

Networking [12:00 to 12:15]

1. Urgent/Priority Business

- a. Guest Speaker/Presentation: Wes Enterline - Discussion of Campus Tour Training and University Staff Council Programming
- b. *Review/Approval of 6 May 2015 Minutes [Ehlen]*
- c. *Discussion of Workplace Conduct Expectations Policy [Ehlen]*
- d. *Discussion of University Technology Committee Email Policy [Ehlen]*
- e. *Endorsement of Online Syllabi Posting Policy [Ehlen]*
- f. *Discussion on Renaming Academic Staff Awards [Ehlen]*
- g. UW System Strategic Planning [Ehlen]
- h. *UW-Whitewater Strategic Planning [Ehlen]*
- i. *UW-Whitewater Innovation Task Force [Ehlen]*
- j. Academic Staff Representatives Council / System Meeting [Weber]
- k. Discussion of All Staff Meeting [Ehlen]
- l. Discussion of Academic Staff Assembly Shared Drive (T) and/or Google Drive [Ehlen]

2. Academic Staff Committee Reports

- a. Awards [Weber]
- b. Economic Issues [Ehlen]
- c. Elections [Arneson-Baker]
- d. Government [Kriska/Flanagan]
- e. Instructional Promotions [Ehlen]
- f. Organization [Fragola]
- g. Professional Development [Ehlen]
- h. Review [Tumbarello]
- i. Rewards and Recognition [Tumbarello]
- j. Title Appeals [Ehlen]
- k. Titling [Fragola/Weber]

3. University Committee Reports

- a. Discussion of frequency and format

4. Updates/Announcements/Other Business

- a. Assembly Recommendations for Future Guests/Speakers:
 - a. John Stone (12:15 to 12:30 on 4 November 2015)
 - b. Denise Ehren (12:30 to 12:45 on 4 November 2015)
 - c. Aimee Arnold (11 November 2015)
 - d. Judi Trampf (December 2015 Tentative, Date TBD)
 - e. Beverly Kopper (12:15 to 12:45 on 21 October 2015)
- b. Other Business
- c. Good News/Round Robin

**2014-2015 ACADEMIC STAFF ASSEMBLY
MINUTES
12:00PM - 12:45PM ON 6 MAY 2015 IN UC 264**

PRESENT: Denise Ehlen, Tracy Arneson-Baker, Thomas Drucker, Patricia Fragola, Nadine Kriska, Elizabeth Ogunsola, Terry Tumbarello, Kristen Burton

GUESTS: Beverly Kopper, Abbie Windsor

ABSENT: Deborah Bowen, Michael Flanagan, Kara Meissen, Carmen Rivers, Jonathan Saffold, Curt Weber

1. Urgent/Priority Business

- a. **Provost Beverly Kopper:** Provost Kopper provided an update on the Shared Governance Task Force; it is scheduled to meet on the following dates: 18 June 2015, 17 July 2015, 13 August 2015, and 17 September 2015 from 10:00 am – 3:00 pm in Madison. She will send the e-mail regarding the meetings, and all other correspondence/information regarding the task force to the chairs of the governance groups. She also announced that Move-In Day for Fall 2015 is Sunday, 30 August 2015, orientation is 31 August – 1 September 2015, and convocation is 1 September 2015. Classes will start on 2 September 2015. She provided a productivity analysis, discussed the strategy for dealing with the budget cuts should they be passed and the potential impact on the HLC reaccreditation.
- b. **Review of 22 April 2015 Minutes:** The minutes were unanimously approved on a motion from Nadine Kriska (Terry Tumbarello, second).

2. Academic Staff Committee Reports

- a. Awards [Ehlen for Weber] – Ellen Boldt received the Instructional Academic Staff Award and Carrie Lencho the Non-Instructional Academic Staff Award. Denise Ehlen and Patricia Fragola will attend the Faculty and Academic Staff Retirement and Recognition Dinner of May 14th. Ehlen will present the awards and representatives from the sponsoring banks will also attend.
- b. Economic Issues [Ehlen] – No report.
- c. Elections [Ehlen] – No updates.
- d. Government [Kriska] – State Senator Steven Nass canceled his May 1st to UW-Whitewater. An attempt will be made to reschedule.
- e. Organization [Fragola] – New membership will be discussed at the organizational meeting of the 2015-16 Academic Staff Assembly.
- f. Professional Development [Ehlen] – If Academic Staff Development Grants are to be awarded, Denise Ehlen will send ratification information to the Assembly by e-mail. The grants may not be funded if the budget cuts go through.
- g. Instructional Promotions [Ehlen] – The promotions will be approved and the salary bumps will be funded for faculty and staff.
- h. Review [Tumbarello] – The Review Committee did not meet.
- i. Rewards and Recognition [Ehlen] – The Rewards and Recognition Committee did not meet.
- j. Title Appeals [Ehlen] – The committee did not meet.
- k. Titling [Ehlen for Weber] – Three titling requests will be discussed at the meeting, and one was reviewed by e-mail.

3. Updates/Announcements/Other Business

- The Assembly agreed it was helpful to continue to receive the e-mail updates regarding budget issues and other items impacting shared governance. Ehlen will continue to share these updates, but if an item needs immediate response, she will indicate it in the subject line.
- Ehlen announced the Faculty Senate met yesterday and elected a new chair, James Hartwick. The outgoing chair, David Munro, has advocated for the recognition and input of all shared governance groups.
- Ehlen shared the disappointment regarding how UW-Whitewater's appointment to the Shared Governance Task Force was handled. Academic and Classified Staff had no representation from our campus to the task force.
- The Chancellor's Retirement Resolution is deferred to 2015-16 due to lack of quorum.
- Ehlen thanked Fragola and Burton for their service to the 2014-15 Assembly, and thanked Elizabeth Ogunsola for her years of service to the Academic Staff Assembly.

2015-2016 ACADEMIC STAFF ASSEMBLY
MINUTES
12:45PM - 1:30PM ON 6 MAY 2015 IN UC 264

PRESENT: Denise Ehlen, Tracy Arneson-Baker, Thomas Drucker, Patricia Fragola, Terry Tumbarello, Abbie Windsor, Kristen Burton

ABSENT: Deborah Bowen, Michael Flanagan, Nadine Kriska, Carmen Rivers, Jonathan Saffold, JP Villavicencio, Curt Weber

1. Urgent/Priority Business

- a. **Introduction of New Members [Ehlen]:** Denise Ehlen introduced new non-instructional academic staff member Abbie Windsor. JP Villavicencio, the other new Assembly member, could not be present as his wife was having a baby.
- b. **Selection of Committee Liaisons [Fragola]:** The committee liaisons are as follows: Awards – Curt Weber; Economic Issues – Denise Ehlen; Elections – Tracy Arneson-Baker; Government – Nadine Kriska/Michael Flanagan; Organization – Patricia Fragola; Professional Development – Denise Ehlen; Instructional Promotions – Denise Ehlen (tabulator); Review – Terry Tumbarello; Rewards and Recognition – Terry Tumbarello; Title Appeals – Denise Ehlen; and Titling – Patricia Fragola/Curt Weber. Fragola will send out the list of vacancies for the Academic Staff and University Committees; please send her a list of 4-5 candidates to fill the positions. Due to a lack of quorum, the proposed liaisons will be ratified by e-mail.
- c. **Proposed Meeting Dates for 2015-16 [Ehlen]:** The proposed meeting dates are as follows: 16 September 2015, 30 September 2015, 14 October 2015, 28 October 2015, 11 November 2015, 2 December 2015, 27 January 2016, 10 February 2016, 24 February 2016, 9 March 2016, 30 March 2016, 13 April 2016, 27 April 2016, and 11 May 2016. An additional fall and spring meeting will likely be added to accommodate guest speakers. Due to a lack of quorum, the proposed meeting dates will be ratified by e-mail. The dates will be added to the website.
- d. **Chancellor's Retirement Resolution [Drucker]:** Due to a lack of quorum, the Chancellor's retirement resolution will be ratified by e-mail.

