HeadsUp Steering Committee Meeting Summary
8:15-9:45 am Thursday, April 20, 2017
Lee Medovoi host
Modern Languages Bldg. Room 453
(Map: https://maps.arizona.edu/campus360/?shareId=50748d2e783a4f19cef48f0d9ed59844c14e9bd4)

Action Items
- Elect new members to steering committee for AY 2017-18 and elect new co-chair. Ask Asya for roster of heads and directors. Send to steering committee and ask for suggestions of people to nominate.

- Ask Asya for roster of heads and directors.

- Is the recording available from Allison Vaillancourt's workshop?

- Talk to Tom Miller and Kory in the office of faculty affairs about developing a database containing information relevant to heads, such as performance review guidelines, P&T criteria, NTT guidelines, etc.

- Plan end of semester reception/lunch for an afternoon at the end of the semester.

Summary

- Next workshop
  “The Donor Investor Imperative”
  John Tannous, Education Advisory Board (eab.com)
  Tuesday, May 2, 2017, from 9:00-11:00 am in the Vine Avenue Annex

- Future topics
  o September TBD on mechanisms for conflict resolution (John Chorover and Linda Shaw)
    ▪ Caitlan Hendrickson who is the Ombuds Program Director, suggested that she and Chris Segrin (Co-Chair of Ombuds Program Committee and Dept. Head of Communication) run an activity.
    ▪ [Notes from January meeting:
      • Include other mechanisms besides ombuds program.
      • Make grievance policy accessible to everyone.]
  o Revisiting resources that are gate keepers. e.g. room and course scheduling has an expanded role with RCM.
  o Potential fall topic: employment policies for postdoctoral scholars. There are about 475 postdoctoral scholars on campus and about 1500 faculty. Postdocs are key to the research mission of the university. Jeannette Hoit, PhD, is a Professor,
Dept. Speech, Language, and Hearing Sciences and the new Director, Postdoctoral Affairs in RDI.

- Follow-up Allison Vaillancourt’s workshop on performance reviews for appointed personnel with one on faculty annual performance reviews.
  - Check on recording.
  - Step system for each faculty grade like UC schools.
  - Post criteria/rubrics from different departments.
  - Develop database containing performance review guidelines, P&T criteria, NTT guidelines that allows heads to share information. Could the office of faculty affairs run an information clearinghouse? Probably needs more resources? Talk to Tom Miller and Kory.

- Plan end of semester reception/lunch.
  - Agenda items for next year, questions to ask President Robbins.
  - Survey heads and directors to collect pressing issues.
  - Plan for late afternoon, Silver & Sage or similar from 4-6 pm.

- Elect new members to steering committee for AY 2017-18 and elect new co-chair.
  - Ask Asya for roster of heads and directors. Send to steering committee and ask for suggestions of people to nominate.
  - Want representation from CALS, Fine Arts, medical school, etc.

- Fall retreat.
  - Invite President Robbins to find out about his priorities and his plans for current policies that will continue. For example, where does he stand on the next installment of the raise plan, RCM, etc.
  - Monday, August 14?

The last HeadsUp Steering Committee meeting of the academic year is May 4, 8:15-9:45 am in Education, Room 412 and Linda Shaw will host.

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

Attendance
Present: Diane Austin, Michael Brewer, David Cuillier, Lee Mehdovi, Anthony Muscat, Albert Weller.
Absent: Jon Chorover, Mrinal Ghosh, Carol Gregorio, Patrick Lyons, Todd Proebsting, Tricia Serio, Linda Shaw.