

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

Friday 11 July 2008
9:00 a.m. – 10:30 a.m.
334 Bascom Hall

Present: Martin Cadwallader, Miriam Simmons, Linda Tuchman, Matt Hoffman, Dan Bull, Julie Karpelinia, Wayne Feltz, Tanya Cobb, and Donna Cole

Absent: Cheryl Redman, Teresa Palumbo, Mary Lou Reeb, Bruce Neumann, Kael Hanson

Convene: Chair Martin Cadwallader convened the meeting at 9:00 am.

Review and Approve Minutes:

Review and Approval of Minutes from 19 May 2007 Meeting:

The approval was tabled because we did not have a quorum to vote. We will review both May and July's minutes at the September Planning Meeting.

Announcements

- **Academic Staff Assembly Update - there was none since the Assembly does not meet in the summer and Bruce was absent from our meeting.**

Committee Reports

- **Communications – Matt Hoffman**
 - The Committee has not met since the last CASI meeting. The annual reports are due today from each Committee Chairperson. Wayne and Linda have both turned theirs into Matt.
 - We will discuss the Annual Report at the September meeting and put it in a final format for ASEC and the CASI brown bag.
 - We will have a retreat in September to decide where we are going, what our mission statement should be, and review each committee.
- **Nominating and Districting – Wayne Feltz**
 - Wayne will create a calendar for what needs to be done each year, when reports are due and when elections are held. Matt asked if it could be available on our website and Matt will place it there once it is done.
 - Nominations for the next vice-chair election had been requested. There was one candidate – Wayne Feltz with the possibility of other write-in candidates
 - The vote had to be postponed because we did not have a quorum.
- **Professional Development and Recognition – Linda Tuchman**
 - The Committee has not met and our major activity is to find a new chair. Our new member, Dan Bull, will potentially serve on the PDRC and Communications Committees.
 - The FAQ are now accessible on the acstaff website.
 - Miriam will chair the Compensation and Economic Benefits Committee for ASEC and she will do an annual review of the FAQ document to keep it updated.
 - A question was raised: how can we get the Centers and Departments to do something that would communicate what the GS-CASI and Academic Governance does on campus and how to get involved?

- Donna brought up a new program that has been started at the Waisman Center called “Hail and Farewell” to say hello and good-bye to staff members. Wayne noted that there has been a program like this at SSEC for years.

Other Business

- **Planning for next year of GS-CASI**
 - Could there be a way to send new AS a link to the FAQ document?
 - How about changing chairs or sub-committees? Do we want to have an annual check of who the chairs are and should we have an annual change every July? Wayne could make it part of the timeline?
 - Matt felt a little directionless because there were no guidelines to follow. Let’s talk about this at the retreat in September.
 - Review the heritage of the committee. Review the annual reports. Come up with new tasks for each committee.
 - What information do we as academic staff need? Could we do something on a regular basis and each of us then distribute to our district members?
 - This is what we’ve done, this is what we are working on, do you have any questions or concerns? GS-CASI is checking in with you and wants to know your concerns.
- **September Retreat**
 - Are there staff fairs, can we market GS-CASI in a brochure or a one page fact sheet?
 - We would like to talk about the overall mission, go through each sub committee, where are we going?
 - Should we survey our constituents? It hasn’t been done in several years.
 - Should every CASI member send out an email to their constituents with the link to the FAQs and ask for any concerns or suggestions they would like us to look at in the coming year?
 - Communicate 2x a year with our constituents: In the fall, send out FAQ and then another time send out an email about what we have been doing.
 - Works in progress could be discussed:
 - Here are issues, do you have any you would like to add?
 - Wayne will take responsibility for putting together the retreat and it will be held at SSEC. September 11th from 9:00 to noon? Wayne will survey the members that could not attend today.
 - Should we switch our bi monthly meeting times to Thursday mornings in order to have Mary Lou be able to attend now that she is a member of ASEC?
 - Miriam will contact Darin Harris once the date is set to see if he can facilitate for us.
 - Wayne will begin an agenda and pass it on to us for fleshing out
 - No breakouts to committees since we are a small group.
 - Wayne will work on morning refreshments for the retreat.

Guest Speaker

- **Martin Cadwallader**
 - Transition to a new Chancellor-Biddy Martin
 - She has already met with some legislators at the Capital.
 - Meeting with local Madison people, has met with several deans including Martin.
 - The Dean of the Graduate School is also the Research Director for the University.
 - Cornell University has split the Dean and Director into two positions.

- WID - John Wiley has been appointed interim director.
- The building will open in 2010 and a national search will be done for a Director at that time.
- There will be 5 teams of researchers and there will be a recruitment of someone to be direct these teams.
- Pre-proposals will be accepted through November to propose teams – these will be accepted from faculty.
- There is a mission: biotech, nanotech, and bioinformatics are all part of the mission.

- Appointment of Sheila Leary as Director of the UW Press.

- The Arboretum is the next Center that will be reviewed by the Grad School.

- PSL will be hiring a new director.

- Research and Sponsored Programs:
 - The National Science Foundation auditors have left for awhile and will come back at the end of July to campus.
 - New grants management system has been hard to get on line. It is a painful transition.

Next Meeting

Date: ?

Location: ?

Time: ?

Minutes: Bruce Neumann

Adjourn

Submitted by Donna Cole