

2011 - 2012
Academic Staff Assemblyⁱ
14 September 2011

12:00 – 1:45 p.m.
University Center 262

1. **Approval of 11 May 2011 Minutes** (*Final 2010-2011 Meeting and First 2011-2012 Organizational Meeting*)
2. **Academic Staff Committee Reports**
 - a. Awards [Weber]
 - b. Economic Issues [Ehlen]
 - c. Elections/Balloting [Clokey]
 - d. Government [Kriska/Flanagan]
 - e. Organization [Fragola]
 - f. Professional Development [Ehlen]
 - g. Instructional Promotions [Farmer]
 - h. Review [Ogunsola]
 - i. Title Appeals [Ehlen]
 - j. Titling [Naff]
 - k. Rewards and Recognition [Simes]
3. **Updates/Announcements**
 - a. *Calendar/Events [Ehlen/Naff]*
 - b. Director of FUN [Naff]
 - c. Assembly Priorities [Ehlen]
 - d. Discussion with Chancellor Telfer and Provost Kopper [Ehlen]
4. **Other Business**
 - a. Collective Bargaining [Clokey/Ehlen]
 - b. Unit Clarification [Clokey/Ehlen]
 - c. *Retirement Resolutions for Batra, Davidson-Zielske, DeMeza, Jankowski and Weaver [Ehlen]*
 - d. *Essential Learning & Assessment Review Committee Assessments (ELARC) [Ehlen]*
 - e. *Personnel Policy Book Updates [Ehlen]*
 - f. *LGBTQ Taskforce Meeting [Simes/Ehlen]*
 - g. Campus Kudos [Assembly Staff]
 - h. Miscellaneous/Round Robin [Assembly Staff]

ⁱ *Italicized items include attachments for review/discussion.*

**Final 2010 – 2011
Academic Staff Assembly
11 May 2011 Minutes**

**12:15 – 1:00 p.m.
University Center 68A**

PRESENT: George Clokey, Denise Ehlen [Chair], Nancy Farmer, Mike Flanagan, Patty Fragola, Nadine Kriska, Giuliana Miolo [Vice Chair], Kyle Naff, David Reinhart, Kim Simes, and Curt Weber

ABSENT: Freda Briscoe and Elizabeth Ogunsola

- 1. Budget Repair Bill and 2011 – 2013 Budget Updates:** The Assembly discussed the Budget Repair Bill and 2011-2013 Biennial Budget.
- 2. Approval of 4 May 2011 Minutes:** Naff/Simes moved to approve the minutes. The Assembly discussed/reviewed the minutes. Approved by unanimous vote.
- 3. Academic Staff Committee Reports**
 - a. Awards [Weber]: No report
 - b. Economic Issues [Ehlen]: No report
 - c. Elections/Balloting [Clokey]: No report
 - d. Government [Fragola]: No report
 - e. Organization [Miolo]: No report
 - f. Professional Development [Ehlen]: Ehlen reported that the recommendations from the Committee for the April round went to the Provost for review.
 - g. Instructional Promotions [Farmer]: No updates
 - h. Review [Ogunsola]: No updates
 - i. Title Appeals [Ehlen]: No updates
 - j. Titling [Naff]: Naff reported that the Committee is looking into updating/finalizing the handbook. The Committee is waiting on feedback from Aimee McCann.
 - k. Rewards and Recognition [Simes]: Simes is looking into the standardized deadlines Ehlen/Pellien recommended. Simes will send feedback to Ehlen/Pellien shortly.
- 4. Updates/Announcements**
 - a. Director of FUN [Naff]: Naff reported that the FUN Happy Hour has been rescheduled to 5:00 pm on Thursday 19 May 2011 at Randy's Fun Hunter's Restaurant and Brewery.
 - b. Assembly Priorities [Ehlen]: Ehlen reported that Pellien will set up a meeting of the Annual Review Taskforce. All other priorities have been addressed. Ehlen/Pellien will send out a survey to the Assembly in the upcoming weeks addressing priorities for 2011-2012.

5. Other Business

- a. Collective Bargaining [Clokey/Ehlen]: No updates
- b. Unit Clarification [Clokey/Ehlen]: No updates
- c. New Badger Partnership/Wisconsin Idea Partnership Proposals [Ehlen]: Ehlen reviewed New Badger Partnership/Wisconsin Idea Partnership Proposals summary submitted from the UW System. Pellien will post to the news and resources page on the Assembly website.
- d. LGBTQ Taskforce Meeting [Simes/Ehlen]: Simes reviewed the minutes from the LGBTQ Taskforce Meeting.

Consensus to adjourn at 12:40 p.m.

