

University of Wisconsin-Whitewater
College of Letters & Sciences
Administrative Council
MINUTES
January 28, 2015

- 1) **Call to Order.** The meeting was called to order at 2:17 P.M. in LT 4120 by Dean Travis.
- 2) **Roll Call.** Voting members present: Jolly Emrey, Tony Gulig, Baocheng Han, Carolyn Morgan, Peter Jacobs, Kerry Katovich, Crista Lebens, Robert Benjamin, Fe Evangelista, Athula Gunawardena, Tim Reutebuch (left: 3:25), Marilyn Durham, Ellie Schemenauer, Leda Nath and David Travis. Voting members absent: None. Non-voting members present: Frank Goza, Debra Heiber, Peter Hoff, Susan Johnson, Elizabeth Hachten, and Pilar Melero (arrived 2:23). Non-voting members absent: None. Also present: Heather Marsch.
- 3) **Guests.** None
- 4) **Approval of Minutes of Previous Meeting.** Moved (Gulig), seconded and carried that the Minutes of December 17th, 2014 be approved. Abstain: None
- 5) **Announcements.**
 - a) Crista Lebens:
 - i) Diversity Forum. A stronger student presence is wanted at the Diversity Forum this year. Student researchers covering topics of sustainability and diversity are encouraged to present.
 - b) Tony Gulig
 - i) Senior Research Conference. Tony opened the History Senior Research Conference to all L&S Seniors who are completing capstone research projects. Handout was provided.
 - c) David Travis:
 - i) New Budget. David updated the council about potential changes due to the new budget, and asked council for questions or concerns.
 - ii) College Awards. Professors and Academic Staff are encouraged to apply for the various awards. All applications are due 4:00pm on February 6th.
 - iii) Dean's Assistant Position. The position will be posted soon. David will send out the position description and ask for feedback.
 - iv) Updates to the ABD position policy. If dissertation is complete by Oct. 1st, then they become Assistant Professor. If completed after Oct. 1st, then Assistant Professor title is given following Academic year.
 - v) Expectations of Coordinators. Chairs were asked to weigh in on the possibility of creating position standards for the different coordinator roles.

- d) Susan Johnson
 - i) Outstanding Junior. Discussed possible changes to the online application process to prevent students from applying without department nomination.
- e) Frank Goza
 - i) Indirect Funds. Frank handed out information stating the remaining indirect funds within the College and suggested that the funds should be put to use.
 - ii) Administrative Staff Away Message. All administrative staff should be sure to set up automated emails and voicemail messages along with marking their door when they are out of the office.
- f) Elizabeth Hachten
 - i) Scheduling Update. 25 Live is active, schedule rooms before the priority deadline (February 15th), and send any scheduling exceptions to David Travis and Elizabeth Hachten.

6) Action Items

- a) Inclusive Excellence Committee statement on recording class lectures
 - i) Moved (Lebens), seconded (Gulig) and carried that the I. E. Committee statement on recording class lectures be approved. Abstain: None
- b) Constituency Standards Committee Report for Early Tenure
 - i) Moved (Reutebuch), seconded (Emery) and carried that the CSC Report for Early Tenure be approved. Abstain: Gulig

7) Discussion

- i) Chancellor Search. Robert Benjamin described the search committee's role, and went over what the committee has been working on thus far. He asked the council what qualities they are looking for in a new Chancellor and how to portray the College of Letters and Sciences to the candidates.
- ii) Salary Adjustment Process. David Travis asked for council's thoughts on how salary adjustments should be processed through the ranks.

8) Adjourn. Moved, (Gulig), seconded and carried. Meeting adjourned at 3:51 P.M.

Heather Marsch, Secretary