

Committee on Academic Staff Issues

Minutes of Meeting

December 12, 2003

Approved: January 9, 2004

Present:

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

Absent:

Martin Cadwallader, Sheila Leary

Convene:

The meeting was convened by Wilt Sanders at 9:05 a.m., Friday, December 12, 2003.

Welcome and Chair's Comments:

Review and Approval of Minutes:

Action Item(s): Minutes of the November 14 Meeting approved as presented.

Sub-Committee Reports:

Districting Committee and Nominating Committee:

Topic(s)/Issue(s): A joint meeting of these two subcommittees was held December 5, 2003. The committees discussed recommending that the two committees merge as one. A recommendation was made that the two committees would join as one and be named the Districting and Nomination Committee. There was additional discussion regarding email lists, elections, and nominations. See committee report for additional information

Action Item(s): Amend By-Laws to combine two committees. New by-law language will be brought to next meeting.

Professional Development and Recognition Committee:

Topic(s)/Issue(s): The Professional Development subcommittee met December 10, 2003. Linda Tuchman agreed to serve as chair of the committee. The committee discussed a number of topics including surveying professional development practices in the Centers, the committees' role in promoting professional development opportunities to Graduate School Academic Staff, and best practices in professional development. See committee report for additional information.

Action Item(s): Dean's announcement of CASI. Marcia Douglas to draft announcement for the Dean.

Communications Committee:

Topic(s)/Issue(s): The communications subcommittee met on December 11, 2003. John Stott has agreed to act as chair of this committee. The committee discussed presenting the CASI Annual Report to the Academic Staff Assembly, publishing meeting information to academic staff, templates for agendas and reports, and handling issues raised by constituents.

See committee report for additional information. It was recommended that "Constituent Issues" should always be an agenda item.

Action Item(s): Deb Faupel will present the Graduate School CASI Annual Report to the Academic Staff Assembly. Mary Lou Reeb will distribute templates to CASI members. An agenda topic for next meeting should be "How to handle questions by constituents."

Personnel Policies and Procedures Committee:

No report. A meeting is scheduled in January.

Ad Hoc Committee Reports:

PI Issues Committee:

Topic(s)/Issue(s): The committee is gathering data and developing a questionnaire.

Future CASI Meetings:

Topic(s)/Issue(s): Current schedule second Fridays from 9:00 – 10:30 still works for most members.

Action Item(s): Set up CASI Meetings for February thru July

February 13, 2004 350 Bascom Hall

March 12, 2004 350 Bascom Hall

April 9, 2004 350 Bascom Hall

May 14, 2004 334 Bascom Hall

June 11, 2004 350 Bascom Hall

July 7, 2004 350 Bascom Hall

Shared Governance Committee:

Topic(s)/Issue(s): Mary Lou Reeb presented information (handout) regarding a Medical School report and recommendations for shared governance.

Action Item(s): Further discussion of Shared Governance at next meeting. If CASI approves a Shared Governance Committee should it be a standing committee or an Ad Hoc Committee?

CASI Liason to Colleen McCabe, Secretary of the Academic Staff:

Action Item(s): John Stott will assume this role.

CASI Minutes:

Action Item(s): CASI Minutes will be on a rotating basis. The following is the schedule for January throughout June:

January Mina Johnson-Glenberg

February Deb Faupel

March Linda Haskins

April Jody Helgeland

May Mary Lou Reeb

June Miriam Simmons

Next Meeting:

Date: January 9, 2004, 9:00-10:30

Location: 350 Bascom Hall

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

Adjourn