

CASI Annual Report

Fall 2010-Spring 2011

Members:

- Becky Bertram (administrative)
- Kim Nolet (research), Chair
- Mara Eisch Schweitzer (instructional)
- Marilyn Haynes Brokopp (instructional)
- Gay Thomas (Dean's appointee)

Membership Changes

Due to the departure of Wendy Crary from the School of Nursing, Marilyn Haynes-Brokopp joined CASI to fill Wendy's term (expires June, 2012). Gay Thomas was added as a Dean's Appointee over the summer. The Dean's Appointee term expires June, 2013. Mara Eisch-Schweitzer agreed to fill the term of Jodi Delagrave (expires June, 2011). Continuing members were Becky Bertram and Kim Nolet.

Starting in 2012, newly elected/appointed CASI members will serve two year terms, rather than three, to enable more research academic staff to serve on the Committee and to entice other members that may not wish to make a full three year commitment. The bylaws will be amended to reflect this committee decision.

Meetings and Round Tables

CASI met approximately twice per month during September, 2010-May, 2011 and held three academic staff Round Tables. Round Tables are the primary method for CASI to engage in dialogue with academic staff. CASI surveyed Academic Staff about Round Table meeting times, including soliciting reasons why staff may or may not attend Round Tables. Answers were varied, and consensus was to continue the Round Table format, but to better publicize the CASI sponsored functions ~~CASI~~ and to suggest why they might want to attend the Round Tables.

CASI arranged for two guest speakers during the year:

- Laurel Mattoon (two sessions) presented timely information on retirement planning to ALL School of Nursing staff.
- Mary Hitchcock presented library tools that would be of interest specifically to academic staff

Two other topics were suggested by academic staff and will be addressed in the coming year: 1) campus governance and how decisions are made and 2) professional development resources at the School of Nursing and across campus.

CASI members were also active in academic staff initiatives on campus:

- Mara Eisch-Schweitzer attended the UW Academic Staff Institute.
- Kim Nolet attended the UW Academic Staff Assembly Brown Bag on Unit Clarification (and reported back to SoN academic staff during a Round Table).
- Becky Bertram attended the campus-wide CASI and Academic Staff Executive Committee Brown Bag, which aims to keep school/department CASIs in touch with campus academic staff governance (ASA and ASEC).
- CASI also arranged for SoN academic staff to be invited to the Medical School's CASI brown bag on the state budget and impact on academic staff with guest presenters Heather Daniels and Donna Silver.

Projects

Orientation

CASI continued to take the lead regarding a revised SoN orientation processes. Two CASI members have been most actively involved in this effort: Becky Bertram and Gay Thomas. In January, 2011 CASI undertook an evaluation of the new Orientation Process -- based on the fall 2010 semester new hires. Results from this evaluation were shared with CASI and in a separate meeting with Mary Ellen Murray, Brenda McFarland and Colleen Crummy-Mousseau. Gay and Becky will continue to work with Mary Ellen and others to improve and implement the new orientation process.

Department Council Membership Clarification

CASI prepared a proposal to the SoN Executive Committee regarding the confusion about academic staff and classified staff participation in Department Council. The Executive Committee deferred the discussion to the SoN Academic Planning Council (APC). APC communicated that everyone is welcome to attend Department Council and participate in discussion, but encourages participation only by those who are voting members or those who have positions which would inform or be impacted by items on the agenda. APC did not feel the SoN addendum to Faculty Policies and Procedures needed revision or clarification. Dean May invited CASI to meet with her over the summer to create a communication plan about committee participation to disseminate to faculty and staff. Scheduling a meeting is in process.

Academic Staff Achievements

For the second year, CASI solicited a list of academic staff achievements. This included conference presentations, awards, initiatives and more. These achievements were passed on to Dean May and the Associate Deans, as well as Kathleen Freimuth in the communications unit.

Future Plans

CASI plans for 2012 include:

1. Creation of a CASI awareness campaign, including posters and emails, to better explain what CASI is and how academic staff can get involved.

2. Workshops or Written Presentations of Information:
 - a. Professional Development
 - b. Campus Governance/how decisions are made
3. Exploration of supervisor training and possible all-employee training requirements (e.g., sexual harassment) in the School of Nursing
4. Continuation of Academic Staff Round Tables
5. Follow up with HR and PMR-IAS committee to assure complete, accessible PMR-IAS procedures given the recent revision of policy.
6. Continue re-examining SoN orientation process for gaps and process improvement.