MINUTES

I. Call to Order
Chair Gormley called the meeting to order at 4:02 p.m.

II. Roll Call (sign-up sheet)

III. Approval of Minutes of April 1, 2014 and April 8, 2014
Broussard moved to approve the minutes, seconded by Masoom. Minutes approved.

IV. Approval of the Agenda
Masoom motioned to approve the revised agenda, seconded by Compton. Agenda approved.

V. Announcements and Reports

1. Update on Approval of Mission Statement (M. Nimocks Den Herder)
   To comply with state law the second paragraph of the proposed mission has to be included. Prior to endorsing the proposed mission, Compton presented a revision and the following action was taken:
   MOTION: Burns moved to endorse the revised mission statement presented by Compton with the correction of changing humanities to liberal arts and combining the sciences, seconded by Karsten. Motion approved.
   Following discussion of the motion, the following action was taken:
   AMMENDMENT: Compton moved to revise the mission with the disciplines in the following order; business; agriculture; and the liberal arts, seconded by Williams. Amendment approved. This will go back to the June UW-System meeting.

2. Update on Faculty Senate Elections and Appointments (J. Swenson)
   - Elections closed at noon April 23. Lisa Riedle from EMS will be an at-large member and the second place at-large candidate is Joe Clifton from EMS. This would mean five members from EMS would be on faculty senate, under the bylaws, no more than four are allowed from one college, unless during a run-off election the fifth member receives 55% of the votes. Joe Clifton and Susan Hansen will be in the run-off election.
Abulkhair Masoom won the election to be on the Academic Planning Council but has declined; therefore, runner up Irfan Ul Haq has accepted to replace Masoom.

MOTION: Williams moved to approve the positions as designated by the appointment and elections committee, Masoom seconded. Motion approved.

MOTION: Williams moved to approve Ul-Haq to the APC, seconded by Cornett. Motion approved.

3. **Preliminary Report on the Syllabus Research Conducted for the Wisconsin Teaching Fellows and Scholars** (B.J. Reed)
No action needed this for information only at this time. Once all the information is compiled, Reed will report her conclusions/findings. This research was completed by reviewing syllabi only and the research shows help is needed when creating a syllabus. Improvement Learning Committee has reviewed the document and will be creating a syllabus template, to help assist with creating a better.

4. **Class Absence and Student Complaint Process** (S. Nevins)
These policies are located on the dean of student’s website at [http://www3.uwplatt.edu/dean-students/services-students](http://www3.uwplatt.edu/dean-students/services-students)
The Dean of Students office is there to answer questions, address concerns, and meet the needs of students.

- **Absences:** Ultimately, it is the students’ responsibility to inform instructors if they will be absent, during family emergencies or extended absences the office will work with the student and the family to help notify instructors of any long term or short-term absences.
- **Complaints:** Students can contact anyone regarding a complaint, but should try to contact the instructor first, if they feel uncomfortable, they should contact the chair of the academic department, if not resolved discuss with the dean of the college, if no resolution at that point then discuss with the provost. Office of Dean of Students can assist if needed.
- Effective May 19, 2014 the office of Dean of Students will be located in the student center.

One of the principal concerns discussed was FERPA laws when talking with parents.

VI. **Unfinished Business**

3. **Writing Emphasis Tracking Process** (A. Ranney)
In absence of A. Ranney, Chair Gormley discussed how the writing emphasis course could be tracked at the catalog level. This would allow the courses to appear academic planner and schedule builder. Writing intensive courses will have a “W” instead of an “0” as the last “number” in the catalog.

MOTION: Burns moved to accept the tracking process developed by the registrar’s office in conjunction with UUCC, seconded by Broussard. Motion approved.

4. **Lab Modernization Funding** (M. Compton)
University Academic Budget Committee is recommending that the $374,000 be restored for lab modernization and capital items.

MOTION: Williams moved to endorse the UABC motion to restore the $374,000 to the lab modernization and capital equipment fund, and to assure that nonacademic related entity and initiatives were impacted by this restoration, seconded by Compton. Motion approved.
VII. New Business
   At this time, there was no new business to discuss.

VIII. Next meeting date Tuesday, May 13, 2014
   All newly elected senators are asked to attend.

IX. Adjournment
   No other business to discuss, Chair Gormley adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Regina Pauly, Secretary                          Lisa Kress, Recording Secretary

The Faculty Senate meets on the second and fourth Tuesday of the month at 4:00 p.m. in University North (Markee Pioneer Student Center). The Faculty Senate agenda is composed of items from many sources. If you wish to have an item placed on the agenda, please submit it to a Senate officer no later than eight days prior to the Senate meeting. The meetings are open to the public and all faculty members are invited to attend. The agenda is distributed to the faculty in advance of the meeting to give faculty members the opportunity to contact members of the Senate to express views on topics being discussed.