Respectfully submitted,
Casey Pellien, Governance Associate

**First 2011-2012
Academic Staff Assembly [Organizational] Meeting
11 May 2011 Minutes**

**1:00 – 1:45 p.m.
University Center 68A**

PRESENT: George Clokey, Denise Ehlen [Chair], Nancy Farmer, Mike Flanagan, Patty Fragola, Nadine Kriska, Giuliana Miolo [Vice Chair], Kyle Naff, David Reinhart, Kim Simes, and Curt Weber

ABSENT: Freda Briscoe and Elizabeth Ogunsola

1. **Member Introductions:** The Assembly welcomed all of its returning members.
2. **Academic Staff Committee Reports and Liaisons [Miolo/Fragola, identify/assign liaisons]**
 - a. Academic Staff Awards: Weber
 - b. Academic Staff Economic Issues: Ehlen
 - c. Academic Staff Elections/Balloting: Clokey
 - d. Academic Staff Government: Kriska/Flanagan (co-liaison)
 - e. Academics Staff Organization: Fragola
 - f. Academic Staff Professional Development: Ehlen
 - g. Academic Staff Instructional Promotions: Farmer
 - h. Academic Staff Review: Ogunsola
 - i. Academics Staff Title Appeals: Ehlen
 - j. Academic Staff Titling: Naff
 - k. Academic Staff Rewards and Recognition: Simes
3. **Updates/Announcements**
 - a. Spring 2012 Meeting Dates and Times [Ehlen]: The Assembly agreed on a start time of 12:00 pm (12:00-12:15 pm will be for networking and 12:15-1:45 pm will be for official business). The Assembly decided on the following spring meeting dates: 25 January 2012, 8 and 22 February 2012, 7 and 21 March 2012, 4 and 18 April 2012, and 2 May 2012. Room location will be announced at a later date.

Consensus to adjourn at 1:30 p.m.

Respectfully submitted,
Casey Pellien, Governance Associate

ACADEMIC STAFF ASSEMBLY DEADLINES AND EVENTS



EVENTS

- **Tuesday 30 August 2011:** ASA FUN Social at 5:00 PM at Randy's Fun Hunter's Restaurant and Brewery, 814 East Milwaukee Street, Whitewater, WI
- **Monday 26 September 2011:** ASA FUN Lunch* at 12:00 PM in the University Center, Room 259A
- **Wednesday 19 October 2011:** ASA FUN Social at 5:00 PM at Randy's Fun Hunter's Restaurant and Brewery
- **Thursday 17 November 2011:** ASA FUN Lunch at 12:00 PM in the University Center, Room 259A
- **Thursday 12 January 2012:** ASA FUN Social at 5:00 PM at Randy's Fun Hunter's Restaurant and Brewery
- **Wednesday 15 February 2012:** ASA FUN Lunch at 12:00 PM in the University Center, Room 264
- **Monday 2 April 2012:** ASA FUN Social at 5:00 PM at Randy's Fun Hunter's Restaurant and Brewery
- **Tuesday 8 May 2012:** ASA FUN Lunch at 12:00 PM in the University Center, Room 259A

DEADLINES

- **Every first of the month, October 2011 – April 2012:** Academic Staff Development Grant (<http://www.uww.edu/asa/devgrant.html>).
- **Tuesday 1 November 2011 and Thursday 1 March 2012:** Non-Instructional Academic Staff Rewards and Recognition Program (<http://www.uww.edu/asa/rewards.html>).
- **Monday 13 February 2012:** Academic Staff Excellence Awards (<http://www.uww.edu/asa/awards.html>).
- **Instructional Academic Staff Promotions** (<http://www.uww.edu/asa/adminforms.html>):
 - **Wednesday 9 November 2011:** Application due to applicant's department chair
 - **Wednesday 30 November 2011:** Application due to applicant's dean
 - **Wednesday 14 December 2011:** Application due to the Office of the Academic Staff Assembly Chair, 2243 Andersen Library, by 4:30 pm
 - **February 2012:** Promotions Committee presents rankings, scores, and recommendations of all to the Academic Staff Assembly
 - **February 2012:** Academic Staff Assembly Chair forwards rankings, scores, and promotion recommendations to the Office of the Provost



OFFICE OF THE ACADEMIC STAFF ASSEMBLY

**The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
Phyllis Batra**

WHEREAS, Phyllis Batra has faithfully served the University of Wisconsin-Whitewater for 27 years; and

WHEREAS, Phyllis Batra was hired in August 1984 at UW-Whitewater and served as Learning Skills Center supervisor; and

WHEREAS, Phyllis Batra received several promotions: Developmental Studies Specialist; Director of the Learning Center; and Director of Developmental Education; and

WHEREAS, Phyllis Batra earned indefinite employment status in January 1991 after a comprehensive review of her performance as Director of the Learning Center; and

WHEREAS, Phyllis Batra earned numerous awards from campus programs including acknowledgement as a valued supporter of Federal TRIO Programs; and

WHEREAS, Phyllis Batra consistently received high marks on year performance evaluations; and

WHEREAS, Phyllis Batra was a member of the National Association of Developmental Education (NADE); and

WHEREAS, Phyllis Batra served as an elementary teacher in West Germany prior to employment at UW-Whitewater; and

WHEREAS, Phyllis Batra earned a Bachelor of Science degree from Olivet Nazarene College (Kankakee, Illinois) as well as a Master's in Education from the University of Illinois (Urbana, Illinois); and

WHEREAS, Phyllis Batra retired from the division of Academic Support Services as Director of Developmental Education on May 21, 2011; and

WHEREAS, Phyllis Batra demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Phyllis Batra's years of distinguished service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to Phyllis Batra our best wishes for a long, fulfilling, and well-deserved retirement.



