

Faculty Meeting Minutes
March 4, 2016 3:00PM
Room #3092

Present: Carmen Aguilar, Fred Binkowski, Harvey Bootsma, Michael Carvan, Russell Cuhel, Dong-Feng Deng, Tim Grundl, Laodong Guo, John Janssen, Jerry Kaster, Rebecca Klaper, Ryan Newton, Jhonatan Sepulveda, Matt Smith, Jim Waples

Excused: Tom Consi, Jenny Kehl, Sandra McLellan

Invited: Mallory Kaul, Rob Paddock, Margret Petrie, Val Klump

- I. Call to order at 3:11 pm. A quorum was present; no conflicts were identified.
- II. Adoption/Modification of Agenda
- III. Automatic consent: Approval of the February 5, 2016 minutes
- IV. Old business
- V. New business
 - A. Discuss APCC items
 - A 690/901 special topic course was approved for Russell and Carmen's fall 2016 seminar: Local to Global Aquaculture Systems.
 - APCC approved four PSM applicants for admission.
 - *Carvan motioned that the following two courses be the only courses to fulfill the PSM Professional Core Course requirement: 1) Science Communication to be designed for the freshwater students and taught by English professors Bill Keith, Dave Clarke, and Sam Graham, and 2) Freshwater 810 – Professional Development for Water Leaders. Klaper seconded; motion passed unanimously.*
 - *Carvan motioned to award Antonio Garcia the Brookby Scholarship (\$5,000) for the academic year 2016-2017. The scholarship will be awarded the semester Antonio is enrolled in Frshwtr 980. Sepulveda seconded; motion passed unanimously.*
 - *Carvan motioned that CGSA and REA funds be allocated as follows: 1) 9 month RA to Katelyn Bockwold; 2) 9 month RA to Meagan Stettmisch; 3) 4.5 month RA to Eric Geisthardt and 4) 4.5 month RA to Michelle Soldering. The following stipulations apply to the 4.5 month RA awards: 1) if Janssen receives Army funding for Eric Geisthardt the 4.5 month RA reverts back to SFS for distribution, and 2) if Michelle Soldering receives an AOP Fellowship from the Graduate School, the 4.5 month RA reverts back to SFS for distribution. If RAs come back to SFS, support for Ryan Bartelme will be the priority if support is still needed. Aguilar seconded; 1 abstention, motion passed.*

- Klaper informed the faculty that if Jared Bozich or Nicholas Niemuth are awarded a fellowship from the Graduate School then she will return Megan Stettmisch's RA allocation to SFS, as she will then have funding for Megan.
- *Sepulveda motioned that Mallory Kaul will be assigned as the initial advisor for incoming PSM students and is responsible for helping the new students identify a permanent advisor before the end of the first semester. Klaper seconded; motion passed unanimously.*

B. Class scheduling procedure

- *Carvan motioned to follow the below Procedures for Building the Class Schedule going forward to schedule classes. Bootsma seconded; motion passed unanimously.*

PROCEDURES FOR BUILDING THE CLASS SCHEDULE

The general operative principle here is that each faculty member is responsible for their teaching load each semester. If a faculty member proposes to use an adjunct for all or part of their teaching load, it is the responsibility of that faculty member to identify both the replacement and the source of funding for that replacement.

In order to smoothly build each semester's schedule, all four of the following steps shall be completed **ONE WEEK BEFORE the PAWS entry deadline**. PAWS semester deadlines are to be found at <http://uwm.edu/registrar/faculty-staff/schedule-of-classes-resources/soc-development/>.

1) faculty member X sends a request to teach a course to the Academic Affairs Manager (Mallory)¹.

2) Chair of the APCC collates all course requests (including 650) for a given semester and the APCC determines if the requests

- a) fulfill the teaching needs of the school,
- b) reflect a proper workload for faculty member X
- c) have identifiable funding sources in place for boat fees, lab fees or field trip fees². If faculty member X proposes to use an adjunct to help with the course, (s)he must specify the adjunct involved and the source of funding to be used for adjunct pay. All proposed funding sources must be approved by the Dean.

3) If faculty member X proposes a buyout, that buyout will not be granted unless-and-until the instructor of record has already identified a replacement and a funding agreement is in place.

4) The resultant APCC recommendations go to the full faculty for approval. Approval rests on the same criteria.

¹ A new course with its own course number needs 1 year advance notice in order to get through all the on-campus committees and onto PAWS in time to be taught.

² In order to charge student fees for a course, the campus approval process must start in January for the following academic year.

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C. Field/Analytic Course Discussion

- *Kaster motioned that the new field course and the new analytic course should be 3 credits each. Sepulveda seconded; motion passed unanimously.*
- *Carvan motioned that the 3 credit Science Communication course be required for the MS Thesis and PhD programs. Klaper seconded; motion passed unanimously.*
- Bootsma motioned that the PSM program requirements state students can choose either the 3 credit field course or the 3 credit analytical course instead of both. There was no second to this motion.

D. Grundl provided an update on L&S regarding the natural science departments.

- A discussion followed which included the possibility of Janssen creating an undergraduate topic course. Petrie will e-mail Janssen information on how to have a new course approved by UWM.

VI. Committee action/discussion items (chairs)

- A. APCC – Update provided at the beginning of the meeting
- B. PGR – No report
- C. EC report – Distinguished Professorship being considered
- D. Grad Rep report – No report

VII. Associate Dean's remarks

- A. Associate Dean of Academics – No report
- B. Associate Dean of Research (Klump)
 - Grundl will be offered the Associate Dean of Academics position. A new EC Chair will be needed once this transition takes effect.
 - NRT RFPs are due new year. A letter of intent needs to be submitted in April.
 - Grundl and Klump will send the faculty a document for input regarding how to help facilitate SFS in response to the CCOET report. The response will be sent to Chancellor Mone and Provost Brtiz.

VIII. Announcement and Reminders

- A. HR report (Ottman) – Emailed to faculty
- B. Fall 2016 Book Adoptions due in April. Mallory will send a reminder.

IX. Meeting adjourned