

Graduate School Committee on Academic Staff Issues (GS-CASI)

Annual Report October 2006

GS-CASI Overview

The Graduate School Committee on Academic Staff Issues (GS-CASI) is an advisory committee to the dean of the Graduate School on academic staff issues. It reviews policies and procedures concerning academic staff in the Graduate School and serves as a source of information and representation for the academic staff in the Graduate School.

The GS-CASI has now completed its fourth year, with the full committee meeting every other month to conduct its business. The GS-CASI met six times during the period covered by this report, October 2005 through September 2006. Four subcommittees hold additional meetings to work on issues in-depth. They are:

Communications Subcommittee
Nominations and Districting Subcommittee
Personnel Policies and Procedures Subcommittee
Professional Development and Recognition Subcommittee

Information regarding subcommittee composition, issues currently being addressed, and dates/times/minutes of meetings can be viewed on the GS-CASI website:
<http://info.gradsch.wisc.edu/admin/casi/>.

Communications Subcommittee

The Communications Subcommittee establishes and monitors communication with Graduate School academic staff and with campus academic staff committees external to the Graduate School.

2005-2006 Activities/Accomplishments

For the last year, members of the Communications Subcommittee have coordinated meetings and activities with members of the Professional Development Subcommittee because of common goals and interests. Joint activities are further described under Professional Development Subcommittee accomplishments.

The CASI website, administered by the Communications Subcommittee and hosted by the Graduate School is well established and used as a vehicle for posting committee meetings, agendas, reports, and subcommittee activities. The Subcommittee was responsible for preparing the 2005 annual report along with a summary of accomplishments. The report, together with an announcement explaining the role of the Graduate School CASI, its membership, and general information with Web links relevant to academic staff interests was e-mailed to all Graduate School academic staff members. Descriptions of the GS-CASI and its subcommittees have been updated to reflect its growth and focus over the past three years.

Communications Subcommittee members also formally share information between GS-CASI and other committees and groups. This information helps GS-CASI keep current on related issues and identify opportunities for follow-up and collaboration. During the past year, the full

Graduate School CASI met with Academic Staff Assembly representatives to discuss common goals and ways of promoting interest in governance activities among academic staff.

Ongoing Activities

Creating and maintaining the content of the GS-CASI website will continue to be the subcommittee's most visible activity in 2006. In particular, agendas, minutes, and reports will be published on the website as soon as they are available. The website will also continue to be used to publish election materials and announcements, with e-mail used to alert people to look at documents on the website. Additionally, the CASI web site can be used to link to pertinent Academic Staff Executive Committee (ASEC) information, like the ASEC retreat in August 2006, governance issues and to information about joint ventures with other CASIs.

Nominations and Districting Subcommittee

The Nominations and Districting Subcommittee oversees GS-CASI elections and provides oversight for balanced district membership.

2005-2006 Activities/Accomplishments

The annual election for Vice-Chair was held at the July 2005 GS-CASI meeting with Mary Lou Reeb reelected as Vice-Chair

The Nominations and Districting Subcommittee organized and identified new candidates for Districts 2, 3, 4, 6, and 10. New representatives were found for District 7 and Appointment position #1 after membership resignations due to over-commitments. GS-CASI district elections were held during the 17 March – 03 April 2006 timeframe, filling district positions for 2007-2010. The Committee worked with the Communications Subcommittee to update web page representative information for districts and committees.

The Subcommittee also provided an amendment to the by-laws in October 2005 to clarify membership wording. Three other by-law changes were presented at the July 2006 meeting to formalize Academic Planning Council representation from a GS-CASI member, implementing a Vice Chair alternate, and providing guidance on how GS-CASI member vacancies are filled.

All the district numbers are well balanced this year. Committee membership was also rebalanced.

Personnel Policies and Procedures Subcommittee

This Subcommittee ensures that personnel policies and procedures of the Graduate School are consistent with those of the University of Wisconsin-Madison. The Subcommittee educates about such policies and when areas of concern arise, the committee devises and recommends solutions to the general CASI and the Dean.

2005-2006 Activities/Accomplishments

The Subcommittee followed through on its efforts to draft requirements for the establishment of the Honorific- Research Professor Title Series that could be implemented by the Graduate School. This draft had been created after surveying use of the title series in other schools and colleges on campus. A final draft of the policy was approved by the GS-CASI, and submitted to the Graduate School Dean's Office for review, final approval and implementation. Julie Karpelenia, Dean of GS Human Resources presented the draft policy to the Associate Academic

Deans on May 16, 2006 who made slight modifications to the policy draft. Dean Martin Cadwallader presented the modified policy at the July 21, 2006 CASI meeting. The final policy has been implemented by the Graduate School. The PPP subcommittee will continue in its efforts by: assisting centers who wish to submit nominations, tracking the number of submissions, and reporting on the outcomes of these applications.

Ongoing Activities

This year included turnover in the composition of the Subcommittee with three members leaving, and three new members joining in July 2006. Since many of the previous goals of the Committee have been met, it will now revisit past accomplishments and establish a new priority list of topics to address at its first meeting with the new committee members.

In addition the Subcommittee will increase its efforts to reach out to other PPP CASI subcommittees on campus in order to share resources and work on issues shared by academic staff in other colleges.

Professional Development and Recognition Subcommittee

The Professional Development Subcommittee is responsible for recommending strategies for the professional development and recognition of academic staff within the Graduate School. Developing and managing a mentoring program for new academic staff in the Graduate School is included within the scope of this subcommittee.