2. Academic Staff Committee Reports

- a. Awards [Ehlen for Weber] – Report given at 2014-15 meeting.
- b. Economic Issues [Ehlen] – Report given at 2014-15 meeting.
- c. Elections [Ehlen] – Report given at 2014-15 meeting.
- d. Government [Kriska] – Report given at 2014-15 meeting.
- e. Organization [Fragola] – Business addressed under Urgent/Priority Business.
- f. Professional Development [Ehlen] – Report given at 2014-15 meeting.
- g. Instructional Promotions [Ehlen] – Report given at 2014-15 meeting.
- h. Review [Tumbarello] – Report given at 2014-15 meeting.
- i. Rewards and Recognition [Ehlen] – Report given at 2014-15 meeting.
- j. Title Appeals [Ehlen] – Report given at 2014-15 meeting.
- k. Titling [Ehlen for Weber] – Report given at 2014-15 meeting.

3. Updates/Announcements/Other Business

- a. Chancellor Search and Screen Update [Fragola] – Fragola exhorted assembly members to attend the Chancellor candidate open sessions and to encourage their staff to attend. The sessions will also be streamed for those who can't attend in person. Feedback can be sent to chancellorsearch@uww.edu.
- b. Assembly Recommendations for Future Guests/Speakers: Current recommendations for 2015-16 guest speakers include: the new chancellor, the new provost, Aimee Arnold, John Stone, and a Human Resources representative regarding the new personnel system. Send additional recommendations to Denise Ehlen.

Ehlen, Denise

From: Ehlen, Denise
Sent: Monday, June 29, 2015 2:10 PM
To: Sexton, Amy L
Subject: RE: Workplace Expectations

See my responses below.

Regards,
Denise

DENISE EHLEN, Business Outreach Director,
Institute for Water Business Interim Director,
and Academic Staff Assembly Chair
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From: Sexton, Amy L
Sent: Monday, June 29, 2015 2:06 PM
To: Ehlen, Denise
Subject: Workplace Expectations

Hi Denise,
Chancellor has approved the Workplace Expectations Policy and with this we have a few questions for you with regard to rollout and presentation to your constituents.

Thank you for the update.

Have you begun to plan how you will be presenting this to Academic Staff?

The matter was endorsed by the Assembly via email. We will formally ratify at our first fall meeting. We will also develop our plan at that time. Many Assembly members are not under contract during summer and unavailable to convene face-to-face.

Will you be posting it on your webpage and/or perhaps sending out email correspondence and/or open forums? HR had discussed having open forums for supervisory staff first and then rolling out to University Staff employees, however, when thinking about this many University Staff employees are supervised by Academic Staff (or Faculty) as well as University Staff titles. We felt this would be best accomplished with your assistance since the work rules are not only for U-Staff employees, but also have been approved for AS employees.

These are wonderful suggestions I will share with the Assembly. I will support your 100% and in any capacity you need.

Would you be amenable to co-hosting an open forum to present the Workplace Expectations policy? We were thinking 45 minutes is sufficient time for these discussions.

Yes, I would be happy to help.

If yes, do you feel we could accomplish this the week of 7/7?

I can try to make time. Do you have a date and time in mind?

Do you feel we would need additional forums in the fall for those AS employees who are not on campus over the summer months (if there are any)?

Absolutely, we will formally "roll out" to our constituents after the policy is formally ratified in fall.

Please let me know your thoughts on this and any other questions or suggestions you may have to best implement this. Thank you,

Amy Sexton

University of Wisconsin – Whitewater
Human Resource Assistant Adv.

262/472-5541 • sextona@uww.edu

Human Resource & Diversity, Hyer 330 | 800 W. Main St., Whitewater, WI 53190 | FAX: 262/472-5668

"You need to be aware of what others are doing, applaud their efforts, acknowledge their successes, and encourage them in their pursuits. When we all help one another, everybody wins." - Jim Stovall



NOTICE: This email and any attachments may contain confidential information. Use and further disclosure of the information by the recipient must be consistent with applicable laws, regulations and agreements. If you received this email in error, please notify the sender; delete the email; and do not use, disclose or store the information it contains.

Effective Date: July 1, 2015
Last Updated: XXX
Last Reviewed: June 23, 2015
Next Review: July 1, 2016

Policy Summary

The purpose of this policy is to provide a set of expectations regarding conduct in the university setting that may be applied to all UW-Whitewater (UW-W) employees.

Policy Considerations

UW-W believes that our employees should act with integrity, trustworthiness, equity, respect, stewardship, personal rights, and personal responsibility. It is integral to how we wish to work and want to be treated.

Therefore, the following are UW-W's expectations for acceptable personal conduct by our employees. These standards are very basic and are established to advise the campus community of our standards.

This policy has been endorsed by the University Staff Council and the Academic Staff Assembly for the conduct of all UW-W employees. It should be read by all employees including all unit heads and administrators, direct supervisors, directors, deans, and vice chancellors. All units of the university are affected by this policy.

Definitions

Please see the UW-System Definitions Operational Policy for a list of general terms and definitions.

Policy

These are the behavioral expectations of employees of UW-W. Other expectations may be set forth in work units and in other policy, administrative code, or administrative procedures established by management or administration. Individuals who do not meet the expectations of UW-W may be disciplined up to and including discharge.

Expectations are not intended to interfere with other applicable laws, policies, or regulations that cover or inform personal and professional conduct at UW-W. These expectations should be interpreted as being in concert with, rather than in conflict with, other law, policy, and regulation whenever possible.