OFFICE OF THE ACADEMIC STAFF ASSEMBLY

**The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
Gay Davidson-Zielske**

WHEREAS, Gay Davidson-Zielske has faithfully served the University of Wisconsin-Whitewater for 29 years; and

WHEREAS, Gay Davidson-Zielske has served as Senior Lecturer in the Department of Languages and Literatures, teaching numberless Freshman to write and read literature; and

WHEREAS, Gay Davidson-Zielske taught creative writing and screen writing, encouraging budding writers to explore their abilities in a variety of genres; and

WHEREAS, Gay Davidson-Zielske has been an active poet, publishing and reading her work widely; and

WHEREAS, Gay Davidson-Zielske became a radio personality with her poetry show on WORT; and

WHEREAS, Gay Davidson-Zielske organized many poetry events in Madison and run a number of poetry workshops; and

WHEREAS, Gay Davidson-Zielske served as the advisor to the MUSE, the campus creative writing journal for more years than can be counted, constantly working with the students to improve the quality of this publication; and

WHEREAS, Gay Davidson-Zielske has served the Department on many committees, particularly the Creative Writing Committee; and

WHEREAS, Gay Davidson-Zielske demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Gay Davidson-Zielske's years of distinguished service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to Gay Davidson-Zielske our best wishes for a long, fulfilling, and well-deserved retirement.



OFFICE OF THE ACADEMIC STAFF ASSEMBLY

**The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
Mary Jo deMeza**

WHEREAS, Mary Jo deMeza has faithfully served the University of Wisconsin-Whitewater for 24 years; and

WHEREAS, Mary Jo deMeza served over the course of her career in a series of progressive roles with increasingly higher levels of responsibility within the iCIT department; and

WHEREAS, Mary Jo deMeza, as Director of Computer Environment Group, managed IT initiatives related to campus computers in offices, labs and classrooms; and

WHEREAS, Mary Jo deMeza was a vigilant guardian of computer labs for students, ensuring a highly functional, well staffed, clean and organized environment for students to experience the highest level of productivity; and

WHEREAS, Mary Jo deMeza oversaw the efficient roll-out of campus-wide office productivity software and related product offerings, enabling a unified approach to labs, classrooms and offices; and

WHEREAS, Mary Jo deMeza oversaw the second generation of the Content Management System for the university website, resulting in a successful redesign and long-term benefit for content delivery; and

WHEREAS, Mary Jo deMeza contributed to the transformation of campus IT organization to be customer focused, especially during her tenure as manager of the campus Helpdesk; and

WHEREAS, Mary Jo deMeza provided a long-term vision and oversight to the modernization and upgrade of classroom technology, enabling faculty and students to realize the benefits of learning technologies; and

WHEREAS, Mary Jo deMeza mentored many talented members of the iCIT staff for successful career development, creating a new generation of technology leaders; and

WHEREAS, Mary Jo deMeza served on numerous technology committees at UW-Whitewater, contributing to the effective management of priorities and strategic direction of IT on campus; and

WHEREAS, Mary Jo deMeza built positive relationships with numerous campus constituents to strengthen a teamwork approach to technology advancement, and

WHEREAS, Mary Jo deMeza demonstrated an unparalleled commitment to superior technology support in public education; and

WHEREAS, Mary Jo deMeza demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Mary Jo deMeza's years of distinguished service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to Mary Jo deMeza our best wishes for a long, fulfilling, and well-deserved retirement.



OFFICE OF THE ACADEMIC STAFF ASSEMBLY

**The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
Patricia Jankowski**

- WHEREAS, Patricia Jankowski has faithfully served the University of Wisconsin-Whitewater for 22 years; and
- WHEREAS, Patricia Jankowski's work achieved local, regional and state recognition in service capacities to the University as Building and Grounds Superintendent, Interim Director of Facilities Planning and Management, as Facilities Planner; and
- WHEREAS, Patricia Jankowski, as Facilities Planner, liaison, and facilitator, achieved continuous success in capital development, approval acquisition and implementations with campus, local, regional and state constituencies including the University of Wisconsin-Whitewater, University of Wisconsin-System, Department of State Facilities, Department of Commerce; and
- WHEREAS, Patricia Jankowski's work achieved University, regional and state recognition for development, submittal and continual promotion of long range physical development and capital improvement plans in support of the University mission and aspirations in higher education; and
- WHEREAS, Patricia Jankowski provided significant participation and facilitation in capital project planning, design and implementation for facilities including Carlson Hall, White Hall, Hyland Hall, the Athletic Complex, Upham Hall, University Center, Starin Hall; and
- WHEREAS, Patricia Jankowski achieved continuous success in forecasting, translating and transforming University programmatic desires and demands into a physical learning and working environments for faculty, staff and students; and
- WHEREAS, Patricia Jankowski's continuous attention and dedication toward collaborative and mediation efforts resulted in accurate portrayal and communication of facilities conditions, educational space demands, maintenance backlog conditions, identification of the merits in co-locating programs and functions; and
- WHEREAS, Patricia Jankowski demonstrated exemplary planning, coordination, and leadership skills in forecasting, organizing, and implementing department, college and complete building relocation of occupants in a timely and assuring manner for faculty, staff, and students; and

WHEREAS, Patricia Jankowski's significant facilities planning and implementation efforts resulted in the continuous improvement and expansion of education delivery technologies, learning environments, and the higher education experiences for all participants; and

