



## Report to the Academic Staff Assembly on ***Recommendations to Increase Engagement of Academic Staff Assembly Members***

May 2, 2016

### **Ad Hoc Committee Charge**

On November 9, 2015, UW-Madison Academic Staff Assembly created an ad-hoc committee charged to ***[come-up] with ways to improve engagement of Assembly representatives . . . The scope of the committee would be to examine ways to improve the engagement of assembly representatives primarily in, but not necessarily limited to, assembly meetings.***

The committee first met on 12/4/15 and had nine meetings (12/18/15, 1/8/16, 1/22/16, 2/5/16, 2/19/16, 3/4/16, 4/1/16, 4/12/16, and 4/28/16). The committee facilitated a small group discussion after the 12/14/15 Academic Staff meeting and asked all academic staff to provide feedback through an online survey form (2/12/16) and on 4/11/16 this report on *Recommendations to Increase Engagement for Academic Staff Assembly Members* was submitted to the Academic Staff Assembly for a one-month review before expected actions.

In the midst of discussions, some steps were implemented with the support of the Secretary's Office and those are listed.

We believe that these recommendations will help further increase the engagement of Academic Staff Assembly members.

Sincerely,

### Committee Members

- Tim Markle, [timothy.markle@dhs.wisconsin.gov](mailto:timothy.markle@dhs.wisconsin.gov), Co-Chair
- Brady Minter, [BSM@athletics.wisc.edu](mailto:BSM@athletics.wisc.edu), Co-Chair
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- With support from the Office of the Secretary of the Academic Staff, Heather Daniels and Jake Smith



## **Report of the Ad Hoc Committee on Academic Staff Assembly Engagement**

### **Ad Hoc Committee Charge**

“It is requested that the Academic Staff Assembly form an Ad Hoc Committee for the purposes of coming up with ways to improve engagement of Assembly representatives. The Assembly requests that ASEC solicit and appoint members for this committee. The committee composition should include representatives and alternates for the Assembly and membership from ASEC. The Assembly representative/alternates should hold the majority of seats on this committee. The scope of the committee would be to examine ways to improve the engagement of assembly representatives primarily in, but not necessarily limited to, assembly meetings. It would be expected this committee would report back with preliminary ideas the assembly could implement by the February 8, 2016 Assembly meeting.”

The Ad Hoc Committee on Academic Staff Assembly Engagement has organized this report into the following sections:

- Implementation of Recommendations
- Context and Rationale for Improvement
- Questions Related to Improving Academic Staff Assembly Processes
- What is Working Well
- Improvement Areas
- Improvements Already Implemented
- Recommendations to be Implemented
- Appendices

### **Implementation of Recommendations**

For recommendations approved by the Assembly, ASEC, with the assistance of the Office of the Secretary of the Academic Staff, is charged with implementation.

### **Context and Rationale for Improvement**

The Academic Staff Assembly expressed concern about the engagement and effectiveness of both the Assembly and individual representatives. There are many factors that can impact the effectiveness and engagement of the Assembly and representatives. The committee looked at logistical, procedural, and content concerns in order to identify potential areas for improvement.

### **Questions Related to Improving Academic Staff Assembly Processes**

The committee discussed many questions related to engagement. These include, but are not limited to:

- Are meetings for updates, for action, or both?
- How do Robert’s Rules impact discussion? Within Robert’s Rules how can effective engagement be increased?
- How does the layout of the room impact engagement? Could other layouts increase engagement?
- Can there be some portions of the discussion that are not part of the actual meeting (e.g., recess)?
- Can the meeting be facilitated in ways to engage more people, including small group discussions?
- What other related groups can be involved to further increase engagement (e.g., CASIs)?

- Can engagement be increased by allowing off-site, online participation? Is technology available that would allow up to one hundred representatives to participate in meetings and include mechanisms to record votes and record quorum?
- In what ways can members of the Assembly be encouraged to bring issues forward to the Assembly?
- Are there ways to better connect the standing committees and the Assembly?
- How can standing committees and ASEC involve the Assembly in preliminary discussions on issues?

