College Strategic Planning Session. Dean Pinkerton reminded the group that Kathleen Paris will be leading a strategic planning session on September 16, 2011 and encouraged Chairs to attend. Email invitations have gone out to invitees.
 - b. College Administrative Intern. Dean Pinkerton announced that Bruce Eshelman will be serving as administrative intern in the Dean's office and that his responsibilities will include the coordination of the Carlson Hall move and the College's water initiatives.
 - c. Career Services. Dean Pinkerton also announced that Career Services has hired Jason Brown to help coordinate career service efforts for the College.
 - d. Non-traditional/Adult Student Concerns. Dean Pinkerton relayed the following concerns:
 - 9 P.M. cutoff for D2L homework , quizzes and tests too early, prefer midnight so they can better juggle conflicting priorities; and
 - Many commute, and would like 24 hour notice of class cancellations, if possible.
 - e. Foundation Scholarship Fund. Dean Pinkerton announced that Jon Enslin recently sent out an email about an opportunity for faculty and staff to donate to a fund that supports student scholarships.
 - f. Digital Measures. Dean Pinkerton would like the College to revisit the use of Digital Measures to track faculty accomplishments and reporting. She will ask Lois Smith to visit a future Council meeting to demonstrate Digital Measures.

- g. Provost's Office Administrative Fellow: Dean Pinkerton reported that Lauren Smith has been selected to serve as an Administrative Fellow in the Provost's office.
- h. Staffing. Dean Pinkerton reminded Chairs that the Provost approved of the College's replacement positions and that Chairs should commence the search processes for their departments.
- i. Race and Ethnic Cultures Program Coordinator. Dean Pinkerton announced that Gene Grigsby retired and that the Race and Ethnic Program Coordinator position is being examined.
- j. Campus Photographer. Dean Pinkerton reminded the group that the College has paid a fee for the services of the campus photographer, Gregg Theune. She encouraged Chairs to contact Gregg to photograph events in their departments throughout the year.
- k. Computers for New Faculty/Staff. David Travis announced that Steve Boldt is now the go-to person for technology (both hardware and software) purchases in the College.
- l. Classroom Issues. David Travis reported that iCIT and FP&M are aware of and working on the classroom issues.
- m. Budgets. David Travis reported that the budget for 2011-12 has not yet been loaded in WISDM. He also reported that account codes have changed and that he will let everyone know when the budget has been loaded so Chairs and ADAs can review the new account codes.
- n. Professional Development Funds. David Travis reported that matches will not be automatic this year—that there will need to be a compelling reason for the requestor to receive a match from the College.
- o. Winterim Schedule. Liz Hachten reminded the group that the deadline to submit requests is September 14th.
- p. Summer Term Schedule. Liz Hachten asked Chairs to begin planning their requests for summer courses now and reminded them that the preference is for online delivery.

- q. Catalog Proofs. Liz Hachten reported that the Registrar's office would soon disseminate catalog proof sheets and asked Chairs to go ahead and start the process when they receive the sheets.
- r. Chairs' Council. Joan Cook reported that work is underway to create a campus-wide chairs handbook and asked that any suggestions be sent to her.

5. Discussion/Action Items.

- a. Web Pages Update. Steve Boldt reported that Chairs will be asked to review their department's Web pages in the next several weeks and that the new Web page formats will be launched later this semester. He also reported that his team will be coordinating efforts to capture video welcomes and take photographs of faculty and staff for department Web pages. He also shared a handout about the Second Life curricular development initiative that he and Chris Calvert-Minor are coordinating.
- b. College Assessment Report. Dean Pinkerton announced that the report is due at the end of October and will draw from the work completed over the summer. Most likely, the Writing Still Matters project will be highlighted along with the work of Chemistry and History.
- c. Premiere Days. Deb Heiber provided an advising calendar handout and encouraged Chairs to be available, or have someone from their department available, for the information times at Premiere Days. Deb gets bombarded with questions and having knowledgeable department faculty and staff available at the L&S table will help her assist students and parents.

6. Adjourn. Moved, seconded (Smith/Gulig), and carried, meeting adjourned at 3:31 P.M.

Respectfully submitted,

Natalie J.K. Lamkin, Assistant to the Dean

* Race and Ethnic Cultures program coordinator position is vacant at this time.