HeadsUp Steering Committee
Meeting Minutes
3:30-5 p.m. Monday, April 16, 2018, Arizona State Museum

In attendance: Co-chairs Patrick Lyons (Museums) and David Cuillier (Journalism), Todd Proebsting (Computer Science), Anthony Muscat (Chemical Engineering), Linda Shaw (Disability & Psychoeducational Studies)

Committee elections
The committee unanimously voted to bring on seven new members in 2018-19 to join the four who will continue on, totaling 11 (the guidelines allow 9-11 members). The voting members sought diversity in colleges in its selection.

New members starting 2018-19:
- Linda Denno, UA South
- Colin Blakely, Art
- John Koshel, Optical Sciences
- Kitt Farrell Poe, Agricultural-Biosystems Engineering
- Praise Zenenga, Africana Studies
- Brian Erstad, Pharmacy
- Douglas Ulmer, Mathematics

Continuing members:
- Diane Austin, Anthropology
- Monica Kraft, Medicine
- Myra Muramoto, Family & Community Medicine
- Edward Reid, Music

The committee members in attendance (all of which are not continuing on the committee because of stepping down as heads or expired terms) did not elect co-chairs for the upcoming year. Rather, they decided that was best done at the May 7 meeting when the members continuing on (and new members) could have input. David Cuillier passed along a recommendation from Diane Austin that the committee May 7 consider divvying up the workload among several people, such as one person to organize luncheons, one to attend Provost’s Council, and one to organize steering committee meetings/agendas.

Topic updates
David Cuillier updated the committee on various issues still under way on campus, including reviews of RCM budgeting, UA Vitae, annual review processes, and the strategic plan. He said all of the processes will continue into summer and action will be unlikely to materialize until fall semester. David, who sits on committees regarding RCM, UA Vitae and annual reviews, said he would continue to update heads as new developments occur.

President Gathering
The president will meet with heads on campus 2-3 p.m. Wednesday, May 9, in the Old Main Silver & Sage Room, followed by a reception 3-4 p.m. The gathering will be just for heads, not for upper administrators. Todd recommended we send an email on the heads listserv soliciting questions to ask of the president in order to generate interest and prepare him for the visit.
Heads Training

David Cuillier reported that at the Provost’s Council this morning there were questions about what kind of systematic training might be useful for incoming heads. They asked for feedback from HeadsUp. The committee brainstormed ideas for essential topics that new heads should get immediately upon starting – critical keep-my-out-of-jail type topics:

- Who’s who and what they do – just who is Gail and Tom, and the provost, and the various committees/entities/structures on campus? What actually matters and what can you blow off?
- Hiring and firing techniques and policies, including role of HR, SPFI, OIE, OGC, etc.
- Money, including budgeting, RCM, income sources, different colors of money, taxes, etc.
- Title IX, sexual harassment, and practical tips for appropriately dealing with difficult people without getting sued.
- APR and assessment – what the university will expect of your unit when it is reviewed, so you can get started immediately in shoring up issues.
- Dealing with grade appeals, academic integrity violations, research misconduct and other problems that will arise immediately.
- TPS reports and their cover sheets: Critical forms you will run across and what you need to know about them. Is the key report that important? What about the electronic forms you have to click “Approve” on? Twenty reports in 20 minutes.

Then, in addition to the core essentials, other sessions can be held to improve and hone departments, including:

- Actual new upcoming policies/changes that will affect departments directly
- Fundraising tips and resources on campus
- Techniques for increasing a diverse student body and faculty
- Recruitment and retention
- Time management and leadership

Committee members expressed skepticism that training modules/sessions would go over well if mandated. One idea was to reward heads with $100 per session for their unit if they attend. Another idea that garnered strong support was to have incoming heads attend a two-day boot camp each August before classes start, held at a local resort with breaks, meals, and happy hour with experienced heads. Have the critical sessions covered, along with visits by top administrators, including the president. Make it a special event that immerses new heads in the core fundamentals they need to know to survive, manage effectively for their staff/faculty/students, and keep themselves and the university out of court. Some sessions might appeal to existing heads (e.g., the afternoon before a joint happy hour), which could foster campus networking and informal or formal mentoring. Provide a notebook/handbook for each head with resources, as well as resources online for heads to reference later.

NAU Academic Chairs Council

David Cuillier mentioned that he reached out to the director of Northern Arizona University’s Academic Chair Council (https://nau.edu/academic-chairs-council/), which is similar to HeadsUp, to ask questions about their structure, activities, and compensation for leaders. He said he would report back at the May 7 meeting about anything he finds. He said he could not find a comparable organization at ASU.
Upcoming Meetings

- May 7 (Monday), 3:30-5 p.m., committee elections (Todd to likely host, room TBA)
- May 9 (Wednesday), 2-3 p.m. Q&A with President Robbins with reception 3-4 p.m., Old Main Silver & Sage Room
- June steering committee meeting – up to continuing members and new members to decide if they need, to plan out the fall retreat and 2018-19 luncheons
- Aug. 13 (Monday), 8-2 HeadsUp Fall Retreat, with president and others. More info to come