

**SUMMARY FROM THE MEETING OF THE UW SYSTEM ADMINISTRATION
ACADEMIC STAFF COMMITTEE**

Date: Sept. 3, 2008

Members Present: Todd Bailey, Anne Bilder, Sal Carranza, Yufeng Duan, Eileen Norby,
Jennifer Moore, Jan Sheppard, Donna Silver

Members Absent: None (committee has one vacant position)

Agenda Discussion Items

1. Elections

Todd, who will be departing for a six-month stay in Laos beginning in February 2009, has decided to step down as chair and not run for re-election this year. To enable a transition to the next chair before the holidays, the committee agreed to conduct elections for new members in October rather than November. Anne, Jennifer, and Eileen, who are not up for re-election this year, will serve as the ad hoc election committee. The committee agreed to encourage future members interested in the positions of committee chair and Systemwide academic staff representative to serve two years, if possible, for continuity. The chair is elected by the committee and the representative is selected by committee consensus.

2. Procedural Decisions and Yearly Calendar of Activities

- The committee reviewed the draft annual calendar; Anne suggested posting important dates to the ASC website once it is finalized; committee members are asked to bring suggested revisions to the next meeting on Oct. 1. The document is located here:
H:\ASC\00_Annual Planning\Annual Calendar.doc
- Professional Development Grants and Craven discussion on hold until a future meeting; Todd mentioned that UW System Administration has another mechanism to reimburse tuition, in response to a question asking if the academic staff professional development grants could be used toward tuition.
- Donna offered to make inquiries about setting up a fall Brown Bag Program for UW System Administration academic staff. Proposed topics include promotion process; tuition reimbursement; and status of Distinguished prefix titling (purpose and eligibility).

3. ASC Handbook and FAQs

To facilitate committee business, each member of the Academic Staff Committee is compiling a reference handbook. Main sections include agendas/meeting notes, annual calendar and academic staff list, policies and procedures, grants and Craven Award process and materials, and a new section on committee FAQs, under development. Committee members are encouraged to bring the handbook to each meeting.

4. Two grant proposals reviewed and approved, pending minor requested changes. Todd will follow up.

Next meeting: Wednesday, Oct. 1

Submitted by Jennifer Moore, September 8, 2008