

## **Recommendations from the Ad Hoc Committee on Academic Staff Assembly Engagement**

The Academic Staff Assembly endorses and directs ASEC and the Office of the Secretary of the Academic Staff to implement these recommendations. ASEC and the Secretary's office will report on progress implementing the recommendations to the Assembly by May 2017.

### **Orientation for Assembly Members**

1. An orientation in August prior to the first Assembly meeting for new representatives, including those who joined the Assembly after the last orientation. This session would cover three areas: Structure of academic staff governance, how to be an effective representative, and a panel of representatives discussing their experiences as representatives and best practices.
2. Thirty minutes prior to the first Assembly meeting of the year, a meeting orientation in the same room as the Assembly meeting with the following topics: Layout of the meeting room, introduction to a meeting's different players and the roles they serve, and an opportunity to speak into a microphone in the room. This session would be open to any representatives.
3. In late September or early October, an opportunity for all Assembly representatives to meet together for a skills workshop. There would be three topics for the workshop: Demonstration and practice of Robert's Rules, a mock exercise to draft resolutions/motions, and discussion regarding how to work together as a body toward a common purpose and address issues that are of interest to the Assembly.

### **Logistics**

4. The Assembly should charge a working group to investigate other room options taking into account availability of room, AV equipment including audio capabilities (for amplification and recording), noise, moveable seating, cost, location, accessibility, and convenience.
5. Investigate the feasibility of having Academic Staff Assembly meetings during the summer.

### **Online Meetings**

6. Remote Viewing: In Fall 2016, the Assembly should discuss and decide whether to video stream and archive meetings.
7. Remote Participation: The Assembly directs the Office of the Secretary of the Academic Staff to continue to explore using new technologies as they become available on campus in order to support online participation in Assembly meetings.

### **Agenda and Content**

8. Continue to periodically provide brief educational presentations to the Assembly at meetings, and outside of meetings where useful.
9. The purpose and scope of every agenda item should be clear to all participants. The Assembly should discuss the role of guests, types of presentations, topics of interest, and ways to make these presentations more meaningful to Assembly members.

### **Agenda and Content, Continued**

10. Guests invited to make informational presentations should continue to be given clear guidance on the purpose and time limits of the presentation. Guests should be encouraged to provide background information and copies of their presentations in advance. The Assembly should discuss the role of the presiding officer in enforcing time limits for guests and general discussion.
11. In order to give people as much awareness of what is happening when during the year, explore ways for greater advanced communication of known Academic Staff shared governance meeting future topics and guests.

### **Meeting Facilitation and Discussion**

12. Increase understanding of uses of Robert's Rules in the meeting through orientation activities (see "Orientation for Assembly Members" section above).
13. Where appropriate, encourage the Assembly to use a motion to recess to engage in small group conversations on the business items.

### **Committees**

14. Committee work should be brought to the Assembly for discussion prior to final reports.
15. Ask Assembly representatives to volunteer to serve as liaisons to the standing committees where needed.
16. Modify ASPP to allow chairs of Academic Staff Assembly committees to bring forward motions at Assembly meetings, as this is currently limited to Assembly representatives and ASEC.
17. Include Assembly representatives in election slates whenever possible.

### **Communication**

18. Assembly representatives are specifically encouraged to follow best practices, including:
  - a. Introducing themselves to their district members, with frequent reminders that the district's members are being represented
  - b. Providing insights and comments about issues ahead of meetings, to solicit feedback
  - c. Setting up appropriate communication channels for their districts (beyond the current email list)
  - d. Reporting back to constituents after Assembly meetings
19. ASEC should modify the draft of the fall shared governance letter from the Chancellor, Provost, and Vice Chancellor for Finance and Administration, stating the importance of shared governance with increased emphasis on specifics including:
  - a. Promoting accommodation of staff workloads for those with shared governance responsibilities
  - b. Encouraging departments to have a mechanism for acknowledgement/commendation for shared governance participation
20. The Assembly should also create a campus policy supporting academic staff shared governance participation.
21. A process should be created to facilitate creating, editing, approving, and reconciling joint documents that are endorsed by multiple UW-Madison shared governance bodies.