**COSW Minutes**

December 2, 2011

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**Present**: Valerie Casey, Sam Connally, Susan Duncan, Pamela Feldhoff, Robert Goldstein, Jeanne Guerrero, Andrea Gobin, Shirley Hardy, Brenda Hart, Dawn Heinecken, Casia Horseman, Sharon Kerrick, Ann Larson, M. Cynthia Logsdon, Missi Moutardier, Kathy Pendleton, Margaret Pentecost, Gale Rhodes, Melissa Long Shuter, Tammi Thomas and Georgette Moore **Guest**: Charles Sharp (for James Brown)

**Absent**: Laurie Ballew, Nancy Barr, James Brown, Sherry Duffy, Barbara Hanger, Marcia Hern, Nancy Knadler, Sharon LaRue, Kenyatta Martin, David Owen, Mordean Taylor-Archer, Nancy Theriot, and Martyna Warren

**Minutes**: A motion to approve the minutes from the October 28 meeting was made. The motion was seconded by Pamela Feldhoff and passed after vote.

**Chair Update**: Valerie reported updating Task Force and Recommendation goals chart. Her updates were sent to committee chairs who were asked to review.

* Chair Casey thanked the COSW members who served on the Tachau Award Selection Committee.
	+ Nominations were received for four individuals: Dr. Barbara Jackson, Reverend Erica Taylor, Phyllis Clark, Judi Jennings;
	+ The selection committee consisted of: Brenda Hart, Jeanne Guerrero, Pam Feldhoff, Georgette Moore, Barbara Hanger, Ann Larson and Cindi Logsdon;
	+ Winner of the 2011 Tachau Award was Dr. Judi Jennings.
* Susan Duncan met with the Chief Academic Officers (CAO) on November 16 and presented the COHORT Report.
* Valerie is finalizing the updates to the Task Force Recommendations. She has asked the Chairs of each committee to incorporate items under their purview into their committee goals and will send the updated information to the Provost.
* The COSW was asked to participate on the selection committee for Outstanding Performance Awards. Valerie represented the COSW and attended the Awards Reception. The 2011 Honorees are Mark Branham, Aaron Boggs, Keneka Cheatham, Walter Ewing, Sally Fenney, Theresa Hayden, Debbie Hudson, Jessie Roth, Marsha Shields, Scott Soeder, Gerome Stephens, Chandra Stroud. Congratulatory letters will be sent to honorees from the Commissions Office.

**Sam Connally’s HR presentation on Faculty Salary Equity Study**:

see link <http://louisville.edu/provost/faculty-personnel/faculty-salary-study>

Sam will present the AA/EEO Report in January at the COSW 2012 meeting.

**Committee Reports**

**RRR Update**: Pamela had nothing new to report.

**Communication Update**: Jeanne and Valerie met with Power Creative (PC). At the last COSW meeting, Jeanne brought samples for the commission to review. Comments regarding the samples were taken back to PC.

* **Newsletter**: There is a template for the newsletter and a goal to publish in December.
* **Webpage**: Plans are to redesign or enhance the COSW webpage.

**Integration of Work and Family**: Ann reported that:

* IWF is firming up their goals; identifying topics. Some are doing comparisons with benchmarks;
* Susan met with Larry Owsley and Justin to start initial brainstorming. Discussion included financing housing for faculty in the area surrounding Belknap;

**Campus Climate**: Current sexual harassment training is for employees. Campus safety-Sharon LaRue is working with faculty at the Kent School and will get back with Tammi.

**HRAC**: Margaret (see attachment)

**Faculty Senate**: The Faculty Senate will meet next Wednesday. Pamela will circulate information to Georgette to pass on to the COSW.

**CODRE Update**: CODRE Vice Chair, Charles Sharp attended and reported for James Brown.

* CODRE presented Dr. Nicole Seymour, the recipient of The 2011 President’s Exemplary Multicultural Teaching Award with artwork at their November meeting;
* Diversity Programming committee experiencing a lot of activity;
* CODRE committees are finalizing goals and the EC is refining the CODRE system.

**Announcements**

* New Speed School Dean, Neville Pinto circulated an invitation for Holiday luncheon.
* Dean Tracy Ells invited faculty to attend a panel presentation on Promotion and Tenure on December 5 at the Abell Building.
* ElderCare Series – Caregiver Stress & Self Care for the Caregiver by Jane Thibault, Ph.D. on December 20, 2011

Meeting Adjourned.

HRAC Report – 12.2.2011 Margaret Pentecost

**PERFORMANCE MANAGEMENT PROGRAM**

Effective performance management is easy to describe, but harder to practice.  It is more difficult, still, for directors and managers who are responsible for 1st line supervisors to ensure that performance management is practiced effectively and consistently over time and across subordinate units.  Yet, we know that effective and consistent performance management is key to our collective success.

