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

1.0 PROVOST BRIEFING

Gregorio reported on the 1/27 meeting with Andrew Comrie.
Summary (with input on RCM planning from Serio):

RCM: The February RCM session has been cancelled. The March Luncheon will have two parts: a) Andrew will provide an update on RCM adoption; b) a panel of Meg Lota Brown, Lynn Nadel, and David Elmer will field questions. Comrie, Florian, and Burd will be present for the whole event. Tom Miller encouraged an orchestrated messaging campaign to Heads, with the Luncheon being but one component. (Serio to follow up.)

CLUSTER HIRES: This program will move forward in spite of budget cuts. Comrie is willing to field questions at the end of the March Luncheon.

COLLEGE OF MEDICINE: Comrie will discuss previously alerted hire issues and shared governance with Garcia after the Banner merger; by the end of the academic year.

BUDGET CUT: Comrie said there is not enough information yet to address this. Still in negotiation between the Governor, Legislature, and ABOR.

2.0 PROGRAMS

recap future HeadsUp programs:

9 FEBRUARY ONLINE TEACHING (Casper/Gregorio): Program has been planned: five panelists (Vince del Casino, Randy Bird, Jen Croisant, Bill Simmons, Bryan Carter), each with 10 minutes to speak.

After discussion of event timing, the Committee slightly restructured the event as follows:

PURPOSE: Casper/Gregorio to make sure speakers focus on online issues pertinent to Heads, not online teaching in general, including:

- How funding will flow to departments for online activity
- How Heads will be included in selection of online faculty
- Best Practices and Pitfalls of online teaching from an administrative, as opposed to a faculty, perspective
- How to foster a critical mass of online activity within a department.

TIMING: Casper/Gregorio decided to reduce the program to four panelists; consequently:
11:00-11:05 Welcome/Intro (Gregorio)
11:05-11:45 panelists (4@10 minutes each)
11:45-12:00 lunch served
12:00-12:30 discussion with panelists
12:30-12:50 Impact of ACA on department heads (Elena Rodriguez, Tom Miller): 10 min program; 10 minute discussion
12:50-12:55 call for steering committee nominations (R. Miller)

9 MARCH RCM2 (Serio/Ghosh): see above

NEW Late March / early April: transcultural initiatives (see New Business). R. Miller to schedule; Ruiz to organize program for informational coffee and discussion.

27 APRIL closing reception (Gregorio): to be planned.

3.0 STEERING ELECTIONS
3.1 current members cycling off Casper, Chen, Rhoades, Serio

3.2 recruiting ALL: Bring nominations to the March Steering Committee meeting; MILLER: Promote at Feb and March luncheons.

3.3 term Three years from 1 May-30 April; renewable.

3.4 elections by April 1: A roster of candidates shall be solicited from all Heads. Candidates must indicate their willingness to serve.

by May 1: The Steering Committee shall elect new members by simple majority in secret ballot. Candidates for renewal shall be subject to the same process.

4.0 NEW BUSINESS
4.1 transcultural initiatives Ruiz expressed concern about how Jose Lever, the UA’s liaison in Mexico City, is being represented to campus. He will be meeting Lever in early March and believes it is important for Heads to have a better understanding of UA initiatives with Mexico.

The Committee suggested that Ruiz organize a panel on transcultural issues, to feature Mike Proctor and others. Late March or Early April. Miller to secure venue and date; Ruiz to plan program.

4.2 audit of administrator reviews Tom Miller reported that the Provost’s Office will be conducting an audit of administrator reviews. Anticipating a lack of consistency and departure from UHAP guidelines, this audit will be tied to a related concern: how Associate Professor administrators’ workload assignments are handled with respect to P&T. Suggested for a program Fall 2015.

4.3 suggested programs for next AY Academic Freedom
Audit results from Administrator Reviews / P&T
UA Diversity initiatives
Follow up on COM shared governance and connection to main campus, after BANNER merger is in place.

5.0 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.
BY 3/2 STEERING MEETING: Bring nominations for Steering Committee.

CASPER/GREGORIO ASAP: Reduce ONLINE panelists to four; make sure speakers focus on online issues pertinent to Heads, not online teaching in general, including:

- How funding will flow to departments for online activity
- How Heads will be included in selection of online faculty
- Best Practices and Pitfalls of online teaching from an administrative, as opposed to a faculty, perspective
- How to foster a critical mass of online activity within a department.

BY 3/3: Plan end of year reception.

BY 4/6: Arrange planning for Heads Retreat and Fall programs (suggested topics to date included above).

R. MILLER ASAP: Arrange venue/date for panel on transcultural issues.

BY 2/9: Arrange for Steering Committee nominations to be received at luncheon.

T. MILLER BY 2/9: Organize 10 minute program on Impact of ACA on department heads with Elena Rodriguez.

RUIZ BY 3/3: Organize panel on transcultural issues.

SERIO AFTER 2/9 LUNCHEON: Launch informational campaign on RCM for Heads, culminating in 3/9 Luncheon.

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.