- A. Be Fair and Respectful to Others - Employees are expected to:
1. Respect the rights of others to be free from intentional or personally-directed abusive, threatening, or offensive language in the workplace.
 2. Respect the rights of others to be free of bullying, harassment, intentional physical harm, or intimidating behavior in the workplace.
 3. Respect the private property belonging to other individuals and not remove or take possession of it without permission.
 4. Provide equal access to programs, facilities, and employment.
 5. Treat others with fairness and impartiality.
 6. Promote conflict resolution.
- B. Protect and Preserve UW-W Resources and Property - Employees are expected to:
1. Use care in guarding university keys by not lending, borrowing, duplicating, or using them outside the scope of assigned duties.
 2. Use care in guarding university passwords by not sharing, borrowing, stealing, or using them outside the scope of assigned duties.
 3. Respect the use and security of university buildings and property by not entering restricted areas without authorization.
- C. Act Ethically and with Integrity - Employees are expected to:
1. Carry out instructions, duties, and responsibilities as set forth in the descriptions of their positions with care and competency and as directed by those with authority to assign the work.
 2. Report to work as scheduled and abide by the requirements of their work schedules including starting/ending times and break times.
 3. Take responsibility for reporting to work as required and be available according to the expectations of their positions.
 4. Display courteousness and use good judgment in dealing with the public and others in the university community.
 5. Responsibly use and care for UW-W property, services, or resources by not using them for personal business or gain.
- D. Contribute to a Healthy and Safe Workplace - Employees are expected to:
1. Reasonably follow proper safety guidelines.
 2. Abide by the policies and regulations for health, safety and sanitation and to take direction from those in authority during any emergency or practice drill.
 3. Abide by university policies regarding the possession of weapons or firearms on University property.
 4. Abide by University System and UW-W policies and perform their duties without impairment or the influence of alcohol or illegal drugs.
 5. Dress appropriately following guidelines set forth by their work unit.
 6. Maintain standards for personal hygiene.
 7. Be conscious of how their behavior affects the health and safety of others.

E. Promote a Culture of Compliance - Employees are expected to:

1. Maintain the confidentiality and integrity of confidential records and information.
2. Be truthful, accurate, and complete when providing information to anyone with the authority to gather information on behalf of UW-W, UW System, or other State agencies.
3. Use or wear badges, uniforms, campus IDs, and all permits only for the official uses intended.
4. Follow all other policies and rules on the UW-W campus.

University Responsibilities

The Office of Human Resources & Diversity, the University Staff Council, and the Academic Staff Assembly will share joint responsibility for evaluating the effectiveness of the policy by conducting yearly reviews. The Office of Human Resources & Diversity may provide procedural assistance for employees if requested.

Equal Employment Opportunity

This policy will be applied and administered in a manner consistent with UW-Whitewater's equal employment opportunity and affirmative action programs which includes, but is not limited to, without regard to race, religion, color, national origin, sexual orientation, marital status, parental status, age, disability, sex or veterans status, except where a characteristic is a bona fide occupational qualification.

Background

Wis. Stat. § 36.115 requires the Board of Regents to develop a personnel system that is separate and distinct from the personnel system under Wis. Stat. Chapter 230. The "Classified Employee Work Rules," which prior to July 1, 2015 were applicable to classified UW System employees covered by Wis. Stat. Chapter 230, no longer apply.

Related Documents / References

UW-Whitewater Discriminatory Conduct Policies (including Sexual Harassment and Sexual Violence)
UW-Whitewater Equal Employment Opportunity Policy
UWSA Operational Policy WE 3, Workplace Conduct Expectations
UWSA Operational Policy WE 1, Code of Ethics
Wis. Administrative Code Chapter UWS 18, Conduct on University Lands, Title

Attachments / Supporting Documents

Contact

Please direct questions about this policy to the Office of Human Resources & Diversity, or the University Staff Council.

UW-Whitewater Email Policy

Scope

This document defines and clarifies policies and procedures where UW-Whitewater's Acceptable Use Policy, and other existing laws and organizational policies, do not specifically address issues particular to the use of individually-owned email accounts. This policy applies equally to transactional information (email headers), the content of the message, and attachments. Email use is also governed by all policies that apply to the use of all UW-Whitewater facilities.

Foundation/Philosophy Statement

In support of instruction, research, and administrative functions, UW-Whitewater provides campus email system to share information, to improve communication, to transact university business, and to exchange ideas. E-mail is considered an official means of communication at the university for the members of the UW-Whitewater community.

UW-Whitewater has the need to send communications to students and employees via e-mail and the right to expect that those communications will be received and read in a timely fashion

UW-Whitewater respects the privacy of users. UW-Whitewater recognizes that academic freedom and freedom of speech are important aspects of the campus email policy. UW-Whitewater does not routinely inspect or monitor email. However, UW-Whitewater may deny access to the campus email system and may inspect, monitor, or disclose email when circumstances indicate such action is necessary. As such, there should be no reasonable expectation of complete privacy.

The campus email system is provided as a communication tool for faculty, staff, and students for purposes that conform to this policy; email accounts are created automatically when an employee is hired or when a student attends a preview and/or transfer registration session, and is enrolled in at least one course. Associates and groups associated with UW-Whitewater are eligible to request a campus email system account include, but are not limited to: emeriti faculty, exchange students, participants in educational programs, contractors, independent consultants, official campus student organizations, and departments.

- **Appropriate Use**
- **Inappropriate Use**
- **Access Restrictions**
- **Security**
- **Confidentiality**
- **Open Records Access**
- **System Backup**

Appropriate Use

The campus email system's intended use is as a messaging tool and not a file sharing system.

Appropriate use includes sending brief messages between two or more individuals, and exchanging small university business -related documents.

UW-Whitewater in general, cannot and does not wish to be the arbiter of the contents of email. UW-Whitewater cannot protect users from receiving email they may find offensive. Users of the campus email system, however, are strongly encouraged to use the same personal and professional courtesies and considerations in email as they would in other forms of communication.

Mass emails intended for large segments of UW-Whitewater such as all staff, faculty, or the entire student body, must be sent to the Campus Announcement Board; it is then up to the discretion of the Marketing and Media Relations department whether to the communication is appropriate for mass distribution.

The campus email system may be used for incidental personal purposes provided that such use does not:

- interfere with the operation of campus email system
- burden UW-Whitewater with noticeable incremental cost
- interfere with the user's employment obligations

Inappropriate Use

- Allowing another person to access your email account is not allowed as it may compromise the security of the email system; users will be held responsible for any correspondence originating from their account.
- Users of the campus email system shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of UW-Whitewater or any unit of UW-Whitewater unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing UW-Whitewater. An appropriate disclaimer is: "These statements are my own, not those of the University of Wisconsin-Whitewater."
- UW-Whitewater Email Users shall not send email anonymously or falsify their identity when sending an email. **The use of campus email by a parent or guardian, who is not the designated account holder is prohibited.**
- The campus email system shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on the campus email system or any other campus resource. Such uses include, but are not limited to: sending or forwarding chain letters, exploiting broadcast email systems (Listservs) and distribution lists for purposes beyond their intended

scope, or to resend the same email repeatedly to one or more recipients to interfere with the recipient's use of email

- Use of email to harass or intimidate, and broadcasting unsolicited messages or sending unauthorized email is prohibited. Inappropriate use of the campus email system may result in disciplinary action.
- Using email as a means to share files with large groups; consistently share files that are that require a significant amount of memory; and using email for any other means that creates a burden on the campus email system is considered inappropriate. Collaborative file sharing systems – such as Google Drive – are available to all students, faculty, and staff and therefore should be the primary means of file sharing. Sharing department announcements, events, files, etc. should be conducted through the most appropriate channels, including publishing on the website, the campus calendar, the campus announcement system, shared network drives, newsletters, and/or collaborative storage systems. Using the campus email to occasionally share files of limited size is not unacceptable, however that specific use should be limited and only used when a more appropriate option is not available.
- Email should not be assumed to be a secure form of communication, therefore personally identifiable information (e.g. – social security number, personal health or financial information, etc.) should not be transmitted via email. **Specific information pertaining to students or campus faculty and staff, including student ID numbers and full names, should not be used in the email's subject line.**

For more information regarding the expected behavior of campus technology users, [click here](#).

