



## L&S CASI/USIC Online Committee Meeting Notes

Thursday, May 21<sup>st</sup> 9:00 – 10:00 a.m.

WebEx

**Note taker:** Meredith Beck Mink

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

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

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

Virtual Commencement was a success and for the first time there was a grad student who spoke (from Chemistry). Grades are being submitted and those that are SD/UD are not yet in.

The first round of furloughs has started and there will be continued information from HR on the process. There have been a lot of questions.

Looking ahead, we have started to address the first hurdle which is the summer session. Enrollments are up by 30% over last year. I suspect that is because students who had other plans that were canceled (internships, travel, etc.) have decided to take classes instead. Rebekah Paré from SuccessWorks notes that there are still some student jobs and internships available for the summer.

In terms of fall, there is not much new information since last month. The goal for fall enrollment remains at 7300 students and we are still trying to meet that target. One way of doing so is by bringing people off the waitlist. We will have numbers after June 1. SOAR will take place online and there's a lot work happening to connect students remotely to that process.

The Chancellor sent out a message yesterday on fall and described plans for a hybrid model. Large classes will almost certainly be online, while leadership is still

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Advises the Dean on the formulation and review of policies and procedures concerning the Academic Staff members of the College. It also advises the Dean on Academic Staff promotional opportunities, participation in department governance, and performance recognition

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determining if we can deliver some small in-person classes. We should know by July what the percentage of online versus in-person instruction will look like. Other colleges have been making similar announcements (for example, Notre Dame will start early with in-person classes and students will not return after Thanksgiving). The likelihood is that the vast majority of classes will be online in the fall.

Finally, there are some changes in L&S Administration: Jennifer Noyes accepted a position in Bascom Hall.

### **Feedback to Dean's Report & Discussion ( 5 minutes ) – All**

Liana Lamont: *What is the thinking in terms of discussion sections meeting in-person? For example, how is 22 too many people to meet in-person?*

Wilcots: Steve Kramer has a working group that's dealing with this. On one end of spectrum is the idea that all labs will be remote way, to planning for some ways to have some small labs meet. We expect most students to be in Madison even if they're taking classes remotely. There are also facilities questions; if we need to spread students out, how do we assign classrooms etc.?

Bruce Goldade: *How will phasing staff back to campus work?*

Wilcots: We are starting a slow and gradual reopening of campus on the research side led by the Vice Chancellor of Research. All work that can be done remotely, will continue to be done remotely, but there will be some people on campus doing clinical and research work soon (starting with a modest increase of people on campus). In the next 3-4 weeks, people will start slowly coming back to campus. So, campus is going to open slowly, but we do expect a ramping up of activity on campus over the course of summer and the first phase of that is the research that can only be done on campus, then a clinical stuff that can't be done remotely.

Deb Shapiro: *In the In the School: there are some students still doing practicums*

Wilcots: Let's talk more about that later.

Sarah Jedd: *Comm Arts 100 is the large public speaking class and we are developing a plan to develop the class online, but we would need to change administrative structure. Do we need to do an official course change process or do they more freedom due to circumstances?*

Wilcots: Send me an email to understand more and I'll respond.

Julie Lindsey: *Can you talk a little more about PPE equipment? Are there coordinated efforts to acquire PPE ? Also, I'm hearing a lot of questions about bathrooms and the cleaning process.*

Wilcots: Campus is centrally organizing the acquirement of PPE (masks, sanitizers), but I haven't seen details yet. I have seen drafts of documents on the guidance for

cleaning and there will be some coordination with FPM on what the process will be; that guidance on cleaning will likely come out next week.

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

- Furlough letters have gone out and hopefully everyone has received them. There are three main groups with some people getting deductions from every paycheck and others getting deductions as they take furloughs
- There are a lot of questions around the processing of furloughs and we're hoping to have a WebEx seminar regarding information on the furlough process.
- Departments should have received a memo around telecommuting and the guidelines and expectations around that. Soon there will communication about people that are telecommuting internationally.
- TTC is still happening and campus is building an online session to give an update on the entire process. The conversations between supervisors and employees will still happen. There is still a lot of work going on behind the scenes.

Liana Lamont: *We were told to not rely on our hourly workers (student hourlies); is there an update on that?*

- CAK: There was a general freeze for new hires, unless there is a critical need and there was a process to hire student hourlies under those circumstances. There's no news for fall yet, but department should still follow the process that's in place for getting approval for critical student hourlies.

