



**L&S CASI/USIC Committee Meeting Minutes**  
**Tuesday, February 13, 2018, 8:30–9:30 AM in 52 Bascom Hall**

Present: Karl Scholz, Jennifer Noyes (guest), Alison Rice, Billy Gates, Cheryl Adams Kadera, Darin Olson, David Johnson, Dee Van Ruyven, Ewa Miernowska, Frank Rooney, Jana Valeo, Jim Reardon, José J Madera (Señor El Presidente), Julie Lindsey, Karen Thompson, Mary Noles, Rebecca Dunn, Vicki Fugate

Absent: Anna Paretskaya, Lori Ushman, Oh Hoon Kwon, Sue Martin Zernicke

Señor El Presidente called meeting to order at 8:31am.

**Corrections and Approval of CASI & USIC Minutes - JAN 11, 2018**

Minutes from January 11 CASI and USIC meetings unanimously approved.

**L&S Dean's Report – Karl**

Semester seems to be off to a great start. Dean Scholz's most recent monthly message was boilerplate for once, rather than platitudinous.

**General Wage Increase:**

2% increase next academic year, 2% the beginning of the next calendar year. To be eligible, employees must be on the payroll as of 01/08/18. This wage increase applies to everyone, unless they have a "failing grade" on performance reviews.

Additionally, to be eligible, campus requires:

- 1) Employees must have completed online sexual harassment/violence training by 03/23/18 (the L&S deadline is 03/05/18). Lists of employees not in compliance have been sent to departments.
- 2) Supervisory authorities must be up-to-date on performance reviews. This means, at the very least, all supervisees have received a performance review within the last twelve months.  
This is one way to "give teeth" to attempts to make performance reviews mandatory across campus.

Committee members should help spread the word.

Mary: Is there a way to be proactive? Is there a way to check in MyUW whether trainings have been completed?

Cheryl: It should be in transcripts. Check FAQ.

Allison: Is this one-time? How often is this training required?

Cheryl: Every three years.

General announcements (committee members should disseminate if applicable):

Graduation events: departments and programs are being encouraged to hold their own recognition events if possible. A modest amount of funding is available, approximately \$6/graduate, to help offset costs (many hotdogs!). For the first time, funding is being made available for programs recognizing Masters graduates so feel free to add this to any request. Also for the first time, diploma covers are available and can be delivered to units as part of this celebration. Diploma cover requests can be made to Alissa Karnaky. Application deadline for funding and/or diploma covers: 03/15/18.

Midterm grade reporting: Between 02/26/18 and 03/12/18, instructors with first-year students (a list of students will be provided by the RO) are urged (very strongly) to provide midterm grades. Last semester, 439 students in academic difficulty were reached out to in an attempt to connect them with academic and advising resources. Benefits:

- 1) might connect students with useful academic or advising resources.
- 2) big message that we care about their success.

We do well in the College but aspire to 100% compliance.

Instructional Space: There has been a big push over the past two years to move everything from Moodle and Desire-To-Learn to the new Canvas platform. **Everything archived on previous platforms will vanish on 06/01/2018.** Only the instructors of record can move information. Bruno Browning, Chief Information Officer for the College, always wears purple but cannot help everyone (despite likely wanting to) because he is not the Instructor of Record.

Chairs/Directors/Admins Plenary on 02/12/18: Resources available for sexual harassment/violence and bystander intervention were publicized. The plenary was anchored around two presentations:

- Lauren Hasselbacher, Title IX Coordinator for the College, gave a presentation about the responsibility of Chairs/Directors/Admins to report any occurrence of sexual harassment/violence on campus. Historically, no campus-wide repository for this information; always left to individual departments/schools/colleges in the past so Lauren is taking on a campus-wide role. Message: if you hear of incidents of sexual harassment/violence, give Lauren a call or email. Err on the side of “overreporting”. Lauren will not unleash crazy things happening. If appropriate, though, it will. Plea to everyone: Communicate! Use spidey senses! “If you tell me something, I am obligated to report.” While not everyone on campus is a mandated reporter, Chairs/Directors/Admins are.
- Jennifer Sheridan, Executive/Research Director of WISELI (Women In Science & Engineering Leadership Institute), gave a presentation about tools, sponsored by WISELI, available to departments and programs:
  - 1) general department climate workshop. WISELI will come in for a 90-min training on climate. The College of Engineering has been very aggressive on making these mandatory and the workshops are making a discernible statistical difference.  
Deadly serious statistic: “Perceived climate is worse for women and historically underrepresented groups than men or majority. LGBTQ+ differences, though, were not discernible.”  
Chuckle-eliciting statistic: “Department chairs significantly overperceive climate in the department, men overperceive climate for women, majority overperceive climate for underrepresented groups.” Karl’s extrapolation: “Deans REALLY overestimate the climate in the College.”
  - 2) For Chairs, a special initiative, a series of three workshops: the first workshop is a general discussion about climate, there is a small, targeted unit climate survey in between, the second and third workshops are problem solving.
  - 3) In the fall, a workshop on hostile and intimidating behavior. Start with school/college leadership then rolling out to departments in fall.