Allegations concerning the misuse of the campus email system involving faculty or staff should be communicated immediately to the appropriate supervisor or College Dean. Allegations involving students should be communicated immediately to Dean for Student Life's Office.

Access Restrictions

Access to the campus email system may be wholly or partially restricted by UW-Whitewater without prior notice and without the consent of the email user when:

- required by and consistent with law
- when there is reason to believe that violations of policy or law have taken place
- when the continued access/use of an individual's account significantly affects the integrity, performance, or security of the campus email system
- when individual's account has been compromised

The email user will be notified of the reason and duration of the access restriction as soon as possible. It may take up to 2 business days for email access to be restored.

Security

UW-Whitewater attempts to provide a secure and reliable campus email system. However, such professional practices and protections are not infallible and the security and confidentiality of campus email system cannot be guaranteed. Furthermore, administrators of the campus email system have no control over the security of email that has been downloaded to a user's computer. Users of the campus email system are expected to take appropriate security measures. Users should take proper precautions in keeping passwords confidential.

In order to prevent a practice known as "spoofing", UW-Whitewater will block all emails indicating that they were sent from UW-Whitewater email addresses that do not originate from UW-Whitewater email servers. Exceptions may be granted based on need and available technology. The University of Wisconsin-Whitewater also reserves the right to scan, using an automated system, emails sent from outside the UW-Whitewater email servers for words or phrases, file types, and other potential threats that could compromise the security and/or integrity of the campus network. Incoming emails that contain traits consistent with potential threats to the user or campus network, may be modified for the purpose to warn the recipient of the potential threat, as approved by the UW-Whitewater Executive Tier Committee on March 16, 2015.

As a means to educate the campus community of potential threats to user privacy and to protect the security of the shared campus network, UW-Whitewater may send email messages to members of the campus that imitate commonly-used cyber security threats. These educational events will be communicated to the campus community through a campus announcement and/or ICIT website, prior to implementation. Some users may be asked to participate in security training based on the results of the exercise.

Confidentiality

Confidentiality of email may be compromised by the applicability of law or policy, including this policy, by unintended redistribution, or because of the inadequacy of current technologies to protect against unauthorized access.

Users should be aware that system administrators need to, from time to time, observe certain email transactional addressing information to ensure that the campus system is functioning properly. On these and other occasions, the contents of an email message may be inadvertently displayed. Except as provided elsewhere in this policy, they are not permitted to view the contents intentionally or disclose or otherwise use what they have seen.

Beyond system administration needs, UW-Whitewater shall only permit the inspection, monitoring, or disclosure of email without consent from the account owner when authorization for such access has been obtained in writing by the appropriate authorizing official based upon the chart below. Once authorization is obtained, the actual inspection, monitoring, or disclosure of email will be executed with the least action necessary to resolve the situation. This authority may also be exercised by the Chancellor or Vice Chancellor without regard to the status of the affected individual. The authorization shall be in writing and shall be based on a request submitted in writing.



Email User Status	Authorizing Official
Faculty & Academic Staff	Provost and Vice Chancellor for Academic Affairs, after consulting with the UW Legal Counsel and with the written advice of the Chair of the Faculty Senate/Academic Staff Assembly, may so authorize the department/unit head or Dean.
Student (Not acting in a capacity of a staff employee)	Assistant Chancellor for Student Affairs, after consulting with the UW Legal Counsel, may so authorize the Dean of Students.
Classified Staff, Employee or Student in a capacity as a Staff Employee	Vice Chancellor for Administrative Affairs, after consulting with the UW Legal Counsel and/or Campus Human Resources, may so authorize the department/unit head or Dean.

Open Records Access

For open records access requests and the subpoena of computer materials, state and federal regulations apply. In regard to open records access requests, email delivered to the university is considered to be an open record, much like a written or printed document, and can be requested. As is the case of all open records access, only items which are readily available need be supplied. Email messages retained in your mailbox (either on the server or on your workstation) would be regarded as readily available and would have to be supplied if requested. Backup copies of email messages are not readily available and would not be supplied if requested. Therefore, once an email message is deleted and purged from your mailbox and/or local workstation storage, it does not have to be supplied in response to an open records access request. **In the event an open records access request affecting a student account is received, the student will be notified of the request.**

System Backup

The campus email system is backed up solely for the purpose of restoring the entire electronic mail system in the event of a disaster or system failure. Backup files, , may not be used for restoration of individual mailboxes and may not be used as a convenience to retrieve "deleted" messages. Backup files do not serve a records retention function. Each employee/department must make provisions to retain documents and messages in accordance with their departmental records retention policy. The retention requirement associated with any document is determined by its content, not the method of delivery. The responsibility of retaining an internally created and distributed document (or message) most often falls on the author, not the recipients. Recipients may delete such received messages when their use has been fulfilled.

MEMORANDUM

To: UW-Whitewater Faculty, Deans, and Department Chairs

From: John Stone, Interim Provost and Vice Chancellor for Academic Affairs
James Hartwick, Chair Faculty Senate

Subject: Posting Syllabi - Faculty Senate Resolution 945-12

Date: August 17, 2015

In accordance with the UW-Whitewater, Faculty Senate Resolution 945-12, instructors of every course are required to submit an updated syllabus to the library every semester. **This is an especially important requirement this year since our campus is under review for re-accreditation by the Higher Learning Commission in October 2015.** Review of campus syllabi is an integral part of the campus review, and we would appreciate everyone's help with this requirement.

Faculty and staff have three options for sharing their syllabi using the Integrated Course Listing (ICL) system. Syllabi may be submitted online using the Integrated Course Listing (ICL) database (uploading new or managing existing syllabi). ICL allows the uploading of Portable Document Format (PDF) files only.

Instructors may choose to have a copy of the syllabus available:

- 1) in the library (choose "paper copy only" option);
- 2) digitally, but limited to users with UW-Whitewater Net-ID (now the default option); or
- 3) digitally to the public-at-large (choose "make this syllabus public" option).

As such, syllabi will be accessible only to users logged in with a UW-Whitewater Net-ID, unless explicitly marked "public" by the instructor. However, syllabi may be released in response to a public records request.