WHEREAS, Patricia Jankowski achieved significant recognition for exemplary empathy and insight into, accommodations for, and integration of accessibility to education for learning diversities, impairments and disabilities; and

WHEREAS, Patricia Jankowski has served on numerous University committees, coalitions and teams including the Administrative Affairs Staff Counsel, Labor-Management Committee, Calendar Committee, Campus Space Committee, Facilities Planning and Management Supervisory Team, Residence Life Master Planning Committee, numerous capital project teams, numerous Lab-Mod teams; and

WHEREAS, Patricia Jankowski has been characterized by the current Facilities Planning and Management director as a loyal, diligent, and a tenacious high-achiever sensitive to, and intent on serving the needs and advancement of all; and

WHEREAS, Patricia Jankowski has been continuously recognized for her outstanding program development, leadership skills, team work, and passion for excellence; and

WHEREAS, Patricia Jankowski has developed a reputation as a referential source, trusted confidant, effective counsel, compassionate friend and authority to subordinates, peers, faculty, staff, students, patrons; and

WHEREAS, Patricia Jankowski demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Patricia Jankowski's years of distinguished service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to Patricia Jankowski our best wishes for a long, fulfilling, and well-deserved retirement.



OFFICE OF THE ACADEMIC STAFF ASSEMBLY

**The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
La Mont Weaver**

- WHEREAS, La Mont Weaver has faithfully served the University of Wisconsin-Whitewater for 31 years; and
- WHEREAS, La Mont Weaver was hired on July 1, 1980 at the UW-Whitewater as the Coordinator of Academic Standards and Assistant Men's Basketball Coach; and
- WHEREAS, La Mont Weaver was employed at UW-River Falls as Coordinator of Minority Services and Men's Basketball Coach prior to being hired at UW-Whitewater; and
- WHEREAS, La Mont Weaver also served in a variety of capacities at UW-Whitewater: Director, Academic Standards; Director Student Retention Services; acting Assistant Vice Chancellor for Academic Support Services; coordinator, College Transition Program; Instructor, Developmental Studies; Director, Tutorial Center; and
- WHEREAS, La Mont Weaver received classification of indefinite status after an extensive review of performance in 1986; and
- WHEREAS, La Mont Weaver was instrumental in two men's basketball national championships in 1984 and 1989; and
- WHEREAS, La Mont Weaver served as faculty/staff advisor to several student organizations, including Phi Beta Sigma Fraternity, Inc. and Gospel Choir; and
- WHEREAS, La Mont Weaver earned a Bachelor of Arts (UW-Madison) as well as a Master's of Arts (UW-River Falls) degrees; and
- WHEREAS, La Mont Weaver retired in May 2011 as an advisor for reinstated students in the Academic Advising and Exploration Center; and
- WHEREAS, La Mont Weaver demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges' La Mont Weaver's years of distinguished service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to La Mont Weaver our best wishes for a long, fulfilling, and well-deserved retirement.

ANNUAL CYCLE OF CAMPUS ASSESSMENT

The purpose of this system is to ensure the regular and timely consideration of data from assessments of student learning and use of these data in setting goals and making recommendations that affect student learning and the University's curriculum.

Assessment data (related to student learning and LEAP) flow up from courses, departments, colleges, and other units. The ***Essential Learning & Assessment Review Committee (ELARC)*** reviews assessment data, integrates findings from across campus, and uses LEAP as the central organizing framework. The ELARC distills findings into an annual report of 6-8 highlights and recommended actions. This report is discussed by the VC for Academic Affairs (Provost), VC for Student Affairs, Deans, SPBC, Faculty Senate, Academic Staff Assembly, and WSG, and their feedback and recommendations are sent back to the ELARC. The ELARC then provides an annual campus report back to colleges, departments, units, those responsible for core courses, and other constituents to complete the annual cycle.

Colleges:

Each college has an assessment committee or other body that reviews and acts on assessment data.

Annual Report. Each college submits an annual report summarizing assessment of student learning, due November 1, to the ELARC. Reports should address the following items and relate to LEAP as much as possible:

1. Summarize the most important assessment results that were collected within or related to your college during the past year. Examples could include results of systematic assessments of student writing, critical thinking, multicultural knowledge, or other essential learning outcomes.
2. Describe the most important actions that you recommend or plan to take that use these assessment results for the improvement of student learning within your college.
3. From year two and beyond, describe the progress made in implementing your recommendations and plans from last year and the progress made in implementing other recommendations from last year's campus report from the ELARC.
4. Describe recommendations you have for further data collection, analysis, or other assessment work within your college or elsewhere on campus that would lead to important improvements in student learning.

Institutional Research (IR):

IR administers the NSSE, FSSE, CAAP, MAAP, Senior Exit Survey and other assessments and also manages the collection and analysis of data related to student enrollment, applications,

retention, graduation rates, and other measures. Survey results and other data are hosted on a centralized website for convenient access by all campus stakeholders. Summary reports (brief highlights) are sent to the ELARC as soon as practical upon completion of each survey (e.g., NSSE) or major data query (e.g., statistics on graduation, retention).

