

UWM Faculty Standing Committee Information

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Introduction:

UWM's governance committees are conducted per Roberts Rules of Order. While each committee has its own unique set of responsibilities and membership, the conduct of committee business remains consistent and procedurally sound by following the points below.

Committee Charges and Functions

The charge for each standing committee is specified in UWM Policies and Procedures, Supplement to Chapter 6. Individual committee charges can also be located at:

<http://www.uwm.edu/Dept/SecU/facstcom.html>.

In accordance with UWM Policies and Procedures, faculty standing committees:

- (1) study referred problems(or undertake studies in designated fields) and make recommendations for action to the administration,
- (2) study problems and make recommendations for Faculty Senate action,
- (3) make rules within terms of authority granted by the University,
- (4) make determination of issues of fact in cases where authority has been granted by faculty legislation
- (5) establish subcommittees to investigate back to the parent committee.

Committee Membership

Membership of committees is established by UWM Policies and Procedures Supplement to Chapter 6. Membership information can also be found at

<http://www.uwm.edu/Dept/SecU/facstcom.html>.

Members of the administrative staff may serve on a standing committee if they were elected to the committee as a member of the faculty. Administrators may not serve on a committee that

advises or considers policy for any activity of which they are an administrator. Administrative staff may serve as ex-officio members of a committee.

Committee Chair Responsibilities

Committee chairs are elected by the committee membership and serve a one-year term. Committee chairs have the responsibility to schedule meetings, create and disseminate committee agendas and minutes, and serve as the representative of the committee to other standing committees and well as to the Faculty Senate.

Committee Agendas and Minutes

Agendas should include information indicating day, time, and location of meeting as well as the following:

1. Approval of Previous Meeting Minutes
2. Old Business
3. New Business

They should be circulated to members at least one week prior to the meeting (where possible). Agendas can be distributed through use of the committee's reflector which is available through the Office of the Secretary of the University.

Minutes should contain the date of the meeting, members and guests present and members absent as well as the following:

1. Approval of previous minutes
2. Listing and discussion of old business items.
3. Listing and discussion of new business items.
4. Listing and discussion of other business or announcement.
5. Time of adjournment.

Minutes should be sent electronically to the Office of the Secretary of the University where they will be placed on the SOU Web site.

Notice of Meetings

To comply with Wisconsin Open Meetings Laws all meetings must be noticed (publicly announced). Instructions for placing public notification on the UWM Web site can be found at the following:

http://www.uwm.edu/News/Open_Meet/om_instructions.html

Please note that notices must be submitted by noon Thursday prior to the week of the meeting.

Closed Meetings

Closed meetings are defined under Wisconsin Statute s. 19.85. A closed session occurs when only members of the body are permitted to be in attendance. Section 19.85 (d) allows for a closed session when promotions or performance evaluations are being considered by the committee.. If the committee will be meeting in closed session, a motion must be made to move into closed session pursuant to Wisconsin Statute s. 19.85 (1) and the motion to be considered must be stated. A roll call/ballot vote is then taken and recorded.

The following steps must precede a closed session (s. 19.85 (1), Stats.):

1. The body must first convene in open session.
2. A member of the body must move that the body convene in closed session, stating the nature of the business to be considered in closed session.
3. The chairperson must reiterate the nature of the business to be considered in closed session and cite the relevant exemption under s. 19.85 (1), Stats., that provides authority for the closed session.
4. The contents of the announcement must be recorded in the minutes of the meeting.

The motion must be passed by a majority vote of those present. The vote of each member on the motion to close the session must be ascertained and recorded in the meeting's minutes.

Voting on Motions

In accordance with UWM Policies and Procedures, ex-officio members of a standing committee are not allowed to vote. All other members of the committee have the obligation to register their vote on a formal motion. Votes may be taken by voice, a show of hands, or any member has the right to call for a roll call vote. Members of the committee are not permitted to vote in absentia. The record of the vote should be recorded in the minutes.

Replacement of Committee Members

In the event a member of the committee resigns prior to the end of their elected term, please notify the Office of the Secretary of the University. A replacement member will be identified and formally appointed to the committee by the Secretary.

Standing Committee Annual Reports

Each standing committee must submit an annual report to the Faculty Senate. Normally, the request for the annual report will be issued by the Office of the Secretary of the University in May. Reports are presented at the following September Meeting of the Faculty. The format of these reports includes a listing of the members of the committee, the committee's charge, and a summary of the business conducted at the committee

meetings. A copy of the annual report of the Academic Policy Committees is attached as an example of the content and format of this report.

