**L&S CASI/USIC Committee Meeting Minutes  
Thursday, February 20, 2020**

**8:30 – 9:30 a.m., Bascom 55**

Present: Cheryl Adams Kadera, Meredith Beck Mink, Rebecca Forbes Wank, Peter Haney, Tina Hunter, Lisa Jansen, David Johnson, Liana Lamont, Julie Lindsey (note taker), Jennifer Noyes, Darin Olson, Elizabeth Rose, Dee Van Ruyven, Nicole Senter, Debra Shapiro, Eric Wilcots

Absent: Billy Gatees, Bruce Goldade, Emily Hall, Oh Hoon Kwon, Sarah Jedd, Frank Rooney, Kate Skogen

**Welcome & Introductions** (5 minutes) – All

**Corrections and Approval of January Meeting Minutes** (5 minutes) – All

Few small edits were shared and Dee will send sentence about her Grad. Coordinator comments to David to add to minutes. Julie moved to approve the minutes with the discussed revisions. Liana seconded. No further discussion. Approved unanimously.

**L&S Dean’s Report** (20 minutes) – Wilcots

* Board of Regents and UW System Chancellors toured the Humanities Building to see first-hand the constraints and issues with the building. Corner of Park/Johnson is the site for a new academic building for History and Jewish Studies departments plus general assignment classroom space. Hoping new building will get approved this year.
* At the Chancellor’s Leadership Summit, Provost shared he’d like a campus-wide teaching and learning center established which would be a centralized place where instructors can go to gain skills and engage in new practices.
* L&S Chairs Meeting discussed the following: 1) cybersecurity and ways to keep computers secure, 2) Equity & Diversity Committee is compiling annual reports from departments for comprehensive list of what is currently being done. Committee plans to organized a breakfast conversation on equity, inclusion, and diversity topics hopefully for later this semester.
* Campus Deans have been sharing information on hostile and intimidating behavior cases and talking about how to get better at the process and to ways to have fewer incidents in the future.
* Dean asked committee for feedback on the semesterly Listening Sessions with the Dean: Is the format working? Semesterly frequency appropriate? Usefulness? Committee members shared thoughts. Overall committee thinks it is nice to offer the sessions and would like to see more attendance. Discussed possibility of opening up session with a few remarks (“State of the College”) from the Dean. Idea to handout notecards to attendees to write questions for the Dean as another way to encourage dialogue during the session.

**Feedback to Dean’s Report** (5 minutes) – All

**HR Updates** (5 minutes) – Adams Kadera

* College will have two training sessions for department TTC Coordinators in late February/early March. Departments will be taking the lead on next steps for TTC which involve employee/manager conversations take place and individual employee’s position description details entered into JEMS by April 9. Online supervisor training is available on the TTC website. IT, Teaching, and Academic Services standard job descriptions are still not settled; L&S HR Managers will inform departments when they are done.
* New HR Manager for Graduate & Short-Term Staffing needs was hired: Laura Fisk.
* Updating and creating new job aides to assist with various HR processes.

**New Business/Issues to Share** (5 minutes) – All

**Committee Updates** (10 minutes)

1. TTC Shared Governance Advisory Committee

Deb explained committee has been advising TTC group on handouts/materials used in campus forums. As TTC is moving so quickly, it has been difficult for the advisory committee to properly advise recently. Lisa is part of four Standard Job Description (SJD) committees with central OHR and shared her kudos to HR staff who are working hard on this project.

1. Academic Staff Assembly

Deb shared that Heather Daniels will be taking the position of Secretary of the Faculty, so Jake Smith is serving as Interim Secretary of Academic Staff. TTC continues to be a regular topic. Looking at candidates for new Vice Provost of Academic Operations position.

1. University Staff Congress

Rebecca shared that last meeting was cancelled. Rebecca will be speaking about protest guidelines that have been in place for two years at next meeting.

1. Climate Committee

Jennifer is waiting for final edits of the committee’s report to come back. Listening sessions will be organized for the future.

1. University Staff Excellence Awards / Professional Development Grant

Dee said there is nothing new to report. Pubic award ceremony will be coming up later this semester. A future meeting will be needed to discuss Professional Development Grant.

**Discussion of Committee Updates** (5 minutes) – All

**Adjourned at 9:25 a.m.**