MINUTES

I. Call to Order
Chair Cornett called the meeting to order at 4:04 p.m.

II. Roll Call (sign-up sheet)
Collins moved to approve Susan Hansen as proxy for Marge Karsten, seconded by Compton. Motion carried.

III. Approval of Minutes of November 25, 2014
Berg moved to approve the minutes, seconded by Burns. Minutes approved.

IV. Approval of the Agenda
Berg motioned to approve the agenda “as corrected.” Agenda approved.

V. Announcements and Reports
1. Recycle Mania (A. Seeboth)
   - Recycle mania begins February 2015, which is an inter-campus international competition and lasts for eight weeks. We are a “single streamed” campus, which means you can put all recyclables in one container.
   - Seeboth also reminded everyone about the Driftless fellowship program; applications are due February 1, 2015.

2. UPS (University Personnel System) Update (J. Lohmann)
   HR would like feedback by December 11 regarding policy review of the new UPS guidelines. Chair Cornet will send the documents to everyone for review.

3. Grievance Hearing Procedure - Informational (C. Cornett)
   Chair Cornet reported that the Complaints & Grievances Commission voted unanimously on Nov. 21, 2014 to adopt the attached grievance hearing procedure.

4. HLC Report (S. Drefcinski)
   In Drefcinski’s absence, Barb Barnet gave a brief update on the HLC accreditation process.

VI. Unfinished Business
Chair Cornet gave an update on the unfinished business that did not make the agenda.

5. Library Policies (J. Berg/D. Krugler)
Krugler offered the following resolutions to the issues at hand:

- **FIRST RESOLUTION:** "In order to best support faculty teaching and academic research, the University Library Committee and Faculty Senate urge the restoration of the Pilot Program to allow UW-Platteville faculty access to UW-Madison’s electronic resources."

After a brief discussion, the following action was taken:

**MOTION:** Kirk moved to approve the first resolution, seconded by Burns. Upon being put to the vote, the motion was moved by Kirk, seconded by Burns, and carried to **AMEND** by inserting the words “teaching academic staff” into the first resolution. Motion with amendment passed.

- **SECOND RESOLUTION:** "The Faculty Senate resolves that the following action will be taken against faculty and staff whose library privileges have been suspended due to a failure to return overdue items or pay bills to replace these items:
  1. A letter to the individual faculty member, signed by the assistant vice chancellor for academic affairs and the library director will be sent to request the return of library materials.
  2. If there is no response, a second letter will be sent to the faculty member and to his/her respective department chair that there will be a reduction, of the amount owed, in the faculty member’s library allocation."

After substantial discussion, the following action was taken on the second resolution:

**MOTION:** Collins moved to support the second resolution, seconded by Berg. Motion carried with two abstentions, four opposed, and ten approved. Discussion ensued and a suggestion was to revoke library privileges if someone does not return library material.

6. **Office Hour Discussion**

*Discussion and actions from the November 25 meeting:*

Discussion ensued about how the proposal was created, with the following concerns:

- How do you measure academic student organizations?
- Credit loads?
- Should there be a prorated scale?
- Should there be a baseline for hours in office?
- How are office hours issues have to do with the COACHE survey?
- How does this proposal decrease faculty workload?
- Proposal would not have faculty reaching all students
- Students want accessibility; using Outlook calendaring feature is most beneficial
- What is the definition of office hours?
- Provost would like to see wording of “Faculty are accessible and responsive in a timely fashion” added

Sigwarth, Student Senate president reported that students are supportive of the proposal. Sandberg reported for the Academic Staff, and they are supportive of the proposal. After substantial discussion, the following action was taken:

**MOTION:** Collins moved to approve the proposal as presented, seconded by Kirk

Further discussion ensued.

**AMENDMENT:** It was moved by Sandberg, seconded by Karsten, and carried to amend the original motion by inserting the words “All part-time instructional staff must allocate a proportionate number of hours based on the percentage of their appointments.”

After extensive discussion about creating a baseline number of office hours, the vagueness of the original motion, and meetings conflicting with office hours, the following action was taken to the original motion on November 25:

**AMENDMENT:** Burns moved to include a minimum of five brick and mortar office hours, seconded by Sandberg

It was moved by Burns, seconded by Sandberg, and with four abstaining, three opposing, and nine approving, motion carried to **AMEND** by inserting the words “a minimum of these hours must be five in the instructional staff’s office” after the second sentence but before the third sentence.

Student senate President Joe Sigwarth reported that at the System student’s rep meeting recently, the office hours policy was discussed and is an issue at all UW
campuses. This group stressed accessibility to professors as being a priority. Platteville may be setting the guideline. Sigwarth recommended that Senate discuss and create a definition of office hours. Discussion also ensued about updating the RST plans with the new verbiage. Chair Cornet will forward the updated policy to everyone.

VII. New Business

7. **2016-2017 Academic Calendar** (J. Wilson)
   Wilson presented a draft 2016-2017 academic calendar for approval.
   **MOTION:** Clifton moved to accept the calendar, seconded by Masoom. Motion carried

8. **CIF Proposals and Funding** (T. Montgomery)
   ILC recommends that the Provost’s office equally distribute the funds for CIF grants to the three Colleges and allow the college curriculum committee for each College to determine the best CIF proposals and award funding.
   **MOTION:** Kirk moved to approve the recommendation by ILC, that the funds be divided amongst the Colleges and the Colleges award funding, seconded by Compton. Motion Carried.

9. **URSTPC Documents** (B. Barnet)
   Barnet discussed the history of the new RST plans, Chapter 6 of the Faculty handbook, and forms. The new RST plans will not go into effect until fall 2015.
   **MOTION:** Collins moved to approve the documents as presented, seconded by Clifton. Motion carried.
   Provost announced that the teamwork award is going to the URSTPC this year.

10. **Masters in Computer Science** (Q. Yang)
    Yang presented an intent to plan a new international program. This program will be cost recovery within three years.
    **MOTION:** Masoom moved to approve the intent to plan, seconded by Burns, Motion carried.

11. **BAAS MOU** (T. Carothers/ C. Cornett)
    APC is recommending that Faculty Senate endorse the new Memorandum of Understanding between Richland Center and Rock County to drop the 30 credits requirement to 15 credits.
    **MOTION:** Burns moved to endorse the new Memorandum of Understanding, seconded by Collins. Motion carried

VIII. Next Meeting Date January 27, 2015
IX. Adjournment
    Chair Cornett adjourned the meeting at 5:15 p.m. with a reminder that the General Faculty meeting is on January 15 at 3:00 p.m.

Respectfully submitted,

Rea Kirk, Secretary
Lisa Kress, Recording Secretary