

Committee on Academic Staff Issues

Minutes of Meeting
November 10, 2006
Draft

PRESENT:

Martin Cadwallader, Donna Cole, Julie Karpelenia, Mary Lou Reeb, Cheryl Redman, Wayne Feltz, Miriam Simmons, Michael Anderle, Bruce Neumann

ABSENT:

Jean Phillips, Linda Tuchman, Dave Egan

CONVENE:

The meeting was convened by Dean Cadwallader at 9:05 am

WELCOME AND CHAIR'S COMMENTS:

Dean Cadwallader welcomed everyone to the meeting. Matthew Hoffman was introduced and Dean Cadwallader appointed Matt to serve as Jody Helgeland's replacement as representative from the Primate Center.

REVIEW AND APPROVAL OF MINUTES:

The CASI minutes from the September 8, 2006 meeting were reviewed and unanimously approved.

ANNOUNCEMENTS:

Academic Staff Assembly Update (Bruce)

- Items of interest from the October 9, 2006 Assembly meeting included: Chancellor Wiley's address and his concerns of continuing budget issues facing the University due to the State's budget situation.
- Discussion was held on the criminal background checks policy which is being developed.
- The AS Collective Bargaining Subcommittee's report was handed out.
- At the next Assembly meeting, scheduled for Monday, November 13, the Legislative Audit Bureau report will be discussed.

COMMITTEE REPORTS:

Communications Committee (Miriam)

The Communications Committee had no report other than to mention that the Communications Committee and Professional Development Committees' share the same members.

Nominating and Districting Committee (Wayne)

John Stott will be correcting any errors regarding the names and term dates of the GS CASI members on the website. Jody Helgeland left the University and Matt Hoffman volunteered to replace Jody. Dean Cadwallader appointed Matt to represent the Primate Center. Matt will serve until the next election at which time he will have to run for this position.

The following by-law changes were recommended:

- As per the Dean's recommendation, the GS CASI Vice-chair shall serve as the Graduate School's Academic Planning Council (APC) representative.
- A Vice-chair elect shall be appointed by the Vice-chair to chair meetings in the absence of the Dean and Vice-chair.

A motion by Tanya, second by Donna to make the above changes to the GS CASI by-laws. Unanimous approval.

The following CASI district member's appointments will be ending in June, 2007. Candidates will need to submit paragraphs for the March election:

- District 6: Matt Hoffman, Primate Research Center
- District 7: Cheryl Redman, Biotechnology
- District 8: Mary Lou Reeb:
- District 9: Bruce Neumann, Kegonsa Research Campus and Arboretum
- Appointed: Tanya Cobb

Mark Mulligan will be sending updated district email lists and district balances. Thank you to Mark for continuing to provide this service.

Professional Development and Recognition Committee (Mary Lou and Miriam)

The PCRC Committee has just completed reviewing and ranking the Academic Staff Professional Development Grant applications.

OTHER BUSINESS:

- ASEC/CASI brown bag (Bruce and Miriam)
 - Bruce compiled a summary of the priorities submitted by each of the CASIs that were in attendance at the meeting and had distributed it via email. Martin was not on the email list and a copy will be sent to him. Miriam added that Letters and Sciences stated that they were very pleased with the Academic Staff survey they conducted and one of the reasons they wanted to focus on performance reviews was to gain consistency across units.
 - All CASI representatives at the meeting agreed they would like to work together and share information on topics of similar interest.
 - It was pointed out at the meeting that each CASI is required to submit a submit a 5-year review of their CASI to the Dean and to ASEC.
- List of campus CASI contacts (Mary Lou)
 - Colleen sent Bruce an updated list of CASI contacts. Bruce will forward this list to all CASI members.
- Honorific Research Professor title (Julie)
 - The Graduate School received one nomination for the Honorific Research Professor title, Dr. Yoshiro Saimi from the Laboratory of Molecular Biology.

- Julie will recommend a couple of policy changes before the next nomination deadline. One change will be to include eleven copies instead of ten so she can keep one on file at the Graduate School.
- If Dr. Saimi is successful, this will be promoted as professional development and published in the Wisconsin Week.
- Applicants for PD grants (Julie)
 - Two Academic Staff Professional Development Grant applications were submitted within the Graduate School. Both were recommended for approval of funding by the Professional Development Committee.
- Copies of other campus CASI annual reports (Mary Lou)
 - The individual CASI reports are posted on line, with the exception of two that haven't submitted their reports yet.
- Should we invite other campus CASI members to our meetings
 - Discussion was held and if we have a speaker on a topic that would be of interest to others on campus we would like to extend the invitation to other CASIs with similar interests to send representative(s) to attend.
- Topics/speakers for this year's GS CASI meetings (Julie)
 - Julie submitted the following list of potential topics that we would like to have speakers present on at future meetings. These topics were suggested at the last CASI meeting. Julie suggested adding the Synchrotron Radiation Center to the list.
 - Research and Sponsored Programs
 - Wisconsin Institute for Discovery (WID)
 - Interdisciplinary Research Center
 - Cluster Hires
 - Capstone Degrees
 - What are the Dean's priorities for the Graduate School and Institutes/Centers, challenges in the next 5 years (to include baby boomer retirements)
 - Human Resources restructure
 - How does the classified hiring process work?
 - Grants Management software
 - Synchrotron Radiation Center
 - It was decided that we would like to have a speaker at every other CASI meeting. We would allow 45 minutes, 30 minutes for the presentation and 15 minutes for questions. It would be the

speaker's option whether to allow questions during the presentation or to hold questions until the end.

- The theme for the topics will be "Challenges and Opportunities" unless we want something more specific.
- The following three topics were chosen as the first three to be featured:
 - 1. Capstone Degrees
 - 2 and 3. (Order will depend on availability of speaker) Research and Sponsored Programs and What are the Dean's priorities for the Graduate School and Institutes/Centers, challenges in the next 5 years.
- Is a PPPC committee useful or necessary (Donna)
 - The Graduate School and CALS are the only CASIs with a PPPC committee. Discussion was held concerning whether or not to disband this committee. It was decided to keep this committee as it has done a lot of good (Honorific Research Professor title, etc.) and recommended they will meet only as needed.

Meeting Schedule / Minute Takers

Date	Minutes
January 12, 2007	Jean Phillips
March 9, 2007	tbd
May 11, 2007	Wayne Feltz

NEXT MEETING

Date: Friday, January 12 2007
Location: 334 Bascom Hall
Time: 9:00-10:30 a.m.
Minutes: Jean Phillips

ADJOURN:

Meeting was adjourned at 10:40 am by Dean Cadwallader.

Respectfully submitted,
Bruce Neumann