



Academic Staff Senate Meeting

Monday, December 16, 2013, 3:00 p.m., Mound Rm., MPSC

Attendees

- Andrea Cool (Chair, Area V, 2014)
- Patricia Pothour (Secretary, At-large 2015)
- Ulz Daeuber (Area III, 2014)
- Kim Maier (At-large, 2015)
- Amy Griswold (Vice Chair, Area I, 2015)
- Provost Mittie Nimocks Den Herder (ex officio)
- Diana Trendt (Area IV, 2014)
- James Almquist (At-large, 2014)
- Chris Hein (At-large, 2014) -Corey
- Kelly Sullivan Soley (At-large, 2015)
- Lisa Merkes-Kress (recording secretary)

**Guest:** Sue Traxler, Dawn Drake, Katharine Caywood (for Tricia Pothour), Evelyn Marten, Michelle Zasada, Donna Anderson, Yuanyuan hu, Rob Cramer

**MINUTES**

**I. Call to Order**

Chair Cool called the meeting to order at 3:02 p.m.

**II. Approval of Minutes of December 2, 2013**

*Maier* moved to approve the minutes; seconded by *Hein*. Minutes approved.

**III. Approval of the Agenda**

Agenda approved as presented.

**IV. Announcements**

**1. English Language Program (Y. Hu / D. Anderson)**

The English Language Program(ELP/ESL) prepares students to apply their English skills successfully in university courses and professional settings. Upon completion students will be prepared to study at an academic institution. The courses in this program will earn credits but they are not undergraduate credits and not transferable. The purpose of the new program is to bring and retain international students to the University. We will have a pilot program from Brazil next summer. Start-up funds are available for five years from 2013-2017, after 2017 the program will be self-supporting. This program will be administratively housed in the International Program Office. Our expectation is to grow to 100 students. Discussion ensued about why we are concentrating on Brazil and Chile; these are government sponsored and students are paid to do English training. ELP is in the process of being awarded ASQUE status.

**V. Administrative Updates**

**1. HLC Accreditation Process (D. Drake)**

There is a new process for accreditation called Open Pathways; Drake discussed what accreditation is and how the process has changed since 2006. We are starting to gather evidence files showing we are meeting the five criterion. The new process will verify we are meeting threshold standard and are engaged in continuous improvement. The two main focus on Quality Assurance and Quality Initiative, will be



HLC PowerPoint

submitting the quality initiative soon, which focuses on the APC review process. HLC is in the process of creating criterion teams, the individuals on the teams will have a three year commitment. Please see their website for more information, <http://www3.uwplatt.edu/hlc/accreditation-process>. The accreditation team will be visiting in 2017.

## 2. **IT Update- IT Focus, Support Services Changes, IT Prioritization Goals** (S. Traxler)

OIT will now be called Information Technology Services (ITS). ITS will be starting the new strategic plan in January 2014. IT prioritization process also called IT governance model will replace TOPC. Campusnet has a new director; Mark Wooley, for the project management center and excellence office. The IT help desk is moving to first floor of the library during spring break and new hours will be 7:30 a.m. to 7:30 p.m. Staff development and customer Service has been a strong focus the past six months. We will have four IT priority committees to align with the strategic mission, put policies in place, transparency, and to engage others outside of IT. Projects will be reviewed three times a year; under TOPC this was once a year. Projects will need to meet one of the following criteria: does it cost more than \$5,000.00, does it require more than 24 hours of IT support, and does it impact more than one area on campus, does it require coordination from IT. The form is located on the ITS webpage under IT prioritization. We will be installing labstats on lab computers during winterim, labstats will track computer usage.



IT Presentation

## VI. **State Representative's Report** (A. Cool)

Nothing to report, next meeting not until late January or early February.

## VII. **Vice Chair's Report** (A. Griswold)

General Faculty meeting will be January 15. Faculty Senate created an ad-hoc committee to work with the library committee to discuss some library staff concerns. If someone from Academic Senate like to be on this committee, please let Chair Cool know. Faculty Senate also discussed the many new policies that will be presented and what would be the most productive way to discuss the policies.

## VIII. **Committee Reports**

### a. Elections and Appointments (U. Daeuber)

Nothing to report.

### b. Professional Development (J. Almquist)

Meeting with the Provost this upcoming Thursday to discuss the \$9,980.00 not used, where this money will go, and will it be carried over.

### c. Personnel Commission (A. Cool)

Committee is working on a job security presentation to academic affairs, this will be presented on January 27, 2014.

d. Academic Staff Excellence Award Committee (K. Maier)

We had five submissions, but no submissions for the program award. Vicki Dressens has been selected to receive the Academic Staff Excellence Award.

**IX. New Business**

1. Approval of Excellence Award Nominee (K. Maier)

**MOTION:** Sullivan-Soley moved to approve the selection of Vicki Dressens for the Academic Staff Excellence Award, seconded by Almquist. Motion approved.

2. Anti-Bullying Policy Feedback (E. Martens)

Discussion ensued about different sections of the policy some may need to be reworded such as paragraph #4 section 2. Section 5.1 needs to have clearer path for the advisor once bullying is reported to them. Some concerns about tracking and how will the information be protected. Bullying has been an issue on campus in the past and we want to try and encourage individuals to come forward. Martens will return at a later date for more discussion.

3. University Sustainability Plan Endorsement (A. Seeboth)

Amy not able to attend, this will be on a future agenda.

**X. Old Business**

No old business at this time.

**XI. Adjournment**

Chair Cool adjourned the meeting at 4:25 p.m.

Respectfully Submitted,

Andrea Cool, Chair

Lisa A Merkes-Kress, Recording Secretary

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All are welcome to attend the Senate meeting. Anyone wishing to add an item to the agenda please e-mail Andrea Cool at [coola@uwplatt.edu](mailto:coola@uwplatt.edu) prior to the next Academic Staff Senate meeting. Thank you.