

Chemistry Department  
Academic Staff Committee Meeting  
Chemistry 7108, 1:00 pm on September 8, 2017

**Committee Members**

Barta,Cheri	f	Undergraduate Research Coordinator
Bates,Desiree	f	Computational Chemistry Leader
Drier,Tracy	m	Master Glassblower
Driscoll, Kayla	f	Assistant to the Chair
Guzei,Ilia	m	Dir XRay Lab - CIC
Reitz,Tracey	f	Faculty Associate - CLC
Schwartz,Michael	m	Director - Sustainable Nanotechnology Center
Shanks,Robert	m	Senior Instrument Technologist

**Committee Charge**

The charge of the committee is to coordinate award nominations AND serve as a forum for addressing other issues of concern to the respective constituencies. As Executive Director, Matt Sanders will be an ex officio member of the committee and will be liaison to the Finance Committee.

Agenda

1. Discussion of the committee membership. Angel has retired. Ilia.
  - a. Want no more than 10 committee members and want everyone to have representation. Perhaps getting another FA on the committee would be wise?
  - b. Tracey will reach out to Michael Johnson, an experienced FA in the department for general chemistry.
2. Chemistry Conversation Breakfasts. Ilia.
  - a. Will have another in October, most likely “get to know your colleague” with 3-4 department members.
  - b. Will coordinate with Arrietta to make sure that different events do not duplicate.
  - c. Ideas for future meetings:
    - i. Hate/bias/discrimination
    - ii. Undocumented students
    - iii. Title IX changes
    - iv. Maybe more of an experiential workshop? Conflict resolution?
    - v. New procedure for performance evaluation, new review system, Pat has been meeting with people.
3. Staff lunches. Desiree.
  - a. Next one will be Sept 19<sup>th</sup>. No theme/location decided yet. Fall might feature fall flavors.
  - b. Judith has an idea for “pop-up” lunches, utilizing different spaces around the building. Might be combined with staff lunches.
4. Discussion of PARs. Matt. In Matt’s absence, a discussion about the new Performance Management System took place.

Performance Management System:  
Pat is working with small groups to show them how to use the online system

This will go into effect this year, requires a mid-year reviews and summary review  
A suggestion: having all supervisors ask for anonymous feedback for their supervisees

5. ACS social event. Cheri described the successful meeting at the dairy research center. Successful with around 40-50 people in attendance.
6. Send the article out to everyone, with the link to the Climate and Diversity resources page <https://www.chem.wisc.edu/content/climate-and-diversity-resources>
7. This is not an agenda item...but a sort of interesting article about academic staff was published in High Ed this summer. <https://www.timeshighereducation.com/blog/why-mental-ill-health-of-academic-researchers-remains-hidden-problem>
8. CHOPS: Hoping for 21 students; Everyone is invited to the poster session on Friday the 15<sup>th</sup>; Promote CHOPS – ask for participants and volunteers for the event
9. Printers: In an effort to cut back on the costs of printer cartridges, the department is funding centralized printers, verses individual printers, expect for those individuals that need a printer in their office.

Additional information:

For those of you who haven't read it yet, here's the link to the blog one of our students (Izzy Foreman-Ortiz) wrote about mental health: <http://sustainable-nano.com/2017/08/01/mental-health-and-diversity/>

UWELL (<http://uwell.wisc.edu/>) is still a program for all UW-Madison community members! So...it would be an appropriate link to add to the minutes for another resource on well-being.

Arrietta is going to contact Andrea, our departmental UHS representative, next week to ask if she would be willing (and to what extent) to answer mental-health type questions from chemistry faculty/staff. If Andrea is willing, Arrietta will plan to send out an email to all faculty/staff sharing Andrea's contact information.