

Committee on Academic Staff Issues

Minutes of Meeting

January 14, 2005

Approved: March 11, 2005

PRESENT:

Tanya Cobb, Deborah Faupel, Linda Haskins, Jody Helgeland, Julie Karpelenia, Sheila Leary, Mark Mulligan, Bruce Neumann, Mary Lou Reeb, Miriam Simmons, Wayne Feltz

ABSENT:

Martin Cadwallader, Linda Tuchman

VISITOR:

Judy Kingsbury of the Arboretum academic staff

CONVENE:

Julie Karpelenia convened the meeting at 9:10 a.m.

WELCOME AND CHAIR'S COMMENTS:

Julie Karpelenia welcomed Judy Kingsbury of the Arboretum, who is a possible candidate to replace Sheila Leary as an appointed GS-CASI member when Sheila's term expires this summer.

REVIEW AND APPROVAL OF MINUTES of November 12, 2004:

Tanya Cobb moved that the minutes be approved without amendment; Mark Mulligan seconded the motion; motion carried.

ANNOUNCEMENTS:

Bruce Neumann reminded all that another Professional Development presentation with Don Schutt, organized by the GS-CASI PD committee, will take place at the Kegonsa Research Center on April 14, 3 pm to 4:30 pm.

COMMITTEE REPORTS:

Action Item for March 11 Meeting: Mary Lou Reeb requested that each subcommittee prepare for the March 11 CASI meeting a few bullet points indicating that committee's priorities for 2005-2006, to be incorporated into a report / action plan.

Communications (Leary)

Topic/Issue: CASI Annual Report

Action Item: Mary Lou Reeb plans to forward the [CASI 2004 annual report](#) to John Stott to put on our Web page.

Topic/Issue: Find someone to replace John Stott as the CASI webmaster.

Action Item: Miriam Simmons will look into possible procedures for the CASI web site when John Stott retires

Nominations and Districting (Feltz)

The committee will hold a February meeting to plan nominations and elections.

Personnel Policies and Procedures (Cobb)

Topic/Issue: the Honorific Research Professor Title

Action Item: The Committee has completed a report on the Honorific Research Professor Title ([pdf version](#)). So far, all requests for this title have been in the Engineering and Medical schools; ten requests were approved and one was rejected. Tanya requested that the CASI vote to approve the report and its recommendations to Dean Cadwallader. Miriam Simmons so moved; Wayne Feltz seconded the motion; motion carried.

Topic/Issue: Performance Evaluations

Action Item: Linda Haskins presented the committee's memo on Performance Evaluations. They have reported their findings to the Dean and drafted a letter intended for the Grad School unit directors and administrators. This letter will offer models and samples of performance evaluation tools and will also include a document from Steve Lund of the Academic Personnel Office on "don'ts" of performance evaluations.

Professional Development (Simmons)

Miriam Simmons reported on the second PD presentation held at Bascom Hall; Wayne Feltz commented on the presentation held at SSEC in November.

AD HOC COMMITTEES:

Ad Hoc Committee on Principal Investigator Issues (Faupel)

Topic/Issue: PI Status Training

Action Item: a) Deb Faupel and Wayne Feltz will offer a spring class on PI status, explaining the process of applying for limited PI status. The class will be held at the Space Science and Engineering Center.

Action Item: b) This committee is also reviewing university web sites that have information about principal investigator status, to identify how best to clarify and augment that information. It's not very clear currently.

ACADEMIC STAFF ASSEMBLY UPDATE:

Bruce Neumann discussed the ASEC resolution on the increases in employee premium contributions for health insurance.

OLD BUSINESS:

Deferred topics: campus software training policies, and concerns re in appropriate requests for / use of social security numbers

OTHER BUSINESS:

Topic/Issue: Academic Staff Professional Development Grants
March 11 is the deadline for applying for the current Round of Professional Development Grants. See application information at www.ohr.wisc.edu/grants/asprofdevgrtinfo.html Julie Karpelenia will distribute copies of the proposals to the Professional Development / Recognition Committee

Action Item for March 11 Meeting: confirm CASI members and date, place for evaluating grant applications. Tentative plan is to meet at 9 a.m. March 24 at UW Press, 1930 Monroe St.

CONSTITUENT ISSUES:

Topic/Issue: state government activities affecting the university

Mary Lou Reeb summarized information about: proposed TABOR legislation ("Taxpayers' Bill of Rights), the Department of Administration's interest in decoupling faculty and academic staff salaries (ASPRO is being very active on this issue) and the proposals for a 10% cut to all state agencies requested by the governor; governor calling for cuts to UW System "administrative" jobs

NEXT MEETING

Date: Friday, March 11, 2005

Location: 350 Bascom

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

Minutes: Linda Tuchman

ADJOURN:

A motion to adjourn the meeting was made by Linda Haskins. Jody Helgeland seconded it. Vice-Chair Mary Lou Reeb adjourned the meeting at 10:25 a.m.

Respectfully submitted,
Sheila Leary