Meeting Minutes
Office of the Vice Chancellor for Research and Graduate Education
Committee on Academic Staff Issues
Monday April 8, 2019
Bascom Hall Room 334
1:30pm – 3:00pm

- **Present:** Tim Bendfelt, Nicholas Griffiths, Denny Hackel, Shane Hubbard, Julie Karpelenia, Terri Leibmann, Jason Pinnow, Jennifer Heinritz

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

- **Approval of February minutes**

- **Subcommittee Reports**
    - Communications (T. Bendfelt)
        - Removed expiration date for CASI KB articles. Previously pages that were not updated for 6 months would become unavailable for viewing.

    - Nominating & Districting (S. Hubbard)
        - District 1, 4 and 8 up for election at end of June. Shane (district 4) will stand for re-election. Katie (district 6) and Nagesh (district 1) are looking for candidates.

    - Personnel Policies and Procedures/HR Design (J. Karpelenia l)
        - Campus wide review of job descriptions is likely happening in May
        - Each job group description will be reviewed by two subject matter experts from campus and two from system
        - Employees will have a chance for a shallow review (no rewrites) some time this summer

    - Professional Development and Recognition (N. Griffiths)
        - Committee reviewed and scored 12 professional development grants
        - Effort made to align CASI scoring with larger PD committee (adopting the same scoring sheet)
        - PD committee feedback (from Jake Smith) is that CASI scoring is taken into account, but is not binding for making awards
        - The average awards were in the $800 to $1100 range. Feedback is that larger requests are less likely to be accepted as the program is trying to maximize the number of people who realized the benefit
        - Discussed if the CASI input was helpful
            - Feedback from the PD committee (Jake Smith) is that CASI scoring is taken into account, but is not binding for making awards
            - Last round 5 of 6 CASI selections went on to be approved
            - CASI should track this to make sure that the scoring effort is worth our time
            - Alternatively the CASI committee could work to become involved directly with the deciding committee

- **Old Business**
  - Shane reported on the Faculty Senate vote on Research Professor titles
    - Strong support for new titles
    - Teaching Professor passed (nearly by voice vote)
    - Research Professor passed (voice vote)
    - Assistant Research Professor passed
    - Professor of Practice tabled
    - Next stage is to establish policies for qualifications, reviews and retrospective classification. Faculty position is that bar for qualifications should be high
  - Discussed moving to a standard template for meeting minutes. Also discussed publishing notes in addition to brief minutes
  - CASI networking event: Doodle Poll out for scheduling preferences

- **Interim Vice Chancellor for Research and Graduate Education (Norman Drinkwater):**
  - Update on VCGRE search
  - Workplace climate survey now closed
    - Estimated 46% return rate. Results will be made available to CASI.
  - New Center joining VCGRE
    - University Research Council approved formation of Data Science Institute
    - Funds allocated to support creation
    - Next: approval by University ACP
    - Should begin formation by July
  - Health Sciences Institutional Review Boards moving from Schools and Colleges into VCGRE
    - ~25 staff
  - Research Professor titles
    - Positive effect on recruitment
    - OVCGRE will develop guidelines for granting new titles
    - Appointments can be done directly in centers with OVCGRE approval, does not require approval of the academic department
  - Administrative Transformation project
    - To address shadow administrative systems in centers
    - Improve ability to gather data across VCGRE
    - Interested parties should contact Petra Schroeder with input
- Business
  - Discussed impressions from the VCGRE candidate talks
    - Why no in-house candidates
    - Not enough lead time to learn about candidates
    - Not enough time for feedback
  - Discussed Administrative Transformation project

- **Plan for upcoming meeting:**
  - May Meeting:
    - Can Petra attend to discuss the Administrative Transformation project
    - New VCGRE might be named by time of meeting
    - Election Prep

- PD grant results
- Discuss the need for a 2019/20 planning meeting

- **Adjourn**: Meeting was adjourned at 3:00 PM