HeadsUp Steering Committee Meeting Minutes
3:30-4:30 p.m. Friday, Oct. 20, 2017
David Cuillier host
Marshall Building Room 340

Attendance: Linda Shaw (Disability & Psychoeducational Studies), Diane Austin (Anthropology), Edward Reid (Music), Jana Hawley (Family & Consumer Sciences), co-chairs Patrick Lyons (State Museum) and David Cuillier (Journalism).

Upcoming luncheons
The group nailed down the upcoming luncheons for the year
- Nov. 20 APR and UA accreditation with Gail Burd and Pam Coonan, organized by Jana Hawley
- February: Entrepreneurial money-making ideas, by Patrick and Dave
- March 1, 11:30-1, Silver & Sage Room: Five-year reviews and annual reviews, by Michael Brewer and Monica
- April: Chat with the president (date TBD)

Heads survey
The committee discussed various topics that could be included in a survey of heads to provide central administration feedback and also help heads understand best practices campus-wide among departments. Topics included:
- UA Vitae – how it is being used (or not used) for annual reviews and other processes.
- Great ideas for raising money (to help for the February luncheon).
- How units are covering operations costs (summer revenue, ICR, donors, or college-provided funds).
- Heads and director climate questions (a COCHE survey for heads).
- Input for the five-year review process, annual reviews.
- RCM – how it is working and how it could be improved.
  David Cuillier said he would draft questions and circulate them for feedback, to administer the online survey before the end of the semester.

Next HeadsUp Steering Committee meeting: 8:30-10 a.m., Nov. 13, Haury 212 (Anthropology), with Tom Miller

All meeting agendas and minutes are posted at http://headsup.arizona.edu/steering-meetings.