

Committee on Academic Staff Issues
College of Agricultural and Life Sciences
January 23, 2019, 1:00pm-2:00pm
250 Agricultural Hall

Attendees: Beth Button, Paul Daniels, Chris Hamilton (by phone), Michelle Kielar Grevstad, Isaac Knoflicek (by phone), Sarah Marcotte, Jamie Nack (by phone), Astrid Newenhouse (by phone), Richard Straub, Daniel Veroff
Not present: Erika Anna, Adam Borger, Amber Gotch, Carol Hillmer, Tamala Noll, Michelle Miller, Alan Turnquist
Minutes by: Julie Scharm

Attending as public meeting: None

MINUTES

The meeting was called to order by Elle Kielar Grevstad at approximately 1:00pm.

Dick Straub introduced new committee member, Chris Hamilton, who works in the North Central Regional Association office. She replaces Ben Futa who resigned from the committee in December 2018.

Review agenda

No changes were made to the agenda.

Approval of December 19, 2018 meeting minutes (attachment)

Beth Button made a motion to approve the December 19, 2018 meeting minutes. Dan Veroff seconded the motion. The motion was unanimously approved.

Committee goals and activity timelines

Elle Kielar Grevstad suggested that the committee develop activity timelines to help facilitate the committee being active throughout the academic year. She asked the subcommittees to develop these timelines for tasks and events, to help both with the timeliness of tasks, the subcommittees staying active and accountable, and with the onboarding of new subcommittee members. She provided a timeline template that was handed out and that will be placed in the Box folder. Each subcommittee will create a timeline and save it to the CASI Box folder by the February meeting.

Elle Kielar Grevstad suggested that in May of each year, the committee appoint subcommittee chairs/co-chairs for the next semester, to help with the continuity of work. This does not require a bylaw change. The committee discussed and supported this change, but noted a preference for keeping the CASI committee chair selection in September.

Elle Kielar Grevstad suggested changing the CASI committee chair positions to a chair and a chair-elect, instead of co-chairs. This will require a bylaw change. Jamie Nack made a motion to approve the change of the CASI committee chair positions from co-chairs to chair and chair-

elect. Isaac Knoflicek second the motion. The motion was unanimously approved. The committee bylaws will need to be updated and voted on at a future meeting.

Subcommittee updates

Awards and professional development

The call for academic staff award nominations went out on December 10, 2018 and nominations are due February 15, 2019. The subcommittee asked committee members to encourage their colleagues to submit nominations.

Question: Are the professional development grant awards for non-degree programs? Answer: These grants are typically for shorter-term professional development. Tuition assistance is a possibility within the college.

Communications

Once the academic staff professional development grant call goes out, the subcommittee will send an e-mail out to academic staff.

Nominations and mentoring

The subcommittee met on January 15, 2019 and reviewed the committee member nomination process. The subcommittee would like to simplify the process for potential members to join CASI. The subcommittee discussed eliminating the committee membership application process, as it seems unnecessary to have potential members complete an extensive application. The subcommittee also stated that it is difficult to find volunteers for the committee by trying to reach out to departments. The committee would like to use information from the annual CALS committee interest survey to find new members and eliminate any other application process. This was effective last year. This will require a bylaw change.

The subcommittee will look into hosting a welcome to CALS event for academic staff, to welcome them and provide them with resources. The subcommittee would like to build a better awareness of campus opportunities for academic staff and has been discussing potential methods.

Personnel procedures, compensation and governance

The subcommittee met and Amber Gotch will be reaching out to Carol Hillmer with some questions that were developed at the meeting.

The subcommittee reviewed the CASI climate survey summary from 2001. CASI has not conducted a climate survey of the academic staff since that date. The subcommittee is interested in CASI conducting another climate survey and working with Carol Hillmer to vet the process and the questions. Julie Scharm will send the subcommittee the questions from the 2000-2001 climate survey for reference. Note that the college and the CALS Equity and Diversity Committee are both interested in conducting a climate survey. CASI could contribute to questions in larger survey so that a climate survey could be done in one effort.

The subcommittee is curious what academic staff in the college would like them to work on. This could involve a separate survey.

The subcommittee also discussed whether they could capture any data on how effective it was to department chairs last year about shared governance

Dick Straub suggested that the diversity and inclusion statements from the departmental five-year plans be forwarded to CASI for the committee's comments and recommendations to the dean. Sarah Marcotte made a motion to request that the diversity and inclusion statements from the departmental five-year plans be shared with the CALS CASI in order for the committee to provide feedback and recommendations to the dean. Beth button seconded the motion. The motion was unanimously approved.

College updates and questions from the committee

SciMed GRS director search: pending.

CIAS director search: pending.

Senior associate dean: A PVL is posted and the application date has been extended to February 15, 2019.

Compensation exercises: Dick Straub and Carol Hillmer hope to complete the exercises by February.

College organizational redesign: The Dean's Office is in the process of reviewing departmental five-year plans and faculty position requests.

Question: What is the purpose of the purchasing practice changes through places like Grainger?
Answer: Contact CALS Business Services with any questions or issues.

Question: When must annual performance reviews be completed by? Answer: March 31.

Academic Planning Council report

Dick Straub and Julie Scharm provided an update on the December 19, 2018 meeting.

Updates to policy regarding scholastic actions, probation and dropped status: The CALS Academic Affairs Office proposed the inclusion of summer term course results to determine academic action status. This will be more consistent with other schools/colleges and will better recognize the importance of summer session learning. APC voted to accepted the proposal.

Biometry program review (MS and computing services): The review of the MS program and the CALS Statistical Lab/consulting service were combined into one program review. APC voted to return the program review committee report to address the low award-producing status of the program.

Expectations for program reviews: The committee discussed expectations and templates for future program reviews to help with consistency.

Updated collaborative document: This document was recently revised to address additional questions.

Search updates: Search updates were provided for the senior associate dean and SciMed GRS director.

Next meeting, February 27, 2019

The March 27, 2019 committee meeting conflicts with the Academic Staff Institute, which takes place from 8:30am-1:15pm the same day. The March 27, 2019 committee meeting time will change from 1pm-2pm to 1:30pm-2:30pm to accommodate this.

Adjourn

Beth Button made a motion to adjourn the meeting. Isaac Knoflicek seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 2:03pm.