Academic Staff Senate Meeting  
**Monday, February 18, 2013, 3:00 p.m., Mound Rm., MPSC**

James Almquist (at-large, 2014)  
Tricia Pothour for Jennifer Artz (Vice Chair)  
Andrea Cool (Chair) (Area V, 2014)  
Amy Griswold (at-large, 2013)  
Ulz Daeuber (Area III, 2014)  
Lisa Kress (Recording Secretary)

Chris Hein (at-large, 2014)  
Tara Krueger (Secretary) (Area I, 2013)  
Eric Farrell (Area IV, 2014)  
Amy Kreul (Area II, 2013)  
Provost Mittie Nimocks Den Herder (ex officio)

**Guests:** Rob Cramer, George Smith, Eric Pleiss,

**Absent:**
- Artanya Wesley – (at-large, 2014)
- Jennifer Artz (Leave of Absence) (at-large, 2013)

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**MINUTES**

I. **Call to Order**  
Chair Cool called the meeting to order at 3:05 p.m.

II. **Approval of Minutes of December 17, 2012**  
Krueger moved to approve minutes, as corrected; seconded by Griswold. Minutes approved.

III. **Approval of the Agenda**  
Griswold moved to approve agenda as corrected; seconded by Krueger. Agenda approved.

IV. **Announcements**  
Nothing to report at this time.

V. **Administrative Updates**  
Nothing to report at this time.

VI. **State Representative’s Report** (A. Cool)  
Nothing to report; committee does not meet until March 1, 2013.

VII. **Vice Chair’s Report** (A. Cool)  
Chair Cool attended meeting on February 12, 2013. Recommendations were made for the supplemental pay plan and will be sent to administration for approval.

VIII. **Committee Reports**

1. **Elections and Appointments** (U. Daeuber)  
Nothing to report at this time

2. **Professional Development** (J. Almquist)  
Committee discussing some minor updates to forms and guidelines. Changing dates so recommendations will be complete by December. Proposed changes will be brought to Academic Senate for approval.

3. **Personnel Commission** (E. Farrell)  
Discussion about Rolling Horizons contracts: should this be left in the policies since it is currently not in practice? Committee is currently recommending that it stay in the policies and that discussion of enforcement of the policy is a different governance discussion. Committee is in final stages of revisions.

4. **Academic Staff Excellence Award Committee Update** (A. Kreul)
Bill Haskins was the winner of the Excellence Award. He will be nominated for the Regents’ Excellence Award. The Distance Learning Center will also be nominated for the Regents’ Program Excellence Award.

IX. New Business

1. Turning in grades and finals week issues (Provost Nimocks Den Herder)
   a. Final Exam – Current UW-Platteville policy states that during final exam week all classes need to have a final exam in the course schedule and if no exam is given they would do some kind of meaningful learning activity, but anecdotally the Provost has been made aware that many instructors and professors do not hold final exam week. Provost Nimocks Den Herder raised the question of do we need a final exam week and sought feedback regarding issues related to holding exams at the end of each semester.
   b. Final Grades – Timeliness - There are many negative consequences for students if grades are not turned in on time. Late grades can delay diplomas, disrupt the awarding of financial aid, get students into academic trouble, and affect scholarships. Much discussion had. Provost asking for feedback from everyone on how to fix the problem of turning grades in late.

2. Governance Support (A. Cool)
   Lisa Merkes-Kress is available to help the standing committees, especially the Personnel Commission.

3. Spring Break April 1 Week Meeting (A. Cool)
   Since there are no classes, the meeting for April 1, 2013 will be canceled.

X. Old Business

1. Faculty Senate Liaison Fill-in (A. Cool)
   Chair Cool will attend Faculty Senate meeting February 26, 2013, and Farrell is scheduled to attend the meeting on March 12, 2013.

XI. Adjournment
   Chair Cool adjourned meeting at 3:34 p.m

Respectfully submitted,

Tara Krueger, Secretary            Lisa Kress, recording secretary

Academic Staff Senate meets the first and third Mondays of the month at 3:00 p.m. in the Mound Room at the Markee Pioneer Student Center. The meetings are open to the public. Anyone wishing to add an item to the agenda please e-mail Andrea Cool at coola@uwplatt.edu prior to the next Academic Staff Senate meeting.