### **What Is Working Well**

The committee examined what was working well in the Assembly by collecting information through discussions with both committee members and members of the Assembly as well as an online questionnaire to gather feedback from the Assembly, CASIs and standing committees. The following items are working well for at least some respondents. Some of these items may not be working for others. Therefore, these items represent some highlights of feedback with recommendations that are not definitive solutions for all. Full results of these discussions and feedback can be found in Appendices B and C. These, along with comments from committee members, are paraphrased below.

#### *Meetings*

- There are many engaged academic staff who come together.
- The location in Bascom Hall is centrally located and encourages University leadership to show up.
- There is access to the Provost and Chancellor, particularly with having the Provost facilitate Academic Staff Assembly meetings.
- Important topics are discussed at meetings, along with information updates.
- The meetings are open and inviting to all staff.
- Meetings are often fairly efficient.

#### *Communication*

- Communication from the Secretary of the Academic Staff via Wisclists regarding notices, agendas, reminders, and other items, is very useful.
- The academic staff website and knowledge base have useful information and easy-to-find reports.
- Communications during Academic Staff Assembly meetings were more positive in the 2015-16 session.
- The Office of the Secretary of the Academic Staff does an excellent job organizing the agenda and relevant attachments.

#### *Participation*

- ASEC puts in a lot of time.
- It appears that ASEC is delegating items out to Assembly for inclusion, vote, and comments.
- Committees involve a large number of academic staff from campus and are often productive.
- The Nominating Committee handles a large responsibility with effectiveness.

### **Improvement Areas**

The areas that the committee discussed related to making improvements include the following:

- Orientation for Assembly Members
- Room Setup/Meeting Location
- Online Meetings
- Agenda & Content
- Meeting Facilitation and Discussion
- Committees
- Communication

## **Improvements Already Implemented**

The Office of the Secretary of the Academic Staff has been taking steps to increase communication and increase understanding of business items during meetings. The office has implemented the following practices since 2014:

- Academic Staff Assembly meeting agendas and materials are sent to all academic staff with contact information for their district's representative and alternate.
- Motion/Resolution cover sheets are provided for any voting items to allow debate and make motions easier to understand and follow.
- All Assembly agendas, minutes, and materials are available in the [acstaff.wisc.edu](http://acstaff.wisc.edu) Knowledge Base (KB).
- ASEC provides a report to the Assembly listing announcements as well as all issues discussed by ASEC between Assembly meetings.

## **Recommendations to Be Implemented**

### **Orientation for Assembly Members**

David Parter, Jim Rogers, Bill Tishler, and Heather Daniels met once to discuss changes to the Assembly orientation. The group decided on five goals for the orientation. The orientation should provide information on the structure of governance, allow Assembly representatives to feel comfortable at a meeting, provide information on best practices, provide skills to representatives to help them participate in governance, and provide an opportunity for Assembly representatives to decide which issues to address and how they can be effective as a group.

The following items are recommended as a three-pronged plan:

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.

The Office of the Secretary of the Academic Staff will ask for a small group of Assembly representatives to help plan the first two elements. In addition to helping organize the events, these representatives would serve as additional points of contact for new Assembly members.

### **Logistics**

Many survey respondents and members of this committee felt that Bascom Hall 272 is not comfortable or conducive to effective discussion and participation. Unfortunately, the committee did not have adequate time to investigate other possible locations.

Increasingly, the work of the University continues year round. In addition, the Chancellor has been placing emphasis on expanding to year-round instruction.

The following items are recommended:

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**

There are two significant purposes for enabling an online video option for Assembly meetings: Increasing engagement and participation from Assembly representatives who cannot attend in person, and increasing visibility, access, and engagement for all academic staff.

The committee investigated whether there were any current low or no cost technologies available that would allow representatives and alternates to participate fully in the meeting remotely and still follow Wisconsin open meetings laws, Robert's Rules of Order, and ASPP. Remote participation would necessitate a change in the voting procedure, how discussion is handled, and .require access to the technology for all representatives and alternates. The committee determined that no technology is *currently* available on campus to enable this.

