

# Committee on Academic Staff Issues

## Minutes of Meeting

March 12, 2004

Approved: April 16, 2004

### Present:

Martin Cadwallader, Tanya Cobb, Marcia Douglas, Wayne Feltz, Linda Haskins, Jody Helgeland, Sheila Leary, Mark Mulligan, Linda Tuchman, Wilton Sanders, Miriam Simmons, and John Stott

### Absent:

Deborah Faupel, Mina Johnson-Glenberg, and Mary Lou Reeb

### Convene:

Martin convened the meeting at 9:02 a.m., Friday, March 12, 2004.

### Welcome and Chair's Comments:

Martin welcomed the committee members. There were no comments.

### Review and Approval of Minutes:

The minutes from the February 13, 2004 meeting were approved with minor revisions.

## ANNOUNCEMENTS

1. AS Institute will be holding a ½ day program and people should sign up for it. The focus is career development and it is a great way to learn about the UW structure and a good networking opportunity.
2. The Academic Staff Professional Development Grants are due to the Graduate School on March 19, 2004.

## COMMITTEE REPORTS

Communications (Stott)

**Topic(s)/Issue(s):** Graduate School CASI website continues to be updated.

**Action Item(s):** None.

Districting and Nominating (Feltz)

**Topic(s)/Issue(s):** The election ballots for District 1, 8 and 9 will be mailed out on March, 15, 2004. The deadline for submitting ballots to the Graduate School is March 29, 2004. The Graduate School will report the election results at the April 16, 2004 meeting. There were no nominations from District 1. Martin may elect to appoint someone to represent the District if there are no write in candidates.

**Action Item(s):** Linda Haskins will mail out election ballots on March 15, 2004.

Personnel Policy and Procedures

**Topic(s)/Issue(s):** No report.

**Action Item(s):** None.

Professional Development (Tuchman)

**Topic(s)/Issue(s):** Don Shutt was invited to meet with the subcommittee to learn about the resources he offers in the area of professional development, including electronic portfolios. After hearing a discussion of two resources, and Don's availability/goal to take the information to UW staff, the subcommittee members recommended that we follow up and work with Don to sponsor the following two activities.

**Action Item(s):** Follow up and work with Don Schutt to plan and conduct the following professional development activities:

- UW-Madison Professional Development Web Resources: Offer a Brown Bag luncheon series at the Centers on the topic of UW web resources for learning about and managing professional development (e.g., myprofdev.wisc.edu) experiences
  - Time: Summer/Fall
    - We discussed holding a session at each of the Centers, primarily for staff at that Center. However, the event would be open to staff across Centers.
- Career Development/Electronic Portfolio Process: Offer a half day Career Development workshop, focused on reflective practices and electronic portfolios for staff across Centers.
  - Locations: Arboretum, Waisman Center, Bascom Hall, and Kegonsa Research Center (if access to the other locations is a problem for KRC staff)
    - Any site would be open to staff of any center. In fact, Don suggested it might be better to mix people up across centers to stress the distinction between reflective career development and staff performance review.
    - Time: Summer/Fall
    - We agreed to vary the time of day and day of the week to increase accessibility.

## **AD HOC COMMITTEE REPORTS**

### Principal Investigator Issues

**Topic/Issue:** Deborah is pulling together the data she has collected and will present it at a future meeting for discussion. Martin indicated that we may want to consider involving the Graduate School PI committee at some point.

**Action Item(s):** Deborah will report on her findings at the April 16, 2004 CASI meeting.

**Topic/Issue:** The topic of Academic Staff PI Issues was discussed at length. Martin and Miriam will look at existing resources which includes the seminar series and will add a new seminar for AS PIs. They will look to the committee to provide names of potential speakers and to draft an outline of the presentation. There was a discussion about building a model orientation program for new AS PIs and notifying ASC of this resource. Martin indicated that he would prefer to fold the new AS PI orientation into the new faculty orientation. Linda Tuchman suggested that non-research AS PIs be included.

**Action Item(s):** The Graduate School will add another seminar to their seminar series that focuses specifically on AS PIs issues. They will make sure that AS PIs can attend the Graduate School Seminars Series and flag those in the series that may be valuable to AS PIs. Wilt, Tanya, Wayne and Miriam will continue to explore the components of an AS PI orientation program which could be integrated with the new faculty orientation.

## **CONSTITUENT ISSUES**

A constituent received funding for a project and was seeking advice on how to get people to do what she wanted them to do. This issue comes up a lot in centers because the person with the funding may not have direct-line authority for individuals listed in their grant proposals. Instead, the individuals are considered a center resource and not an employee of the grant recipient. It was recommended that the constituent contact Don Schutt to see if he could provide assistance or refer them to the right person.

## OTHER AGENDA ITEMS

**Shared Governance Committee** – no report.

**Action Item(s):** None.

**Topic/Issue:** Paper Records vs. Electronic Records

**Action Item(s):** see next topic.

**Topic/Issue:** Need to Track Changes for Official Records

**Action Item(s):** The Graduate School will be responsible for keeping the official paper records for the CASI. This includes the by-laws, agenda, minutes and committee reports. The website will be archived by calendar year and only the current version of the by-laws will be posted.

**Topic/Issue:** Annual Budget Process – Pay Plan Update. The UW System is holding a budget meeting on March 15, 2004 to discuss the pay plan.

**Action Item(s):** The Graduate School will report on the UW System budget meeting at the April 16, 2004 meeting.

**Topic/Issue:** Academic Staff Professional Development Grant Program – Set date for Professional Development Committee Review (prior to 3/26/04)

**Action Item(s):** Selected members of the Professional Development and Recognition Committee will be responsible for reviewing and ranking the Academic Staff Professional Development Grants. In addition, Mark Mulligan has agreed to assist the committee. The materials will be distributed on March 22 and a meeting will be held on March 25 at 12:15 p.m. The CASI will publicize the names of any Graduate School recipients on the website.

**Topic/Issue:** ASC is gathering information on academic staff serving on degree committees. They are trying to determine how many individual cases would have benefited if academic staff would have been a member of their committee. Martin mentioned a Graduate School council which is still in its infancy that pushes issues for graduate students.

**Action Item(s):** Committee members recommended that the CASI provide comments back to ASC since we all have stories to tell.

## OTHER BUSINESS

**Topic/Issue:** None.

**Action Item(s):** None.

## NEXT GS-CASI MEETING

Date: April 16, 2004, 9:00-10:30

Location: 334 Bascom Hall

APC Membership

Academic Staff Professional Development Grant  
Program

Graduate School Seminar Series

Agenda Items: Graduate School CASI Election Results

Graduate School Committees Update

Annual Budget Process – Pay Plan Update

Report on Equity and Diversity Committee

Graduate School Strategic Planning Process

Minutes: Jody Helgeland

**ADJOURN**

***Action Item:*** The meeting adjourned at 10:27 a.m.

Respectfully submitted,  
Linda Haskins