

Minutes

Graduate School
Committee on Academic Staff Issues Retreat
Thursday, October 2, 2008
351 Space Science Engineering Center (AOSS Building)
9:00 am – 12:00 pm

Convene: The meeting was convened by Wayne at 9:06 am

Minute Taker: Bruce Neumann

Present: Tanya Cobb, Donna Cole, Dan Bull, Wayne Feltz, Miriam Simmons, Kael Hanson, Mary Lou Reeb, Cheryl Redman, Matt Hoffman, Julie Karpelenia, Bruce Neumann

Absent: Linda

Vice-chair election: Wayne Feltz was elected by a unanimous vote. – Congratulations Wayne!

Review and Approve Minutes from May and July 2008 meetings:

May minutes (weren't approved in July as there was not a quorum in attendance) – motion: Cheryl, second: Donna – approved.

July minutes – motion: Tanya, second: Matt – approved.

Action Items:

1. Action item: Wayne will compose a letter for the representatives to send to their constituents introducing themselves and giving background on the Graduate School Committee on Academic Staff Issues (GS CASI) and Academic Staff (AS), and frequently asked questions. (Business item #3)
2. Action item: Wayne will look into finding/generating an updated GS CASI district member list. (Business item # 4)
3. Action Item: Miriam and Mary Lou will prepare a draft survey to present to Graduate School (GS) Academic Staff (AS) asking questions regarding positions, age, future retirement plans, etc., and will forward to GS CASI members the one-page factsheet that the Secretary of the Academic Staff has already developed.
4. Action Item: Mary Lou and Tanya will develop a draft document recommending the Dean to initiate an annual "State of the Graduate School" address to present to GS staff.
5. Action Item: Wayne will look at what needs to be done in order to conduct electronic elections.
6. Action Item: Wayne will send an email to everyone and all must indicate which one or two committees they wish to serve on. He will also ask for volunteers to serve as chairs for the Communication, Nominating and Districting, and Professional Development and Recognition Committees.

Discussion:

- 1) Discussion regarding approval of minutes if there is not a quorum at a meeting: in the future we would like to circulate the minutes electronically, but may need to change the bylaws. This will be looked into.
- 2) In the future, minute takers need to place action items separately at/near the beginning of the minutes.
- 3) In future minutes, spell name of unit, etc., and then use acronyms for the remainder of the minutes.
- 4) Kael has accepted a tenure track position in Brussels, Belgium so this is his last meeting. Congratulations Kael!
- 5) Teresa Palumbo has resigned – she represented District 1 (Waisman Center). A replacement will need to be found.

Retreat Goals/Business/Brainstorming:

- 1) New meeting day and determine minute takers:
 - The GS CASI will meet the second Monday of every-other month at 1:00 – 2:30 (before the Academic Staff Assembly meetings).
 - New meeting schedule and minute takers:
 - November 10; Miriam
 - January 12, 2009; Tanya
 - March 9; Matt
 - May 11; Mary Lou
 - July 13; Dan
 - September 14 (Retreat??); TBA
 - November 9; TBA
- 2) Review current issues (such as L&S, Annually updated Issues of Interest to CASI)
 - Discussion on “going green” and what should be the academic staff role in this concept. Look into developing a fact sheet outlining ways to recycle and save energy, convert to two-sided copies, etc. UW has a website on recycling, etc.: (<http://www.conserve.wisc.edu/>).
 - Website links for other UW-Madison CASI's were provided:
 - <http://www.doit.wisc.edu/casi/index.asp>
 - <http://www.dcs.wisc.edu/CASI/index.html>
 - <http://casi.med.wisc.edu/>
 - <http://chatter.lss.wisc.edu/casi/>
 - <http://www.cals.wisc.edu/CASI/>

