Before a quorum was present:

1.0 WORK/LIFE BALANCE

Denis Provencher presented emerging work on work/life balance in partnership with Faculty Affairs. Steering Committee agreed that Associate Professors would be an ideal group on which to focus support and build a culture of satisfaction and engagement (perhaps not branding it as “happiness”).

After a quorum was present:

2.0 PREVIOUS MEETING

The minutes of the 2019.10/03 meeting were approved as circulated.

3.0 FALL WORKSHOP

Debrief of HeadsUP Fall Workshop: Positive input received and strong attendance. Suggestions:

1. Hold workshops later so lunch is neither mid-morning nor in the middle of the program.

2. Build more exchange into the program so participants are more actively communicating to guests, making HeadsUP a sort-of focus group for some of our guests. Reduce presenter length.

3. Send end-of-semester digest from HeadsUP guests in follow-up to questions asked and suggestions made.

4.0 HEADS AWARD

Proposal: Distinguished Heads Award [Romero]

Steering Committee embraced the proposal. Made these suggestions:

1. Make clear that Nomination and Letter of Support can be multi-authored.

2. Proposal review, not by HeadsUp Steering Committee, but by committee named by Romero.


5.0 5-YR ADMIN REVIEW

Report: draft and status of pilot process [Romero]
Two deans and Miller will undergo a revised version of the 5-year Review in Spring 2020. Various issues discussed. Agreed that, for Heads, the concluding forum should be limited to the departmental community with a summary report going to other stakeholders.

6.0 HEADSMENTORING discussion: In scaling a mentoring program up for Heads, proposal was advanced to move to a peer-to-peer model based on teams of five with staggered 5-year rotation for Admin Review [Miller/Romero].

Ideas advanced:
- Have teams sit together at one or more HeadsUP events.
- Create teams based on 5-year review cycle, different colleges, different levels of experience, program interests.
- Start teams at random; then let build on the ones that survive the following year.
- Program should be voluntary.

Proposal to be developed by Romero/Miller.

Miller asked to set up reception for current NewHEADS Mentors in December.

7.0 NON-HEADS WORKSHOPS

7.1 Leading Change proposal: Leading Change workshop [Blakely]

Leadership & Organizational Development is running highly popular workshop on leadership to bring about change and they are willing to tailor a program for Heads. Important topic at the UA today.

motion: Change the Spring Workshop 2020 to a Leading Change workshop for Heads.
approve: 4
oppose: 0
motion approved.

7.2 career-track request: career-track and Annual Performance Review workshops [Romero]

It was agreed that Romero will set up focus groups on these topics and call in participation as needed.

8.0 HUSC MEMBERSHIP resignation: Linda Denno

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

motion: Invite Sue Brown to fill the remaining term; Denis Provencher if she declines.
approve: 4
oppose: 0
motion approved.

9.0 SURVEY do we need a HeadsUP Survey for 2020?

Romero asked that HeadsUp Steering Committee continue its annual Survey to facilitate information collection from Heads. Committee agreed.
Romero to draft 2020 Survey; to be issued in January and reported during Spring Workshop by HeadsUP; Miller to send links from the 2019 survey to Romero.

10.0 UAIR discussion of new dashboards by UAIR [Blakely]

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 and Miller BY SPRING SEMESTER: Revise proposal for HeadsMENTORING.

Romero BY 1/9: Draft HeadsUP Survey 2020 for review by Steering Committee.

Miller BY 11/7: Set up reception for current NewHEADS Mentors in December.

BY 12/5: Set up Spring Forum program agenda and specifics. Coordinate with guest presenters for more engagement by Heads.

BY 12/5: Arrange for Leading Change to be primary topic of Spring Workshop. Change time of event to allow later lunch prior to event start.

BY 12/5: Secure replacement Steering Committee member, per vote.

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.