HeadsUp Steering Committee Meeting Agenda
8:15-9:45 am Thursday, February 23, 2017
Mrinal Ghosh host
Marketing Department, Room 320CC McClelland Hall
Eller College of Management
(Map: https://maps.arizona.edu/campus360/?shareId=3bb392b5b35921284f0669ecfbf86ede8c5bebfe)

Action
1. Patrick and Anthony send memo on RCM oversight committee to Provost Comrie on behalf of steering committee.
2. Patrick and Anthony incorporate data from Bookstore then send memo on textbook adoption to the heads listserv on behalf of steering committee.
3. Carol Gregorio select location for HeadsUp Steering Committee meeting March 23, 8:15-9:45 am.
4. Diane Austin and Mrinal Ghosh organize workshop on performance management for April 5, 10, or 24.
5. Jon Chorover and Linda Shaw select date in fall 2018 for workshop on mechanisms for conflict resolution.

Spring lunch workshop schedule

March 9 on best practices for non-tenure eligible faculty (Michael Brewer and Mika Galilee-Belfer)

April 5, 10, or 24 on performance management (Diane Austin and Mrinal Ghosh)

May 2 on development with John Tannous from the Education Advisory Board (Patrick Lyons and Anthony Muscat)

September TBD on mechanisms for conflict resolution (John Chorover and Linda Shaw)

Summary

• 8:15-8:20 am: New agenda items.
  o Does anyone have items to consider? If pressing, we will discuss at this meeting, otherwise will put on agenda for next meeting.

• FYI: The next HeadsUP lunch is on best practices for non-tenure eligible faculty and will take place on March 9 from 11:30-1 pm in the Silver & Sage room. You should have received an invitation by email.

• 8:30-8:45 am: Memo on proposed RCM oversight committee.
• See draft attached.
  • Finalized memo. Patrick and Anthony will send to Provost Comrie on behalf of steering committee.

• 8:45-9:00 am: Memo on textbook adoption
  • See draft attached.
  • Finalized memo except for the data that the UA Bookstore is helping with. Patrick and Anthony will send to the heads listserv on behalf of steering committee.

• Future topics
  • Revisiting resources that are gate keepers. e.g. room and course scheduling has an expanded role with RCM.
  • Other suggestions?

• 9:00-9:45 am: Planning HeadsUp events for spring semester.
  • Diversity and inclusion -- getting over the empathy wall
    ▪ Share ideas from meeting with Jesus Trevino.
    ▪ Gary Rhoades might be interested in organizing a lunch that supports heads in managing positive and open dialog in their units around the issues raised by the US presidential election campaign and its aftermath.

[Notes from January meeting:
Plan a fall activity on diversity after audits etc. are done. Some units using guidebook that Jesus Trevino prepared. The activity could be on best practices based on the outcome of the audits.]

Decided to wait before organizing a workshop on these issues. Table until the fall.

[Exchanges in the university community on politics. Is there an opportunity to educate and close the gap just a bit?]

• Conflict resolution.
  ▪ 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.]

Jon Chorover and Linda Shaw are organizing this workshop for fall 2018. Select date for workshop.
Plans to include Grievance Cleaning House process flow (contact CAFT chair), HR Consulting (Kelly Deforge) and OGC (David Wagner and Josh Estevio).

- Development - the changing landscape with donors
  - From a meeting with the UA Foundation: We invited Education Advisory Board (eab.com) to present on the new donor investor with the potential to make transformational gifts and what these investors are looking for from universities in terms of “big ideas.” On May 2nd, we will host EAB’s John Tannous for a deans and development director session. **We are proposing hosting him for a second session from 9:00-11:00 for the Heads Up group with preferential registration through March 31st**, then opening to other members of the UDP and campus if space is available. We are also proposing a follow up session in the fall with a workshop-type facilitated conversation for Heads Up. We propose returning to the donor development cycle workshops in 2018.

  - The Donor Investor Imperative
    - Engaging academic partners for transformational ideas and impact.
    - Giving to higher education is at an all-time high. Yet, despite this success advancement leaders are finding that today’s donors are more discerning and strategic when it comes to their philanthropic investments—especially those considering major and principal gifts. These donors want to invest in compelling ideas with transformative impact. And the way they look for and engage with the institutions they support is changing.
    - This presentation discusses today’s donor investor. Who are they? What types of impact are they looking to see before they make gifts? Who do they need to connect with in order to feel connected to the institution?

Steering committee enthusiastic about the opportunity to hear this talk which will be given later in the day to deans and directors who have a development officer assigned to them.

- Annual performance review – performance management

Diane Austin and Mrinal Ghosh will organize this workshop slated for April 5, 10, or 24.
Allison Vaillancourt will visit UA Senate on March 6 to discuss the performance review process for staff.

Start discussing staff evaluations to understand UA policies that have been adopted and best practices. Focus the session this spring on this aspect of the review process. Could include some unit heads that have had success with performance reviews beyond staff.

Current faculty evaluation system composed of ratings and summary of accomplishments. Evaluation done by a committee within the unit and the department head. Some units meet individually with faculty and some do not. Host of issues with current evaluation system and it does not seem to motivating anyone to do better.

Provost's office discouraging numerical ratings. How does a unit assess and document performance especially of poor performers? Units effectively find ways to rate in order to compare performance within the unit.

Next HeadsUp Steering Committee meeting March 23, 8:15-9:45 am and Carol Gregorio is the host. Location TBD.

Future HeadsUp Steering committee meetings:
   April 20, 8:00-9:30 am, Lee Medovoi, Modern Languages Room 453
   May 4, 8:15-9:45 am, Linda Shaw, Education, Room 412.

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

Attendance
Present: Austin, Brewer, Chorover, Ghosh, Muscat, Shaw.
Absent: Cuillier, Gregorio, Lyons, Medovoi, Proebsting, Serio, Welter.