

Academic Staff Senate Meeting September 13, 2017

Present: Emily Z, John M, Robert W, Michael B, Nick B, Janie C, Jon G, Amy M, Monty S

Guests: Monica Roth-Day, Dean Yohnk, Provost

Call to Order: 10:34

Review of May Minutes: Note - \$2500 for Professional development (Amy/Nick) Passes one abstain

Report from Chancellor & Provost: Dean & Associate Dean of Academic Affairs

Provost: No comprehensive evaluation done for teaching performance of Instructional Academic Staff. While most circumstances are fine, lacking evidence and formative evaluation for improvement. Academic Departments are exploring best practices. Dean: Surprised to find not reviewing any Instructional Academic Staff. Receiving a lot of student complaints and had no connection to previous evaluations. Comm & Math working on observation and assessment. Come to Dean and then on to Provost. Working on Best Practices of Peer Evaluation across Academic Departments. Asst. Dean: Academic Departments: some are very good some are very haphazard in dealing with Instructional Academic Staff. (John's description of WRIT review) Analysis of current forms A/B that are under current revision. Does this apply to part-time instructional staff? How to regularly address adjuncts? Asst. Dean: only renewable complete for HR. Praise for current draft. What does supporting evidence look like? (Attach Draft). Not intended to be punitive. On-going hires of non-renewable contracts certainly need evidence and feedback. After we've gone through the process of approval, create a guide for different members of Academic Staff and HR could lead trainings. (John's concerns of equity/recognizing differences) Faculty Senate and Academic Departments to work on personnel issues. Departmental Guidelines (By-Laws) and differences across campus. Math doing more feedback. Instructional Academic Staff should go Chairs to Dean of Academic Affairs to Cabinet Member and then to HR.

- Dean Yohnk & Monica Roth-Day on Instructional Academic Staff Evaluations

Governance Liaisons N/A

System Rep Report- Rob: 2/2 looks like it's going forward – still need to see when the timing will work. We haven't equally distributed resources for support to attend System meetings. Provost is strongly encouraging equity with budget and incentivizing sharing resources. Will continue with commitment to at least 3 physical attendances a year and more if needed depending on agenda items.

Chair Report/Updates: Unable to attend last cabinet meeting – it was just introductory (strengths quest grid). Terry Kronzer and Mark Graves (Faculty & University Staff) discussing ways to meet more regularly on overlapping issues to bring to administration and through governance.

Sub-Committee Reports:

- Personnel & Compensation: Performance Evaluation Form. Cleaned up application for Promotion & Title Change form – condensing and cleaning up language. Hope to vote in October. How will it be affected by System's Title and Total Compensation Study? Still about a year out and could change people's current/future titles. Emily will be sitting on that Study's meetings in the future.

- Professional Development: Have not met. At retreat focus on grants, tuition reimbursement, exit interviews, talent retention, etc. Need to prioritize. Consider on-boarding and working with other groups on campus. Our on-boarding efforts in the past did not go all the way forward and did not address community building.
- Communication: Have not met yet. Promoting development events/organizing events of social nature. Thinking about expanding social events to add-in professional development. Wellness approach – perhaps friendly competition partially funded by campus or Health Providers.

Old Business:

- Academic Staff performance evaluation form: Continuing onward. Open Comment Period prior to vote to build awareness. Able to give a timeline for review/feedback. Continue with current form for this academic year and this is probably a timeline for next year. Emily will send out email requesting feedback by end of next week.
- Promotion and Title Change Application – able to bring to vote next meeting?
- Digital signage policy feedback- no feedback received, will check to see if there is feedback still needed.
- Discuss summer retreat

New Business

- Approached with frustration with Human Resources. Unsure of leadership and ensuing issues of process and on-going concerns about retention of paperwork. Offices are tracking their own documents that go through HR. Issues with paychecks. Uncertain how to approach the issues/concerns. Do we advocate for policy/position? Definitely impacts committee work as well as individuals. System seems to be leaning toward centralizing more administrative issues.
- Dealing with formal complaints to find appropriate channels. Discuss on next agenda.
- Received many educational reimbursement policy queries. Discuss next meeting

Adjourn Janie/Nick 11:59