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2014-2015 ACADEMIC STAFF ASSEMBLY  
MINUTES  
12:00PM - 1:30PM ON 24 SEPTEMBER 2014 IN UC 264

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**PRESENT:** Denise Ehlen, Tracy Arneson-Baker, Deborah Bowen, Thomas Drucker, Patricia Fragola, Nadine Kriska, Kara Meissen, Elizabeth Ogunsola, Carmen Rivers, Jonathan Saffold,

**GUESTS:** John Stone

1. **Networking [12:00 to 12:15] and Introductions [Beginning at 12:15]**
2. **Review of 2013-14 ASA Goals and Accomplishments Report:** Denise Ehlen reviewed the Assembly's four goals from 2013-14 and reported the progress on those goals: a) Review the FUN and Serious FUN series. An Assembly subcommittee was convened to review FUN and determined that the events should happen prior to ASA procedural deadlines (such as elections) to educate staff and encourage participation; b) Standardize ASA timelines and deadlines. All deadlines have been standardized except for Awards (this is under the purview of the Provost's Office and beyond ASA's control) and Elections (the deadline needs to be set by the Elections Committee); c) Review committee liaison roles/functions. The committee convened by the Vice Chair did not meet in 2013-14. d) Participate in the SPBC Workgroup on Workload and Compensation. Denise Ehlen, Patty Fragola, and Curt Weber reviewed the policies and procedures governing titling, retitling, promotions, and performance reviews of academic staff at other UW institutions and identified areas of potential improvement for UW-Whitewater.
3. **Establishment of 2014-15 ASA Goals:** The Academic Staff Assembly voted as follows to forward the 2013-14 goals to 2014-15: a) Denise Ehlen moved that the Assembly continue to review the FUN and Serious FUN series as a group rather than referring the issues to a subcommittee, Patty Fragola seconded the motion, and it passed by unanimous vote. b) Denise Ehlen moved that standardizing deadlines should no longer be a goal. Deborah Bowen seconded the motion, and it passed by a unanimous vote. c) Patty Fragola moved that committee liaison roles/functions should no longer be a goal; the liaison roles are now filled by Assembly members, ensuring a vested interest in moving committee business forward. Thomas Drucker seconded the motion and it passed by unanimous vote. d) Thomas Drucker moved that the Workload and Compensation Group continue its review and revision of the relevant policies and procedures governing academic staff regardless of the Strategic Planning and Budget Committee's decision to pursue this goal. Elizabeth Ogunsola seconded the motion. **Action Item: Assembly members will bring recommendations for additional 2014-15 goals to the next meeting.**
4. **Proposed Changes to Board Administrative Rules:** UW-System President Ray Cross sent out proposed changes to the Board Administrative rules regarding termination for cause. **Action Item: Patty Fragola and Kristen Burton will provide an update after attending the September 26<sup>th</sup> Academic Staff Representative Council.**
5. **Instructional Academic Staff Review Notice:** Denise Ehlen requested input as to whether Academic Staff Assembly should provide feedback to the Provost's Office regarding the distribution of the instructional academic staff review notice without ASA support. As instructional academic staff are under ASA's purview, the assembly should at least have been informed. The consensus was that all governance groups should be informed of upcoming actions impacting their staff in order to facilitate communication and education. **Action Item: Denise Ehlen will follow up with the Provost's Office.**
6. **ASA Committee and Liaison Appointments: Action Item: Patty Fragola will work on committee liaisons and appointments and will send an update to the group.**
7. **Academic Staff Committee Reports**
  - a. Academic Plan [Kriska] – The committee has not met yet. Nadine Kriska is the ASA representative.
  - b. Awards [Weber] – The awards cycle has not yet started. No report.
  - c. Economic Issues [Ehlen] – Denise Ehlen will convene the Economic Issues Committee shortly. Aimee Arnold's office is working on the compression plan and it should be done by 1 October 2014. There was reference to an increase in academic staff contract renewal letters, but it was unclear if it referred to compression. **Action Item: Patty Fragola will forward the language to Denise Ehlen for follow-up**
  - d. Government [Kriska/Flanagan] – No report.

- e. Organization [Fragola] – No report.
- f. Instructional Promotions [Rivers] – Carmen Rivers cannot serve on the Instructional Promotions Committee because she is up for promotion this year. **Action Item: Patty Fragola will appoint a new liaison.**
- g. Review [Tumbarello] – No report.
- h. Title Appeals [Ehlen] – No report.
- i. Titling [Weber] – The committee is meeting on 25 September 2014.

#### **8. Updates/Announcements/Other Business**

- a. FUN Task Force – Selecting the Director of FUN [Ehlen/Fragola] – This item has already been resolved; Denise Ehlen will serve as the Director of FUN and is coordinating the remaining FUN dates for Fall 2014.
- b. Academic Staff Representatives Council Update [Fragola ] - Patty Fragola and Kristen Burton are attending the ASRC Meeting on 26 September 2014.
- c. Future Guest Speakers - [Ehlen] – Whitney Henley will join Elizabeth Ogunsola in presenting on Title IX on 8 October 2014. Chancellor Telfer will attend on 22 October 2014, Aimee Arnold regarding budget on 12 November 2014 and Provost Kopper on 10 December 2014.
- d. Good News/Round Robin
- e. Other Business –  
**Higher Learning Commission Reaccreditation** (John Stone) - Dr. John Stone outlined the process for UW-Whitewater's Decennial Higher Learning Commission Reaccreditation. In preparation for the October 2015 site visit, Dr. Stone and Dr. Cook are completing the Federal Compliance Worksheet, drafting the assurance arguments for UW-W's five review criteria, and collecting the evidentiary material to support those arguments. The draft of the assurance arguments will be completed in March 2015. After feedback from the campus, the final revisions will start in June 2015, and the materials will be submitted to HLC electronically in September 2015. Dr. Stone also noted that HLC's reaccreditation process going forward will involve more frequent contact and review than previously.  
  
**Jeff Buchholz Visit** (Ogunsola) – Elizabeth Ogunsola distributed Jeff Buchholz's schedule for 29-30 September 2014 and encouraged everyone to attend his session on 29 September 2014 at 10:00 am. He will discuss why Title IX/Sexual Assault issues need to be addressed by UWW employees.

The meeting adjourned at 1:30 pm.