There is technology in Bascom Hall 272 to allow for online video streaming of the Assembly meetings. This would enable academic staff to view the Assembly meetings without having to be present in the room. The potential drawback of streaming is that some representatives or guests may be less willing to participate in discussion if it is being live-streamed or archived.

The following items are recommended:

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 & Content**

In order to be effective, Assembly representatives need to be familiar with the items on the agenda and the content of those items. Improvements have been made in preparing agendas in advance and including background information on each item. However, to be fully engaged, the representatives need to know more about the items and their respective purposes on the agenda (e.g., informational, for discussion, for decision, etc.).

Better background information, including alternatives considered and not included, along with the basis for any specific recommendations or wording, will allow representatives to focus on the policy issues rather than spend time on the Assembly floor trying to understand the document or making minor edits.

The committee discussed the issue of getting items to the Assembly before the items become finished products, in order to allow for Assembly discussion and input. A core issue in the committee's discussion was how to use the Assembly's time effectively. People need to be prepared for discussion and be able to engage in the discussion during the meeting. There was also discussion regarding the balance of reporting and action at the Assembly meetings.

The following items are recommended:

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.

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 & Discussion**

The committee spent time discussing ways that the Assembly could hold small group discussions within the boundaries of the Assembly meeting structure. There was also time spent regarding how to improve Assembly members' knowledge of Robert's Rules. The motion/resolution cover sheet was created to address some of the concerns discussed by the committee.

The following items are recommended:

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**

Many agenda items are the result of committee work. Assembly engagement would be further improved by greater awareness of and involvement in the work of the committees prior to presentation of final reports/recommendations to the Assembly. Discussion prior to final reports will allow the Assembly to become more engaged in the issues, and provide feedback to committees.

Increasing the connection between committees and the Assembly will increase the effectiveness of both the committee work and the Assembly. It is helpful to have Assembly representatives serve on committees, or as liaisons to those committees, and for the committee chairs to be able to bring motions directly to the Assembly from their committee.

The following items are recommended:

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**

The committee discussed ways to ensure that everyone feels welcome to participate in meetings as much as or as little as they wish. Representatives should feel empowered to communicate with their districts to adequately express their concerns or support of business in Assembly meetings. The committee discussed ways to encourage Assembly representatives to offer motions and resolutions for the Assembly to consider.

There is also an ongoing concern that some members of academic staff aren't allowed to participate in shared governance.

An additional concern is the current lack of effectiveness and confusion of each governance body approving different versions of joint statements or policies.

The following items are recommended:

18. Assembly representatives are specifically encouraged to follow best practices, including:
  - Introducing themselves to their district members, with frequent reminders that the district's members are being represented
  - Providing insights and comments about issues ahead of meetings, to solicit feedback
  - Setting up appropriate communication channels for their districts (beyond the current email list)
  - 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:
  - Promoting accommodation of staff workloads for those with shared governance responsibilities
  - 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.

This concludes the recommendations of this report.

**Appendices to the full report include:**

- A. Academic Staff Assembly Small Group Discussion Results
- B. Results of Online Feedback from Academic Staff Assembly Reps/Alternates
- C. How Do We Know When We are Successful at Increasing Engagement?
- D. Recommendations Discussed But Not Accepted
- E. Members of the Ad Hoc Committee on Academic Staff Assembly Engagement

## APPENDICES

### A. Academic Staff Assembly Small Group Discussion Results

The following are results of small group discussion, facilitated by the Ad Hoc Committee members on Engagement for Academic Staff, after the Academic Staff Assembly on December 17, 2015. There were about 15-20 people who participated in the discussions.

