

University of Wisconsin-Whitewater  
College of Letters & Sciences  
Administrative Council  
MINUTES  
March 11, 2015

- 1) **Call to Order.** The meeting was called to order at 2:16 P.M. in LT 4120 by Dean Travis.
- 2) **Roll Call.** Voting members present: Robert Benjamin, Marilyn Durham, Jolly Emrey, Fe Evangelista, Athula Gunawardena, Tony Gulig, 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, Debra Heiber, Peter Hoff, Susan Johnson, Elizabeth Hachten, and Pilar Melero. Non-voting members absent: None. Also present: Vicki Dewitt.
- 3) **Guests.** Tamara Hauck
- 4) **Approval of Minutes of Previous Meeting.** Gulig moved and Schemenauer seconded that the Minutes of February 11<sup>th</sup>, 2015 be approved. Minutes were unanimously approved. Abstentions: None.
- 5) **Announcements.**
  - a) Bob Benjamin: Dr. Pat Slane is speaking on March 12<sup>th</sup>, 2015 at 3:30 in Upham 140. The renowned astrophysicist will merge the music of Beatles with astrophysics.
  - b) Fe Evangelista: Dr. Douglas Hofstadter, a 1980 Pulitzer Prize winner will speak on March 19<sup>th</sup> from 2:00-3:00 in the Summers Auditorium. The topic of his presentation will be “Godel, Escher, Bach 36 Years Later: a View from the Author’s Eyes.”
  - c) Leda Nath: With the help of students, Monona’s new Public Radio Station WVMO (98.7) will highlight UW-Whitewater faculty research on a show called the Scholarly Scoop starting sometime in Fall 2015.
  - d) Tamara Hauck:
    - i) College Career Day will not happen this year. Instead, department advisory boards should contact her if they need help finding alumni.
    - ii) She wants to be invited to your department meetings and events so that she can learn more about you.
    - iii) The College Scholarship Reception will take place at 4:00 on April 20<sup>th</sup> in the UC.
  - e) Bob Benjamin: Russ Helwig died yesterday. If you’d like to learn more, contact Bob.
  - f) Deb Heiber: W sections—non-online students who try to enroll in these will get an error.
  - g) Liz Hachten:
    - i) On-line syllabi need to be submitted. The HLC will want to see that all of these have been posted.
    - ii) Curriculum committee reps should be sharing new learning outcomes with you.

- iii) Signature assignments. Are these doing what they are supposed to? Some of these are embedded assessment projects. These are useful for determining if your students are learning what you expect them to learn. David noted that these assignments are also a good way to bring assessment naysayers on-board.
- h) Frank Goza: Reviewed the need to sign off on both PDP and Request to be Absent forms. Also, when matches are involved, please initial the specific amount that you as chair have approved. A brief discussion about matches followed. David mentioned 150 funds and asked that departments possessing these consider sharing them with departments that do not have any.

## 6) Discussion Items

- a) College of L&S budget reduction plan:
  - i) David explained that if the proposed \$300 million cuts occurs, it will actually amount to a much higher total, more like \$350 because of various “hidden costs.”
  - ii) Things that will likely not be cut: extra student help funds. It’s important to know about this ASAP so that student help can be hired for the summer months. The expectation is that we will know more about this by the end of April.
  - iii) A document was shared that detailed exactly how the CoLS would make the cuts required to reach the reduction required for the college. A lengthy discussion of these cuts followed.
  - iv) David shared with us where the other units across campus are going to experience cuts. More discussion followed.
  - v) David shared some information about cuts being made to other UW campuses.
- b) Handling/Tracking Student Complaints:
  - i) A handout was distributed that presented information on how the HLC would like to see informal student complaints handled at the university. Discussion ensued about how to collect and organize this type of information.
  - ii) Most departments already collect this type of information. They were asked to begin organizing it.
  - iii) A discussion followed about privacy and how to report this information without revealing the names of those reported by students.

**7) Adjourn.** Gulig moved and Benjamin seconded that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 3:56.

Minutes respectfully submitted by Frank Goza