Placing Business Before the Faculty Senate

Any standing committee may submit items of consideration to the Faculty Senate by forwarding the item to the Secretary of the University who will then direct that item on the agenda of the Faculty Senate Rules Committee which has the responsibility of preparing agendas for the Faculty Senate.

Meeting Quorum

A quorum of one-half of the *voting* committee members is required for the transaction of business at meetings of faculty committees except as otherwise may be specified under UWM Policies and Procedures.

University of Wisconsin–Milwaukee

Academic Policy Committee 2005-2006 Annual Report

Members:

Lee Ann Garrison, Asst Visual Arts
Alan Horowitz, Prof Civil Engineering
Cindy Walker, Assoc Educational Psychology
Beth Warner, AS Enrollment Services
Gerald Bergtrom, Prof Biological Sciences
Stephen Samerjan, Assoc Visual Arts, **Chair**
Kathleen Dolan, Assoc, Political Science
Carol Haertlein Sells, Assoc Occupational Therapy
Chiu Law 2 Assoc, Elec Engin/Comp Sci
Christine Lowery, Assoc Social Work
Kristine Raymond, AS Bus Adm (acad adv) -
Thomas O'Bryan, Assoc Dean, L&S
Gwat Lie, Assoc Dean
Sally Lundeen, Dean Nursing
Joseph Ohler, Student
Dominick Riesland, Student

Charter:

Functions/ Responsibilities:

- On its own initiative and/or in cooperation with other faculty committees, represents student interests and concerns in problems of educational policy which are within the purview of the University Faculty. Educational policy includes but is not limited to, grading system, add/drop policy and the academic year calendar. (Matters of academic program and curriculum are within the jurisdiction of the Academic Program and Curriculum Committee.)
- Studies and makes recommendations to the Administration, the University Faculty or the Faculty Senate, or other appropriate faculty committees concerning academic policy. The committee may arrange for public forums and referenda among students on matters which the committee is studying.
- Maintains liaison with the Administration and the faculties of the several schools and colleges on matters of educational policy which are within the jurisdiction of these schools and colleges for the purpose of consulting with them on matters which have been brought to the attention of the committee and which it has studied; and for the further purpose of proposing possible uniform standards in these matters. For the latter purpose the committee may consult with individual representatives of the schools or colleges.
- Consults with the several schools, colleges, and departments, their executives, and relevant committees, about problems of educational policy which have been brought to the attention of the committee. In these matters the committee shall maintain close liaison with the Academic Program and Curriculum Committee, the Graduate Faculty Council, and the University Committee.

Meetings:

Five of the eight meetings to which the members of the Academic Policy Committee were called during 2005-6 were devoted to a review and revision of Faculty Document 1895, the Uniform Syllabus Policy. At its February 2006 meeting the APC voted to advance its revised USP to the Codification Committee for review.

Having recognized that conflicts do occasionally occur in the Final Examination Schedule, the Secretary of the University requested that the Academic Policy Committee offer advice to both his office and the Department of Enrollment Services regarding the resolution of rare conflicts that may present in the final schedule matrix; the following is the recommendation the APC supported at its April 2006 meeting:

The only authority appropriate to the APC vis a vis the final exam schedule as far as creating additional exam periods would be to add Sundays to the calendar. It seems to the APC that the greatest source of possible conflicts are the one day per week classes. At present, the APC finds that there seem to be sufficient time slots during the regular final exam week to schedule exams for F only classes. The APC recommends that the Secretary of the University consider using available weekday 8-10pm and Saturday 530-730pm and 8-10pm times to forestall potential conflicts caused by F only classes. Irregularly scheduled daytime one day per week MTWR classes might be handled within the regular exam schedule as the following example will illustrate. For example, classes that meet once a week M 1230-230 (or 1230-330) would follow the MWF 1230 exam period while classes that meet once a week W 1230-230 (or 1230-330) would follow the MWF 130 exam period. A similar rule could exist for one day a week T and R classes. Apparently there have been no irresolvable conflicts related to the current exam schedule procedures for classes meeting more than three times per week. Any remaining conflicts could be resolved on an ad hoc basis, as they have in the past.

Respectfully submitted on behalf of and with gratitude to the members and guests of the 2005-2006 Academic Policy Committee,

Stephen Samerjan