

Committee on Academic Staff Issues

Minutes of Meeting

March 11, 2005

Draft

PRESENT:

Martin Cadwallader, Tanya Cobb, Deborah Faupel, Linda Haskins, Sheila Leary, Mark Mulligan, Bruce Neumann, Mary Lou Reeb, Miriam Simmons, and Linda Tuchman

ABSENT:

Wayne Feltz, Jody Helgeland, and Julie Karpelenia

CONVENE:

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

WELCOME AND CHAIR'S COMMENTS (Dean Cadwallader):

Center Directors Meeting (March 2, 2005):

Dean Cadwallader reported on these two topics:

1. **Staff Performance Evaluations:** Linda Haskins on behalf of the CASI Policies and Procedures Committee distributed a packet of staff performance evaluation materials gathered from GS Centers. Linda highlighted the online format used by Waisman and offered to demonstrate the format to other Centers.
Proposed Action: Based on committee discussion, Dean Cadwallader offered to write a follow up memo to solicit responses and assess potential usefulness and adaptations of the proposed formats.
2. **Equity & Diversity Committee:** Carol Ryff, the Chair of the Graduate School Equity & Diversity Committee, presented information about new initiatives of the committee, including an upcoming meeting with Dean Cadwallader, Center directors and administrators, and committee members. Tanya Cobb and Julie Karpelenia are on the committee. The Dean acknowledged group receptivity to the ideas presented.

REVIEW AND APPROVAL OF MINUTES of January 14, 2005 (Dean Cadwallader):

Dean Cadwallader moved that the minutes be approved with the correction of naming Bascom, not Waisman Center as the site for the January professional development event. Motion was carried.

ANNOUNCEMENTS:

CASI Website:

Miriam Simmons announced that John Stott has coordinated efforts with Steve Hahn to take care of the GS-CASI website in John's absence.

Action: Mary Lou suggested we add Steve's contact information to the website so that CASI members can contact him for postings in John's absence. Miriam will follow through with John and Steve.

2005 Academic Staff Leadership Conference:

Mary Lou passed out information announcing the Academic Staff Leadership Conference to be held at UW-River Falls in July. She noted that the deadline for presentation proposals is April 30, 2005. In regard to attendance at this conference, Bruce said that ASEC solicits

nominations from the assembly and CASIs. He will check out next steps and keep us informed. Miriam reported the last conference was well done; Mary Lou concurred.

Equity and Diversity Committee:

GS CASI members Tanya Cobb and Julie Karpelenia (admin rep) are on that committee. Tanya further described committee initiatives introduced under Chair's Comments. (See above.) The focus of the initiatives is to learn what is happening at the GS Centers, heighten awareness, and provide guidance for individualized application within each of the GS Centers.

Best Practices in Recruiting Graduate Minority Students:

This event, sponsored by GS, featured eight panelists who shared best practices in recruitment and retention of graduate students of color, including issues related to climate at UW. The primary audience included admissions chairs, administrators and some faculty. The dialogue was meaningful, highlighting for participants the need for such dialogue with a broader group of people, including more faculty.

Recommended Action: Miriam Simmons suggested and the committee agreed that it would be good for CASI members to: 1) have a summary (written or recorded) of the seminar; and 2) individually contact Bonnie Koch and Kathi Matthews-Risley to encourage them explore ways to include a broader audience in the type of dialogue that occurred during the "Best Practices" session.

STANDING COMMITTEE REPORTS:

Communications Committee (Leary)

Topic/Issue: CASI Annual Report.

Mention was made that the annual report for 2004 needs to be posted on the CASI website.

Action Item: Mary Lou will send a copy to John Stott for posting.

Mary Lou noted that Bruce will be making our annual summary report (makeup of our committee, accomplishments of the past year and goals for this year) at the May 9, 2005 ASEC meeting. CASI members had previously been asked to send bullets accomplishments to Sheila together with goals for the coming year.

Action Item: Mary Lou volunteered that she would format the accomplishments for 2004, (requesting by April 15, 2005, bullets for committees that she didn't have information from) and send a draft copy to all CASI committee members in time for the one-pager to be finalized before Bruce's May 9, 2005 presentation. She will also summarize committee goals for the coming year of each committee in the same manner. If Dean Cadwallader has any issues he wishes to encourage CASI committees to include as priorities, he is requested to contact chairs of the appropriate committees directly.

Nominations and Districting Committee (Mulligan)

Topic/Issue: Elections & Redistricting.