Annual Report. In addition to sending reports of individual surveys and analyses to ELARC, the Director of IR submits an annual report summarizing assessment of student learning, due October 1, to the ELARC. Reports should address the following items and relate to LEAP as much as possible:

1. Summarize the most important assessment results that were collected by IR for campus during the past year.
2. Describe the most important actions that you recommend for IR or other units to take that use these assessment results for the improvement of student learning.
3. From year two and beyond, describe the progress made in implementing your recommendations and plans from last year (if applicable to IR) and the progress made in implementing other recommendations from last year's campus report from the ELARC (if applicable to IR).
4. Describe recommendations you have for further data collection, analysis, or other assessment work that would lead to important improvements in student learning.

Student Affairs:

Assessment data are collected in Student Affairs units, including Residence Life, UHCS, CSD, UC, Career & Leadership Development, Recreation Sports, and Financial Aid.

Annual Report. Assistant Vice Chancellor for Student Affairs should review data that are related to student learning with relevant staff and produce an annual assessment report, due November 1, to the ELARC. Reports should address the following items and relate to LEAP as much as possible:

1. Summarize the most important assessment results that were collected within or related to your units during the past year.
2. Describe the most important actions that you recommend or plan to take that use these assessment results for the improvement of student learning (as applicable to your units).
3. From year two and beyond, describe the progress you made in implementing your recommendations and plans from last year and the progress made in implementing other recommendations from last year's campus report from the ELARC (as applicable to your units).
4. Describe recommendations you have for further data collection, analysis, or other assessment work within your units or elsewhere on campus that would lead to important improvements in student learning.

Other Academic Units:

Assessment data are collected for Learning Communities, First-Year Experiences, Academic Support Services, Trio Programs, Pre-College Programs, and other campus programs/units.

Annual Reports. Each director should review data related to student learning with relevant staff and submit an annual assessment report, due November 1, to the ELARC. Where appropriate, reports from individual units can be combined and submitted from, e.g., Graduate Studies and Continuing Education, Student Affairs, or Academic Departments. Reports should address the following items and relate to LEAP as much as possible:

1. Summarize the most important assessment results that were collected within or related to your unit during the past year.
2. Describe the most important actions that you recommend or plan to take that use these assessment results for the improvement of student learning (as applicable to your unit).
3. From year two and beyond, describe the progress made in implementing your recommendations and plans from last year and the progress made in implementing other recommendations from last year's campus report from the ELARC (as applicable to your unit).
4. Describe recommendations you have for further data collection, analysis, or other assessment work within your unit or elsewhere on campus that would lead to important improvements in student learning.

Core Course Committee:

Core Course Coordinators work with instructors for GENED Core Courses (110, 120, 130, 140, 390) to gather assessment data from student portfolios, samples of student work, core-course surveys and/or other assessment activities.

Annual Progress Reports to GERC. Core course coordinators guide the development of a self-study for each course to be submitted to the GERC on a regular schedule (e.g., every 5 years). Progress reports for each course are submitted to the GERC annually and in time for GERC to meet its October 1 deadline for submitting an annual report to the ELARC.

General Education Review Committee (GERC):

The GERC approves new general education courses, monitors gened courses for LEAP alignment, and reviews assessment data/reports from core courses and from gened courses in departments undergoing Audit & Review.

Annual Report. The GERC submits an annual report summarizing assessment of student learning, due October 1, to the ELARC. Reports should address the following items and relate to LEAP as much as possible:

1. Summarize the most important assessment results that were collected within or related to general education courses (including core and proficiency courses, gened electives, and diversity courses) during the past year.
2. Describe the most important actions that you recommend or plan to take that use these assessment results for the improvement of student learning in general education.
3. From year two and beyond, describe the progress made in implementing your recommendations and plans from last year and the progress made in implementing other recommendations from last year's campus report from the ELARC (as applicable to general education and the work of the GERC).
4. Describe recommendations you have for further data collection, analysis, or other assessment work within or related to general education that would lead to important improvements in student learning.

Academic Departments:

Departments collect assessment data related to student learning in majors, minors, and general education courses (including proficiency, general education electives, diversity courses, and other such courses that count for general education credits).

All majors, minors, and programs undergo Audit & Review on a 5-year cycle. Assessment of student learning is a focus of A&R. One component of the A&R will emphasize general education courses offered from the department or program. Every 5 years, each major, minor, or program submits a self-study report to their Dean for review. The Dean should make suggestions for revision, request additional information, etc., and then the Department forwards the revised self-study to the Associate Vice Chancellor for Academic Affairs for the Audit & Review process. The Assoc. VC forwards the general education portion of the self-study to the GERC.

Audit & Review:

Assessment data are reviewed for each program that undergoes Audit & Review. Review includes assessment of student learning in majors, minors, and general education courses. The GERC simultaneously reviews assessment data for the general education courses and provides feedback and recommended actions to the A&R committee to be considered for their report sent back to the Department.

Annual Report. Each year, the Associate Vice Chancellor for Academic Affairs (or designee) should work with the Audit & Review Committee to consider all of the programs and assessment information reviewed that year and submit an annual assessment report, due

October 1, to the ELARC. Reports should address the following items and relate to LEAP as much as possible:

1. Summarize the most important themes in assessment results that were noticed in the assessment data reported by each department during the past year.
2. Describe the most important actions that you recommend that use these assessment themes for the improvement of student learning and/or improvement of programs across the campus.
3. Describe recommendations you have for further data collection, analysis, or other assessment work on campus that would lead to important improvements in student learning and/or program improvement.
4. Describe recommendations you have for the improvement of the audit and review process.
5. From year two and beyond, describe progress made in implementing last year's recommendations for improving the audit and review process.

