

**Continuing Studies'
Committee on Academic Staff Issues (CASI)
Annual Activity Report
September 2012-June 2013**

Membership & Chair Selection

Laura Ingram, our 2012-2013 administrative ex officio member, initiated a call for members in August 2012. Membership was accomplished through volunteers – no election was needed.

The committee for 2012-2013 included the following members:

- Laura Ingram- ex officio member
- Steven Boldt, (term expires August 2014)
- Flo Hilliard (term expires August 2014)
- Erin McCloskey, (term expires August 2013)
- Megan Reading, (term expires August 2013)
- Laurie Scheer, (term expires August 2013)
- Jane Terpstra, (term expires August 2013)
- Bill Tishler, (term expires August 2014)
- Suzanna Waters-Castillo, (term expires August 2013)

Flo Hilliard and Erin McCloskey resigned in March due to other work commitments. Flo took on a new grant and Erin's department was short-staffed. As a result they were unable to devote time to CASI meetings and projects.

The following member's terms expire in August:

- Megan Reading
- Laurie Scheer
- Jane Terpstra, retiring June 2013
- Suzanna Waters-Castillo

Megan Reading was appointed as Chair for 2012- 2013. Monthly meetings were held from September 2012 through June 2013 except for December 2012 and May 2013 due to scheduling conflicts with committee members.

Activities

The group considered projects postponed from the previous year and brainstormed new projects for 2012-2013. Three priorities were identified:

1. Continue the 'Conversation with the Dean' brown bag sessions.
2. Celebrate academic staff achievements through campus award nominations.
3. Develop a DCS CASI website.
4. Develop the DCS CASI By Laws.

Projects that were tabled for 2012-2013 were as follows:

1. Provide academic staff with technical training in newer software tools.
2. Promote professional development opportunities.

Accomplishments

1. Conversation with the Dean

- We sponsored a Deans' Panel with the Associate Deans as an opportunity for them to provide updates on the projects they are involved with, November 20, 2012.
- We sponsored a 'Conversation with Dean' brown bag session on the Goals for Continuing Studies, February 26, 2013.

We provided the Dean with a list of topics that we felt people were interested in hearing about. Time was provided for questions from staff (see Appendix A for session topics and questions).

2. 2013 Academic Staff Excellence Awards

- For the first time DCS CASI supported the nomination of two individuals for Academic Staff Awards. The Robert Heideman Award for Excellence in Public Service and Outreach and the Wisconsin Alumni Association Award for Excellence in Leadership. We were pleased that Ann Whitaker received the Wisconsin Alumni Association Award this year.

3. CASI Website

- We have been working with our Marketing department on the design of our CASI website. In the meantime we will be using the internal DCS blog to communicate with Academic staff until our website can be completed.
- We discussed what documents we want made available to those outside of DCS.
- It was agreed that meeting agendas, minutes, reports and announcements will be posted on the website.

4. **DCS By Laws**

- We reviewed by laws from other CASI groups and used them to develop our own by laws (see Appendix B for By Laws).

Recommendations for 2013/2014

1. Continue to offer Conversation with the Dean brown bag sessions
2. Completion of the CASI website
3. Resources for new hires

Respectfully submitted by:

Megan Reading, 2012/2013 CASI Chair
Steven Boldt
Laura Ingram, ex officio member
Laurie Scheer
Jane Terpstra
Bill Tishler
Suzanna Waters-Castillo

Appendix A
Topics and Questions from 'Conversation with the Dean'

November 20, 2012- Deans' Panel

Deans:

- Jim Campbell, Associate Dean Program and Partnership Development
- Katy Duren, Associate Dean
- Laura Ingram, Associate Dean Budget and Personnel
- Judith Strand, Director of Adult Career and Special Student Services and Associate Dean

Updates on Continuing Studies:

- Strategies
- Projects
- Other Activities

February 26, 2013- Goals for DCS

Topics:

- Visiting International Student Program (VISP)
- Educational Innovation (EI)
- Marketing and Communications (MAC)
- New Chancellor Finalists
- Plans for Center for Adult Teaching & Learning
- Hiring
- Impact of Hiring Faculty
- Market Research
- Grant Writing

Questions:

- How do these topics relate to the goals of Continuing Studies?
- What do you anticipate being the impact of these topics on Continuing Studies?

Appendix B
Division of Continuing Studies By Laws

DCS CASI By Laws

1. **Purpose**
2. **Responsibilities**
3. **Membership**
4. **Procedures**

1. **Purpose:** The Committee on Academic Staff Issues (CASI) shall advise the Vice Provost for Lifelong Learning and Dean, on the formulation and review of and be represented in the development of all policies and procedures concerning academic staff members of the division, including personnel matters.

2. **Responsibilities** of the CASI include, but are not limited to:

- a. Formulating and reviewing Continuing Studies policies and procedures concerning academic staff members
- b. Representing academic staff members in the development of all Continuing Studies policies and procedures concerning academic staff members
- c. Providing advice to the Vice Provost for Lifelong Learning and Dean on Continuing Studies program decisions likely to affect promotional opportunities or lead to non-renewal or layoff of academic staff members
- d. Developing opportunities for participation of academic staff members in department and unit governance
- e. Developing opportunities for recognition of academic staff member contributions to the excellence of the division
- f. Communicating to the division and other appropriate entities.

3. **Membership**

- a. **Representation:** The process of selection shall foster representation of all academic staff within Continuing Studies, to the extent possible.
 - I. The CASI shall consist of 6-8 voting elected members
 - II. The Dean or designee shall be a non-voting member ex officio.
- b. **Terms:** The CASI year is September 1 through August 31. Each board member serves two - year term, with one-third of the board turning over each year.
- c. **Elections and Vacancies:** Elections for terms beginning August will occur in the fall.
 - I. Under the direction of the Administrative Liaison, the Dean's office will facilitate elections using ballot procedures similar to the election to the Academic Planning Committee.
 - II. Academic Staff may self-nominate or be nominated by others.

- III. Vacancies can be filled by appointment of the Administrative Liaison based on recommendation by the Committee, in such a way as to assure functional area balance on the committee, to the extent possible. The appointed member shall remain on the Committee until the next election for that seat.
- IV. Membership of the full committee shall be announced annually when the list of all Continuing Studies committees is distributed in the fall.

4. Procedures

- a. Meetings: One meeting per month will be scheduled through the year. The Chair shall schedule a meeting of the CASI within a reasonable time if requested to do so by at least a quorum of committee members.
- b. Agendas: The preparation of the meeting agenda will be the responsibility of the Chair or the designee. Members of CASI may submit items for the agenda.
- c. Minutes will be prepared for each meeting of the whole. Minutes are not required for meetings of the sub-committees. The responsibility for keeping the minutes will be decided at each meeting. Minutes will be posted on the DCS website.
- d. Quorum Voting: A quorum is considered to be a simple majority of the voting members. A vote may not be taken without a quorum present.
- e. Amendment of by laws: By laws will be reviewed annually and any revision or amendment to the by-laws will require a simple majority of the voting members of CASI.