

**Meeting Minutes**  
**Chancellor's Committee on the Status of Women**  
**Academic Professional Sub-Committee**

August 25 2009, 12:00 p.m.

**Attendees:** Jacquelyn Jancius, Yesim Anter, Kris Zimmermann, Alison Phillips, Tanya Jachimiak, Angela Prazza, Mary Malcolm, Sherry Churchill.

The meeting started with introductions.

**I. Old Business:** Jacquelyn gave a summary of previous year's organized events. These events were on the topics of management & supervision, conflict resolution, campus grievance policy, Earth day event on sustainability, stress management and revealing your hidden talents event.

**A. Task Force Updates**

1. *Mentoring Task Force:* Angela Prazza gave a summary of progress made during the summer. The Academic Professionals Mentoring Program (APMP) is housed by the Office of Access and Equity (OAE). A committee whose members made a commitment to serve in the committee for two years, is going to start its pilot program by the end of September 2009. The APMP committee spent past summer formulating the framework and outlining program's goals, forms, rules and regulations. The program is designed to have a structure where the protégée (mentee) and the mentor will define their expectations from each other as well as what they expect to get out of the program and from this experience. A copy of these forms and guidelines were provided by Angela . Angela pointed out that the program will have a website (URL will likely be [apmp.uic.edu](http://apmp.uic.edu)) which will be routed through the OAE website. As soon as this website goes online, a Massmail will be sent to Academic Professional announcing the launch of this program. This announcement will invite APs to volunteer and to serve as mentors. Currently there are four (4) APs committed to being mentors. Although the pilot program will be for the duration of fall semester, the goal is to expand it to the academic year. The participants and Angela exchanged ideas that could help the mentoring committee to enhance the development of this program. Angela has ask the CCSW AP subcommittee to help the APMP committee with finding people on campus that are interested in being mentors. Anyone interested in being a mentor can contact Angela ([prazza@uic.edu](mailto:prazza@uic.edu)) to request the Mentoring Guidelines and application form.
  
2. *Professional Development Task Force:* Jacquelyn noted that the formulation of this task force began last year as a new direction to focus on for the subcommittee. A survey was distributed to APs to assess areas of interest for workshops or panel discussion on professional development.. The survey response revealed that the APs who took the survey showed interest in attending events on the topics of management, leadership, stress management, professional development. Kris noted the only topic that the AP subcommittee events did not cover was on the topic of negotiation & developing negotiation

techniques. She and Tanya expressed their interests in organizing an event on this topic. The subcommittee shared ideas and the names of possible speakers.

3. APAC AP Survey: Jacquelyn gave an update to the members and shared an email she recently received from APAC. The survey project which has been developed by Survey Research Laboratory (SRL), has a budget of \$ 12,000 in order to run the survey among all APs, analyze and report the results by a person who will be designated to do so. APAC has asked CCSW-AP to contribute \$ 600. Jacquelyn and Angela pointed out that CCSW-AP will not be able to commit to a monetary contribution until the meeting on September 11, when the CCSW budget is scheduled to be finalized, approved and allocated to its subcommittees. The AP subcommittee is willing to contribute to the survey by organizing an event either before the survey to popularize it or to educate APs about the survey; or after the event to announce and discuss its results. It is possible that a financial contribution in the amount of \$ 100-150 may be extended to APAC to support the survey. The attendants brought up some ideas that can bring the cost of the survey down, such as getting College of Business students involved. Kris is serving as a liaison between APAC and CCSW committee, and she will pass this information to Michael Moss who is in charge of this project in APAC.

## II. New Business

**A. Focus Areas for AY2009-10.** Jacquelyn encouraged the members to bring new ideas for the new academic year.

**B. Events:** Jacquelyn presented new event ideas (see below). Subcommittee members should consider volunteering to organize an event that would be interesting to the organizers and beneficial to other APs. Generally, one person or two people can volunteer to organize an event. Guidelines for organizing events is being developed by the co-chairs and the co-chairs will serve as a resource for the organizers. Subcommittee members are also encouraged to share their ideas for events.

1. Women's Leadership panel: The turnout for "Distinguished UIC Women in Management and Supervision" event showed that there will be a strong interest and demand for the continuation of this topic, making it as a series of management/supervision events. Vanessa Peoples' talk was very well-received and the co-chairs think that another event should be developed around the topics she discussed. She could be invited one more time or her opinions could be sought to develop this series.
2. CAPE Awards: Other event series can be developed around the awards that are given at UIC such as CAPE and WOW awards.

3. Motivation: Events could be formulated in the area of motivation, such as how to motivate yourself (or your employees) in these hard economic times.
4. Networking: Subcommittee can either co-sponsor other networking events organized by APAC or CCSW subcommittees. Jacquelyn brought up developing a “speed-networking” event following the idea behind “speed-dating” at which, APs will be given opportunity to make connections, interview and meet other APs in short time intervals. The idea behind speed-networking is to get to know other APs in a social atmosphere and to introduce yourself to as many people as time allows. Some of the meeting attendants expressed their previous experience with similar events. Tanya expressed her interest in getting involved in the organization of a networking.

**C. Other:**

1. Angela Prazza encouraged CCSW-AP committee to collaborate with other subcommittees when organizing events as it is also encouraged by the Chancellor.
2. Jacquelyn encouraged everyone’s involvement in organizing an AP event. Yesim pointed out that she will be finalizing an “Event Management Guideline” soon. It will be distributed to those members who will be involved with the organization and planning of these events. A copy will be given to Angela Prazza who suggested that other CCSW subcommittees may take advantage of implementing such guideline.
3. Some of the participants brought up the idea of working with the other Chancellor’s committees to organize another “hidden talents event” at which people can illustrate their talents in arts or music. Angela (co-chair of CCSW) will have a meeting with the Chancellor and all of the Chancellor’s committees and will present this suggestion to them,