

## Committee on Academic Staff Issues

Minutes of Meeting

November 9, 2007

### PRESENT:

Dean Martin Cadwallader, Donna Cole, Wayne Feltz, Kael Hanson, Matt Hoffman, Julie Karpelenia, Bruce Neumann, Teresa Palumbo, Jean Phillips, Cheryl Redman, Mary Lou Reeb, Miriam Simmons, Linda Tuchman

### ABSENT:

Tanya Cobb

### CONVENE:

Dean Martin Cadwallader convened the meeting at 9:04 a.m.

Before beginning the meeting, the Dean introduced Kael Hanson as the newest member of GS CASI. Other members introduced themselves and welcomed Kael to the committee. In response to a question about the 2007-09 state budget and its effect on the Graduate School, the Dean said that he was pleased to announce that there would not have to be any positions cut as a result of the budget that was just passed. The UW System's Growth Agenda should really help the other campuses; the \$10 million in state and tuition funds for the recruitment and retention of high-demand faculty and staff should be of assistance to UW-Madison. However, he cautioned that the eroding state support will hurt the university and the state in the future.

### REVIEW AND APPROVAL OF MINUTES:

Approval of the 14 September 2007 minutes was deferred until the January 11 2008 meeting to allow guest speaker Ann Lamboley time to review the draft of the notes of her presentation.

### ANNOUNCEMENTS:

- Academic Staff Assembly Update (Bruce Neumann): Bruce announced that the CASI/ASEC brownbag will be held today at Union South at 11:45. He will try to attend this meeting at which the campus CASIs share their annual reports and discuss topics of interest, but may not be able to because of another commitment. Other committee members were encouraged to attend in order to ensure that GS CASI had a representative there as well as participate in the discussion.

### COMMITTEE REPORTS:

- Communications (Jean):
  - Jean reported that Matt Hoffman had volunteered to coordinate the posting of updates to the GS CASI Web site. She expressed the committee's appreciation to John Stott for his previous long service in doing this.

**Action Item:** Wayne was requested to provide Matt with a listing of current committees and their memberships as a starting point for the update. Matt will also ensure that all agendas and minutes are posted. Full review of the site will be an agenda item of the Communications Committee.

- Nominating and Districting Committee (Wayne):
  - As noted above, Wayne will work Matt to begin to update the Web site. He also noted that current issues and other pages may need to be updated.
- Professional Development and Recognition Committee (Linda):
  - Miriam distributed the latest draft of the CASI FAQ document. CASI members reviewed and edited the document.

**Action Item:** Matt will incorporate changes made at the meeting and send members an updated electronic copy for their reference. Further GS CASI comments should be sent to Miriam by November 16. Final review will then be completed by PDRC and the document forwarded to the Academic Staff Compensation and Economic Benefits Committee for their review. After this has been completed, PDRC has offered to share it with other campus CASIs.

OTHER BUSINESS:

- CASI FAQ (Miriam): See above PDRC report.
- Professional Development Grant Results (Linda): Linda reported that there were three applications from Graduate School academic staff members. PDRC ranked and forwarded all three to Graduate School for ASEC review. Results should be known shortly.
- Future Topics/Guest Speakers (Julie): Julie referred members to the November 2006 minutes for a review of the listing of possible future topics/speakers.
- Effort Reporting (Cadwallader): Dean Cadwallader reaffirmed that the university encouraged academic staff members to actively participate in governance. A discussion then began about the issue of working in a university environment in relationship to the new reporting guidelines.

**Action Item:** Because it was time for the presentation by the guest speaker, further discussion of this topic was deferred until a future meeting.

- Minute Takers for Upcoming Meetings:

**Action Item:** Because it was time for the presentation by the guest speaker, discussion of this topic was deferred until the next meeting.

GUEST SPEAKER:

- Don Schutt: Office of Human Resources, Human Resource Development  
*Career Development and Other Related Professional Development Matters*

Don Schutt gave an overview of professional development opportunities available to UW-Madison academic staff members. He said that currently his office holds 800-1200 workshops each year for about 16,000 individuals. Emphasis is on both organizational as well as individual needs. In regard to individuals, both leadership and career development are popular topics. He then discussed with the committee a popular presentation he gives on a strength-based approach to career development using appreciative inquiry.

Handouts included:

A Strength-Based Approach to Career Development Using Appreciative Inquiry  
Building on Your Strengths (Interview Guide)

**Action Item:** One topic which came up in discussion was the possible need for mid-career professional development classes. Don said that he would be pleased to work with GS-CASI to present this topic as a future brown bag talk. GS-CASI members then said they would discuss it as a committee item and get back to Don.

NEXT MEETING:

Date: Friday, January 11, 2008

Location: 334 Bascom Hall

Time: 9:00-10:30 a.m.

Minutes: none assigned

ADJOURN:

The meeting was adjourned at 10:30 am by Jean Phillips.

Respectfully submitted by Mary Lou Reeb