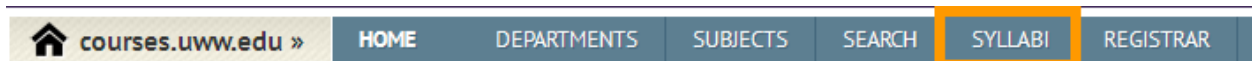
Questions or issues regarding the "**paper copy only**" option can be directed to [Michael Johnson](#) of the University Library at EXT.: 1022.

Questions regarding syllabus uploading and website issues can be directed to the Help Desk at EXT.: 4357. Please ask for [Anand Vangipuram](#).

1. **How to use the system:** The Online Syllabi system is easy to use. Go to courses.uww.edu, login using your UW-Whitewater Net-ID, and click "Log On" as shown below

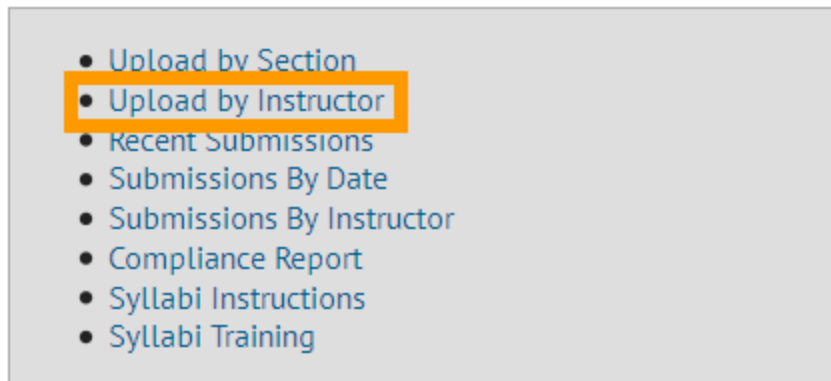
Updated 07/30/2015

2. After logging in, click on SYLLABI, as shown below:



3. On the ensuing page, select the option “Upload by Instructor”:

Academic Affairs Home



4. Enter your name in the “Instructor Search” field and click the “Search” button:

Search for Instructor

To submit a syllabus for a specific Instructor's sections, use the box below to search for Instructors.











5. The result will be displayed as shown in the screen below. Click on “View Sections” link:

Select the Instructor you wish to upload a syllabus for or try searching again.

	Name	Email Address
<input checked="" type="checkbox"/> View Sections	<input type="text"/>	<input type="text"/>

- The below screenshot displays all the sections where you are an instructor. Select the section you wish to upload the Syllabus for and click “Continue.” The syllabus on the next page will be uploaded for all of the courses you selected.

Check the sections for which you wish to upload a syllabus and click Continue.

<input type="checkbox"/>	Course	Section	Dates	Meetings	Instructors
<input type="checkbox"/>	 CIFLD-492	(1498)	01/21 - 05/20		<input type="text"/>
<input type="checkbox"/>	 CIFLD-793	(1520)	01/21 - 05/20		<input type="text"/>
<input type="checkbox"/>	 CIGENRL-498	(1562)	01/21 - 05/20		<input type="text"/>
<input type="checkbox"/>	 CIGENRL-798	(1585)	01/21 - 05/20		<input type="text"/>
<input type="checkbox"/>	 CIGENRL-320	(3329)	01/21 - 05/20	Tu 5:00 PM - 7:30 PM	<input type="text"/>
<input type="checkbox"/>	 CIGENRL-520	(3330)	01/21 - 05/20	Tu 5:00 PM - 7:30 PM	<input type="text"/>
<input type="checkbox"/>	 ESL-320	(4978)	01/21 - 05/20	Tu 5:00 PM - 7:30 PM	<input type="text"/>
<input type="checkbox"/>	 ESL-520	(4983)	01/21 - 05/20	Tu 5:00 PM - 7:30 PM	<input type="text"/>

Continue

- Select the file you want to upload by clicking the “Browse” button and browsing to the file on your computer. Once selected, click the “Save” button.

Upload Syllabus

Select the document from your computer or check Paper Copy Only if you are not uploading a syllabus and submitting it to the library instead. Remember that all submissions must be in Adobe PDF format.

Author

Paper Copy Only A paper copy is on file at the library.

Public * Unauthenticated users may access this syllabus.

Syllabus No file selected.



* **Note:** By clicking the "Public" checkbox, you are allowing your syllabus to be made public to those outside the UW-Whitewater campus and available to those who are unassociated with UW-Whitewater.

- 9
1. develop university promotion guidelines which are fair to all constituencies and
 2. work with constituencies to develop promotions which fit within the more general university guidelines, and
 3. report their recommendations to the Faculty Senate and to the Campus Administration.

Be it resolved that the task force consist of nine voting members defined and chosen in the following way:

1. One member chosen by and representative of the Teacher/Scholar Task Force.
2. One member chosen by and representative of the Faculty Senate Personnel Rules Committee.
3. Five members, one each from the five faculty constituencies, elected by the Faculty Senate.
4. Two members chosen by and representative of campus Administration.
5. One ex officio, non-voting member chosen by representative of the Affirmative Action Committee.

The motion passed unanimously. Blumberg/Schauer moved that the constituencies be instructed to elect members for their constituency. The motion passed on a show of hands vote.

Faculty Senate Minutes of March 14, 1995; Paragraph 5B.

Witherill/Schauer moved the following resolution Resolved that...

FS945-10 1.) UW-Whitewater will begin implementation of a new biennial merit cycle by performing merit reviews of all faculty and staff during the 1995-96 fall semester. The reviews will cover the period from July 1, 1993 to June 30, 1995, and will determine merit ratings for salary distributions for both the 1996-97 and the 1997-98 academic years. Thereafter, a new merit evaluation for a new two year period will be performed during the fall semester of 1997-98, 1999-00, and so on.

2.) As required under Recommendation #9 of the Governor's Commission on UW System Compensation Report, a face-to-face meeting of faculty and staff with "supervisors," ...will be held during the fall 1996-96 semester for discussion of goals for the next two year merit cycle. A second face-to-face meeting will take place during the fall semester of 1996-97 as an "interim check". A final face-to-face meeting will take place during the fall semester of the 1997-98 during which accomplishments during the two year cycle are evaluated. A new two year cycle of face-to-face meetings is begun at the same time as the last cycle is completed and as the new two year merit cycle begins. Motion passed.

Faculty Senate Minutes of March 14, 1995; Paragraph 5C.

FS945-11 Senator Sorensen asked the question: "Should the Faculty Budget Committee be abolished? If not, what should be its function in view of the roles now played by the SPBC?" Discussion ensued. Schauer/Hanson moved. The Faculty Senate Executive Committee should revitalize the Faculty Budget Committee as it exists and 'to get cracking' on the FBC's roles and responsibilities. Batra/Townsend moved to table the motion. Motion to table failed. Main motion passed.

Faculty Senate Minutes of March 14, 1995; Paragraph 6A.1.

FS945-12 Course syllabi & attendance policy. Witherill/Fraedrich moved the resolution #1. 1. Resolved that instructors of every course be required to submit an updated syllabus to the library every semester. This policy to go into effect beginning with the fall 1995-96 semester. Motion to adopt passed unanimously.

