

Committee on Academic Staff Issues

Minutes of Meeting

January 9, 2004

Approved: February 13, 2004

Present:

Mary Lou Reeb, Jody Helgeland, Tanya Cobb, Linda Haskins, Wayne Feltz, John Stott, Mina Johnson-Glenberg, Wilt Sanders, Marcia Douglas, Deborah Faupel, Linda Haskins, Mark Mulligan, Miriam Simmons, Sheila Leary

Absent:

Linda Tuchman, Martin Cadwallader

Convene:

The meeting was convened by Wilt Sanders at 9:03 a.m., Friday, January 9, 2004.

Welcome and Chair's Comments:

No comments.

Review and Approval of Minutes:

Action Item(s): PI Issues is one ad hoc committee. Marcia will redistribute the templates that Mary Lou created. Several typos were fixed, July 9th meeting dated was corrected.

Minutes approved as corrected.

Announcements:

John announced a free hour with Dory (which had come and gone).

ASA meeting was cancelled in January, the next meeting is the second Monday in February. Deborah will attend and represent the CASI.

Sub-Committee Reports:

Communications (Stott):

Topic(s)/Issue(s): Please try and get meeting notes to John as early as possible so that he can post them on the website.

Action Item(s): No report. No actions.

Districting and Nominating (Feltz):

Topic(s)/Issue(s): An official amendment to change the Graduate School by-laws to amalgamate the Districting and Nominations Subcommittees was passed out for review. There were several comments and it was decided that a version could be sent to the CASI members over email, we could then use the "track changes" editing tool to keep track of alterations. There was discussion regarding who should run the nominations and tally the votes. That is typically done in the Dean's office, although, in practice, it seems the Districting and Nominating committee will probably have to do it. Wayne will email Marcia to figure out how this works. The first election will be to replace Mina Johnson-Glenberg in District 1 at the Waisman Center in March.

Action Item(s): The revised amendment will be placed on the agenda for next meeting.

Personnel Policies and Procedures:

Topic(s)/Issue(s): Key issues appear to be:

- Research Professor title. (This committee will try to hand this over to the PI Issues committee).
- Advancement (Centers and Schools are different).

- Performance reviews and Probationary periods

Action Item(s): The last three issues will be handled as one. Linda Haskins will demonstrate the Waisman Center's on-line performance review system at the next subcommittee meeting, Jan. 28, 2004 at 2:30 at the Ziemann Suite (8th floor) at the Waisman Center.

Professional Development and Recognition:

No report

Ad Hoc Committee Reports:

PI Issues Committee:

Topic(s)/Issue(s): Interim status report from Deborah. She has emailed out short surveys, but has received no responses yet – probably due to the holidays.

Action Item(s): Deborah will follow up with phone calls trying to ascertain Centers' policies on PI practices before next meeting.

Other Agenda Items:

Topic(s)/Issue(s): Dean's letter announcing the creation of the CASI to Center Directors. Marcia is currently drafting a letter. She mentioned there is a meeting of Center administrators in February. The question arose whether someone from the CASI would be there to answer questions. It was determined that Tanya and Linda Haskins would both be there in official capacities and could introduce the CASI and answer questions. Miriam suggested that an official letter go out to the Center administrators as well. There was general agreement that this should occur.

Action Item(s): Marcia will draft a letter to both Center Directors and top Center/Facilities administrators announcing the CASI.

Topic(s)/Issue(s): How to handle questions by constituents? There was agreement that questions should be mentioned in the CASI meeting so that they become part of the record. We appear to be uncertain as to how to frame and then limit the scope of these discussions during the CASI meeting.

Action Item(s): Issue to be placed again on next agenda.

Topic(s)/Issue(s): Shared Governance Committee. Mary Lou presented the UW-Madison Strategic Plan Priorities 2003 memo. She feels that it is important for academic staff to be involved. For example, are academic staff on search and screen committees for Center Directors? General discussion that the Dean of the Graduate School is supportive of balanced committees.

Action Item(s): Mary Lou will research how involved academic staff is in faculty governance issues at the graduate school level, and then we will decide if a separate subcommittee is necessary. To be placed on next agenda.

Constituent Issues:

Topic(s)/Issue(s):

Deborah has received questions about promotion. Linda Haskins volunteered the fact that academic staff should be considered every 2 and 5 years. People need to be told to talk to supervisors if there are problems. If the supervisor is unresponsive then the constituent should send an email to the supervisor and the HR person requesting a meeting together. Marcia says there are new ASEC rules coming out.

Sheila had two questions. One concerned benefits for domestic partners, she was able to give out 6 references. Jody informed us that she is part of a group listserve that answers just such questions. Sheila also had a question about health plans, i.e., being married with no children versus getting two single health plans. She was able to answer the question with some research.

However, this last topic raised discussion of how much information we can be expected to find on our own regarding esoteric topics. Miriam suggested we track the questions for the next six months to find themes, and then we can decide how to set up the FAQ on our Website. Marcia stressed the need for people to start low and use the "right pecking order" to get their questions answered.

Action Item(s): I (Mina) propose that the topic of exactly how to address constituent questions, both with the constituent and to the CASI group be placed back on the agenda for next week for further clarification. Marcia will track down new ASEC rules when they come out.

Other Business:

Topic(s)/Issue(s): Moving the Research Professor title issue to the PI subcommittee.

Next Meeting:

Date: February 13, 2004, 9:00-10:30

Location: 350 Bascom Hall

Agenda Items: email to Marcia Douglas at Douglas@bascom.wisc.edu

Adjourn

Respectfully submitted,

Mina C. Johnson-Glenberg