Academic Staff Council  
Tuesday, September 15, 2015
10 am  
140 KFA

<table>
<thead>
<tr>
<th>Kelly Browning (Chair)</th>
<th>Jennifer Sell</th>
<th>Kathleen Hunzer</th>
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<tr>
<td>Molly Van Wagner</td>
<td>Brenda Creighton</td>
<td>Rhonda Petree</td>
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<td>Mike Martin</td>
<td>Nick Anders</td>
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<td>Karl Peterson</td>
<td>Patti Ford*</td>
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*Absent  
Substitute: None  
Guests: None  
Call to Order: 10:03 a.m. by Kelly Browning

Seating of Substitutes:

Approval of minutes for May 12, 2015 meeting: Moved by Mike. Seconded by Nick. Unanimously approved.

Melissa Perez is newest member of Academic Council and will join in November (currently on maternity leave).

Chair’s Report – Kelly Browning
- Academic Staff awards are due in late September. The council discussed nominating the newly-revamped Honors Program to promote to Board of Regents for the program/department award. Molly will coordinate gathering materials and letters to support the nomination.
- Promotions, Retitling and Merit: The council will begin to review the application process and explore how to implement a merit program, by looking into other UW campuses’ processes. A sub-group consisting of Molly, Kelly, Nick and Brenda was formed and the subgroup will report back next month.

Academic Staff Representative’s Report – Mike Martin
- Next meeting is Sept. 19 and Mike will be attending.
- Emails from System: Mike discussed the process for Academic Staff Council receiving emails from UW System via Mike. Mike receives many, which are then forwarded to Kelly. When the information is pertinent to council, Kelly will pass along to council.

Faculty Representative – Karl Petersen
- Higher Learning Commission: Verifying qualification of credentials. The process needs defining for reviewing undergrad and graduate programs and cross-listed programs may be tricky to verify. There was discussion about supplying academic staff representatives to draft policy/procedure with the faculty group.
Performance Management discussion

- Email from Mary Foster: Looking for council’s viewpoint on changes proposed regarding conducting performance management. The council discussed how it just approved its new process and at this time the council has decided to keep that current process running rather than revising it again. Kelly will respond back to Mary.

Provost Performance Evaluation Working Group

- The council needs to identify an academic staff member to sit on the committee to complete the review. Kelly had previously served on the Chancellor Performance Evaluation Working Group. After discussion of the review process, Kelly volunteered to serve again.

Update on Policies/Procedures of Grievances/Complaints/selection of search committee

- Handbook has been updated regarding the process for Grievances and Complaints.
- The council formed a subgroup, consisting of Kelly, Brenda, Kathleen and Jen to look at updating procedures for selection of search committees, as well as how the process should be documenting in section 6.4 of the handbook. The subgroup will report back next month.

Motion to Adjourn: Moved by Molly. Seconded by Kathleen. Unanimously approved.
Meeting Adjourned: 10:53 a.m.

Next meeting is October 20th from 2-3pm in 140 KFA.