Faculty Senate Minutes of March 14, 1995; Paragraph 6A.2.

FS945-13 Witherill/Jentoft moved resolution #2. Resolved that the syllabi distributed for a course contain a section regarding what is expected from the instructor for student attendance. This policy to go into effect beginning with the fall 1995-96 semester. Motion to adopt passed. (Note: faculty have the right to alter the policy during the semester should it be found necessary)

Faculty Senate Minutes of April 11, 1995; Paragraph 5C.

FS945- Sorensen/Jentoft moved to adopt the salary resolution. Be it resolved that the Faculty Senate requests that the

Ehlen, Denise

From: Ehlen, Denise
Sent: Thursday, July 02, 2015 3:33 PM
To: Fragola, Patty; Weber, Curt M
Cc: Burton, Kristen
Subject: Academic Staff Awards

There was significant confusion this year (in MMR) regarding the names of our awards. See

<http://www.uww.edu/asa/awards>,
<http://www.uww.edu/acadaff/awards/uwide/>, and
<http://www.uww.edu/acadaff/awards/uwide/acadstaffexcel>.

We have historically called them

- Instructional Academic Staff Excellence Award and
- Non-Instructional Academic Staff Excellence Award.

At some point, MMR started calling the non-instructional award the Academic Staff Service Excellence Award. My plaque actually reads "Service Excellence Award for Academic Staff." I've also seen a reference to the Teaching Excellence Award for Academic Staff (which discounts teaching staff who might be recognized for service or research or outreach or some other excellence category I haven't considered).

What do we want to call them? I will get the topic on a fall agenda for ratification.

Regards,
Denise

DENISE EHLEN, Business Outreach Director,
Institute for Water Business Interim Director,
and Academic Staff Assembly Chair
College of Business and Economics
University of Wisconsin-Whitewater
800 W Main St, Whitewater, WI 53190

Telephone: 262-472-1956
Email: ehlend@uww.edu

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In this Section

Grants and Awards

- [Awards Information and Deadlines](#)
- [Board of Regents Excellence Award](#)
- [Staff Development Grant](#)
- [Non-Instructional Rewards & Recognition Program](#)

Introduction

DEADLINE TO ASSEMBLY 15 FEBRUARY annually

The University of Wisconsin-Whitewater honors two members of academic staff each year, one from the instructional/teaching ranks and the other from the non-instructional/service ranks. Nominations are sought early in the second semester. The Academic Staff Awards Committee reviews the received nominations and selects a recipient for each Award. The Committee consists of four members, two teaching and two non-teaching. A member of the Academic Staff Assembly acts as the liaison/facilitator for the Committee. The recommendations of the Awards Committee are forwarded to the Academic Staff Assembly for review, approval, and publication. The approved recommendations are forwarded to the Chancellor who formally presents the Awards in May. The nominee reception is held in April at the Fern Young Terrace.

Eligibility

The Awards are limited to Academic Staff at the UW-Whitewater who are employed 50 percent of the time or more, and who have not received the Award in the preceding three years.

Instructions for Submitting Nomination Materials

Please submit four typed copies of the nomination materials to:
Denise Ehlen, Academic Staff Assembly Chair, x1956, ehlend@uww.edu.

Preparing the Nomination Materials

Please provide the following within each of the four copies of nomination materials:

1. Nominee's name
2. His/her position/title
3. Nominee's job description
4. Years of service at the UW-Whitewater
5. Current department
6. Name of nominator

ALSO:

A completed Recognition Reception Nominee Information Form (<http://form.jotform.us/form/33146216158148>) to be completed and submitted digitally by March 1 that includes:

1. Information about the nominee and the award under consideration,

2. A one-paragraph narrative describing the merits of the nominee for this award (max. 200 words), and
3. The name and contact information of the presenter for this nominee.

The nomination materials may be presented in any form deemed appropriate by the nominator. Please limit nominations materials to five (5) pages or less (not including letters of recommendation or the Recognition Reception Nominee Information Form). Up to three (3) letters of recommendation may be submitted with the nomination.

In addition to the above information, materials may include any or all of the following areas:

1. Explain why this individual's classroom/job performance merits consideration for this award.
2. What does this person do that is above and beyond the usual requirements of his/her position at the UW-Whitewater?
 - a. Indicate contributions this individual has made through service on committees at the departmental, college, or university level.
 - b. Indicate professional contributions this individual has made, such as leadership in professional organizations, publications, performances, advising student groups, assisting with student seminars, research, etc.
 - c. List any professional awards earned by this individual.
 - d. List contributions that this individual has made beyond their immediate job, including community and state service, charitable work, etc.
3. List any other information that you think may assist the selection committee in its deliberations regarding this individual. (If you are nominating someone, please be aware that it is beneficial to contact the nominee for the most current and in-depth information.)

All individuals' nomination materials must be received by Denise Ehlen, Academic Staff Assembly Chairperson, by February 15 (aside from the completed *Recognition Reception Nominee Information Form*, which needs to be submitted no later than March 1—see above). **If materials are missing, an individual's nomination for this award may not be considered.**

Questions regarding Academic Staff Awards should be directed to the Academic Staff Awards Committee Liaison, Curt Weber [Telephone: 262-472-5448, Email: weberc@uww.edu].

Award Details

Award recipients receive:

- Publication of recipient's name and photo in the UW-Whitewater periodicals.
- Display of recipient's name and photo in the UW-Whitewater Library for one year (along with faculty Award recipients).
- Recognition at the Chancellor's annual State of the University Address in the fall semester.
- Recognition at Spring Commencement.
- Recognition at the Nominee Reception for Faculty and Academic Staff Awards.
- Formal presentation of the Award at the annual Awards/Retirement dinner.
- \$500.00 funded by a grant from Commercial Bank and First Citizens State Bank, both of Whitewater.

Additional information on University-wide awards may be accessed online at <http://www.uww.edu/acadaff/awards/uwide/>.

Every year the University of Wisconsin-Whitewater recognizes faculty and staff excellence in: teaching, academic advising, scholarly and creative activity, and service to the institution. Faculty and staff are honored for their distinguished contributions to the university community and the many constituencies served by the institution.

UW-WHITEWATER AWARDS

Roseman Teaching Award (<http://www.uww.edu/acadaff/awards/uwide/roseman>)

The W. P. Roseman Excellence in Teaching Award is presented annually to a faculty member in recognition of outstanding teaching and the improvement of student learning.

Outstanding Research Award (<http://www.uww.edu/acadaff/awards/uwide/outstandingresearch>)

The Outstanding Research Award is given annually in recognition of a single faculty member making significant advances to knowledge, technique, or creative expression in her/his professional discipline.

([/acadaff/awards/uwide/facservice](http://www.uww.edu/acadaff/awards/uwide/facservice)) Faculty Service Award (<http://www.uww.edu/acadaff/awards/uwide/facservice>)

The Faculty Service Award, given annually, recognizes a faculty member for outstanding service to the University.

