

Graduate School Committee on Academic Staff Issues (GS-CASI) Annual Report October 2008

GS-CASI Overview

The Graduate School Committee on Academic Staff Issues (GS-CASI) advises the Dean of the Graduate School on academic staff issues. It reviews policies and procedures and serves as a source of information and representation for academic staff in the Graduate School.

The GS-CASI has now completed its sixth year, with the full committee meeting every other month to conduct business. The committee met six times during the period covered by this report, July 2007 through July 2008. Subcommittees held additional meetings to work on issues in-depth. They are:

Communications Subcommittee

Nominations and Districting Subcommittee

Personnel Policies and Procedures Subcommittee (*not active in 2007-2008*)

Professional Development and Recognition Subcommittee

An October 2008 GS-CASI retreat is planned to foster new milestones/directions for GS-CASI committee. Information regarding subcommittee composition, current issues, and minutes/agendas of meetings can be viewed on the GS-CASI web site:

<http://info.gradsch.wisc.edu/admin/committees/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.

2007-2008 Activities/Accomplishments

The Communications Subcommittee continues to coordinate meetings and activities with members of the Professional Development Subcommittee due to shared goals and interests. A major joint activity in this period was the development of an academic staff Frequently Asked Questions document (FAQ). This is further described under Professional Development Subcommittee accomplishments.

The GS-CASI web site, 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 PDRC grant recipients. The subcommittee continues to update the GS-CASI web site with relevant information as it becomes available. The Graduate School moved the GS-CASI web site to a new web address and updates its look to match the Graduate School's new web site in this period. The subcommittee reviewed all GS-CASI web pages for updates as part of this process.

The Subcommittee prepared the 2007 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 links relevant to academic staff interests, was e-mailed to all Graduate School academic staff members.

Ongoing Activities

In the upcoming year, the Subcommittee plans to:

- Continue to create and maintain content for the GS-CASI web site. Agendas, minutes and reports will be published on the web site in a timely fashion. Changes to GS-CASI goals and “current issues” made during the October 2008 GS-CASI Retreat will be posted to the web site, as appropriate.
- Use the web site to publish election materials and announcements, such as recipients of professional development grants or other awards. Additionally, the CASI web site will be used to link to other pertinent academic staff information, including the new Academic Staff FAQ.

Nominations and Districting Subcommittee

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

2007-2008 Activities/Accomplishments

The annual election for Vice-Chair was held at the July 2008 GS-CASI meeting with Wayne Feltz elected as Vice-Chair.

The Nominations and Districting Subcommittee organized and identified new candidates for District 3, 5, and 7. GS-CASI district elections were held during the 24 March – 31 March 2008 timeframe, filling district positions above for the 2008-2011. Election results for term beginning July 2008: District #3 – reelection of Donna Cole, District #5 – election of Dan Bull to replace Jean Phillips, and District #7 – reelection of Cheryl Redman. Sub-committee worked with communications committee to update web page representative information for districts and committees. A new voting member was appointed by Dean to fill AP1 vacancy after the Districting/Nominations sub-committee submitted nominations. This brought the GS-CASI membership to full strength.

The subcommittee also provided input to more frequent web page updates and proposed a one-day GS-CASI retreat to be conducted in October 2008 to plan new directions for the committee.

All the district numbers are well balanced this year as shown in figure below.

Oct. 2007 Data sorted by UDDS, District, Title				Grad School				
	H	I	J	K	L	M	N	O
	District	Oct '07	Nov '06	Feb '06	Sep '05	Jan '05	2004	2003
1								
2	District 1	89	77	81	82	83	89	95
3	District 2	66	59	63	60	57	38	42
4	District 3	70	63	65	63	62	66	59
5	District 4	95	96	94	98	87	83	74
6	District 5	117	114	107	103	82	74	68
7	District 6	81	88	87	87	84	78	75
8	District 7	67	76	70	65	66	62	61
9	District 8	59	57	61	59	57	59	59
10	District 9	64	64	62	63	63	59	58
11	District 10	58	54	56	55	58	42	53
12	Total	766	748	746	735	699	650	644
13	Average	77	75	75	74	70	65	64
14	St Dev	19	19	17	17	13	17	15

Created 12/5/2007

Ongoing Activities

In the upcoming year, the Subcommittee plans to:

- Analyze district membership balance and provide guidance to adjust total number of members per representative
- Balance committee membership to provide best GS-CASI representative skills to specific committee
- Prepare and coordinate GS-CASI elections and provide recommendations to fill district vacancies when warranted
- Provide guidance and proposals for amendment of GS-CASI by-laws to provide fully functional GS-CASI body

Personnel Policies and Procedures Subcommittee

The Personnel Policies and Procedures Subcommittee (PPP) 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. At the November 10, 2006 meeting, the GS-CASI agreed that the PPP Subcommittee would remain on the roster of working subcommittees, but would not meet regularly again until given a new task by the larger committee. The PPP Subcommittee did not meet in 2007-08.

