

University of Wisconsin-Whitewater
College of Letters & Sciences
Administrative Council
MINUTES
April 22, 2015

1. **Call to Order.** The meeting was called to order at 2:17 P.M. in LT 4120 by Dean David Travis.
2. **Roll Call.** Voting members present: Robert Benjamin, Marilyn Durham, Jolly Emrey, Fe Evangelista, Tony Gulig, Athula Gunawardena, Baocheng Han, Peter Jacobs, Kerry Katovich, Crista Lebens, Carolyn Morgan, Leda Nath, Tim Reutebuch, Ellie Schemenauer, and David Travis. Voting members absent: none. Non-voting members present: Frank Goza, Elizabeth Hachten, Debra Heiber, Peter Hoff, Susan Johnson, Pilar Melero. Non-voting members absent: none. Also present: Susan Nelezen. Guest: Mark McPhail, Dean, College of Arts & Communication.
3. **Guest(s).** Mark McPhail, Dean, College of Arts & Communication.
 - a. HLC information is up on the website. 'Executive Summary Draft of UW-Whitewater's Assurance Arguments to be Submitted' was distributed and discussed.
4. **Approval of Minutes of Previous Meeting.** Moved (Gulig), seconded and carried that the Minutes of April 8, 2015 be approved with friendly revisions. Abstained: Tim Reutebuch
5. **Announcements.**
 - a. David Travis:
 - i. Upcoming events:
 - a. Departmental Award Ceremonies
 - b. Congratulations to Jolly Emery induction into Phi Kappa Phi
 - c. Congratulations to University Writing Awards recipients in Languages & Literature.
 - d. Lecture Series discussed
 - e. Emeriti Faculty reception
 - f. Classified Staff recognition
 - g. Sociology 50 year Celebration
 - ii. Budget Update and Implications discussed.
 - iii. Annual Reports due May 27. Exploring changes, summarize data if possible.
 - iv. From the Provost re increasing complaints on TERS. Send complaints to Jeff Arnold,
 - v. Joan Cook request to remind seniors to take the Senior Exit Survey.
 - b. Frank Goza:
 - i. Labs are being remodeled. CoLS Summer Projects handout.
 - ii. Application Guidelines for 2015-2016 CAP Funds distributed.

- iii. Summer L&S Assessment Projects handout
- iv. Electronic TERS next fall
- v. July 1- Only use Fox World Travel
- vi. Frank will send out lists for ORG code signers
- vii. Handout for ELARC 2015 Report Executive Summary
- c. Liz Hachten:
 - i. Courseleaf training for curriculum reps and chairs.
 - ii. Priority registration ended. Check enrollments.
 - iii. New course Women Studies 481 (Ellie)
- d. Susan Johnson:
 - i. Last Premier Day is 4/24/15
- e. Debra Heiber:
 - i. Saturday PIP was valuable and will continue. Thanks to all who participated.
 - ii. Extra student help in Deans' Office this summer for departments to request.
 - iii. Deb will send out query results of students who haven't enrolled for fall.

6. Discussion/Action Items.

- a. Staffing decisions for 2015-2016 requests due by May 31, 2015.
Put in writing:
 - 1. Statement of true need. Include if unique specialty and what contribution to freshmen, GenEd and Diversity
 - 2. Resource impact and broader departmental impact
 - 3. How to make the position interdisciplinary.
- b. Vote on Handout of Professional Development Partial Reassignment Guidelines and Application Process for spring 2016. Approved.

7. Adjourn. Moved (Gulig), seconded, and carried to adjourn. Meeting adjourned at 3:49 P.M.