Meeting Minutes
Office of the Vice Chancellor for Research and Graduate Education
Committee on Academic Staff Issues
Monday November 12, 2018
1:30pm – 3:00pm

- **Present:** Peter Johnson, Jennifer Heinritz, Kurt McMillen, Katie Frisch, Terri Liebmann, Nagesh Adluru, Denny Hackel, Shane Hubbard, Nicholas Griffiths, Jason Pinnow, Julie Karpelenia and Norman Drinkwater

- **Convene:** Call To Order 1:30pm (D. Hackel)

- **Approval of September Minutes** (D. Hackel moved to approve, no objection)
  - o S. Hubbard suggested template to encourage consistency and more concise minutes
  - o J. Pinnow volunteered to research and send template(s) to D. Hackel
  - o D. Hackel will start sending meeting summaries to note takers to help with minutes

- **Subcommittee Reports**
  - o Communications (J. Heinritz)
    - ▪ Website is updated
    - ▪ List serves have been developed for districts
    - ▪ List serves will be updated two times per year (S. Hubbard moved, no objection)
    - ▪ Discussed ways to capitalize on new List Serves
      - • Bi-annual CASI updates
      - • University Updates / Communications
      - • Upcoming Benefits Survey
      - • VoIP Information
    - ▪ Decided representatives will primarily use their own district's list serves (T. Liebmann moved, no objection)
  - o Nominating & Districting (P. Johnson)
    - ▪ Helped get list serves put together
    - ▪ K. Frisch is the next seat to be vacated, but has indicated she's willing to stay on
  - o Personnel Policies and Procedures/HR Design (D. Hackel/J. Karpelenia)
    - ▪ Sent out a guest speaker poll to committee
      - • Petra Schroeder, Nick Novak, Nadine Connor and Kim Moreland were most suggested.
      - • D. Hackel will attempt to schedule one of them for December's meeting.
    - ▪ PBF and DCF (Performance Bonus / Discretionary Fund)
      - • Appears each unit has sent out communications
      - • Discussed the process of getting nominated
      - • J. Karpelenia did confirm that Performance Reviews and Sexual Harassment training is taken into account
    - ▪ Standard Job Descriptions
      - • Drafts are ready and subject matter experts will begin providing feedback.
      - • They will then be socialized to campus for further feedback (est. Jan/Feb of 2019)
      - • Summer of 2019 may be extended timeline for supervisors
      - • Much more simplified and consistent

- Should match market data much better
- Help track data for entire university
- University will eventually may need to decide how provide increases in areas of needed adjustment
  - Benefit survey coming soon
  - Professional Development and Recognition (J. Pinnow)
    - 13 proposals to be reviewed with rankings submitted to J. Karpelenia on Thursday 11/15/18
    - Committee may review scoring template before next submission
    - Discussed if scores should be shared with applicants.
      - Our scores may not translate to the final result, other aspects apply (did they get money prior etc.)

- **Old Business**
  - ASA Meeting Update
    - CASI Brown Bag (Tuesday 12/4 Noon-1pm)
      - P. Johnson and T. Liebmann are interested in attending.
    - VetMed-CASI had a forum on VoIP
      - J. Karpelenia mentioned Nick Tincher could provide further information for a possible communication to our districts.
    - D. Hackel followed up with Isabelle Girard after her attendance at the October CASI meeting.
      - Suggested that she does a similar presentation to ASA and to post her graphs to the website to draw interest and show progress.
      - D. Hackel will forward that information to all CASI Members.
  - ASEC Meeting Update
    - 9/20 OVCRGE Workshop on Permeant PI Status
      - Heather Daniels making this a priority
      - Main benefit is to apply for intramural funding on campus
      - Discussion on PI status and its requirements.
    - Lauren Heller talked about an "enterprise resource planning project" ERP.
      - Inventory of shadow and/or redundant systems being used across campus.
    - D. Hackel indicated N. Drinkwater attended the last ASEC meeting and would probably discuss similar topics at this meeting.
    - Russell Diamond presented some analysis of a recent Academic Work Life Survey
      - Nice data available about work life balance that could be a CASI meeting topic in the future.
  - Research Professor (Shane)
    - First reading for Teaching Professor and Professor of Practice
    - Mostly positive feedback and little to no resistance.
    - The use the word professor is really what's being voted for/on.
    - Consensus that an "Assistant Professor" probably won't happen
    - Positive for campus moving forward.

- **New Business**
  - Suggested that sub-committee responsibilities should be reviewed to have CASI be more active.
  - Discussed the new director for Space Science and Engineering
    - Important hire for funding purposes because of the cyclical nature
    - Has been in the building and had worked with NOA
    - Feels a bit of the "old guard" versus new young blood
  - Big Data becoming a talking point
    - What's big data's intention?
    - What's the advantage for the UW?

- **Chair:** Norman Drinkwater
  - Search for VC of OVCRGE closes on 11/26/18
    - Committee will evaluate applicants
    - Shortlist in February
    - Be on the lookout for public presentations
  - Research Professor Title
    - Believed it was a mistake and "much less useful" not to include the Assistant title in the plan.
    - Believed indirectly the faculty on committee felt it was a difficult "pass" with the Assistant Title included.
    - Faculty senate may need pressure to add Assistant Title or a follow up proposal could add the Assistant Title.
    - S. Hubbard's perspective from the actual committee was the faculty on the committee did not want the Assistant Title and that it was a battle that couldn't be won.
    - N. Drinkwater added that the concern originated that the Assistant Title could be used with evil intent and erode the tenure track.
  - S. Hubbard asked N. Drinkwater on his thoughts on PI Status
    - Norman in favor of Blanket Status vs. Permanent Status
      - Anyone under the research faculty track.
      - Still believes there needs to be a process to evaluate personnel getting access to intramural funding.
  - Reducing Administrative Burden
    - New streamlined process for outside activity reporting
      - Backend is a database which makes it much more useful.
      - Access to search database is controlled and limited to campus leadership
    - Re-evaluating the way agreements are negotiated.
      - MTA's
        - In the past it would take 2-3 weeks, even though they contain standardized language.
        - Process has been changed how MTA's are routed differently, to reduce turnaround time.
        - Confidentiality Agreements may be next
        - Make things easier
      - Re-evaluated approach to industry sponsored research
        - In the past, UW was much less open to how they negotiate these agreements.
        - Determined priorities for agreements, but then be broader/flexible how to deal with industry.

- Upfront technology fee a new option for IP for industry sponsors.
  - Better align compliance responsibilities with administrative oversight
    - IRB = approve all human subject projects on campus
      - Nadine Connor is ultimately responsible even with multiple IRB's
      - Starting to bring the different IRB's into OVCRGE office to consolidate administrative oversight and streamline process.
      - This would eliminate the Health Science review fee.
  - J. Pinnow mentioned that Preventative Maintenance contracts for medical and research equipment are a financial and procedural burden on many research groups on campus.

- **Adjourn**: Meeting was adjourned at 3:02pm (D. Hackel moved, no objection)

- **Next Meeting**: Monday 12/10/18
  - D. Hackel try to get another special guest
  - J. Pinnow proposed to conduct December meeting and possibly forgo the January meeting. Decision tabled until December meeting.