FACULTY WELFARE COMMITTEE MEETING
October 12, 2015
11:00 AM – 1:00 PM
410 Mrak Hall

I. INTRODUCTIONS

II. OVERVIEW OF ASIS

III. UNIVERSITY COMMITTEE ON FACULTY WELFARE (UCFW) UPDATE

IV. SELECTION OF AN ALTERNATE/VICE CHAIR
   a. 2015 UCFW meeting schedule:
      • November 13, 2015
      • December 11, 2015
      • January 8, 2016
      • March 11, 2016
      • April 8, 2016
      • May 13, 2016
      • June 10, 2016
      • July 8, 2016

V. RFC
   a. SEXUAL VIOLENCE & SEXUAL HARASSMENT POLICY (DUE BY OCTOBER 23)
   b. ORU DISESTABLISHMENT REQUEST – IGA (DUE BY DECEMBER 12)

VI. COMMITTEE MEETING SCHEDULE FOR THE FALL

2. Click the **Proceed** button below the disclaimer. *(See Pic 1 below)*

![Pic 1](image1)

3. Enter in your UC Davis Kerberos login name and password. *(See Pic 2 below)* If you are uncertain of your Kerberos login information you will need to call the IT Express Computing Help Desk at 530-754-HELP (754-4357). If you do know your username, but have forgotten your password, you will need to visit the IT Express Computing Help Desk in person to obtain a new password.

![Pic 2](image2)
ASIS Quick Reference
Home Page and Navigation

The home page of the Academic Senate Information System (ASIS) (Pic 1) is composed of the following sections:

1. Title area
2. Top Navigation
3. Left Navigation
4. Body Area

Title Area (Right Section)
The right section of the ASIS title area (Pic 2) consists of the following:

1. Log Out: Click to log out of ASIS
2. Print This Page: Click to print the page body without the title area, top navigation and left navigation.
3. Help: Click to email ASIS technical support regarding issues encountered while using the site.
4. User name and current quarter
ASIS Quick Reference
Home Page and Navigation

Top Navigation
The top navigation bar of ASIS (Pic 3) consists of links to the following:

ASIS Home and External Links
1. The ASIS home page
2. The UC Davis website
3. The Academic Senate website
4. The Academic Federation website
5. The Systemwide Academic Senate website
6. The Emeriti committee website

ASIS Internal Links
1. Academic Senate, Academic Federation and Other Committees Lists
2. Meeting Calendar
3. Current and archived Academic Senate news items
4. Link to the Course Approval System
5. Link to the Committee on Research (Travel Grant) page
6. The ASIS Policy/Terms of Use

Left Navigation
The left navigation bar of ASIS (Pic 4) consists of links to the following:

1. Your Information
   a. Update Availability page
      Update your availability by selecting times of the week during the quarter when you are not available.
   b. User Information page
      View and update your personal information.
   c. Consultation Requests
2. Your Committees
   Links to committees you currently serve on
3. Log Out
Body Area
The body of the ASIS home page (Pic 5) consists of the following:

1. **Items That Require Your Attention**
   This section will only appear when there are items that require immediate attention, including:
   a. Ballots or Surveys
   b. Call for Preference of Service

2. **Your Committees**
   A list of all the committees you currently serve on including:
   a. The next meeting date
   b. Your role on the committee
   c. The name of the committee’s advisor

3. **Your Consultation Requests**
   If you serve as a committee chair, all consultation requests submitted by the Academic Senate Office will appear in this section.

4. **News**
   Current and archived Academic Senate news items
Log in to ASIS [http://asis.ucdavis.edu/](http://asis.ucdavis.edu/) using your Login ID and Kerberos password. On the left pane of the homepage on ASIS select the **Update Availability** link.

You will be directed to the following screen:

### Quarterly Availability Schedules

To provide information as to when you are not available to meet, do the following:

- Select the tab that corresponds to the quarter you wish to enter your lack of availability.
- Select the checkbox that corresponds to the day and time when you are **NOT** available for meetings.
- Enter miscellaneous schedule information for each quarter into the box at the bottom of each quarter.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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**Miscellaneous schedule information (e.g., specific dates you are not available):**

1. Select the quarter for which you will be entering your availability.
2. **Select the day and time when you are **NOT** available for meetings.** This system works the opposite of Doodle, so you want to make sure you are entering the times you are **NOT** available to meet.
3. Once you have finished selecting the times you are **NOT** available for meetings click **Update Availability**.