2005-2006 Activities/Accomplishments

As referenced in the Communications Subcommittee report, a major accomplishment of the PDRC committee was to merge activities with the Communications Subcommittee based on shared goals and common interests across the two committees. The goal for combined activities focused primarily on the commitment to increase awareness and involvement of academic staff in University of Wisconsin-Madison governance. The following activities occurred in pursuit of coordination with other CASIs and the Academic Staff Executive Committee (ASEC).

1) During the full CASI meeting held on January 13, 2006 and in response to subsequent written requests, these suggestions were made to ASEC based on discussions that had occurred in PDRC and Communications Subcommittee meetings:

- Explore possibilities of all of the CASIs having representatives come together to work on issues that are campus-wide. This would also lessen duplication between CASIs.
- Structure the time during meetings that ASEC has with all of the CASIs for discussions of 2 or 3 topics instead of reports given by each CASI. These topics should be about issues across campus, held during lunch hours, with a clearly defined agenda.
- Have a task force setup by the ASEC to discuss participation in governance and goals of getting more academic staff involved.
- Have ASEC put academic staff governance “vignettes” in the Wisconsin Week featuring academic staff that have participated and how they benefited. Also, include vignettes from directors, deans, and faculty stating that they support academic staff governance participation and why.

2) Mary Lou Reeb attended the August ASEC planning meeting as the campus CASI representative, with support of the GS-CASI, other CASIs and ASEC.

The Professional Development Subcommittee continued to review the Professional Development and Recognition Grants for the Graduate School. In January, the Subcommittee presented a protocol for the review of PDRC grants within the GS-CASI. These procedures resulted from committee members' early experiences in reviewing and ranking PDRC grants and have been consistently applied to new PDRC reviews. PDRC awards were granted to Kim Dalton and Rae Sprague, Waisman Center, Shelley Prudom, Primate Research Center, and Jean Phillips, Space Science and Engineering Center (November 2005) and John Ollinger, Waisman Center (Spring 2006).

The Subcommittee identified career development as an area of professional development that may be of interest to academic staff members across the Centers of the Graduate School. New activity in this area was explored and supported during the July GS-CASI meeting as a proactive strategy to support and retain academic staff personnel.

Ongoing Activities

Coordinated CASI and ASEC activities, with a focus on increased awareness of and involvement in governance will continue to dominate activities in the upcoming year. Members of the PDRC and Communication Subcommittees have committed to taking a lead among the CASIs in initiating discussions and activities to implement the suggestions listed above. Additionally, career development has been identified as an area of new activity beginning with an exploration of resources that exist within UW-Madison and the development of strategies to bring these resources to the Centers and/or encourage the development of additional activities and resources. Review of PDRC grants will continue into next year.

APPENDIX A – GS-CASI Membership

The GS-CASI consists of 12 members, 10 elected by the school's annual staff and two appointed by the Dean. In addition, the Dean and a human resources specialist serve as ex officio members. At the time of the initial GS-CASI elections in 2003, the districting plan placed each of the approximately 600 staff in one of 10 districts for the purpose of electing voting members to the GS-CASI. The plan favors Graduate School Center and location over job title in contrast

to the Academic Staff Assembly plan, which favors job title. The larger Centers are somewhat underrepresented relative to the smaller Centers. The districting and current representatives are apportioned as follows:

Elected – Voting

<u>District</u>	<u>Description</u>	<u>Member</u>
1	Waisman Center – Researchers	Michael Anderle Senior Research Specialist Waisman Center
2	Waisman Center – Clinical and Managerial	Tuchman, Linda Outreach Program Manager III Waisman Center
3	Waisman Center – Other	Donna Cole Research Program Manager II Waisman Center
4	Space Science and Engineering Center – Researchers	Feltz, Wayne Researcher Space Science and Engineering
5	Space Science and Engineering Center – Other	Phillips, Jean Senior Special Librarian Space Science and Engineering
6	Primate Research Center	Helgeland, Jody Research Specialist Primate Center
7	Biotechnology Center and Institute on Aging	Redman, Cheryl Outreach Specialist Biotechnology Center
8	Bock Laboratories, RARC and Aquatic Sciences Center	Reeb, Mary Lou Assistant Director Aquatic Sciences Center
9	Kegonsa Research Campus and Arboretum	Neumann, Bruce Assistant Researcher Synchrotron Radiation Center
10	Administration and UW Press	Simmons, Miriam Assistant Dean Administration

Appointed – Voting

<u>District</u>	<u>Member</u>
11	Dave Egan, Senior Editor, Arboretum
12	Tanya Cobb, Administrative Program Manager III, Laboratory of Molecular Biology

Ex Officio – Nonvoting

Martin Cadwallader, Dean, Graduate School

Julie Karpelena, Assistant Dean, Office of Human Resources

Past Representatives

Wilton Sanders, Senior Scientist (ex vice chair, ended 7/04)

Mina Johnson-Glenberg Scientist, Waisman Center (Researchers) (ended 7/04)

John Stott, Kegonsa Research Campus and Arboretum (ended 7/04)

Marcia Douglas, (ex officio, ended 7/04)

Mark Mulligan, (ended 7/05)

Deborah Faupel (ended 7/05)

Sheila Leary (ended 7/05)

Linda Haskins (ended 7/06)

Judy Kingsbury (ended 3/06)

Gary Case (ended 11/05)

The GS-CASI relies heavily on subcommittees to accomplish its work. Each GS-CASI member serves on one or more subcommittees. In addition, we were very fortunate that retired Academic Staff member John Stott also volunteered to share the work and continue to serve as Communications Subcommittee member.