Human Resources, with extensive feedback from vice presidents and deans, has developed a new performance evaluation tool for staff employees that is designed to foster greater clarity and consistency in staff performance evaluations, promote better communication between employees and supervisors, and (hopefully) foster greater confidence on the part of staff employees in the performance evaluation program.

<http://louisville.edu/hr/training/Evaluation%20Form%20Final%20111711.pdf>

With the concurrence of the Provost, all supervisors of staff employees are encouraged to participate in a 90-minute workshop before conducting performance evaluations in the Spring.  The workshop will focus on the fundamentals of effective performance management and introduce supervisors to the new performance evaluation tool, with the expectation that supervisors will begin to use the new performance evaluation form in Spring 2012 to develop work plans for the coming year.  [Note:  2011 performance evaluations will be conducted using 2011 performance evaluation forms, but supervisors will be expected to use the new performance evaluation form to develop work plans for 2012.]

**Supervisory Workshops**

Please register at <http://louisville.edu/hr/training/performance-management-training> for one of 25 workshops beginning November 30, designed specifically for faculty and staff supervisors of staff employees.  Workshops are scheduled at a variety of times and locations on Belknap, HSC, and Shelby campuses.   Select the "Supervisor & Manager Workshop" link for a drop-down list of workshops available.

**Employee Workshops**

HR will also host a number of workshops beginning December 5 for non-supervisory staff employees to introduce them to the new performance evaluation form and to introduce a new "employee self-evaluation" that will be part of our performance management program in the future.  Interested employees may also register at  <http://louisville.edu/hr/training/performance-management-training>.  Select the "Staff Self Evaluation Workshop" link for a drop-down list of workshops available.

Effective performance management is a shared process that requires the investment of both supervisors and employees to ensure that individual effort is aligned with department goals and objectives.  Please help us move toward a more contemporary, professional, and interactive performance evaluation process for staff employees by participating in one of these workshops.

# 11/30/2011 Meeting Objective: AlcoholEdu/Haven Proposal Overview & Discussion

The AlcoholEdu for College proposal that was prepared by Jerry Anderson of EverFi was distributed to the task force.

* Amy Seng presented a motion “that the task force recommend AlcoholEdu/Haven for a sole-source contract.” The motion was seconded by Lamont Johnson & Jeff Rushton.
* The floor was opened for questions and discussions regarding the motion. Questions and discussion items included:
	+ Issues remaining open for further investigation:
		- Administrative hub revealing names/scores
		- Liability issue
* Sole source contract is an option over request for RFP due to an existing contract with the University of Kentucky
* Are there any options to get out of the three (3) year contract if it is found to not be working? Discussion included:
* The University can quit implementing the program, but would still be responsible for the cost
* Other universities have not seen buy-in in less than three (3) years or had the ability to analyze results
* There may be room for negotiation through purchasing
* Student Voice is a positive as it is used for the orientation evaluation data
* University IT needs to be involved in timeline discussions
* Interface of some kind with Peoplesoft, other Peoplesoft universities use AlcoholEdu
* There will be implementation issues that will need to be addressed.
* The surveys will be separated into two (2) segments with different due dates
* Alcoholedu does not offer a mobile app
* The seat time is 2 hours; however, it may take some students longer to complete
* Communication and messaging will be an important component (Admissions will begin communication with new students in January)
* What role will SGA play?
* Push/back resistance from students
* It is important to keep in mind that there are three new requirements for students entering in Fall 2012 (immunizations, residence requirement, career piece for advising)
* Concerns were raised over who will have access to the data, how tightly restricted it will be, and if information will be sold to third parties
* Jeff Rushton shared his thoughts about AlcoholEdu’s software. He said that it provides credibility, accountability, and that the analysis and data are very comprehensive. A vote was recommended for choosing AlcoholEdu software.
* If the sole source contract does not pass it will go to an RFP
* A vote on the motion was taken. The motion passed and will now go before the Provost.
* Organization of work groups for implementation was discussed
* Taskforce members were asked to review their information and come with ideas as to which workgroup they would like to be a part of.
* The next meeting is December 7, 2011 from 11am-Noon in Houchens 160

**DRAFT Workgroup Timeline and Structure**

Starting now January- June 2012 January- June 2012 Ongoing

**IT (Technical Review) Marketing & Implementation Research &**

 **Communication Tracking\_\_\_\_**

- 1/2012 initial information - Fall 2012 incoming freshman - follow-through - Checklist - Transfer students?

- Parental engagement - Placement in calendar

- Management & tracking

 - Sanctions

* + Enforcement

- Customization

- Parent involvement

- Integration

* w/ other “live” programs
* w/ advising
* w/ i2a