Approved 12/20/2006

Academic Staff Council Special Meeting Minutes
November 29, 2006
The Pyle Center

1. **Call to order/Certification of Open Meeting Notice**
   Chair Mann called the meeting to order at 9:09 a.m. and certified compliance with the Wisconsin Open Meetings Law. Council members present: Darlene Kramer, Bill Mann, John Fischer, Heather Boyd, Penny Ralston-Berg, Nancy Coffey (phone), Michael Maguire. Others: Kate Wodyn and Ray Schultz.

2. **Approval of Minutes of November 8, 2006**
   Motion to approve minutes of November 8, 2006 by Kramer; seconded and carried.

3. **Continuing discussion about improved communications with Academic Staff**
   Mann explained the need for this special meeting to get to some unfinished business. Much progress has been made in the last month regarding increasing communication to other academic staff about shared governance and the activities of the Academic Staff Council (ASC). The aim is to get people to seek us rather than us seeking them out. Penny Ralston-Berg recapped what has been discussed (reference to technology grid from a few months ago). 1) Talked about site visits and a list of other events/meetings to attend; also idea about having a bulletin board for posting notes—they are going to do this at Learning Innovations. 2) Phone/web conferencing and another option mentioned was pod casting. A specific topic suggested for this method has been title progression but that is on hold pending any policy changes as well as a tie-in with the Scholarship of Teaching and Learning group and a greater emphasis on scholarship in title progression. We are also exploring opportunities for print publications, such as in News & Ideas. 3) Listserv or email list; comments that mass email is best used sparingly and strategically. There was considerable discussion about blogs; Penny has some examples to show today. A blog is considered a good option but there is a need to set expectations regarding use. Someone needs to be the author/moderator, suggestion that it be the Secretary. The blog has emerged as a good option because it is lower maintenance than a web site. 4) Wiki—a group editing and adding to a document through a web interface; this probably is not the best tool for disseminating information exept if this group is working on a resolution or document. 5) Website—good for static information and a good complement to the blog. 6) RSS feeds – where syndicated information can be pulled into a site as a way to keep the site/blog fresh. Mann also mentioned having the ASC meetings at different sites around the state as a means to increase exposure. The idea of surveying academic staff on these topics was discussed.
   Action steps: the face-to-face meetings in different locations will most likely happen. Boyd asked, "What is best way to solicit useful input on particular issues?" This could perhaps be a question on the survey. Penny offered to pull together the technology and information preference questions, Mary Jane has also offered to help. John Fischer is willing to put content together for a web site or newsletter.

4. **Discussions on the report from CASI about UPG #15**
   Darlene provided a brief history. The Cooperative Extension Committee on Academic Staff Issues (CASI) has talked about clarifying the title progression process and making it "friendlier". Darlene has also sought guidance from David Pr who cautioned against making the policy too detailed, especially when it comes to flexibility and timelines, which may have the opposite effect of what we want. Kramer feels that rather than make policy changes perhaps it is better to increase communication about title review. The CASI likes the idea of using a WisLine session to get communication out and perhaps some training sessions. John mentioned that he had someone on his divisional title review committee look at the proposed changes and he was in favor of them. Maguire said he likes the idea of more communication rather than changing the policy. There was general agreement that communication and training components are big, as well as consensus that a broader policy is better. Schultz expressed that an underlying issue is identifying the "bar" for title progression and perhaps revising the policy could help clarify this. Mann reiterated that we need to get information out to supervisors that title progression is a means of developing and boosting morale and retention in their

departments. Boyd expressed that the policy should not be changed to address cases where the real issue is the supervisor/employee relationship. A suggestion was to work on the communication/training piece and then see if the policy needs to be changed, and there was general agreement on this. Fischer suggested developing an online training module on title progression. A title progression ad hoc committee was formed to come up with content: Darlene Kramer (chair), Nancy Coffey, John Fischer, and Michael Maguire; Ray Schultz will staff in consultation in David Prucha. *(Motion to extend meeting 10 mins..* Penny Ralston-Berg will provide the technical expertise. The ad hoc committee will meet before the ASC meeting on December 20 at 8:00 a.m.. The charge to the committee is to develop a training module on title progression and plan the all-academic staff WisLine on this topic. Darlene will take this back to the CASI meeting on December 11 and ask for their input on what should go into this module. The ad hoc committee will report on its progress at the January meeting.

5. **Support for UW System *Growth Agenda***
   Various other governance groups and organizations have indicated their support of the President Reilly's *Growth Agenda*. Do we want to pass a resolution in support of this? Only concern Mann has heard is will this mean increasing workloads with no money? He feels this is a valid concern. Decision to table this matter until we have more information.

6. **Adjourn**
   The meeting adjourned at 11:11 a.m.

Recorded by Wodyn, 11-29-06