University Faculty/Staff Advising Award (<http://www.uww.edu/acadaff/awards/uwide/academicadvising>)

Initiated in 2003, the University Advising Award recognizes teaching faculty or Instructional academic staff member who has demonstrated excellence in the academic advising of students.

Everett Long Award for the Advancement of General Education (<http://www.uww.edu/acadaff/awards/uwide/everettlong>)

The Everett Long Award for the Advancement of General Education is awarded biennially (in even-numbered years) to a faculty member who has been vital in advancing the centrality of general education.

Academic Staff Excellence Awards (<http://www.uww.edu/acadaff/awards/uwide/acadstaffexcel>)

Two academic staff members are honored each year - one from the instructional/teaching ranks and one from non-instructional ranks - for their contributions to the University.

NOMINATION SCHEDULE AND PROCESS

Below is the annual schedule for the university-wide awards process. The schedule is designed to allow for adequate time to prepare and review application materials and organize the annual Recognition Reception.

Note: All award nominees are required to complete and submit digitally a [Recognition Reception Nominee Summary Form](http://form.jotform.us/form/33146216158148) (<http://form.jotform.us/form/33146216158148>) no later than March 1.

OVERVIEW OF NOMINATION PROCESS AND DUE DATES

				Application Materials Due	Application Materials Submitted to
	Initial Call	2nd Call	Final Call		
	Campus-wide Call for Nominations				
<u>Roseman Teaching Award</u> <u>(http://www.uww.edu/acadaff/awards/uwide/roseman)</u>	Dec 1	Jan 2	Jan 25		Associate Vice Chancellor for Academic Affairs
<u>Outstanding Research Award</u> <u>(http://www.uww.edu/acadaff/awards/uwide/outstandingresearch)</u>	Dec 1	Jan 2	Jan 25	March 1	Associate Vice Chancellor for Academic Affairs
<u>Faculty Service Award</u> <u>(http://www.uww.edu/acadaff/awards/uwide/facservice)</u>	Dec 1	Jan 2	Jan 25	Feb 15	David Munro, Chair, Faculty Senate

<u>University Faculty/Staff Academic Advising Award</u> <u>(http://www.uww.edu/acadaff/awards/uwide/academicadvising)</u>	<u>Dec 1</u> <u>(http://www.uww.edu/acadaff/awards/uwide/academicadvising)</u>	Jan 2	Jan 25	Feb 15	Bob Mertens, Associate Dean, College of Arts and Communications
<u>Everett Long Award for Advancement of General Education (in even-numbered years)</u> <u>(http://www.uww.edu/acadaff/awards/uwide/everettlong)</u>	<u>Dec 1</u> <u>(http://www.uww.edu/acadaff/awards/uwide/everettlong)</u>	Jan 2	Jan 25	Feb 15	Liz Hachten, Assistant Dean, College of Letters and Sciences
<u>Academic Staff Excellence Awards</u> <u>(http://www.uww.edu/acadaff/awards/uwide/acadstaffexcel)</u>	Dec 1	Jan 2	Jan 25	Feb 15	Denise Ehlen, Chair, Academic Staff Assembly

OTHER IMPORTANT DATES:

- › All award nominees must submit a Recognition Reception Nominee Summary Form (<http://form.jotform.us/form/33146216158148>) (completed and submitted digitally by March 1).
- › Reception for Faculty and Academic Staff Nominees - Thursday, April 16, 2015. **[Nominee List for 2015 \(Documents/acadaff/ListofNomineesforAwardsReception2015.docx\)](#)**
- › Nominees notified as to results - approximately end of April.
- › Award winners announced through "UW-Whitewater This Week" - first week of May.
- › Faculty/Staff Recognition Dinner - Thursday, May 14, 2015

The University of Wisconsin-Whitewater honors two academic staff each year - one from the instructional/teaching ranks and the other from the non-instructional/service ranks. Nominations are sought early in the second semester.

NOMINATION PROCESS

There is an open call for nominations for the two academic staff awards. A faculty member, staff member, a college, an academic department or program may serve as the nominator for a candidate. Any individual nominated needs to meet the eligibility criteria listed below. All nominees will be honored at a reception sponsored by the Chancellor and the Provost. Each recipient of the award will also:

- › Have their name and picture in UW-Whitewater periodicals and other publications,
- › Have his/her name and photograph displayed in the Andersen Library for a year with other campus-wide award recipients,
- › Receive recognition at the Chancellor's welcoming speech for the Fall semester,
- › Be recognized at Spring commencement,
- › Have a formal presentation of the award at the annual Awards/Retirement dinner in May, and
- › Receive a \$500.00 monetary award funded by a grant from Commercial Bank or First Citizens State Bank, both of Whitewater.

ELIGIBILITY

The awards are limited to Academic Staff at the University of Wisconsin-Whitewater who are employed 50% time or more, and who have not received the award in the past three years.

SUBMISSION OF NOMINATION MATERIALS

Submit the four nomination materials by February 15 to the Academic Staff Assembly Chair, Denise Ehlen, via email (PDF preferred) to ehlend@uww.edu (<mailto:ehlend@uww.edu>). Hard copies may also be delivered to the Chair's Office (1203 Hyland Hall). A complete application will include:

1. Information about the nominee:

- a. Nominee's name,
- b. His/her position/title,
- c. Nominee's job description,
- d. Years of service at UW-Whitewater,
- e. Current department/unit, and
- f. Name of the nominator.

Also:

1. A completed **Recognition Reception Nominee Information Form** (<http://form.jotform.us/form/33146216158148>) (completed and submitted digitally by March 1) that includes:
 - a. Information about the nominee and the award under consideration,
 - b. A one-paragraph narrative describing the merits of the nominee for this award (max. 200 words), and
 - c. The name and contact information of the presenter for this nominee.

The nomination materials may be presented in any form deemed appropriate by the nominator. Please limit nomination materials to five (5) pages or less (not including letters of recommendation or the Recognition Reception Nominee Information form). Up to three (3) letters of recommendation may be submitted with the nomination. In addition to the above information listed, materials may include any or all of the following areas:

1. Explain why this individual's classroom/job performance merits consideration for this award.
2. What does this person do that is above and beyond the usual requirements of his/her position at the University of Wisconsin-Whitewater?
 - a. Indicate contributions this individual has made through service on committees at the departmental, college or university level.
 - b. Indicate professional contributions this individual has made, such as leadership in professional organizations, publications, performances, advising student groups, assisting with student seminars, research, etc.
 - c. List any professional awards earned by this individual.
 - d. List contributions that this individual has made beyond the immediate job, including community and state service, charitable work, etc.
3. List any other information that you think may assist the selection committee in its deliberations regarding this individual. (If you are nominating someone, please be aware that it is appropriate/beneficial to contact the nominee for the most current and in-depth information).

