HeadsUp Steering Committee Meeting Minutes
3:30-5 p.m., Sept. 22, 2017
Marshall Building Room 340

Attendance: Linda Shaw (Disability & Psychoeducational Studies), Diane Austin (Anthropology), Myra Muramoto (Family & Community Medicine), Michael Brewer (Libraries) Edward Reid (Music), co-chairs Patrick Lyons (State Museum) and David Cuillier (Journalism), Senior Vice Provost for Academic Affairs Gail Burd.

Academic Affairs

Senior Vice Provost for Academic Affairs Gail Burd spoke to the committee for the first 45 minutes about issues that will affect heads and directors. They included:

- Faculty Learning Communities have involved 237 faculty during the past four years. More information at http://academicaffairs.arizona.edu/node/310
- Learning to Learn website can help faculty improve student learning, http://academicaffairs.arizona.edu/node/406
- Student Advocates for Improved Learning also potential help for improving student learning in units, http://academicaffairs.arizona.edu/node/163
- More collaborative classrooms are on the way for the campus (just renovated two large lecture halls this past summer, PAS 201 and BSE 100 and produced 10 collaborative classrooms). They are collecting more information this semester from faculty about preferred configurations.
- The state is auditing student fees right now, so that might affect some units.

In addition, Higher Learning Commission accreditation in 2020 will require a variety of responses from department heads on campus in several areas. The re-accreditation, conducted every 10 years, is important because if the university fails it has repercussions, including shutting down the institution. The UA did poorly on assessment previously. Some areas that affect units:

1. Department heads will need to make sure all their faculty/adjunct instructors are qualified to teach what they teach, based on HLC guidelines (Gail sent a memo out in June about this, see http://academicaffairs.arizona.edu/hlc-credential-faqs). By September 2018 all faculty qualifications will need to be entered into UAccess Employee. The business managers of each college are in charge of getting this rolling, so might be happening in some colleges right now. Ultimately, heads will be responsible for making sure the right instructors are assigned to classes.
2. Syllabi will need to comply with HLC guidelines, including learning outcomes, assessment, credit hours, and student complaints. Central will provide funding for colleges to task faculty with making sure all syllabi comply. They might develop a form to simplify syllabi creation, enabling faculty to input certain information in boxes and automatically integrate university-wide policy, or links to policy.
3. Gen-ed courses also will need to comply with HLC guidelines.

Lunch Topics

The committee discussed for the rest of the time the lunch schedule for the rest of the year, coming up with four tentative sessions. Dates will need to be set and they could change depending on how things transpire. Session leaders are needed.

1. November
What’s coming down the road for departments regarding the university’s 2020 Higher Learning Commission accreditation, and how to prepare for the extra work. Also can talk about prepping in advance for academic program review. Gail Burd and Pam Coonan can attend to answer questions. **Need someone to prep the session and lead it** (pull together the key tasks that will be expected of departments, perhaps get a sense of how it might be done in different colleges, lead the session, provide handout).

2. **February**
   Innovative ways heads and directors around campus are finding funds through new entrepreneurial ventures. Run down a few dozen cool and unique activities that anyone can start in his or her own unit. Examples can include the museum’s Southwest bus road trip with donors, or Journalism’s new drone/virtual reality tech services for news organizations. Provide handouts with tips on whom to go to for getting approvals, how to get the word out, and how to store all the bags of cash. **Patrick to co-lead – need someone else to help.**

3. **March**
   How to improve the review/feedback process for heads and faculty. Discuss and brainstorm better ways of doing the administrative five-year review, how to provide informal useful feedback more frequently, and how to improve the annual review process for everyone. Can include some discussion of processes that work. **Need someone to lead this** – gathering details of what is being proposed, good practices, etc., and then likely to have Tom Miller and possibly HR there to answer questions.

4. **April**
   A talk with President Robbins about the strategic plan, RCM, cluster hires, and other topics that affect heads and directors. Get his sense of where he is going now that he is situated and can speak in more solid terms. **Dave will try to get a date set on his calendar.**

**Other Issues**
Other topics that might affect heads and directors this year have been raised by Tom Miller and others:
- The transition of the Non-Tenure Track title to “Career Track” requires units to update their documents and websites regarding their lecturers and professors. More important, units will need to address career track employees in their promotion policies, if they already haven’t.
- UAccess Analytics will have new reports available to heads that simplify and graph key indicators for departments, such as SCH, employee count, annual expenses, enrollment, and sponsored awards. More to come.
- Faculty affairs will conduct another campus climate survey of faculty this year and share the results with heads.
- UA Vitae discussion will continue this year (subtopic for the March lunch on reviews).
- Strategic planning at the university level might require input from heads. We are waiting to hear about the process. Same with cluster hires and the RCM review.

**Next Meetings:**
- 3:30-5 p.m. Friday, Oct. 20, Marshall Room 340 (with Tom Miller)
- 8:30-10 a.m. Monday, Nov. 13, Anthropology