

Graduate School
Committee on Academic Staff Issues
Monday, November 10, 2008
1 - 2:30 p.m.
351 Space Science Engineering Center (AOSS Building)

Convene: The meeting was convened by Wayne Feltz at 1:00 p.m.

Minute Taker: Miriam Simmons

Present: Donna Cole, Dan Bull, Miriam Simmons, Mary Lou Reeb, Cheryl Redman, Matt Hoffman, Julie Karpelenia, Bruce Neumann, and Wayne Feltz, chair

Absent: Martin Cadwallader, Tanya Cobb, Linda Tuchman

Guests: Ombuds Office Representatives: Jane Voichick, John Mather and Kay Simmons

Review and Approve Minutes from October meetings:

Motion: Miriam, second. Donna approved.

Announcements:

Ombuds Presentation:

Jane, Kay and John discussed the purpose of the Ombuds Office: facilitates understanding, communication, and resolution of conflict among members of the faculty, academic, and classified staff and the administrators of the university. The office is staffed by two retired faculty and two retired academic staff. They have dealt with intellectual property and grants issues. Every Wednesday current issues are discussed to gather different perspectives and to keep each other informed in case a back up is needed. They average 60 – 70 calls annually with about half from academic staff and two thirds of those are from women. While an annual report is submitted to the Provost, they answer to the Vice Provost for Diversity and Climate. Their web site has the most recent report: <http://www.ombuds.wisc.edu/>

They operate by a set of standards from the Professional Ombuds Association:

- 1) Informality
- 2) Independence
- 3) Confidentiality
- 4) Impartiality, Neutrality

Mary Lou will send everyone a copy of UW Health's Clinical Laboratories, "C.A.R.E. – The ideals we live by."

Committee Reports:

Communication – Matt

A reminder that minutes will be posted once they are approved. Matt is posting the announcement of the meeting dates and times. Wayne and Matt will meet to discuss the district email lists.

Nominating and Districting – Wayne

Wayne will work with DoIT regarding electronic elections. The best time is to ask in early December for the most complete lists. Candidates are needed for District #1 and AP1. Wayne's draft email introducing the CASI was discussed, changes were made. The final copy will be sent to everyone by next Fri., Nov. 21.

Professional Development and Recognition (PDRC)

The process for reviewing Professional Development and Recognition grants was discussed. Julie's office is responsible for seeing the applications are complete and the budget is correct. Only people with direct supervisory responsibility may absent themselves from the selection process. The PDRC chair will distribute the guidelines for each round of nominations.

Other Business:

Retreat Action Items:

1. **DONE** 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. **IN PROCESS** Action item: Wayne will look into finding/generating an updated GS CASI district member list. (Business item # 4)
3. **In PROCESS: MEETING: Thurs., Nov. 20, 1:30 p.m. Room 209 Bascom** 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. **IN PROCESS:** 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. **Will include: 1) Report of past activities 2) Discussion of future activities, 3) Celebration of Achievements The CASI will serve as a Committee of the Whole.**
5. **IN PROCESS:** Action Item: Wayne will look at what needs to be done in order to conduct electronic elections.
6. **DONE:** 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.

Current Issues - Postponed

Five Year Report - Wayne

Wayne will use the Med School's report as a template.

ASEC/CASI Brown Bag Update -- Wayne

Discussed issues such as who we are difficulty in recruiting, need for younger members, etc. The Medical School is holding a reunion of former CASI members to help them to recruit. One idea is a CASI Ambassador Program, talking one-to-one for recruiting. Received complements on the FAQ listing. One idea for non monetary recognition is expanding the rolling horizons one more year.

Future Topics/Guest Speakers - Postponed

Next Meeting:

Date: Monday, January 12, 2009

Location: 334 Bascom Hall

Time: 1 – 2:30 p.m.

Minutes: Tanya Cobb

Adjourned at 2:35 p.m. by Chair Wayne Feltz

Respectfully submitted by Miriam Simmons