Essential Learning & Assessment Review Committee:

Meets on a regular schedule to consider annual reports from each constituency (Colleges, IR, Student Affairs, GERC, A&R, etc.). Provides feedback and short-term recommendations to each constituency in a timely manner.

Annual Campus Report. Once each year, the ELARC produces an annual campus report that synthesizes assessment information and recommendations across all other constituencies and recommends actions that can be taken to improve student learning that are practical and sustainable. A draft of the annual campus report is due February 1 and is submitted to the Vice Chancellors for Academic and Student Affairs, Deans, SPBC, Faculty Senate, ASA, and WSG for their feedback and recommendations. The report should address the following items and relate to LEAP as much as possible:

1. Summarize the most important themes in assessment results that were noticed in the annual reports from constituencies received during the past year.
2. Describe the most important actions that would use these assessment themes for the improvement of student learning across the campus.
3. Describe recommendations for further data collection, analysis, or other assessment work on campus that would lead to important improvements in student learning.
4. Describe recommendations for the improvement of the annual cycle of assessment review on campus, including the function of the ELARC.
5. From year two and beyond, describe progress made in implementing last year's recommendations for improving the annual cycle of assessment review on campus, including the function of the ELARC.

6. From year two and beyond, describe the progress reported by other constituencies in meeting the recommendations made in last year's campus report.

Vice Chancellors, Deans, SPBC, Faculty Senate, Academic Staff Assembly, & WSG:

The Vice Chancellors for Academic and Student Affairs jointly review the annual campus report from the ELARC with the Deans, SPBC, Faculty Senate, ASA, and WSG or their designated representatives. Vice Chancellors then (jointly) provide feedback and recommendations related to items in the report back to the ELARC by March 1. Feedback can include other assessment results that should be considered by the ELARC. Deans, SPBC, Faculty Senate, ASA, and WSG are also encouraged to provide individual feedback to the ELARC (due March 1) reflecting their unique recommendations, concerns, or guidance.

Essential Learning & Assessment Review Committee:

The ELARC discusses feedback and recommendations from the Vice Chancellors, Deans, SPBC, Faculty Senate, ASA, and WSG, revises the annual campus report as needed, and submits the annual campus report, due April 1, to all constituencies.

This completes an annual cycle of data collection, review, campus recommendations for action, and progress checking for previous recommended actions.

Relationship to Curriculum:

The ELARC copies its annual campus report to the UCC, GERC, and College curriculum committees. Curricular actions should be informed by assessment data and campus recommendations and action plans that are based on assessment. Curricular committees should send reports of their issues, concerns, and questions about the improvement of student learning and the curriculum to the ELARC for consideration during the annual cycle of assessment review.

Essential Learning & Assessment Review Committee Annual Schedule of Meetings

Mtg	Date	Main Agenda Item	To/From
1	Sep	Organizational meeting	
	Oct. 1	Annual assessment reports due from:	Audit & Review, GERC, IR
2	Oct	Discuss annual reports from:	Audit & Review, GERC, IR
	Nov. 1	Annual assessment reports due from:	Colleges, Student Affairs, other units
3	Nov	Discuss annual reports from:	Colleges, Student Affairs, other units
4	Dec	Discuss campus assessment data	
5	Jan	Sketch/distill salient items for action & draft annual campus assessment report	
6	Jan	Discuss & revise campus report	
	Feb. 1	Campus assessment report sent to:	Vice Chancellor level
	Mar. 1	Feedback/recommendations due from:	Vice Chancellor level
7	Mar	Discuss feedback/recommendations from VC level. Revise annual campus assessment report as needed.	
8	Apr. 1	Annual campus assessment report sent to:	All campus constituents
9	May	Review, plan, & wrap up	

Other agenda items appear as available:

- To/From UCC: course actions, questions, suggestions (LEAP, etc.)
- From IR: results from individual campus surveys (e.g., NSSE, Senior Exit)
- Reports, recommendations, requests from Deans, SPBC, Faculty Senate, ASA, etc.