#### What is Working Well

##### Meetings

- Many engaged people; location encourages leadership to show up
- Access to provost/chancellor; having Provost facilitate
- Meetings are interesting, engaging and inspiring

##### Communication

- Notices and reminders (to all Academic Staff)--listserv
- Communication from Secretary and KB were discussed as positives
- "This year is going well, compared to last year or recent years" (referencing certain personalities that were negative have left)
- Easy to find reports
- Agenda/attachments very organized—Secretary's Office doing a great job

##### Reaching its purpose

- Open and inviting to all staff
- Committees can be productive and involve a large number of Academic Staff

##### Other

- ASEC puts in a lot of time
- Appears that ASEC is delegating items out to Assembly for inclusion/vote/comments
- Nominating committee handles a lot

#### Suggestions for Improvements

##### Meeting Room

- Space isn't ideal but don't know if it is changeable
- Movable chairs (Grainger Hall—U shape?)
- Rotate meeting locations
- Room is too big
- Reps feel "talked at"
- Uncomfortable seats
- Unregulated temperatures
- Introductory meeting for new members (can I vote?)

##### Facilitation

- Utilize trained facilitators for parts of meetings (small groups)
- Periodic small group discussions

- Wish more time at Assembly would be spent on interaction and discussion, rather than just voting

### **Attendance**

- Provide remote access including for quorum and voting; observations
- Lack of recognition by employer for time spent at assembly

### **Content**

- How useful are year-end reports—would it be more useful to have reports on what committees are working on so we can provide input to committee reps and help guide decision making instead of being informed of decisions that have been made?
- Who can request/invite speakers from committees/campus?
- Brief educational presentations
- How are we providing oversight?
- Dislike of agenda items that are “updates” because they could be read separately over email (example-Ombuds annual report)
- Focus on topics or concepts at assembly meetings (not wordsmithing or editing resolutions).
- Make time on agenda for specific special topics about the importance of governance or discussions about campus issues that really do warrant agenda time

### **Communication**

- Twitter feed
- Where do suggestions go after reps give input?
- Same voices dominating
- What is the point of one to many communication—i.e. note of Transportation Committee—why? What should I do? Any follow up?
- Could there be immediate, non-official notes after the meeting to share with constituents?
- Combine some faculty
- Need to emphasize importance of what the assembly does and how it benefits all AS on campus
- Put more topic information on ASEC and Assembly agendas (provost on topic X compared to just

### **Reaching its purpose**

- Food w/in academic units
- Look at any ad hoc committees past expiration date
- How to engage more academic staff/increase interest in shared governance

### **Other**

- How to know what to do if you are new to assembly? Could we institute a mentorship program (senior assembly reps help new reps)—or Secretary/Deputy secretary of AS could run orientations. Especially if your job is an entry level or non-manager/higher role—if you don’t know about how the university works it is hard to jump into assembly meetings to know where to focus attention and what items are important.
- Week before assembly lunch discussions were a great idea—but time of day is hard for many; perhaps interactive alternatives?
- When Ad hoc committees contain members of ASEC, should (or could) those ASEC members refrain from chairing the ad hoc committee?
- How many districts are there and how many are unrepresented?

## **B. Results of Online Feedback from Academic Staff Assembly Reps/Alternates**

### **Academic Staff Assembly Responses to Engagement Questionnaire**

*Revised 3/3/16*

Twenty-eight individuals provided online feedback between 2/8/16-2/18/16. Questions were sent to all Academic Staff Assembly Reps, Alternates, Standing Committee members, and CASI members. The resulting data has been grouped by related themes.

#### **1. Please share any thoughts on what is working well with the Academic Staff Assembly in regards to the content and facilitation of meetings, venue/location of meetings, communication and/or other topics.**

##### **Communications**

- I think the level of respectful and thoughtful communication has been restored to the ASA meetings. Communication from Sec of AS office continues to be timely and helpful. I also enjoy the new check-in system (i.e. swipe ID cards).
- Sending out materials ahead of time so people have time to read & ponder. Most reports are kept short. The screen works well when editing is required from the floor.
- The communication leading up to the meetings is outstanding.
- I don't even know who my rep is and I'm a CASI member!
- Materials go out ahead of time with useful materials available during the meeting.
- Maybe the minutes could be organized by topics, with topic headings and background about how the topic is relevant to and/or affect Academic Staff. I know this would require a lot of additional time, though.
- The communication is reasonable.
- I feel properly informed about many things that come up and can take the time to inform myself on others before the meetings. I like the email lists.
- I haven't attended an ASA meeting. Time is convenient and communication regarding agenda is always very timely and clear.
- I have only really paid attention this past year. ASA does a good job of circulating the agenda as well as minutes following the meetings. I cannot comment on the other items.
- I like that the information is sent out ahead of time to my district and me. It is much easier than me having to send it myself.