Mary: What is the cost associated with WISELI workshops?

Karl: I don’t think they are charging for it. Maybe very small departments could partner so the impact could be larger?

WISELI is really busy right now with everything happening on the national landscape.

The Physics Museum 100<sup>th</sup> Anniversary was a really great event.

Billy Gates arrived. (8:56am)

Señor El Presidente: As a dean in Student Academic Affairs, midterm grade reporting is a great tool which gives us a bit of leverage to reach out to students. Good collaboration with advisors across campus. Looking to encourage instructors to be proactive. Tools like this and everything happening under the Office of Undergraduate Advising allow us to do our jobs better and make our jobs easier.

### **Campus-wide Committee Updates**

#### **University Staff Congress / Academic Staff Assembly**

Jana: Mary Luther from TTC was there with much of the same information.

Mary: Things are moving along. New information about job families is available on the site.

Señor El Presidente: Contacted Anna on Friday as she is our rep. If he receives information (the meeting was 02/12/2018), he will distribute it to the committee at a later time.

**Climate Committee** has not met. Will meet later this month followed by a meeting with the Dean in April.

#### **PDRC / University Staff Excellence Awards / Professional Development Grants**

Mary, Dee, Jana: In the application process. Deadline is being moved up to mid-April. Trying to encourage more people to apply but there is some uncertainty as to whether anything was sent out. Will have a better update next month.

Señor El Presidente: Nothing to report from PDRC. Will have a better idea of where they are with academic staff awards next meeting.

#### **HR Updates – Cheryl**

The job framework is close to finalized for the TTC. As we move through the process and updates are made to job descriptions, some changes may need to be made, but the framework is more-or-less completed. Job descriptions: the process is taking longer to prepare the tool (JD Expert) and get it up and running. Training coming (likely) in April. Will reach out to supervisors and departments at that time to let them know what the process will be. Review of instructional titles is being moved to the fall due to the majority being nine-month appointments and we would be cutting it way too tight trying to get it in before the end of this semester. The job title review process for departments with both instructional and non-instructional titles may be prolonged as a result.

Again, pay increase information has been sent out and the L&S deadline is 03/05/18. Again, please help to get info out to get reviews and trainings completed.

### **New Business/Issues to Share**

Memorial Library Facilities Master Plan Update – Ewa: The plan includes closing the Art Library and reducing the collection in Memorial Library to 25%. All other books will be moved to storage in Verona. Many people expressed discontent and fear that there would be no more possibility to browse books as is done now. The Department of French & Italian organized what ended up being a very good meeting with Ed Van Gemert, Vice Provost of the Libraries. Both sides presented. He admitted that no Humanities faculty were asked to be a part of the committee and that their data might be inadequate as they only count books that have been checked out or need to be reshelfed. Books that are browsed quickly and returned by the browser are not counted. He presented the \$300M Plan that will purportedly destroy the north and south parts of the library to build social spaces. It will also create a new entrance because the original entrance is not on State Street. Faculty (and staff) told him research is a very important part of our job. Limited access to open stacks will mean limited access to research. Books that are frequently checked out are not generally used for research but rather by students for classes. There was testimony from a student who did his Masters in (?) at Lansing (Michigan State?) where a similar setup exists. He had to request a book five times because the wrong book was sent repeatedly. Foreign languages have it particularly tough, as titles can easily be misread by library staff who do not understand the language. The Institute of Research in the Humanities is organizing a conference on 03/16/18 either 12:00-2:00pm or 12:00-4:00pm to present our views, opinions, fears, and perceptions to the administration and Provost. A petition to save the open stacks exists that has been signed by over six hundred faculty and staff. Please share it.

**March 2018 CASI/USIC new meeting date:** 03/22/18, 8:00–9:00 am in 52 Bascom Hall  
Rebecca will take minutes for March.

Ewa: The Listening Session with the Dean will probably be 03/19/18, Beth is looking for a room.

### **Feedback to Dean's Report**

Vicki: The tuition for low income residents, is it a done deal?

Karl: Yes! Families with an Adjusted Gross Income under \$56K (the Median Adjusted Gross Income in Wisconsin) will receive free tuition and segregated fees. UW-Madison will be free to those families, except for housing and food. Derek Kindle, Director of Financial Aid, with the financial aid we are already providing, we were close to meeting that standard so let's widely publicize that. Roughly \$3M needed to be raised to make this happen. "Badger Promise"

Dee: Did you find it interesting that it was based on Adjusted Gross Income? Many small business owners with a lot of deductions could get income below. They are not looking at assets.

Karl: Not looking at assets was a big deal on this. The perception is there are plenty of rural families who have a lot of "wealth" because they own land, yet are "cash-flow starved". This was the fairest and also least burdensome measure to calculate. This will take into account taxable income - pre-deduction and pre-expenses. We aspire to do more. Hats off to the Chancellor and to Derek Kindle.

Billy's 9:30am alarm effectively adjourned the meeting.

Respectfully submitted, Karen Thompson