

# **Committee on Academic Staff Issues**

## **Minutes of Meeting**

November 14, 2003

*Approved: December 12, 2003*

### **Present:**

Martin Cadwallader, Linda Tuchman, Mary Lou Reeb, Sheila Leary, John Stott, Deborah Faupel, Jody Helgeland, Tanya Cobb, Wilt Sanders, Mark Mulligan, Mina Johnson-Glenberg, Marcia Douglas

### **October 10, 2003 Minutes:**

Minutes approved as presented.

### **Sub-Committee Reports:**

Nominating Committee and Districting Committee:

Discussion to merge these two committees. There is a question of the number of academic staff and how they are grouped. The districts are not in balance. Will look at how Waisman Center is split next spring. Discuss merging committees at next meeting, Bylaws will need to be changed. Email addresses were distributed to all CASI members.

Professional Development and Recognition Committee:

The committee has met once. Linda Tuchman shared notes from September 29, 2003 meeting. The committee is still gathering information. A suggestion was made that the committee should meet with Marica Douglas and Julie Karpelenia from the Budget and Personnel Office. A question was raised about the CASI's role in reviewing applications for the Academic Staff Professional Development Grant Program. Mary Lou Reeb indicated that part of their grant proposal in Aquatic Sciences was a piece addressing nurturing human resources. Mary Lou will share the information with the CASI.

Communications Committee:

CASI website will be linked to Graduate School website soon. Some questions raised – what order should the committee memberships be in? i.e., voting members, elected and appointed, the ex office members? Any other order? Also do we want to post sub-committee reports, agendas, and minutes? Should committee reports posted be the actual monthly reports, summary reports of decisions or the annual reports? Send comments and suggestions to John Stott.

Personnel Policy and Procedure Committee:

The September report was shared with Martin Cadwallader and the committee.

PI Status Sub-Committee:

Limited PI status among Centers. Suggested space problems in Centers should be researched.

### **Committee Reports:**

Martin Cadwallader suggested that the committee reports have a uniform format such as goal of report, who met and when, summary and next steps and action items. It was mentioned that the sub-

committees have not fully developed, they don't have Chairs and that a spokesperson should be assigned for meetings. It was agreed that sub-committee reports should be monthly. Next month agenda item would be to finalize a Committee Report template.

**Annual Report:**

Approved as presented.

**ASEC – CASI Luncheon:**

A few members attended the luncheon and found that the luncheon provided useful interchange between attendees.