##### **Meeting Time/Location**

- The times are good
- The time & day are good - at least for me
- Content, Location, and Facilitation are great
- Venue and time are convenient
- The venue is convenient
- It's at a good central location; I can usually get there despite my busy schedule
- The room is too big and not conducive to conversation
- The meeting space is pretty painful
- Re: venue - somewhere food/coffee is available (you probably know all this)
- Bascom Hall is at least centrally located

- I realize the choice of rooms is limited, but the current layout, with ASEC members lined up across the front of the room like a board of directors and the body of the assembly all facing forward is not conducive to discussion and debate. Too frequently presenters will turn to face ASEC, especially to answer a question, and a private conversation will ensue between the presenter and the ASEC member. The presenter will not be using the mic and no one will hear what is being said. I don't have a good solution to these issues given the rigid construct of the room, but the situation is far from ideal.

### **Meeting Content and Facilitation**

- Keep the meeting to 90 minutes or less.
- The meetings are fairly efficient.
- I think the meetings are well organized and prepared. They seem to flow very well.
- I like the content and format, and the people are very knowledgeable.
- Assembly representatives care.
- The format is pretty good.
- The meetings are well-run and generally efficient.
- The representatives who speak, both to present agenda items or to comment, are often well-informed and think broadly about many issues. I learn a lot from the meetings and appreciate hearing other people's perspectives on the issues of the academic staff.
- We get updated related to campus issues, well-organized agendas, we get wonderful Provost Sarah to chair, chance to re-meet with other shared governance members
- We've been doing better over the last few years in engendering discussion, though the tone is not always as professional as could be desired. There's still room for improvement, and we need to keep trying new things.
- I think the meetings are intimidating as a newcomer. For example, at the February meeting lists of committee members were presented and we were asked for other nominees. I read the materials prior to the meeting, though felt unsure of the procedure and certainly did not feel as if I could ask any questions. The cover sheets were an appreciated addition!
- I get the emails with announcements about meetings, agendas and minutes and such. It's nice to see them come in. However, I find the minutes difficult to read and understand. It would be nice for the Assembly to share communications about meetings/decisions that help people understand what's going on, summarize the big issues, educate. I would feel more engaged if, when I clicked through to read what the assembly is doing, I could understand what's going on and why it's important.
- I haven't attended these but part of my job is building community, so I'd suggest finding a way to let everyone present identify themselves each time - I assume the group is too big for individual introductions, so asking who's in which college, or who has which job class could let people check in fairly quickly. You could ask something fun as well about number of meetings per day, preferred technologies, sports, etc. I sit on one of the larger ASEC committees, am in my second year, and I still don't have everyone's names down because we haven't done that. Hmm now I'm going to suggest it.

### **Other**

- Things are okay. I think there are some interpersonal communication issues that could be improved.
- I haven't attended an ASA meeting.

## 2. In regards to the content and facilitation of Academic Staff Assembly meetings, how could the meetings be improved?

### Agenda & Content

- Continue to organize well so agenda is efficient and we are done by 5pm.
- Each topic somehow be noted for what it is (sharing information, brainstorming, getting to know each other, for discussion, action item, etc.).
- Have agenda structure reviewed by Harry Webne-Behrman.
- Recently Heather started adding a cover sheet. I would appreciate a bit more background on the resolutions.
- Maybe more reminders about the ability to put things on the agenda by the reps

