

CALS Academic Planning Council

6201 Microbial Sciences Building

October 5, 2021, 1:00-2:30 p.m.

2021-22 meeting materials found at:

<https://uwmadison.box.com/v/CALSAPC21-22>

Attendees: Samuel Butcher, Jed Colquhoun, Todd Courtenay, HuiChuan Lai, Jamie Nack, Xuejun Pan, Francisco Peñagaricano, Guanming Shi, Michael Thomas, Michael Xenos

Absent: Barbara Ingham, Carrie Laboski, Mehdi Kabbage, Eric Kruger

Ex Officio: Mark Rickenbach, Kate VandenBosch, Karen Wassarman

Guests: Doug Sabatke (departed at 1:37 pm), Justin Sills (departed at 1:16 pm)

Minutes by: Therese McHenry

Welcome and introductions

Review agenda

Revisions to current agenda

- *No revisions were made to the agenda.*

Consent Agenda

1. Approve minutes for September 21 meeting (Box)
 - *Item 1 was approved by consent.*
2. Science of Fermented Food and Beverages, undergraduate certificate: discontinuation
 - *Item 2 was approved by consent.*

Action and Discussion Items

3. Title and Total Compensation update and questions from APC (Box)
 - *Justin Sills from CALS Human Resources provided a PowerPoint presentation which can be found in Box at: <https://uwmadison.box.com/v/CALSAPC21-22>.*
 - *Additional notes from the verbal presentation, not viewable in the PowerPoint presentation*
 - *Slide 2*
 - *Not all positions are in-scope jobs.*
 - *Of in-scope jobs, there is a 98% completion rate for the mapping conversations.*
 - *Slide 4*
 - *At implementation on November 7, in-scope and out-of-scope employees in the HR information systems will have a new job code.*
 - *Employees who are in-scope for Title and Total Compensation (TTC) will also have a new title, which has already been inputted into the HR information systems.*
 - *The formal appeal process is being developed by the Office of Human Resources (OHR).*
 - *Questions from the committee*
 - *What is in-scope and what is out-of-scope?*
 - *Faculty, employees in training, and student assistants are out-of-scope, and generally speaking, all academic and university staff are in-scope.*
 - *Are existing salary rates equitable to the market?*

- *Some titles are hard to compare with the market. Some titles are in a good place and others may be out of alignment. The ranges are wide in the market, which gives campus the ability to work within the ranges and promotion progression.*
- *We have heard that there are central funds to bring employees up to the minimum salary range of their new TTC title. Is that correct?*
 - *Yes, there are some funds earmarked for this and additional funding discussions are underway. CALS Human Resources (CALS HR) is working with OHR on concerns, including concerns around soft-funded employees. Adjustments should be effective November 7.*
- *If there are grant-funded staff who need to be brought up to the minimum range given their new TTC titles, what is the timing and how does it work? Do grant funds need to be used? Employees may be aware of the November 7 implementation date and eager to be paid a higher rate.*
 - *If someone's wage is being brought up to the minimum, there may be a different process. This is still being developed. Work with your CALS HR manager to determine appropriate timing.*
- *After November 7, will the directory reflect employees' new titles?*
 - *Yes, that is believed to be true.*
- *Will individuals who get adjustments related to TTC still be eligible for the 2% increase in January?*
 - *Yes, adjustments with the pay plan will be based on the current rate of pay.*

Informational Items and Announcements

4. Capital facilities update (Box)

- *Senior Associate Dean Mark Rickenbach provided a PowerPoint presentation which can be found at: <https://uwmadison.box.com/v/CALSAPC21-22>.*
- *The presentation given to the Campus Planning Committee (CPC) can be in Box at: <https://uwmadison.box.com/v/CALSAPC21-22>.*
- *Additional notes from the verbal presentation, not viewable in the PowerPoint presentation*
 - *Slide 3*
 - *When we present to the CPC, we give them an overview of the college and our priorities.*
 - *This time we focused more on plant sciences as most of our projects for this period will relate to plant sciences.*
 - *The recent facilities project with the Meat Science and Animal Biologics Discovery Building is complete and the Center for Dairy Research/Babcock Hall project is ongoing.*
 - *Over the years there has been investment in the life sciences.*
 - *Slide 5*
 - *The USDA ARS plant germplasm facility will replace an aging facility to serve all plant researchers.*
 - *There is whole funding for this building currently in the Senate appropriations; we should know in December what amount will be passed in the annual budget which is separate from the facilities bill.*
 - *It will be a federal building.*
 - *This will be a functional building to move plant materials from fields to campus to work in research labs.*

