L&S USIC/CASI Committee Meeting

Tuesday, January 19, 2016, 9:30-10:30 AM, 260 Bascom Hall

Minutes

Present: Shirin Malekpour, Doug Dummer, Sara Yaeger, Jim Reardon, Mary Noles, Alisenne Sumwalt, Vicki Fugate, Kari Fernholz, Tony Jacob, Benjamin Schultz, Abike Sanyaolu, Andrea Lowe, Jim Lacy, Angela Powell, Diana Allaby, Ewa Miernowska, Karl Scholz

1. Welcome
	1. New USIC member Vicki Fugate (Dept. of Sociology)
2. Approval of Minutes: December USIC/CASI minutes approved
3. Public Comment
	1. no public comments
4. Dean’s Report
	1. A lot of travel since our last meeting.
	2. Report on Listening Sessions
		1. “I wish the Dean knew…” comments can be generalized into four categories.
		2. Wages/salaries continue to be a problem
		3. Need for more functional-area group meetings
			1. E.g., payroll best practices, purchasing
			2. South Hall can facilitate these meetings, but the groups must become self-sustaining over time
		4. The influence of Chairs on departmental climate
			1. Talk early and explicitly to Chairs, stress their role in influencing climate
		5. Basic respect
			* 1. Very hierarchical system on campus, which inevitably results in problems
				2. But this isn’t an excuse for certain behaviors
				3. If there is respect, a lot of other things “just work.”
	3. Will be meeting with Climate Committee soon to discuss survey results. Stay tuned.
	4. Discussion of training for department chairs
		1. Proper use of UW Foundation accounts
		2. “Mini-course” on expectations for incoming chairs
		3. Note: Provost’s office offers monthly “Chair’s Chat.”
		4. Chairs often sit down with faculty to learn more about research and teaching, but it was suggested this rarely happens with staff.
		5. Budgeting – important for departments to understand L&S procedures
		6. Performance evaluations
		7. Take strides towards inclusion: not everyone is happy with every situation, but if people are included and aware of decisions, they are more likely to be understanding.
		8. Poll department administrators for ideas on what Chairs need to know
		9. Comment: It has proven difficult to gather information from departing Chairs; they are ready to move on.
5. University Staff Congress (Angela)
	1. University Staff awards coming up, deadline Feb 23rd
	2. Will be judged by other University Staff
6. Academic Staff Assembly
	1. Nothing to report, no meeting since last time
7. Climate Committee (Ben and Jeanne)
	1. Nothing to report, no meeting since last time
8. Excellence Awards Professional Development Grants (Andrea)
	1. PDRC committee will be meeting in March
	2. Other notes
		1. L&S had 9 of 12 Distinguished Teaching Awards
		2. Two TA’s from the Math department received campus-wide awards as well
9. HR Updates (Diana)
	1. An e-mail was sent out recently regarding choice for University Staff to move to Academic Staff
	2. Campus is more carefully monitoring and limiting the number of hours student employees can work because of affordable care act and requirements related to health insurance.
		1. Recognition that students must be students first.
		2. If they exceed certain thresholds, that triggers implications for health care.
10. USIC/CASI Goals
	1. Continue discussion started at last meeting
	2. See handouts from Tony (attached to email)
	3. Communication: what is our role?
		1. To the Dean?
		2. From the Dean?
		3. Both?
	4. Can Associate Deans visit each department each year?
		1. Every-other month they attend Chair/Director meetings
		2. This is good, but those meetings do not include other stakeholders
		3. Most Associate Deans cover a large number of departments
	5. Communication with other CASI/USIC committees?
		1. Roughly 20 other CASI groups on campus
		2. What issues are other CASI groups focused on? Learn from our colleagues
		3. Do Deans typically attend these other CASI meetings?
	6. Do we have a teaching role?
		1. Campus safety issues
		2. Benefits seminars, pre-retirement planning, etc.

**Next USIC/CASI meeting: Tuesday, February 16, 9:30-10:30 am, 260 Bascom**