Draft: Assessment Flow

revised Dec., 2010

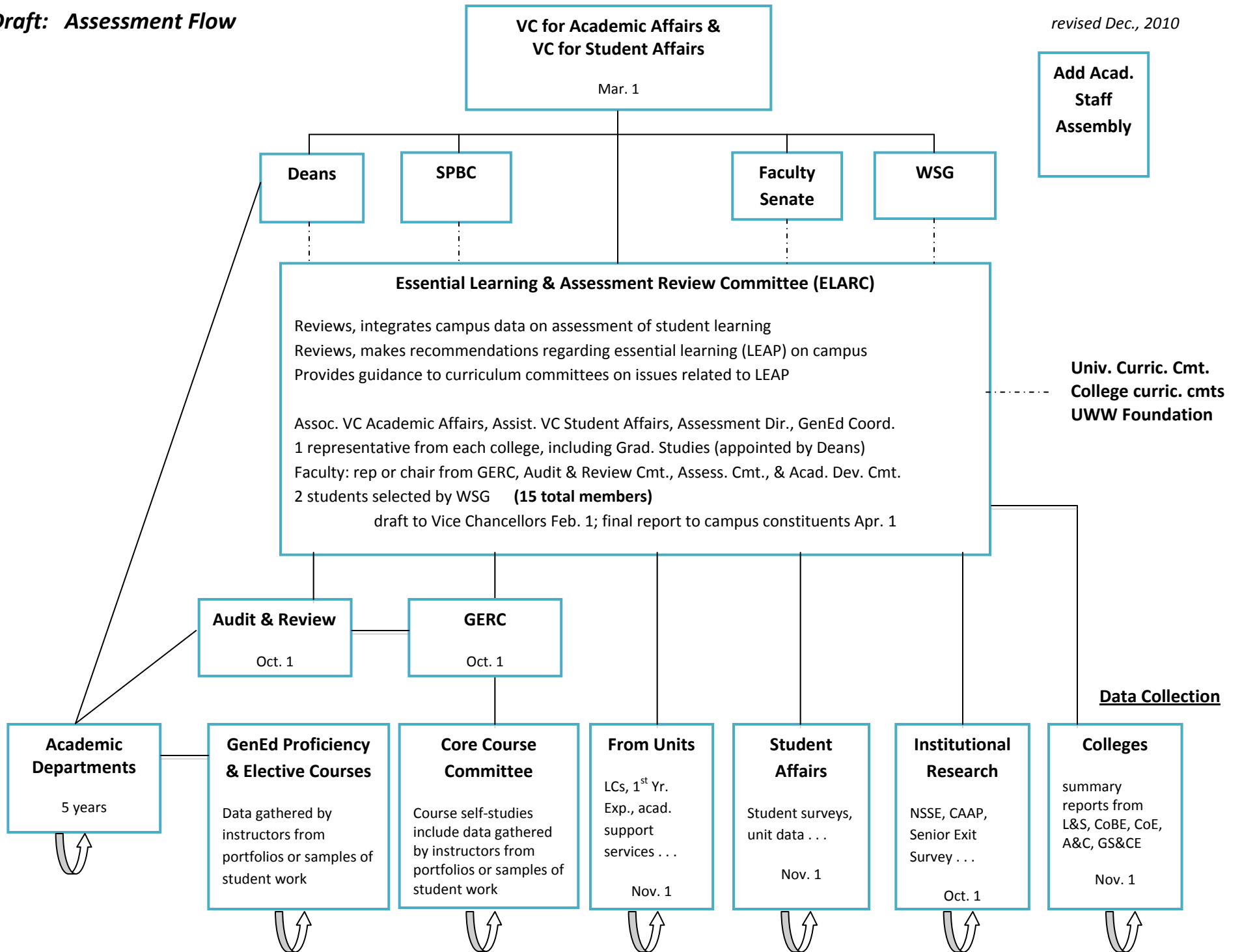


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Minutes from LGBT Taskforce August 10th, 2011 Meeting

Present: Ken Kohberger, Kyle Naff, Jeff Angileri, Mary Beth Mackin, Dan Colleran, Chris Hollar, Kim Simes,

Guests: Katka Showers-Curtis, Nik DeLeon, KJ Freudigman

Unable to Attend: Amy Edmonds, Krista Kim, Cindy Estrup, Gwen Hering, Leah Thyne, Elena Levy-Navarro, Robin Fox, Dan Schultz (WSG),

Positions Open: Academic Staff, Administrative Affairs, Admissions Office, Affirmative Action/Equal Opportunities, Center for Students with Disabilities, Classified Representative, College of Business and Economics, Human Resources & Diversity, IMPACT student representative, Police Services, Residence Life

1. A request for an addition to the June 8th minutes: “4.i “Flags in the Concourse are specific to country. Kim Simes *and Chris Hollar* met with Kim Adams and Kat Shanahan...”
2. Kim Simes reported on her conversation with Chancellor Telfer
 - a. The Full Time LGBT Coordinator position description has been floated out to the Chancellors Cabinet once they reconvene they will identify a game plan and move forward with the identified direction. If this position is approved the Chancellor would like to move quickly with it.
 - b. The Chancellor agreed with our recommendations of in updating our Committee List by
 - i. Removing Career & Leadership Development replacing it with the Advisor/Coordinator of the PB Poorman PRIDE Resource Center
 - ii. Additions of: Classified Representative, Admissions, Campus Police, Residence Life, and the Center for Students with Disabilities (please see attachment)
 - iii. Request was made to add two “Student Members at Large” along with the Fair Wisconsin Advisor/Student Representative and a representative from the Residence Hall Association
 - c. The Chancellor agreed to move forward with changing bathroom signage for all identified bathrooms in all Administrative/Academic Buildings
 - i. The signs will have both male/female figure along with a w/c if it is accessible bathroom and will say “Restroom” on the sign
 - ii. This may not be completed by the start of school but by the end of September we should see marked improvement
 - iii. *There was no conversation regarding gender neutral information inside the bathroom*
 - d. Judi Trampf may be the new co-chair with Kim Simes (*this has not been confirmed*)
 - e. The title of our group “LGBT Taskforce” may have served its purpose; the Chancellor has requested the committee to review a possible name change at our September meeting.
 - f. We shared the considerable increase in undergraduate research in the realm of LGBT* studies
 - g. Explained we will be completing the CampusPRIDE website questionnaire in September regarding our campus’ friendliness towards the LGBT* community
 - h. Discussed updating the Safe Zone materials and creating a Safe Zone II
 - i. Discussed there has been no update on NCAA regulations regarding transgender individuals in sports
3. Safe Zone Updates
 - a. We will be moving forward in publishing a list of Safe Zoned Faculty/Staff