Direct questions regarding Academic Staff Awards to Denise Ehlen, Academic Staff Assembly Chair and Awards Committee Liaison (ehlend@uww.edu (<mailto:ehlend@uww.edu>), 262-472-1956). All individuals' nomination materials must be received by Denise Ehlen, Academic Staff Assembly Chair, by February 15 (aside from the completed **Recognition Reception Nominee Information Form**, which needs to be submitted no later than March 1-see above). If materials are missing, an individual's nomination for this award may not be considered.

SELECTION PROCESS

The Academic Staff Awards Committee reviews the received nominations and selects a recipient for each award. The committee consists of four members, two teaching and two non-teaching. A member of the Academic Staff Assembly acts as the liaison/facilitator for the committee. Actions of the Awards Committee are presented to the Academic Staff Assembly for ratification. The list of nominees needs to be submitted to the Associate Vice Chancellor Office for Academic Affairs by March 15. Names of the award recipients are to be submitted to the Office of the Associate Vice Chancellor for Academic Affairs by March 31. Applicants will receive notification regarding the status of his/her award nomination from the Chancellor.



Upcoming Listening Sessions

UW-Platteville (<https://www.wisconsin.edu/strategic-planning/event/uw-platteville/>)

September 23 @ 5:00 pm - 6:30 pm

Nohr Gallery Ullsvik Hall

More (<https://www.wisconsin.edu/strategic-planning/event/uw-platteville/>)

UW-Oshkosh (<https://www.wisconsin.edu/strategic-planning/event/uw-oshkosh/>)

October 1 @ 5:00 pm - 6:30 pm

Reeve Ballroom

More (<https://www.wisconsin.edu/strategic-planning/event/uw-oshkosh/>)

UW-Superior (<https://www.wisconsin.edu/strategic-planning/event/uw-superior/>)

October 13 @ 5:00 pm - 6:30 pm

Yellowjacket Great Room

More (<https://www.wisconsin.edu/strategic-planning/event/uw-superior/>)

UW-Eau Claire: Economy Session (<https://www.wisconsin.edu/strategic-planning/event/uw-eau-claire-economy-session/>)

October 14 @ 1:30 pm - 3:30 pm

Ojibwe Ballroom

More (<https://www.wisconsin.edu/strategic-planning/event/uw-eau-claire-economy-session/>)

Overview

The UW System is a primary driver of Wisconsin's economy and the development of human, intellectual, and social capital in the State of Wisconsin. Transforming the UW System to become more responsive to the needs of residents will positively impact the quality of life in Wisconsin. Increasing transparency, accountability, and efficiency in the way UW System does its work are critical to future success.

UW System Strategic Planning: A Process FOR Wisconsin



Goals

This valuable, direct input will help us develop a new strategic plan for the UW System, one that will enable us to better meet the needs of our state now and into the future. The sessions begin this fall. We expect to introduce our new strategic plan by spring of 2016.

Process

Over the next several months, Wisconsin residents, businesses, and community leaders will be invited to share their thoughts on the needs of Wisconsin and their expectations of the UW System at a series of 14 listening sessions across the state. Five sessions will be focused on specific topics (health, economy, education, global) and the others will cover general issues. Faculty, staff and students at each institution will be invited to participate in dedicated sessions organized and locally led. This will ensure maximum participation and sharing of ideas by UW internal stakeholders.

Strategic Planning Updates

Strong turnout, valuable dialogue at UW-Green Bay listening sessions

(<https://www.wisconsin.edu/strategic-planning/news/strong-turnout-valuable-dialogue-at-uw-green-bay-listening-sessions/>)

Leaders from education communities and organizations throughout northeastern Wisconsin and the state joined University of Wisconsin System President Ray Cross and
More (<https://www.wisconsin.edu/strategic-planning/news/strong-turnout-valuable-dialogue-at-uw-green-bay-listening-sessions/>)

Highlights from first listening sessions at UW-La Crosse (<https://www.wisconsin.edu/strategic-planning/news/highlights-from-first-listening-sessions-at-uw-la-crosse/>)

Strong turnout and robust conversation drove the UW System's first strategic planning listening sessions at the University of Wisconsin-La Crosse
More (<https://www.wisconsin.edu/strategic-planning/news/highlights-from-first-listening-sessions-at-uw-la-crosse/>)

UW System seeks statewide input in developing its new strategic plan (<https://www.wisconsin.edu/strategic-planning/news/uw-system-seeks-statewide-input-in-developing-its-new-strategic-plan/>)

MADISON – The University of Wisconsin System is hitting the road to listen to the people. As part of developing
More (<https://www.wisconsin.edu/strategic-planning/news/uw-system-seeks-statewide-input-in-developing-its-new-strategic-plan/>)

What is a listening session? (<https://www.wisconsin.edu/strategic-planning/news/what-is-a-listening-session/>)

Listening sessions are opportunities for the public to provide input on specific issues that will be addressed as part of the UW System's new strategic plan. A facilitator will guide the conversation based on a series of questions and keep a record of the responses. Those responses will be tabulated and used to help inform the development of a strategic plan.
More (<https://www.wisconsin.edu/strategic-planning/news/what-is-a-listening-session/>)

OFFICE OF THE PRESIDENT

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1220 Linden Dr.
Madison, WI 53706

☎ 608.262.2321
📠 608.262.3985

Ehlen, Denise

From: UW-Whitewater Announcements
Sent: Tuesday, September 22, 2015 8:37 AM
To: UW-Whitewater Announcements
Subject: [UWW] UW System Strategic Planning: Survey

The University of Wisconsin System has launched an effort to develop a new strategic plan to guide the 26-campus system. Your input is important in the development of this new plan. Please take a few minutes to answer the questions at this link: http://uwwhitewater.co1.qualtrics.com/SE/?SID=SV_dg3rVScjlvJrTk9 (Survey).

Your participation is voluntary, and all responses will remain anonymous. A summary of the results will be sent to the administrative office of the UW System.

This survey will close at 4 p.m. on Monday, Sept. 28. You may use the survey link anytime before then.

For more information about this strategic planning effort, see <https://www.wisconsin.edu/news/archive/uw-system-seeks-statewide-input-in-developing-its-new-strategic-plan/> (Strategic Plan information).

More Info:
<https://announcements.uww.edu/Announcement/Details/12464>

Ehlen, Denise

From: Kopper, Beverly A
Sent: Monday, September 21, 2015 6:39 PM
To: Hartwick, James; Ehlen, Denise; Ehren, Denise P; Hetz, Allison M; Parys, Jodie; Munro, David L
Cc: Heidenreich, Kari A; Stone, John F; Arnold, Jeff; Enslin, Jonathan C; Rios, Thomas R; Edmonds, Amy
Subject: Innovation Task Force Membership

Dear Colleagues: as you know, I am forming an Innovation Task Force to gain campus-wide input regarding ways we might do things differently to be more efficient and effective and to share innovative and best practices that are already occurring on campus. The Task Force will include a representative from each governance group, the four Vice Chancellors, the Director of Athletics and a representative from the Task Force on Academic Innovation.

James, Denise, Denise, Allison, Jodie and David: will you please send Kari the name of the person you would like to have represent your group on this Task Force by **October 6th**.

Thank you, Bev