Professional Development and Recognition Subcommittee

The Professional Development and Recognition Subcommittee (PDRC) will be responsible for recommending strategies for the professional development and recognition for 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.

2007-2008 Activities/Accomplishments

The Professional Development and Recognition Subcommittee (PDRC) meets with the Communications Subcommittee due to overlapping goals and interests.

The joint subcommittees completed a draft of *Frequently Asked Questions for UW-Madison Academic Staff* in December 2007. The draft was subsequently reviewed by the Compensation and Economic Benefits Committee and was made available to academic staff in summer 2008 (<http://acstaff.wisc.edu/FAQJune08.pdf>).

The PDRC participated in the review of two rounds of professional development grants for academic staff in the graduate school:

2008-2009 Professional Development Grant (Part I) Results (Spring 2008)

- Anita Bhattacharyya, Associate Scientist, Waisman Center
- Valerie Joers, Research Specialist, Primate Research Center
- Dr. Cara Westmark, Assistant Scientist, Waisman Center

2007-2008 Professional Development Grant (Part II) Results (Fall 2007)

- Eva Rakasz, Associate Scientist, Primate Research Center
- Greg Barrett-Wilt, Assistant Scientist, Biotechnology Center

- Amy Harms, Researcher, Biotechnology Center

Ongoing Activities

In the upcoming year, the Subcommittee plans to:

- Identify a new subcommittee chairperson.
- Continue to review Graduate School Professional Development Grant applications

APPENDIX A – GS-CASI Membership 2007-08

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 766 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	Palumbo, Teresa University Relations Specialist Waisman Center
2	Waisman Center – Clinical and Managerial	Tuchman, Linda Outreach Program Manager III Waisman Center
3	Waisman Center – Other	Cole, Donna Research Program Manager II Waisman Center
4	Space Science and Engineering Center – Researchers	Feltz, Wayne Assistant Scientist Space Science and Engineering
5	Space Science and Engineering Center – Other	Phillips, Jean Senior Special Librarian Space Science and Engineering Note: Vice-Chair of GS-CASI CASI Representative on GS Academic Planning Council
6	Primate Research Center	Hoffman, Matthew Senior Special Librarian 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 Laboratory Manager I

Synchrotron Radiation Center
**Note: CASI Liason with
Academic Staff Executive
Committee**

10 Administration and UW Press

Simmons, Miriam
Assistant Dean
Administration

Appointed – Voting

District Member

11 Kael Hanson, Associate Instrument Innovator/Researcher, Arctic Research Institute (ICECUBE)

12 Tanya Cobb, Administrative Program Manager III, Laboratory of Molecular Biology

Ex Officio – Nonvoting

Martin Cadwallader, Dean, Graduate School

Julie Karpelena, Assistant Dean, Budget and Personnel Office

Past Representatives

Wilton Sanders, Senior Scientist (ex vice chair, 7/02 - 7/04)

Mina Johnson-Glenberg Scientist, Waisman Center (Researchers) (7/02 - 7/04)

John Stott, Kegonsa Research Campus and Arboretum (7/02 - 7/04)

Marcia Douglas, (ex officio, 7/02 - 7/04)

Mark Mulligan, (7/02 - 7/05)

Deborah Faupel (7/02 - 7/05)

Sheila Leary (7/02 - 7/05)

Linda Haskins (7/02 -7/06)

Judy Kingsbury (7/04 - 3/06)

Gary Case (3/05 - 11/05)

Jody Helgeland (7/02 – 10/06)

Michael Anderle (03/06 - 5/07)

Dave Egan (1/06 – 3/07)

The GS-CASI relies heavily on subcommittees to accomplish its work. Each GS-CASI member serves on one or more subcommittees.