



**College of Engineering**  
UNIVERSITY OF WISCONSIN-MADISON

**ACADEMIC PLANNING COUNCIL MINUTES**  
**WEDNESDAY, OCTOBER 17, 2021**  
**1:30 PM – 3:00 PM**  
**ROOM 3609 EH**

attendees:

O. Alagoz, S. Babcock, W. Block, R. Bonazza, E. Borbely, L. DeBaillie, G. Harrington, D. Ludois, D. Lynn, D. Noyce, X. Qian, I. Robertson, M. Romero, O. Schmitz, J. Sheridan, A. Whitehorse

absent:

C. Brace, E. Harris, D. Henderson, C. Walters

guest:

S. Hagen

Announcements/Approval of Sept. Meeting Minutes

September meeting minutes approved unanimously

Request from College of Letters and Science to review and provide a letter of endorsement for:

- a. M.S. in Data Science - Notice of Intent
- b. BA/BS in Information Science
- c. Named option in Applied Statistics for the M.S. in Statistics

Add ECE to the departments that may be impacted and should be contacted when drafting the full proposal for the Data Science MS program.

Motion to recommend providing a letter of endorsement for these three degree programs passed unanimously.

Remote Work Evaluation Measures

The draft document outlining ways to evaluate the effectiveness of the remote work policy was distributed. About 38% of staff are currently working remotely 2 days/week, with 70% part of the pilot program and 30% research staff that PIs determined could work remotely.

The document was drafted in collaboration with department administrators and CoE Office of Human Resources; looking to identify qualitative and quantitative metrics to determine success of the pilot program. Should the program continue as is, be expanded or be discontinued?

In determining the future of remote work, will need to consider whether the college continues to meet the instructional, research and outreach missions as well as or better in a remote work environmental. Other

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considerations include: onboarding and integrating new employees; does it work well for all employees; effect on career progression; diversity concerns.

Comment made that employee input should be integrated as part of the decision making process; attempt to retain staff. Employee input received through department administrator-staff meetings; performance reviews; other one-on-one meetings.

Would like to distribute the document soon so that feedback on the pilot program can be gathered and a decision made before the end of December, which is when the current remote policy agreements end.

Please send any additional comments to Adam Whitehorse and/or Jason Jankoski.

#### Full Professor Promotion Guidelines

Campus developed new guidelines for promotion to full professor, notably outlining the rights of the associate professor and the appeal process. The college guidelines were revised to align with campus guidelines.

Leadership Council requested clarification on what it means “to be considered” for promotion and specify that a subset of the full professor council can review the case for the initial consideration (whether to move forward in the process, i.e. request letters) before bringing to the full council of full professors. Only full professors can vote on the promotion.

Document will be distributed once more for a final review.

Motion to recommend guidelines with changes proposed by leadership council passed unanimously.

#### Third-Year Assistant Professor Guidelines

There was a discussion around assistant professors sending their mentoring report/concerns to the department chair instead of to the dean’s office. If serious mentoring concerns are brought to the dean’s attention by the faculty member, chairs are notified by the dean and asked to address the concerns.

The review timeline was developed to allow the Promotions & Tenure Committee enough time to complete the reviews. Due to the number of hires in recent years, there is an increased number of reviews needed.

Motion to recommend amended guidelines passed unanimously.

#### Professor of Practice Guidelines

Proposed guidelines are consistent with campus policy; after review by APC and Leadership Council, needs to be reviewed by campus. Motion to recommend implementation of the guidelines passed unanimously.

Moved into closed session for budget update

Moved back into open session to adjourn