### **Committee Updates ( 10 minutes )**

#### TTC Shared Governance Advisory Committee

- Lisa Jansen: This week's TTC advisory group will meet through October because of the extension of the TTC process; the May meeting was

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focused on the upcoming online TTC information update meeting (mentioned by CAK) that will take the place of in-person forums that were scheduled for summer. There will be a way to submit questions to the webinar, including a live document that records people's questions.

### Academic Staff Assembly

- Deb Shapiro: The last meeting of the semester was May 11<sup>th</sup> and there were 300 people in attendance (virtually) because Chancellor Blank and the Lauren Heller were speaking (normal assembly numbers are about 100). There were reports from standing committees and a report from CURAFA, a resolution passed to support UW Madison DACA employees. There has been a lot of discussion about furloughs, and questions about the hybrid model and the concern about who will run all the small in-person discussions?
  - Wilcots: Campus leadership is thinking about the issue of how to address staff and faculty who have medical recommendations to not in even small groups.
- There has been an issue raised related to how furloughs effect people on soft money.

### University Staff Congress

- Bruce Goldade: University Staff Congress will be meet on Monday and questions have been submitted for the committee that center mainly on furloughs, coming back to campus, possibilities of early retirement. There is a lot of concern about custodian workers and how they interact with people on campus and the need to coordinate with departments so that they are not put at risk.

### Climate Committee

- Jennifer Noyes: Report from the last climate survey has been posted online, but the committee will need re-group in response to Covid-19.

### University Staff Excellence Awards / Professional Development Grant

- Dee Van Ruyven: In the process of making our prof development grant award.

### **New Member Election Processes ( 5 minutes )**



- Six people will be rotating off CASI next year and there will be an active solicitation for three seats and the Dean of L&S will appoint three seats. There will be an effort to recruit more people in different position beyond admin. program specialists and faculty associates. David is rotating out and there is a need for new Chair.
- USIC process: Dee and Billy’s terms are ending, and they will be replaced. There will need to be an election in coming weeks, and USIC will also select a new chair.
- Wilcots: Thank you on behalf of L&S Administration

**New Business / Concerns / Discussion** ( 5 minutes )

- Dee Van Ruyven: We also need to have chair of the APC as part of the CASI / USIC committee. Jennifer Noyes responded that the Dean needs to appointment someone and the process in underway.

**Adjourn**

**9:50 am**

*Highlight means they are present.*

**USIC Members 2019 - 2020**

<b>Peter Haney</b> Early Career Chicana/o & Latina/o Studies	<b>Billy Gates</b> Elected Member Physics	<b>Bruce Goldade</b> Elected Member Chemistry	<b>Rebecca Forbes Wank</b> Elected Member German, Nordic & Slavic
<b>Tina Hunter</b> Exempt Member Sociology	<b>Dee Van Ruyven **</b> Elected Member AOS	<b>Kate Skogen</b> Dean’s Appointee Integrative Biology	<b>Eric Wilcots</b> Interim Dean – L&S  <b>Cheryl Adams Kadera</b> Assistant Dean – L&S

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**\*\* USIC Chair**

## **CASI Members 2019 - 2020**

<b>3<sup>rd</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>1<sup>st</sup> Year</b>	<b>Ex-officio</b>
<b>David Johnson **</b> Senior Lecturer Economics	<b>Lisa Jansen</b> Associate Director Learning Support Services	<b>Elizabeth Rose</b> Admin Program Specialist Psychology	<b>Eric Wilcots</b> Interim Dean – L&S
<b>Nicole Senter</b> Admin Program Spec German, Nordic, and Slavic Studies	<b>Meridith Beck Mink</b> Admin Program Spec Administration	<b>Emily Hall</b> Faculty Associate English	<b>Cheryl Adams Kadera</b> Assistant Dean – L&S
<b>Oh Hoon Kwon</b> Assoc. Fac. Assoc. Mathematics	<b>Liana Lamont</b> Fac. Assoc. Chemistry	<b>Sarah Jedd</b> Assoc. Fac. Assoc. Communication Arts	<b>Jennifer L Noyes</b> Associate Dean – L&S
<b>Julie Lindsey</b> Senior Admin. Prog. Spec. Integrative Biology	<b>Debra Shapiro</b> ASEC Liasion		
<b>Frank Rooney</b> Assoc. Fac. Assoc. Mathematics			
<b>Darin Olson</b> Assoc. Fac. Assoc. Mead Witter School of Music			

**\*\* CASI Chair**

**NEXT CASI/USIC MEETING:**