

## SENATE OF ACADEMIC STAFF

### Meeting Minutes

November 3, 2022

Microsoft Teams Virtual Meeting

**Present:** Brazee, Boehler, Carriveau, Christopher, DeJager, Heller, Hinrichs, Hoffman, McDaniels Miller, Palmer, Smolinski, Spanbauer

**Excused:** Lambie, McArthur, Meyer, Stuedemann, Walfish

**Absent:** None

**Administrative Representative:** Carmen Faymonville

**Guests:** Chancellor Leavitt, Kim Rivers, Rich Marshall, Jessica Spanbauer, Sean O'melia, Kim Harrington, Melanie Marine, Tina Koch, Kim Calvert, Allison Kunde, Anne Stevens, Christie Demosthenous, Crystal Mueller, Jennifer Donath, Julie Russo, Kelly Duhatschek, Kelly Johnson, Kevin Garstki, Kim Han, Michael Skowronski, Nathan Tauber, Ben Hallet

1. Call to Order – President Carriveau called the meeting to order at 3:00 p.m.
2. Guest: Chancellor Leavitt – University Updates  
Chancellor took the first few minutes to pay tribute to Provost Koker, in his recent announcement of his retirement next summer, noting that he has been an outstanding Provost and Vice Chancellor and all the incredible, transformative, and innovation ways he has helped UWO. He covered the necessary next steps of forming a search and screen committee which will be working with a hiring firm for this national search. The makeup of the committee was shared, noting that the Senate of Academic Staff will be asked to appoint two academic staff members to the search committee. The goal is to get the committee established by December, get their initial meeting set for December and to the recruitment stages by February, with possible campus visits of candidates by late March, early April. Senate discussion included the importance of having both instructional academic staff as well as professional academic staff represented in the search committee appointments.  
Chancellor commented on how fast the semester will be coming as commencement will be just around the corner. He noted that they have 80 robes (50 Masters and 30 PhD) that can be borrowed for faculty and staff to wear if they would like to participate in the commencement march.
3. Guest: Dean Stevens, College of Letters and Science – Welcome  
Dean Stevens made some introductions to those that may not have met her, as she is new to campus this past year. The Senate then went right into inquiring of an update on the Assistant Teaching Professor title. Dean Stevens shared the chronological and systematic way in which this was unveiled on campus and then answered several questions from Senators. Those questions included: Guidance from Human Resources as required; framework that Deans were presented with to develop position descriptions and alignment with standardized TTC job descriptions; credit load and service were factored in differently for COLS vs. the other three colleges, as they have teaching load already built into the contracts for IAS; transparency and communication was a huge concern; criteria that was designated from HR that couldn't be factored in for this stage; a more equitable process moving forward; IAS with research were encouraged to move to tenure track lines; and the challenge of the time commitment that comes from working on research.
4. Guest: Kim Rivers, Jessica Spanbauer, & Rich Marshall – Navigate Presentation  
These three guests shared why doing early alerts help, the ways that getting colleagues to use this would be so helpful for all involved, and how we are using Adhoc Alerts as well moving forward. Navigate helps with: Advising/Class support, Early Alerts, and then how to use it for Adhoc Alerts. Navigate was first launched only to advisors and then made usable to all three campuses in their efforts to make this successful. The Website for Navigate can be found at: <https://uwosh.edu/resources/navigate/>

Please reach out to any of them with any questions and encourage those who can, to use these tools to help our students.

5. Approval of the Minutes of October 20, 2022  
**Minutes stand approved as distributed.**

6. Reports

a. President's Report -

1. Provost Search & Screen – Senate approved representation has been solicited of Shared Governance leaders and the executive committee will work on it right away, two representatives were requested. The executive committee will be sure to keep in mind the importance of have one seat be a IAS and one a PAS.

b. Committee Reports

1. Faculty Senate (Spanbauer) – Highlights included: Next to normal reports, the Faculty Senate tabled the policy as they are requesting Senator Spanbauer to provide further clarification on noted enforcement authority in the policy for the Access Campuses.
2. Oshkosh Student Association – (Stuedemann) – No report
3. University Staff Senate (McArthur) – No report
4. Access Campuses Report -
  - a. Fox Cities (Carriveau) – Their collegium meets tomorrow.
  - b. Fond du Lac – Their collegium meets next on 14<sup>th</sup>.
5. UWS Academic Staff Reps (Lambie) – Updates will be shared electronically following their next meeting.
6. AS Professional Development Fund (Miller) – The committee continues to encourage folks to apply, as funding is available. Please reach out to Senator Miller with any questions.
7. Leadership Council/Chancellor's Administrative Staff - (Rotating Senators) – No report
8. Administration Liaison (Faymonville) – It was very good to hear from Dean Stevens for needed explanations.

7. Action Items –

a. Vehicle Idling Policy

**MOTION: Christopher/Boehler moved to table. 7 Yes, Passed. MOTION TABLED**

b. Search & Screen Committee -Information Systems Department – Andy Miller & Michael Patton

**MOTION: Christopher/Boehler moved to approve the committee appointments. 6 Yes, Passed**

**SAS 2223-06 The Senate of Academic approved the following committee appointments: Andy Miller and Michael Patton to the Search & Screen committee for the department of Information Systems.**

8. Discussion Items – None

9. Information Items/Announcements

- a. For the good of the campus:
- b. Welcome New Senator: OSH – PAS: Julie Meyer
- d. 11/17 Guest: AVC for HR, Shawna Kuether - Pay progression updates have been requested
- e. 12/8 Guest: CON Dean Chung

10. Adjourn  
Meeting adjourned at 4:44 p.m.

April Dutscheck,  
Recorder