The Committee met on February 11, 2005 and submitted a report to the CASI. Mark reported that committee members have secured candidates for each of the four districts whose members' terms expire this year (District 1 & 3 - Waisman Center, District 5 -SECC, District 7 Biotech Center). Elections are set from March 14, 2005 - March 28, 2005 with one candidate, plus a line for write-in candidates on each ballot. Julie Karpelenia will collect the ballots.

Action Item: District balancing is the committee's next task, with a proposal to the whole CASI planned for June 2005.

Personnel Policies and Procedures Committee (Cobb)

Topic/Issue: Honorific Research Professor Title.

Tanya passed around a draft of guidelines and procedures based on CASI guidance from January 14, 2005 meeting.

Action Item: Review the guidelines and provide input to Tanya.

Topic/Issue: Governor's State Budget Update.

Dean Cadwallader reported that the Governor's budget includes the addition of 125 more faculty positions across the UW-System, concurrent with a reduction in 200 administrative positions. He received support around the table to consider the possibilities for academic staff to move into faculty lines. Mary Lou passed out a list of category 6 positions considered administrative.

Action Item: Dean Cadwallader agreed to take forward this CASI's approval for putting the topic of academic staff moving into faculty lines as one way of filling new faculty positions, should they become available.

Professional Development Committee (Tuchman)

The next My Professional Development event will, co-sponsored by GS-CASI and Engineering School CASI, will be held on April 6 at Union South. This new co-sponsorship resulted from Tanya's communication with Karen Ali-Ashkar from Engineering School. PDRC grants will be reviewed the week of March 21, 2005.

Action Item: Send e-mail flyer for the April professional development events to CASI members.

AD HOC COMMITTEE REPORTS

PI Committee (Faupel)

Topic/Issue: PI Status Training.

Additional activity is on hold. However, when the materials and Powerpoint are completed, they will provide a model for all academic staff who want to learn about being a PI.

Action Item: Need a test audience to pilot the Powerpoint.

ACADEMIC STAFF ASSEMBLY UPDATE (Neumann)

Bruce Neumann identified the mandatory review as a current Academic Staff Assembly issue. Next meeting on May 9, 2005 and will include CASI reports.

Action Item: Need the one page summary identified above under Communications completed April 15, 2005.

ACADEMIC PLANNING COUNCIL UPDATE

Dean Cadwallader discussed the purpose and composition of the APC. Mary Lou represents academic staff and has the ability to vote. Mary Lou reported that at the January 27, 2005, APC meeting she distributed copies of our 2004 annual report, especially noting professional development activities. She also talked about the CASI recommendations on academic staff performance evaluations and the use of the Honorific Research Professor title. This information will be presented at the next center director's meeting. In response to an inquiry from APC members regarding the composition of the academic staff in the Graduate School, Mary Lou said that a CASI subcommittee was preparing a one-pager, which she would share with APC members as soon as it was completed. She also distributed to CASI a copy of the one-pager describing Graduate Student Collaborative activities she had received at APC and encouraged them to share the information with graduate students at their centers/departments. Martin noted that Darin Eich, a member of the GS Collaborative, was also added to APC as the graduate student representative. As such, Darin also has the ability to vote. Topics for action at the APC meeting included approving a two percent increase in the research assistant rate for the year. At the next meeting, the role of the APC in the upcoming review of the Biotechnology Center will be discussed.

OTHER BUSINESS

Topic Issue: CASI Goals for 2005-06

Action Item: Each committee is to send their 2005-06 goals to Mary Lou and she'll coordinate them.

Topic Issue: Future Professional Development Events

Discussion about providing feedback to PDRC about timing of PDRC grant announcements.

Action Item: Take topic up in future Professional Development Committee meetings.

Topic Issue: Future Note Takers

May Linda Haskins

July Mary Lou Reeb
September Miriam Simmons
November TBD

CONSTITUENT ISSUES

Topic Issue: Rate of pay increase and insurance benefits cost

A number of members have heard concerns from their constituents about their potential pay increases and increases in the cost of their insurance premiums, especially given the climate in this year's budget process.

Topic Issue: Work Load

What constitutes a work load – Discussion from previous meeting was shared with Dean Cadwallader.

NEXT MEETING

Date: Friday, May 13, 2005

Location: 334 Bascom

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

Minutes: Linda Haskins

Action Item: Mary Lou requested that preparation of the 2005 annual report be added to the May agenda. She also volunteered to send CASI members absent at the March meeting copies of the hand-outs distributed.

ADJOURN

A motion to adjourn the meeting was made. Dean Martin Cadwallader adjourned the meeting at 10:30 a.m.

Respectfully submitted,
Linda Tuchman