As a result of this meeting, the following decisions were made:

1.0 PREVIOUS MEETING

The minutes of the 2019.01.09 meeting were approved as circulated.

2.0 INTRODUCTION

Vice Provost for Faculty Affairs, Andrea Romero, joined the Steering Committee as an official member. She invited the Committee to assist her in an advisory role. She announced forthcoming initiatives:

2.1 UA Vitae

Review efficacy of the UA Vitae platform, as it is time to renew the license, or change software.

The Committee recommended official recognition of Maliaca Oxnam’s exceptional service in support of UA Vitae.

2.2 UA Strategic Plan

Romero will undertake a review of UA cultural climate under Pillar 5. The Committee noted it had sent recommendations to President Robbins, copy Tom Miller, regarding the Organizational Health Index (OHI) survey. Denno will copy Romero.

2.3 bias in Service Assignments

Romero cited evidence that females tend to do, or be assigned, more department-level service. She will send to Heads a hand-out on this tendency.

2.4 Heads development

Romero suggested the need for a future-Heads program, as part of the development programs being considered by the Steering Committee.

3.0 HEADSUP WORKSHOPS

3.1 January workshop

Debrief: The Committee asked that Miller orchestrate future workshops with a three-part structure: short presentation; table discussion; and report-out (approximately 20 minutes each).
The forthcoming Workshop on Heads Leadership will be run by a subcommittee:

MEMBERS: Ulmer (Chair), Denno (media support), Blakely, Erstad, Romero.

DENNO: Will invite Austin to join, too.

MILLER: Will pull and circulate the data to the subcommittee as soon as the survey closes.

Romero suggested offering some of the identical questions annually, so Heads leadership progress can be tracked over time.

The programs for the remaining semester workshops were reviewed.

GenED: The Committee asked Miller to find out who is making decisions regarding GenED changes and why Heads have not been consulted.

Blakely agreed to find a venue for the final HeadsUP Happy Hour, one conducive to a group reception.

Current draft of the Operational Guidelines was reviewed. The Committee authorized Miller to make the following changes:

- Steering Committee meetings should be open only to members and invited guests. Miller is to confirm the legality of this policy with the Office of the General Counsel; then write it into the Guidelines.
- Committee should have the ability to dismiss guests and ex officio members and go into Executive Session.
- Remove references to an Associate Director, which was eliminated at the last meeting. Review of Executive Director should be done by three Steering Committee members, who will elect their own chair.
- Remove the second “hereafter ‘Heads.’”
- Committee does not want an open call to Heads for review and comment of the Guidelines; just put it up for vote.
- Steering Committee membership is supposed to be staggered with approximately 1/3 of the Committee being refreshed every year. In the current membership, only one person is scheduled to cycle-off this year.
- Zenenga said he needed to resign at the end of this academic year due to other commitments.
- The Committee agreed that Miller should call for volunteers to step-off or take short terms in order to re-balance membership.
- The Committee considered a request to add Diane Brennan as a non-voting member, regular attendee, or by invitation to Steering Committee meetings. It decided to invite her to sessions where the agenda is especially relevant to her expertise.

The Committee reviewed the 2019 HeadsUP Survey and made a plan for analyzing the results (3.2).
6.0 HEADSUP MEMBERSHIP

6.1 terms of reference An anonymous request to stop using Heads as a reference to department heads, directors, program chairs, and other titles for department-level administrators was considered and rejected on the basis of tradition and lack of a substitute reference that is as short and effective. Miller was, however, asked to invite more detail on the concern.

6.2 membership As there is not a clear definition of who is included in HeadsUP, the matter will be considered at a future meeting. Miller to find out who is included now.

7.0 NEW BUSINESS

7.1 RCM change There was concern on the Committee over the recently announced change in how SCH will be tracked under RCM, from following the course owner to the instructor’s home department.

The Committee asked Miller to:

7.1.1 Send a notice of this change to all Heads;
7.1.2 Schedule a webinar for Heads;
7.1.3 Bring someone with appropriate background to the next Steering Meeting to discuss it.

8.0 FOLLOW-THROUGH Tasks will be handled as indicated; incomplete tasks from past meetings are not repeated here. Where applicable, numbers below refer to paragraph numbers above.

Blakely BY 4/1: find venue for the final HeadsUP Happy Hour.

Denno BY 2/11: send Romero copy of HeadsUP letter on Organizational Health Index (OHI) survey to President Robbins.

BY 2/11: invite Austin to join subcommittee to study Survey.

Ulmer BY 2/20: Organize subcommittee to deliver program for next HeadsUP workshop.

Romero BY 3/1: Disseminate to Heads hand-out on tendency of females to do, or be assigned, more department-level service.

BY END SEMESTER: Consider official recognition of Maliaca Oxnam for exceptional service supporting UA Vitae.

Miller BY 2/15 set up SCH Tracking:
- Send a notice of this change to all Heads;
- Schedule a webinar for Heads;
- Bring someone with appropriate background to the next Steering Meeting to discuss it.

BY 2/15: Notify Brenan of Committee decision on membership; invite her to an appropriate Steering Committee meeting.

ON 2/16: Pull HeadsUP Survey data; distribute to subcommittee.

BY 3/1: Call for volunteers to step-off or take short terms in order to re-balance membership.
BY 3/1: Schedule consideration of HeadsUP membership for a future Steering Committee meeting; find out who is currently included.

BY 3/15: Find replacement for del Casino in GenED workshop. Find out who is making decisions regarding GenED changes and why Heads have not been consulted.

BY 3/15: Invite additional information regarding the request to drop “Heads” as a reference to departmental administrators.

JAN 2020: Add selection of questions from 2019 survey to 2020 survey to track Leadership development progress.

END OF MINUTES

If these MINUTES contain information that does not accurately reflect your understanding of issues or events covered, please advise sender in writing.