

**Academic Staff Committee  
Committee Transition Meeting  
August 30, 2017  
MAC 204; 2:00 p.m.**

- I. Call meeting to order
- II. Introduction of Academic Staff Committee
- III. Introduction of members of Elective and Appointive AS committee members
- 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)
- VI. Break into committees. Review charges, meet ASC liaisons, set first meetings.
  - a. Personnel Committee (Lynn)
  - b. Professional Development Allocation Committee (Joe)
  - c. Professional Development Programming Committee (Jan)
  - d. Leadership and Involvement Committee (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