### Meeting Facilitation & Discussion

- Either the Provost needs to bone up on Robert's rule of Order, OR preferably the meeting would be led by someone like Jake who is a trained parliamentarian - then the Provost could sit in the audience or with ASEC and answer questions.
- Sometimes the meetings get a little muddled when the provost gets tangled up with Robert's Rules -- I can't blame her, though. I get a little muddled by them, too.
- Pretty much everyone involved could understand Robert's Rules of Order better. We could try creating some kind of visual indicator to display to attendee's "where a matter is": we sometimes end up nested a couple-three levels deep in amendments, and waste a fair amount of time explaining context and procedure.
- Have campus facilitators (Focus on Facilitation group) assist when small group discussions are occurring,
- Inspire more discussion, debate
- Could you use clickers or some kind of quick audience response system to gather opinions or preferences related to the discussions (in addition to taking votes)?
- Make sure all the presenters speak into the microphone.
- We are spending too much time talking about the transportation department, its shared gov committee and the MOU [memorandum of understanding] with athletics.
- Often we don't understand the history and context of an agenda item. More background would be helpful, even more helpful would be a discussion of the issues before the item is on the agenda for voting (the equivalent of a committee hearing)
- Far too much time is spent presenting information rather than governing. If a group wants to present to the assembly it should be information that's important to the assembly as the assembly, not just information that academic staff members should know. Most (not all, but most) major business items should lead to some sort of decision. Otherwise it's not governing.

### Purpose of Academic Staff Assembly

- I still don't fully understand the structure and function of the Academic Staff Assembly; an introduction for dummies such as myself - PowerPoint?; half-day meeting? - with the names and roles of all the players, and examples of various accomplishments of the various committees, would make it easier to hit the ground running. I still feel that I am crawling in some respects.

### Knowing Each Other/Developing Relationships

- I wish there were a way to get to know my fellow members better. I understand what they were trying to do at the last meeting by moving the microphone so we could see the speakers but then we had our back to the person we were addressing. No clear way how to solve that.

### **Meeting Location**

- New meeting room with a more open seating environment

### **Other**

- Something that could improve on this explaining what committees do. Some of the titles don't explain their purpose. It's a bit confusing for new reps or alts.
- Depends on the anticipated outcomes. Could consolidate to just a few meeting per year for items needed for a vote. It's hard to have the time to understand all issues. Staff support in outlining arguments would be welcomed. Feels there should be more conversation, and I take full responsibility for not knowing what questions to ask.
- I haven't been to a meeting.
- Have not attended a meeting
- I don't know as I can usually not attend.
- I have no complaints. I can get there on my bike.

### **3. In regards to the venue/location of Academic Staff Assembly meetings, how could meetings be improved?**

#### **Current Space Is Good**

- The room itself is ancient, but it's a good location.
- I think it's a great location because it's centrally located, but I do know that people with mobility issues may have trouble with that location.
- I think Bascom is a good setting. However, the space is huge and reps can't engage or see other, a large board room would be better. Or even a smaller lecture hall.

#### **Current Space Is Not So Good**

- Might be nice to have some meetings more half way, but I also think it would be a challenge on those coordinating the meeting.
- Moving the meeting to a more comfortable location. We have beautiful rooms at the University, why are we stuck in one of the oldest, and grungiest?
- The venue is obviously too big & does not facilitate discussion - getting up & walking to the MIC is ridiculous.
- Have meetings occur in a space with movable furniture to allow easier adjusting for discussions.
- Are they held in Bascom Hall? If so, I wonder if more people would attend if they were in Union South...
- The seats in Bascom have to be the most uncomfortable classroom seats on the entire campus.
- I would like to see a better venue. The current seems very small when trying to keep notes and even fit into the chairs. I think Union South could be a better location and be more accessible for people.
- Though historic, the room is terrible :-{
- Get a room where we can face each other. Lecture style seating prohibits engagement. Going up to the microphone is intimidating.
- It would also be nice if the venue were more central to the campus rather than on the far east end.
- Someplace with functional HVAC and furniture that doesn't exhibit malice aforethought would be nice. Moveable seating would facilitate discussion, though that would be hard to find in a central location with enough seating.
- A better room setup, so that everyone can see each other and participate as equals. Also better A/V might help, so that the item being discussed is more clear.

