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

1.0 PREVIOUS MEETING
The minutes of the 2019.09.30 meeting were approved as circulated.

2.0 DIVERSITY RECRUITING
Romero/Miller reported on lessons learned from Institute on Diversity Recruiting. Romero reminded the group that implicit bias training is required this year for the chair and at least one member of each faculty search committee; this is a one-time training requirement. (Provost Folks later mentioned that she is going to push for everyone on every search committee to have training.)

3.0 HEADS AWARD
Romero announced an initiative to create a university-level department head award. She agreed to draft a proposal and circulate it to the Steering Committee for input.

4.0 OPERATIONAL GUIDELINES
Result of the online vote on DRAFT 2019.09.07.
quorum = 5 votes; voting: 6; quorum present.
APPROVE 6
OPPOSE 0
GUIDELINES ADOPTED.

Vote documentation attached.

4.1 representation
Review membership relative to requirements:

“If membership drops below 9, the Steering Committee may appoint replacements to serve until the next election cycle.”

“Replacement: A member whose appointment or status as a Head is voided may continue to serve out the time until the next election cycle upon vote of the remainder of the Steering Committee.”

As the Steering Committee is below 9, the Committee nominated Anna Oleary, Department Head of Mexican American Studies, to fill Reid’s vacancy for the rest of the year. Miller to see if she will serve.
5.0 STREAMLINING SUGGESTIONS

Result of the online vote on 2019.09.11 DRAFT memorandum to Provost Folks.
quorum = 5 votes; voting: 5; quorum present.

item 1.1 CT Faculty

APPROVE 0

OPPOSE 5

RECOMMENDATION STRUCK.

item 1.2 Faculty Emeriti

APPROVE 2

OPPOSE 3

RECOMMENDATION STRUCK.

item 1.3 tenure clock

APPROVE 2

OPPOSE 3

RECOMMENDATION STRUCK.

Follow-through on items removed from draft:

5.1 career-track faculty appointments: The Steering Committee agreed to work with Romero on a CT panel, but not to add it to one of the standing events or as a new HeadsUP event.

6.0 PROGRAMMING

6.1 fall workshop

Report on planning for the Fall workshop:

2019 HeadsUP Fall Workshop: ROLLOUTS
17 OCT | 11:00 am-1:00 pm
Silver & Sage, Old Main

STRATEGIC PLAN: Jane Hunter, VP for Strategic Initiatives
introduction: Blakely

THE NEW GENED: Elliott Cheu, Gail Burd
introduction: Ulmer

UCAP: Jan Myers, HR Director of Compensation
introduction: Miller

HR CHANGES: Helena Rodrigues, Interim, Chief Human Resources Officer (CHRO)
introduction: Erstad

RDI: Kim Patten, Director RDS
introduction: Fortna

OIA: Lisa Elfring, Associate Vice Provost OIA
introduction: Muromoto

6.1.1 introductions

Members present signed up to introduce presenters, as indicated.

6.1.2 lunch

Committee agreed to keep the lunch service in the middle of the event.

6.1.3 closing

Miller will close.

6.2 Spring Forum

Planning for the Spring Forum:

.1 STUDY ABROAD
New program and budget model.
confirmed: Brent White

.2 MICRO-CAMPUS PROGRAM; HOW TO DEVELOP PROPOSALS
Presentation of the program; case studies of successful and non-successful programs; hard-hitting questions.
confirmed: Brent White
suggested case studies: Eller, Law, Journalism.

3.3 UA BUDGET MODEL
RCM—how it’s working; move to a “total RCM” model including summer school and Arizona Online.
confirmed: Lisa Rulney

4.4 INCLUSIVITY AND CULTURE
Follow-up on security and culture practices after the incident last spring when the Border Patrol agents were on campus and racially-motivated attack this fall.
confirmed: Celina Ramirez

6.3 Spring Workshop
Planning for Spring Workshop. Suggested topics:

1. ADMINISTRATOR REVIEW
Proposed model

2. APR
Proposed revisions

3. HAPPINESS
Celestino Fernandez on Happiness [Romero]

7.0 COMMUNICATIONS
In response to limiting flow to HeadsUP listserves, do we need to create a general information channel?

“The Deans often forward things we share which means some heads may see things come through multiple times. Must be annoying.

At the same time, that approach can be inconsistent and result in some Heads not receiving information. On some occasions when we have not sent info to heads but gone straight to All-faculty, some heads have brought to my attention a concern about faculty receiving notices of info or opportunities before they do. I've tried to rectify by sending things in hierarchical order and including the Heads list.”

ACTION: Steering Committee suggested that Faculty Affairs send information from outside Heads organization to Heads through its channel, serving as gatekeeper.

8.0 TCE REVISION
Review and discussion of proposed TCE changes (attached).

ACTION: Steering Committee directed Miller to respond:

1. Concern that process has not been appropriately broad to solicit review around campus, including from Heads.

2. Request that units be able to add their own questions and offer a service to have these reviewed by experts to reduce bias, increase clarity, and improve getting the desired information.
9.0 PROVOST FOLKS  Open exchange. Provost Folks made these points:

9.1 career-track
9.1.1 searches Promotes national searches for full-time CT faculty hires.
9.1.2 hires Willing to streamline/facilitate CT hires if we will send obstacles.

9.2 promotion Would like more web promotion of Research impacts; more brand promotion of UA by faculty making presentations off-campus.

9.3 UA competition Stressed that R1 institutions and AAU Peers are our competition, not ASU and regional universities.

9.4 one campus Wants us to integrate [north-of-speedway] side of campus into a whole campus culture.

10.0 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 10/17: Prep brief speaker introduction for Fall Workshop.

Erstad  BY 10/17: Prep brief speaker introduction for Fall Workshop.

Fortna  BY 10/17: Prep brief speaker introduction for Fall Workshop.

Muramoto  BY 10/17: Prep brief speaker introduction for Fall Workshop.

Ulmer  BY 10/17: Prep brief speaker introduction for Fall Workshop.

Romero  University-level Heads Award: draft a proposal and circulate it to the Steering Committee from input.

BY 11/7: Draft a proposal for a University-level Heads award and circulate it to the Steering Committee.

BY 11/7: Bring Steering Committee proposal for a career-track program in the Spring, or, authorize the Committee to generate one.

ASAP: Create channel for general information to flow to Heads (7.0).

Miller  BY 10/7: Contact Anna Oleary, Department Head of Mexican American Studies, to fill Reid’s vacancy.

BY 10/7: Send Steering Committee input on TCE revision (8.0).

BETWEEN 10/7-17: Send reminders to presenters and Heads for Fall Workshop. Work with Asya to facilitate faster dining process and other arrangements.

BY 11/7: Finish planning for Spring Forum.

BY 11/7: Conduct initial planning for Spring Workshop.

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.