HEADS UP  
STEERING COMMITTEE  
MINUTES  
2019.03.13-10:00  MINUTE DATE: 0000.00.00-00:00

brought to order: 10:00; closed: 11:39

by Robert Miller, Executive Director

copy Steering Committee members

Asya Roberts -> HeadsUp webpage

members attending Erstad, Brian
Farrell-Poe, Kathryn
Reid, Edward
Ulmer, Doug

virtually attending Denno, Linda
Koshel, John

ex officio attending Romerio, Andrea (10:00-11:24)
Miller, Robert

absent Blakely, Colin
Kraft, Monica
Zenenga, Praise

late Austin, Diane (joined virtually at 10:10)
Muramoto, Myra (10:06-11:24)

quorum 11 members; quorum = 5.5 votes; present: 6-8; quorum present: yes

guests Jim Florian, Associate Vice President, Institutional Analysis

meeting date 2019.03.13-10:00  MINUTE DATE: 0000.00.00-00:00

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

1.0 PREVIOUS MEETING

The minutes of the 2019.02.08 meeting were approved as circulated.

2.0 SCH TRACKING

Jim Florian reported on probable changes coming out of the RCM3 analysis, including SCH tracking; presentation attached.

The Committee recommended the development of a simple online template, similar to a routing sheet, that would expedite agreements between Heads and become an official document tracked in the Provost’s office. It also suggested that such agreements be reported in the forthcoming RCM3 transparency guidelines that will be developed for Colleges.

Committee noted this as a potential program for AY 2019-2020.

3.0 HEADS ED

Heads continuing education + certification.

MOTION APPROVED: The Committee adopted the survey subcommittee’s proposal to convene a half-day retreat of a dozen selected heads to inform professional development programs for Heads.

The Committee directed Romero/Miller to implement:

DATE: Schedule a half-day retreat.

PARTICIPANTS: Select about a workable number of participants representing new and experienced Heads from various disciplines and department sizes; include an open call for volunteers.

RETREAT: Plan and hold the retreat.

PROPOSAL: Develop a draft continuing education program for:

a) review and comment by Deans and upper administrators;

b) review and adoption by the Steering Committee.
4.0 WORKSHOPS The forthcoming workshops were reviewed: 

4.1 26 March 11:30-1:00 prep MAR workshop: Interim Provost Goldberg + Interim CFO Rulney 

   location: Kachina Lounge, Student Union 
   Grisly Choices: RCM3 and funding the Strategic Plan 
   presenters: Jeff Goldberg, Interim Provost 
               Lisa Rulney, Interim CFO 

4.2 30 April 11:30-1:00 location: Old Main, Silver & Sage Room 
   THREE TRACKS TO SUCCESSFUL LEARNERS: 
   A new General Education to empower all learning. 
   presenters: Robert Miller, moderator 
               Gail Burd, Senior Vice Provost, Academic Affairs 
               others TBD 

5.0 HEADSUP MEMBERSHIP Miller reported that the definition of HeadsUP membership is currently based on a listserv that is maintained by Provost’s Office staff, which includes: campus heads/directors of academic programs, centers or institutes, associate heads/directors, administrative personnel that support heads and faculty, and human resources and office of the Provost personnel (Gail, Andrea, Brian and Marilyn). 

   MOTION APPROVED: Separate the current listserv into two groups: 
   a) members: Heads with responsibility for budget, HR, faculty assignments, leadership, and preside over a reasonably sized unit. 
   b) affiliates: associate Heads, support staff, and administrators with a vested interest in Heads. 

   This distinction is important for control of voting and would have implications if an educational certification is developed. 

   The Committee directed Miller to fashion a draft definition for HeadsUP membership and circulate to the Committee for comment and approval; then to oversee the creation of two listserves. 

6.0 HEADSUP RETREAT The Committee selected Monday, August 19 for the HeadsUP retreat and directed Miller to locate a venue on campus that is conducive small group break-out. 

7.0 OPERATIONAL GUIDELINES Miller reported on the Operational Guidelines vote, to date: 26 responses; 23 approve, 2 oppose, (1 obstain). Closes March 22. 

8.0 ELECTIONS Miller reported on the Steering Committee election cycle. The Committee has a required membership of 9-11, not including ex officio members. 

   Currently sitting: 11 members not including ex officio members. 

   With volunteers to take early retirement from the Committee, there will be 5 open seats (6 since the meeting). 

   Due to expire: 
   2020-3 seats 
   2021-3 seats 

   MOTION APPROVED: Elect 3 positions on 3-year cycles for 2022, changing membership to 9 members on staggered 3-year rotation.
9.0 NEW BUSINESS

9.1 5-YR review  Romero and Deno reported on the Committee of Eleven’s initiative to change the Administrator’s 5-Year Review process.

9.2 Provost Search  Romero reported on the Provost Search. It has completed airport interviews and finalists will be brought to campus by end of semester.

10.0 NEXT MEETING  11 April 10:00-12:00
location: ENR2 room N604 (enter at N500 (5th Floor) then up the stairs.
host: Ulmer)

11.0 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.

Romero+Miller  BY END OF SEMESTER, per above: Implement Heads Retreat on Heads education, develop proposal for Steering Committee.

Miller  BY 22 March: Close and report on Operational Guidelines ballot.

BY 1 April: Finish lining up presenters for 30 April Workshop.

BY 11 April: Fashion a draft definition for HeadsUP membership and circulate for comment and approval; then oversee the creation of two listserves.

BY 11 April: Secure venue for HeadsUP retreat.

BY 11 April: Call for nominations to HeadsUp Steering Committee, Elect 3 positions on 3-year cycles for 2019-2022.

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.