Minutes of the University Senate Academic Staff Personnel Committee
2:00 p.m., April 26, 2016
Mohican Room, Davies Center

Present: Katie Wilson, Chair; Julie Aminpour, Linda Carlson, Cynthia Chapek, Heather Pearson, April Pierson, Katie Ritland-Clouse, Lori Snyder, Odawa White

Ex-Officio: Barb Hanson, Stephanie Jamelske

1) Chair Katie Wilson called the meeting to order
2) There were no topics brought forward for the open forum
3) The minutes of April 8th were approved as submitted; the minutes of March 29 were approved with a minor edit.
4) Discussion – Results of the Academic Staff Survey
   Chair Katie Wilson distributed printed summaries of the survey, and asked whether the Academic Staff Personnel Committee should share the results with University Administration, and if so, the best avenue for sharing the results. After some discussion of the primary themes of the survey results – e.g., overall low morale, perceptions of lack of adherence to policies, contract concerns, pay structure frustrations – the Committee determined that the results should be shared with Administration. Julie Aminpour will draft a cover letter to go with the survey results and submit the draft to Chair Wilson. The letter should offer solutions, not just a list of problems.

Discussion followed regarding the best way to use the survey results to guide committee work for next year. The survey results indicate a need for either more training, or distribution of more information to current and new academic staff. In particular, there are confusions for the instructional academic staff as they fall between faculty and academic staff procedures regarding promotion and salary adjustments.

Additional topics for work next year include working to decrease the number of “no intent to renew” contracts, and to continue the work on indefinite status. Post-progression review needs to go forward as there are not enough promotional opportunities. The committee believes there is always need for increased communication and adherence to the Faculty and Academic Staff Rules and
Procedures, and the Chairs/Supervisors/Directors are not given sufficient training on Faculty and Academic Staff Rules and Procedures.

Barb Hanson indicated that UW System is rolling out a training program for supervisors; however that training will not be related to individual policy documents such as the Faculty and Academic Staff Rules and Procedures.

It was noted that department/division Academic staff committees (Administrative and Professional Academic Staff), although called for in the Faculty and Academic Staff Rules and Procedures, are seldom convened – there is no “culture” on campus of Academic Staff committees by unit. It was suggested that the Academic Staff Personnel Committee could have a workshop on Academic Staff committees and what they do, should do, and could do.

5) **Announcements and miscellaneous business**
   a. University Senate will discuss the new proposal for administrative review in their meeting today.
   b. Geoff Peterson or Katie Wilson will offer an amendment request to re-phrase the process as a part of a performance review, thus not subject to open records.
   c. Heather Pearson is attending the UW System staff representatives’ meeting in Madison for Katie.

6) **Adjourn.** Note: Next meeting of the Academic Staff Personnel Committee is Tuesday, May 10, 2016 from 2:00-3:00pm in the Mohican Room (310) of Davies.

Minutes respectfully submitted by Julie Aminpour