- Location is not best. I would not want to move it far from its current central location, however, a better room (maybe the one we used in Ingraham during the summer, might work?
- So we host lots of meetings and find that being near food is desirable - one of the Unions or Grainger or something like that. And a nice view out the windows is desirable as well.
- The acoustics in that room are awful. I'm hard of hearing and I simply cannot understand a large fraction of what is said. Any large room will be a problem, but there are many on campus that are much better. The seats are both uncomfortable and noisy, frequently disrupting the meeting.

#### **Online Meeting Participation**

- Allow for online viewing/participation/voting, have an annual retreat in Costa Rica

#### **Other**

- Have not attended a meeting so can't comment on venue. Location appears fairly central to all of campus.
- I don't know as I can usually not attend.
- Haven't been to one

#### **4. In regards to communication to and from the members of the Academic Staff Assembly, how could communication could be improved?**

- Discussing Items Outside of Academic Staff Assembly Meetings
- Would it be possible to have an on-line forum where ASA could discuss things ahead of time?
- I enjoy[ed] the Wednesday informal meetings prior to the ASA meetings. I'm not sure these take place anymore but would like those to come back if they are no longer running. Haven't seen anything on it so I'm assuming these no longer operate
- It is really good. But perhaps something that requires to encourage more engagement. Perhaps a LinkedIn or private Facebook group to spark conversation.
- It feels like discussions had via e-mail never make it out of e-mail.
- I like the idea of gatherings outside of the regular meeting but I haven't participated and don't know what I would discuss if I did. I never get any feedback from my district on issues.
- Everyone is very busy, so it might fail, but a few informal meetings to meet each other would be nice.

#### **Pre-Meet Communications**

- Emailing that the minutes are up is great - how about a quick statement on what you did of importance?
- I think the communication is outstanding. I really like the new cover sheets which give a little background/context to the issues. Thanks for those.
- Continue sending materials before.
- Put ASA meeting minutes in a more reader-friendly format.
- You could include the agenda and the minutes directly in the emails. Having only the link in the email means that I will put off going further, and delays (or negates) actually reading the content.
- The emails are nice as are links to the agendas. I don't think my area has a representative so I don't get any info from there. Having a rep would be good.
- I think communication is very well done but knowing what documents to print would be helpfully to know in communication emails and such.
- Staff do a good job sending out info. Thanks!
- I hate to suggest more emails since email is so overwhelming and can be misinterpreted, but maybe more emails?

- I get communication because I'm a staff member. I'd like to see a list of the topics provided up front in the email that delivers the minutes.
- Purely informational items should be distributed in written form well before the meeting. When an item is being voted on, Assembly members should be encouraged to provide amendments in writing in advance of the meeting so everyone can read, understand, and think about what is being proposed.
- The challenge with ASA as well as CASI is how to promote who our reps are? Staff are busy with their day jobs and unless it's an issue that they care about, they don't pay attention. You do a good job of circulating minutes in a timely fashion....then it's up to us as staff to open and read them.
- People need to actually use the microphones...some people seem afraid or unaware of how to use them.

#### **During Meetings**

- Look to make information friendly for laptops/iPads (such as can I fill in the information on motion forms on my electronic device).
- Help us understand issues, provide simple, clear background so we can get it. Help educate as you share updates.
- Standing committees should be given more opportunities for feedback on amendments, especially on changes to ASPP, so people who have built up some expertise can weigh in on the implications of what is being proposed. I'm tempted to go so far as to require that all changes to ASPP be proposed in one Assembly meeting and voted on in the next.

#### **Online Meeting Participation**

- I think the early emailing of communication of issues & documents by the Sec. of the AS is probably as good as we can expect - at some point we should join the 21 century & allow / encourage / arrange for e-meetings, along with voting to take place via our desktop computers.
- Encourage additional online communication for discussion, possibly using group discussion software.