- 3) CASI Reps should send an email to their constituents introducing themselves and some basic information on the CASI and AS
 - a. Action item: Wayne will compose a letter for the representatives to send to their constituents introducing themselves and giving background on the CASI and academic staff, and frequently asked questions.
- 4) We need to obtain updated district member lists in order to correspond with our constituents.
 - a. Action item: Wayne will look into finding/generating an updated GS CASI district member list.
- 5) Mary Lou brought up that the new chancellor asked the Academic Staff Executive Committee (ASEC) "Who are the Academic Staff?" GS CASI should do a survey to look at what the GS AS do and who they are, along with looking at future retirements (ages of AS) and future hiring. A fact sheet needs to be developed answering these questions along with statistics on employment, retirement patterns. Recognition of staff for accomplishments should be emphasized. Miriam and Mary Lou will look into whether the GS CASI can construct a survey on AS issues, including questions on age, projected retirement date, etc. that could be answered anonymously. Julie is chairing a workforce planning committee in conjunction with the strategic plan.
 - a. Action Item: Miriam and Mary Lou will prepare a draft survey to present to Graduate School (GS) Academic Staff (AS) asking questions regarding positions, age, future retirement plans, etc., and will forward to GS CASI members the one-page factsheet that the Secretary of the Academic Staff has already developed.
- 6) Tanya presented information on the UW-Madison reaccreditation that will occur in 2009. This included the timeline leading up to the reaccreditation and reaccreditation themes. She also shared a document on "Building a Welcoming, Respectful, & Empowered UW Madison Community" and emphasized that welcoming is not only important at the time of hire, but should be done continually.
 - o Welcoming will be suggested as a topic for the GS Climate and Diversity Committee to address.
- 7) Mary Lou shared information from other CASIs and discussed ways some of these CASIs were recognizing AS (both for new AS and for veteran AS accomplishments and service). It was suggested that the Graduate School should hold an event where the Dean would deliver a message on the "State of the Graduate School" and a recognition ceremony could be incorporated into this event.
 - a. Action Item: Mary Lou and Tanya will develop a draft document recommending the Dean to initiate an annual "State of the Graduate School" address to present to GS staff.
- 8) 2009 Initiative Candidates:
 - o 5-year report due (annual reports, retreat, review Chancellor Martin's new initiatives) — (All committees). We will use the Med School's report as a template. Wayne will create files that all GS CASI members can access.
 - o Conduct a GS CASI self-study after the 5-year report is completed.
 - o GS CASI AS self-study (who are we?)—Important since new chancellor has raised this question. — (PPP Committee)

- Draft of one page survey of issues and demographics (Mary Lou and Miriam).
 - Julie is chairing staff workforce planning in conjunction for the strategic plan (Graduate School initiative).
 - UW-Madison 2009 Reaccreditation—“Building a Welcoming and Respectful, & Empowered UW Madison Community.”
 - New recognition ideas from others to encourage and award AS (apparently other CASIs are doing this)– (PDRC Committee):
 - AS showcase – maybe a GS (model after Med School CASI).
 - Recognition of service (pins), Dean present a “State of the Graduate School address and could possibly recognize personnel with pins, Bucky Books, etc. (Place on agenda for next meeting.)
 - Look into professional development ideas and successes.
 - Look into holding GS unit open houses and tours.
- 9) Establish timing of important annual GS-CASI reporting, elections, web update, email information to district membership:
- Title: GS CASI Annual Timeline:
 - March - District email list update, GS-CASI elections
 - a. Action Item: See #4 – email list (Wayne)
 - July - Committee reports due (1 July – 30 June) to Communications Committee), new vice-chair elected, new district representatives introduced, and website will be updated.
 - September – Finalize and approve annual report and discuss Future annual goals at the annual Retreat
 - October 1 – GS-CASI annual report due to Dean and Secretary of the Academic Staff and publish on GS-CASI web site.
- 10) Electronic elections:
- DoIT has a programmable website that we can use to conduct electronic elections.
 - a. Action Item: Wayne will look at what needs to be done in order to conduct electronic elections.
- 11) New guest speaker list update:
- Esther Olson – GS Equity and Diversity Committee – for discussion on welcome and recognition.
 - John Mather, Ombuds representative to discuss the Ombuds program.
 - Medical School CASI representative to talk about their CASI.

12) Committee chairs:

- Current Committees:
 - Professional Policies and Procedures: Cheryl
 - Communication:
 - Nominating and Districting:
 - Professional Development and Recognition:
 - a. Action Item: Wayne will send an email to everyone and all must indicate which one or two committees they wish to serve on. He will also ask for volunteers to serve as chairs for the Communication, Nominating and Districting, and Professional Development and Recognition Committees.

13) Mission statement and Guiding Principles: We will look into developing a mission statement as a discussion topic for a future meeting. The Med School CASI has an excellent mission statement that could be used as a model for the GS CASI.

Adjourn: 11:59 am

Motion: Mary Lou, Second: Donna

Respectfully Submitted: Bruce Neumann