

Academic Staff Committee
Committee Transition Meeting Minutes
August 30, 2017
MAC 204; 2:00 p.m.
Approved 9/13/2017

Academic Staff Committee Members present: Eric Craver, Jamee Haslam, Lynn Niemi, Amy Bartelme, Jan Malchow, and Joe Schoenebeck

- I. Call meeting to order 2:00 pm
- II. Introduction of Academic Staff Committee
- III. Introduction of members of Elective and Appointive AS committee members
 - a. Eric reviewed SOFAS website –
 - i. how to find list of committees and members
 - ii. ASC Agendas and Minutes all appear on SOFAS
 - iii. Handbook
 - iv. By-laws
 - v. Committee charges
- IV. Expectations of Committees
 - a. Meet regularly as per Academic Staff By-laws
 - b. Consider ASC liaison's schedule when planning your meetings
 - c. Make sure that all meetings are posted on the University Master Calendar
 - d. Take minutes of all meetings and submit to SOFAS, copying your ASC liaison
 - e. Committee members are strongly encouraged to attend AS Assemblies. All the committee chairpersons or designees are expected to attend and to report out.
 - f. Provide written reports to the SOFAS and to the ASC as required or requested.
- V. Review of Wisconsin Open Meeting Law (WOML)
 - a. Discussed importance of taking minutes and submitting minutes and bi-annual summaries to Holly Keener (SOFAS)
 - b. Reviewed ASC meeting schedule and how to find it and reiterated that ASC meetings are open
- VI. Break into committees. Review charge; meet ASC liaisons, schedule first meetings.
Had a good number of committee members.
Professional Development Allocations and Professional Development Programming Committees have both already been meeting.
 - a. Personnel Committee (ASC Liaison: Lynn)
 - b. Professional Development Allocation Committee (ASC Liaison: Joe)
 - c. Professional Development Programming Committee (ASC Liaison: Jan)
 - d. Leadership and Involvement Committee (ASC Liaison: Amy)
- VII. Q and A about committee work
- VIII. Other business/Items for next meeting
- IX. Next Academic Staff Committee Meeting: Wednesday, Sept. 13, 1:30 p.m. in CL 735
- X. Adjourn 2:35 pm