- *This project would bring the USDA Potato Genebank from Peninsular Agricultural Research Station to campus.*
 - *Slide 9*
 - *Additional greenhouses are needed to adequately support our plant research.*
- *The capital plan request is separate from the CALS facilities master plan that deals with our on-campus footprint and our needs for the future. We hope to be working on the facilities master plan next year. The facilities master plan will be followed by a separate process for the agricultural research stations.*
- *Questions from the committee*
 - *What is a capital facility versus another type of facility?*
 - *A capital project is anything over \$185K.*
 - *Projects that are \$185K or less are typically Physical Plant projects.*
 - *Capital projects go to the CPC and require state funding or bonding authority.*
 - *They often are large building projects or major renovations.*
 - *Because the state budget is biennial, every two years the college, campus, UW System, and the state all build lists of project requests.*
 - *There are also projects shared with the CPC that do not need state spending authority and are funded with gifts or grants.*
 - *Is there plan to minimize disruption during construction to the Agricultural Hall lecture hall?*
 - *Construction on the lecture hall is expected to start in May after classes end, but lead time for materials may take the room offline for an entire academic year.*
 - *Do we expect the building projects at Chemistry and Van Hise to be completed before the Agricultural Hall lecture hall project starts, as there have been known classroom shortages?*
 - *We hope so. Chemistry had a major mechanical duct fail and they are working to resolve that. The exterior of Van Hise has had significant work but we are unsure of the scope of the entire project.*
 - *The Agricultural Hall lecture hall is scheduled to go offline after graduation in May 2022 and is predicted to be offline a full year. How will this impact classes and be communicated as it is the only lecture hall to accommodate more than 500?*
 - *It is a complicated space to renovate because it is on the historical register and also has utilities coming up from the bottom.*
 - *This is general assignment classroom, and the project will be managed by Space Management and Facilities Planning and Management, who will be lead on communications.*
 - *The project will update seats to modern seats, which will result in an unknown loss of capacity.*
 - *Is there any prediction on what the college would need to raise from private gifts versus state funds for the Agricultural Hall student services center project?*
 - *Typically, the request is that the costs are split 50/50.*
 - *Because we are asking for state money, a pre-planning study is required and must be complete before the project request biennium, which is 2027-29.*
 - *This will give us time to plan how we want to use the space, as it has a unique footprint.*
 - *If there is funding available, we can shift priorities to begin a project earlier.*
 - *What is the process for the scope and pre-design work for the Agricultural Hall student services center project?*
 - *The CALS facilities master plan will inform this.*

- *A design firm will conduct a pre-planning study and from the master plan we will know what groups to target to help refine a plan. Administrative units, as well as departments, will have input.*

5. Promotion to full professor—FP&P, college guidelines, and departmental policy updates (Box)

- *Faculty Policies and Procedures (FP&P) regarding promotion from associate professor to professor was updated to standardize the promotion process.*
- *Those changes were approved by the Faculty Senate.*
- *One noted change is the Council of Full Professors. Only full professors in the department may vote on associate professor promotions.*
- *The college updated its guidelines accordingly.*
- *The college will continue to require letters of support, which is a CALS-specific requirement.*
- *Departments now need to update their process for promotion from associate professor to professor.*
- *Questions from the committee*
 - *Is there a minimum number of people for the Council of Full Professors?*
 - *Yes, a minimum of three.*
 - *Does the college have any guidance on when people need to be reviewed?*
 - *There is language set by FP&P which this says that associate professors must be considered for promotion within five years of promotion to associate professor.*
 - *Is the decision to promote someone early made by departments?*
 - *Administration would be interested to see what departments think is reasonable. One would have to justify a track record that is beyond their achievements from assistant to associate.*
 - *What is timeline for departments to develop their new policy?*
 - *The campus deadline is December 31, but the college deadline is December 15 so we can collect and send them together for campus review.*
- *Some of the issues concerning other units didn't seem to be significant to CALS and should make for a fairly easy transition.*

6. Dean search update

- *This may be a perennial item due to it evolving over the next few months.*
- *Campus is working on constituting the search and screen committee, engaging the search firm, and drafting the position description.*
- *There will be structured opportunities for different college groups to talk to the search and screen committee about qualities and attributes they want in a dean.*
- *While the search activities are underway, campus is not ready for them to be announced yet*
- *The first thing we may see is the search and screen committee be announced.*
- *It will be interesting to see who the chair will be; typically this is a faculty member in the college.*
- *Jed Colquhoun most recently chaired the search and screen for the Division of Extension dean and was asked to share his thoughts.*
 - *The process of the dean search is more prescriptive than you may think, especially the composition of the search and screen committee.*
 - *There is a strong role of the search firm; potential applicants can be referred to the search firm.*
 - *The format is very structured but there is plenty of opportunity for interaction in the process.*

For the October 19 meeting, there will be three proposals from L&S for the committee to discuss.

- *Generally, for proposals for new or changed academic programs, we tend to devote two meetings to the topic so there is adequate time to raise questions and obtain answers.*
- *Due to L&S deadlines, we will only see these particular items once to provide feedback.*
- *All these proposals are related to the new School of Computer, Data and Information Sciences (CDIS).*
 - *Statistics is proposing a named option within MS-Statistics called Applied Statistics.*
 - *Last year our MS-Biometry was put on hiatus and admissions were suspended because it's a low enrollment program. This proposed named option would take similar students.*
 - *There is a proposed new L&S undergraduate major in Informational Sciences.*
 - *There is a notice of intent to plan a MS-Data Science, which is a 131 revenue-generating program.*
- *Questions from the committee*
 - *Can these be shared?*
 - *Yes, they are in Lumen and they will soon be shared with department chairs for feedback.*
 - *What level is CDIS?*
 - *It's a component within L&S. It is similar to the School of Social Work or a school with integrated programming within a college. CALS does not have entities like this.*

The meeting adjourned at 1:54 pm.