- i. Chris has emailed 101 individual's that we have identified on our "on campus/trained list" and we will see what that may generate for other names as well. *At this time we have had over 50 people respond to have their names published!*
 - ii. We will not "grandfather" anyone into the Safe Zone list and want anyone interested to participate in training. This will allow us to remain consistent with the information that is being shared.
 - b. We would like to keep the "Safe Zone" name to this program because it is similar to other campuses and we still have a substantial amount of promotional material with that brand. Katka will connect with Manda Krier about changing the name of the Residence Life program.
 - c. We reached consensus in updating the training materials. Chris volunteered the PPRC Leadership Assistants to make the initial updates for the committee to review.
 - d. There was general consent in moving forward with creating a Safe Zone Training II to include transgender, bisexual, pansexual, asexual, fluid along with gender preferred pronouns. Chris volunteered the PPRC Leadership Assistants to lay the foundation for this training with the committee making the final revisions those documents.
 - e. SAFE ZONE DATES FOR THE FALL SEMESTER
 - i. Tuesday, September 20th at 9am Location UC 268
 - ii. Wednesday, October 26th at 12 noon Location UC 268
 - iii. Thursday, December 1 at 4pm Location UC 268
4. Languages and Literatures Chair, Dr. Lueck has requested a workshop for their faculty who teach the 101/102 courses. The workshop would take place this fall. Kyle Naff, Katka Showers-Curtis and Chris will set up a meeting to connect with Dr. Lueck to lay the ground work for this workshop. This could be a great starting point to get connected with other academic departments on campus. If anyone would like to join in the conversation please let Chris know and when we have a date/time/location for the meeting you will be welcome to join us.
5. Discussion continued in updating the blog for the LGBT Taskforce. In review of the document submitted by Lauren Smith and Chris, Kyle has placed all the additional headings and information onto our current Blog Page <http://blogs.uww.edu/lgbtforce>. This would replace our current website. This site would be more content based rather than static and information could be quickly added. Kyle will begin to load the suggested information into the site.
- a. Jeff will be creating a banner for the blog
 - b. The blog address may change depending on the name change of the committee
 - c. PLEASE send information to post to Kyle (articles, updates, hot topics, etc.)
6. TEAM Trans* last meeting was in June (see minutes attachment). Katka and Lessa attended the Trans OHIO Conference. We will continue to meet in the fall on Wednesdays at 1pm on alternating weeks of the LGBT Taskforce meetings. We will review the information identified in the spring and layout a workable game plan to move forward with various pieces. Scheduled dates:
- a. September 28th at 1pm in UC 268
 - b. October 26th at 1pm in UC 264
 - c. November 16th at 1pm in UC – Career & Leadership Development Conference Room
7. "Don't Slam the Door on Your Way Out" – LGBTQA.AODA Program is moving forward. The program will be held on October 19th Wednesday at 2:15pm in Summer's Auditorium. We will need faculty/staff

volunteers for the “game show” portion. We also NEED student stories and their connection to AODA. Please assist in promoting this event through word of mouth and encouraging faculty to bring their classes to this program.

8. We will continue our Lunch & Crunch and social group this fall. please join us if you can make this time frame and/or share this information with other people on campus, we would LOVE to see new faces when we connect:
 - a. September 7th from 12 to 1pm in UC 260
 - b. October 5th from 12 to 1pm in UC 268
 - c. November 2nd from 12 to 1pm in UC 268
 - d. December 7th from 12 to 1pm in UC 268
9. If anyone has updates from the LGBT Workshop’s Action Plan that was created in May please forward those updates to Lauren Smith who will likely need to submit a progress report. As you review the action plan please note items that have not received attention to discuss at our next meeting (see attachment).
10. The Library purchased over a \$1000 of books and movies for people to check out. If you walk into the Library at this time there informational kiosk has an LGBT* flavor to it this month (see attached).
11. There was no update on the inclusive banner to be hung on the clothesline while not in use. During this conversation learned that the Campus Diversity Forum dates have changed from October 13th and 14th to the following week of October 20th and 21st.
12. We did not have a lot of time to discuss a game plan for National Coming Out Day – October 11th besides doing some type of program and a poster campaign (e.g. “I am this” on the poster). Have an event on the mall where individuals walk through a door and proclaim they are “out as an ally” “out as a homosexual” “out as a transgender female” etc. Katka mentioned ze had a conversation with Ron Buchholz and discussed the possibility of the PPRC having the ability to identify 3 programs each semester to facilitate. This has not been confirmed.

We were not able to discuss the remaining agenda items due to time constraints. These topics will be carried forward to our **September 14th meeting in UC 266 at 1pm**. I (Chris) will not be available for the September 14th meeting to take minutes because I will be coordinating the Involvement Fair that day.

Fall LGBT Taskforce Meeting Dates

October 12th (Wednesday from 1 to 2pm in UC 266)
November 9th (Wednesday from 1 to 2pm in UC 266)
December 14th (Wednesday from 1 to 2pm in UC 266)