5. **Assembly rep Bucky Badger is a new assembly rep has an idea he wants to share with the assembly. He's unsure if it might be a resolution or a concern from his district that may be shared by other districts. Can you help guide Bucky on his next steps? (Click all that apply.)**

| Answer  |   | Response | Percent |
|---|---|----------|---------|
| Contact Secretary of Academic Staff office for help drafting a resolution   |    | 17       | 63%     |
| Contact a standing committee chair who may have expertise on the issue  |    | 11       | 41%     |
| Email the assembly reps list to discuss and see if there are other districts with the concern who wish to co-sponsor the resolution |    | 11       | 41%     |
| Add a discussion agenda item to Assembly meeting to review the topic  |    | 8        | 30%     |
| Attend an ASEC meeting to discuss the issue   |  | 10       | 37%     |
| Review the Knowledge Base to see what other resolutions or committee work has occurred around the topic                             |  | 14       | 52%     |
| Bucky should consult with his CASI about the issue for guidance   |  | 5        | 19%     |
| Bucky should approach another Rep to ask for guidance   |  | 7        | 26%     |
| I'm not able to help Bucky because I'm not sure how to  |  | 9        | 33%     |

|                     |   |          |            |
|---------------------|---|----------|------------|
| <b>Other ideas:</b> |  | <b>4</b> | <b>15%</b> |
|---------------------|---|----------|------------|

|   |
|---|
| <b>Other ideas:</b>   |
| Take a full page ad out in the Academic Staff newsletter  |
| I don't know. I haven't seen the protocol for it. It would be good to have an easy to follow protocol for new people.                   |
| LOL great question, but I don't know the answer.  |
| These are all fine ideas, though some will apply to some issues more than others. The order in which they're done can be important too. |

6. Please let us know what role(s) best describes your current involvement with governance. Please check all that apply.

| Answer                    |  | Response | Percent |
|---------------------------|---|----------|---------|
| Assembly Representative   |  | 15       | 56%     |
| Assembly Alternate        |  | 5        | 19%     |
| Standing Committee Member |  | 5        | 19%     |
| CASI Representative       |  | 6        | 22%     |

### **C. How Do We Know When We Are Successful at Increasing Engagement?**

The committee realized there isn't a single definition of Assembly engagement. The committee did discuss that there are current measures that are useful:

- Measuring how many Academic Staff Assembly members attend Assembly meetings
- Number of resolutions coming forward from Assembly members
- Measuring how many emails Academic Staff Assembly members send to their constituents
- Increased percentage of districts represented in Academic Staff Assembly (30 of 112 are not filled)

### **D. Ideas Discussed but Not Recommended**

The committee also discussed the following:

- Have an Assembly Rep on every standing committee.
- Create a twitter feed.
- Create an Academic Staff Assembly on-line forum where reps could discuss topics ahead of time and between meetings.
- ASEC should continue to pursue joint meetings with faculty or university staff governance bodies, where appropriate.
- Increase awareness of important campus of specific work Academic Staff Assembly does and how it benefits the UW-Madison and supports the Wisconsin Idea, including through the Communications Committee.
- Modify ASPP to require that all changes to ASPP be proposed in one Assembly meeting and voted on in the next.
- Institute a mentorship program where senior assembly reps help new reps.

### **E. Members of Ad Hoc Committee on Academic Staff Assembly Engagement**

Members of the Ad Hoc Committee on Academic Staff Assembly Engagement met on 12/4/15, 12/18/15, 1/8/16, 1/22/16, 2/5/16, 2/19/16, 3/4/16, 4/1/16, 4/12/16, and 4/28/16 and included the following members:

- Tim Markle, [timothy.markle@dhs.wisconsin.gov](mailto:timothy.markle@dhs.wisconsin.gov), Co-Chair
- Brady Minter, [bsm@athletics.wisc.edu](mailto:bsm@athletics.wisc.edu), Co-Chair
- Bill Tishler, [william.tishler@wisc.edu](mailto:william.tishler@wisc.edu)
- David Parter, [dparter@cs.wisc.edu](mailto:dparter@cs.wisc.edu)
- Jenny Dahlberg, [jenny.dahlberg@wisc.edu](mailto:jenny.dahlberg@wisc.edu)
- Jim Rogers, [jim.rogers@wisc.edu](mailto:jim.rogers@wisc.edu)
- Michael Moscicke, [michael.moscicke@wisc.edu](mailto:michael.moscicke@wisc.edu)
- With support from the Office of the Secretary of the Academic Staff, Heather Daniels and Jake Smith