Academic Specialist Advisory Committee Meeting  
Thursday, September 20, 2012  
Room 1030 Molecular Plant Science Building

Meeting Minutes

Meeting called to order by Joy Landis at 11:04 AM.

Attending: Joy Landis, Carmellia Davis-King, Quinn Moreno, Mike Rich, Kristin Getter, Sandra Eagan-Hill, Kristy Dumont, Sarah Handspike, Paul Streng, and Mary Beth Graebert

Ex Officio: Donna Zischke

Absent: Elizabeth Webster, Donna Ullrich, Lucy Maillette, Michael Everett, and Terry Curry

Motion to accept the agenda: Motion to approve agenda by Sandy Eagan-Hill and seconded by Mike Rich; carried unanimously.

Motion to approve May minutes: Motion to approve minutes by Sandy and seconded by Sarah Handspike; carried unanimously.

Chairperson’s update (Joy Landis):

- ASAC minutes – Mary Beth will continue to take notes; Kristy Dumont will serve as back-up for note-taking.
- New award committee appointee for University Distinguished Academic Specialist award: Mike Rich
- New orientation program for all academic staff along with fixed term faculty was provided last month. Sarah Handspike, Mike Everett and Joy Landis served on a panel to answer questions.

New Business – discuss 2012-13 goals:

- 2012-13 administrators to invite to meetings: Benefits (March?), Budgets, Provost Wilcox, potential the health task force
- Benefits Office is going to offer an avenue for accessing a menu of insurance benefits (such as vision, homeowners, auto, etc.), called EMPOWER. It will be available for payroll deduction. Enrollment will be open October 1st through 19th. Benefits Office will sponsor some information fairs/sessions.
- Should we do a shorter professional development this fall, and then the Forum in the spring? There were a lot of specialists at last year’s panel who didn’t know about continuing appointment, specialist awards, etc. Maybe a session at the Forum on “What It Means to be a Specialist” would be helpful.
- What is the theme for the Forum? Last time, the theme was around social media and the current generation entering college. Perhaps technology would be a good theme. The new e-learning opportunities (like free classes from Harvard & MIT) could contribute to that theme. A session on plagiarism may also be good.
(today’s technology makes it easier to do and easier to detect). Bob Caldwell, the newer Ombudsman, might be a good person to bring in to speak.

- We were awaiting approval on sharing information about salary information on advisors across Big Ten Universities. The OPB office has asked us not to share it beyond the ASAC group. Mary Black provided documentation of salary comparisons that they had available. We should have a subcommittee review where we are with the salary discussion. We aligned with the faculty this past year regarding raise recommendations, partly because we appreciated the generosity of the professional development program. We will include this as a topic for our 2012-13 goals and select a subcommittee at our October meeting, when we will hopefully have more people in attendance.

Old Business:

- Forum Scheduling: Union, February 20th from 7:00 a.m. to 12:30 p.m.; rooms reserved:
  - 7:00 a.m. - 2nd Floor Concourse – Registration
  - 7:15 a.m. - Sun porch – Break
  - 8:00 a.m. - Ballroom/Sun porch – Meeting
  - 8:00 a.m. - Parlor ABC – Breakout
  - 8:00 a.m. - Gold AB – Breakout
  - 10:00 a.m. - 2nd Floor Concourse – Break
- Three primary speakers and three breakout sessions with an opportunity to attend two out of three.
- We need a subcommittee to come up with some ideas for sessions or speakers, door prizes, and exhibit space. Faculty and Organizational Development may organize the exhibitors. People from the subcommittee would be hosts for sessions. Acknowledgements for years of service could be included on a screen with a group ovation. We need a PowerPoint to organize the day (Sandy & Carmellia volunteered to work on this).
- Subcommittee volunteers: Quinn (maybe), Paul, Sandy, Carmellia, and we will look for more volunteers from the rest of the committee.
- Sessions/Speakers ideas:
  - New social media tools
  - E-Learning
  - Skype as a communication tool
- Registration to begin at 8:00am (with booths open); program starting at 8:30am. Only beverages will be provided.
- Mike will try to share evaluations and other materials from last time with the subcommittee, and plans to attend the first meeting to help get them started.
- Mike has been the caretaker of the specialist webpage; it is hosted on the Engineering mainframe. We need someone to take over to host and maintain the site. We need to put the new roster up. Kristin volunteered to take it over.
- Could we develop an FAQ about the differences between specialists, the continuing system, senior specialists, etc? We could send it out to specialists and post it on the website. Or do we want to have a separate professional development session this fall? Much of this information varies by unit, which
makes it hard to share one message without fielding many questions. Introduction session with speaker like Donna Zischke or Terry Curry, and then provide breakout sessions with different colleges/units. We could do a short survey of specialists to help us come up with a program that would answer their questions. Provide a link to Survey Monkey from the website. It needs to be short (10 questions; 5 minutes; not open-ended). Discussion tabled until next meeting.

**Motion to adjourn** by Sarah, seconded by Sandy. Motion carried unanimously.

**Meeting adjourned:** at 11:50am.

**Next scheduled meeting:** October 18th, 4th Floor Administration Building