**L&S CASI/USIC Committee Meeting Minutes**

**November 8, 2019; 9:00-10:00 am @ 55 Bascom Hall**

**Present:** Cheryl Adams Kadera, Rebecca Forbes Wank (note taker), Billy Gates, Bruce Goldade, Peter Haney, Lisa Jansen, David Johnson (meeting chair), Julie Lindsey, Darin Olson, Frank Rooney, Elizabeth Rose, Nicole Senter, Deb Shapiro (ASEC liaison), Kate Skogen, Dee Van Ruyven, Eric Wilcots

**Absent:** Meredith Beck Mink, Emily Hall, Tina Hunter, Sarah Jedd, Oh Hoon Kwon, Liana Lamont, Jennifer Noyes

**Johnson called the meeting to order at 9:01 am.**

**Approval of September Meeting Minutes**

Motion to approve October minutes passed unanimously.

**L&S Dean’s Report & Feedback**

Dean Wilcots asked if attendees had seen the Letters & Science magazine, which goes out to friends and alumni. This issue was about the Wisconsin Idea, with articles about the new Hamel Music Center and various museums on campus. The Strategic Communications team is working on the spring issue, to come out in April. Over the last five years, they have also produced a “Fueling Discovery” insert for the Wisconsin State Journal one Sunday in May, and they are working on that as well.

There are seven buildings on campus beyond the threshold for being torn down, including the Humanities Building. The last free-standing building built in the college was Weeks Hall in 1972. The new Humanities Building is the top priority; it will be on the corner of Park and Dayton and will house History, Jewish Studies, and Center for Cultural Experience (Ethnic Studies). This will free up 8000 seats in five other buildings on campus. Biology and Psychology buildings will be in the next biennium. Active fundraising for a new Computer and Data Science building – no state funds for this.

Good news: time to graduation now just under four years. Student debt is low, and 800 freshmen are utilizing Bucky’s Tuition Promise. Today is the 50th Anniversary of the Writing Center in Helen C. White.

Concern over the engineering graduate student who committed suicide. How are departments making sure their climates are not toxic for graduate students?

Comments/Feedback:

* Happy that the Chancellor is taking this seriously. There have also been staff suicides caused by toxic climates.
* Title IX Coordinator happy to help departments with climate.
* Concerns about hours and physical space without natural light.
* New GAPP policies do not include RAs. Working to fix this.
* Question about the Art Department once Humanities is torn down. There will be a new “Arts Block” encompassing the Chazen, the Hamel, and the building that will replace Extension. This was John Wiley’s original vision.
* Positive feedback about the Diversity Forum. Could there be an L&S Plenary about diversity?
* Administrative Topic of the Month ideas:
  + How are budgets created by units? Are there tools?
    - Budget office folks are happy to talk to departments.
  + Best practices for Official Functions?

**HR Updates**

Finishing DCF process. Batch load to service center. Will let departments know when they are ready. It would be helpful if departments had regular review cycles.

TTC update – Standard Job Description library comes out November 11, but there are still many moving parts. Will be ongoing until implementation in the spring.

Due to changes to Fair Labor Standards Act, most PAs will now have to submit timesheets. There will be forums in December for employees whose exemption status is changing.

**New Business/Issues to Share**

Is summer teaching the same experience? Will it change? Econ is collecting data comparing 101 in summer and fall. Concern about fall semester burnout for students who take classes all summer. A parent asked why not have a fall semester break instead of such a long winter break. Role of shared governance in protecting data collected from students?

**Committee Updates**

1. Academic Staff Assembly – meet Monday to discuss TTC. Changes to policies and procedures, ad hoc committee to discuss land grant. Question about putting student emergency contact info on WisCards.
2. University Staff Congress – Parking amnesty the day after Thanksgiving. Native American Heritage event on November 14.
3. Climate Committee – tabled.
4. PDRC – University Staff Excellence Awards/Professional Development Grants – meeting Monday. Many great Excellence awards nominees. Need to create guidelines for development grants. May use money for speakers or classes on campus.
5. TTC Shared Governance Advisory Committee – Questions about Faculty Associate title. Is this going away? Market equivalence was found for it. More than 80 titles for IT, yet some employees can’t find one that matches their job. Job descriptions must be updated before mapping can occur. All departments were notified of this but some have not done it.

**Meeting adjourned at 10:07 am.**