

**College of Agricultural and Life Sciences
COMMITTEE ON ACADEMIC STAFF ISSUES**

March 9, 2016

1:00 p.m.-2:00 p.m.
250 Agricultural Hall

Present: Nicholas Bero, Cristiana Carusi, Chris Day, Dustin Eilert, Pat Flannery, Janet Hedtcke, Robin Mittenthal, Janet Newlands, Joan Parrish, Mark Seeger, Dick Straub, Deb Wendorf Boyke

Absent: Vince Borleske Carol Hillmer, Nicole Miller

Guests: Laura Ward Good, Heidi Zoerb

Minutes: Dawn Wagner

MINUTES

Additions to agenda

- None

Approval of meeting minutes from February 2016

Cris motioned to approve the minutes, Dustin second; all voted in favor of accepting the minutes as written.

Guest Heidi Zoerb: CALS Community Building

Heidi Zoerb, Associate Dean, External Relations & Advancement, is exploring possibilities for increased recognition among staff to create a culture of appreciation in the college. She was invited to the meeting to brainstorm with CASI members about how to honor academic staff contributions and efforts throughout the college.

1. *Internal communications (i.e., eCALs)*

- eCALs coverage could include spotlights on individual AS members or a team within a department.
- The committee discussed how to submit stories and what to include (eCALs has a mailbox – it is easy to submit).
- CASI could start with submission of the AS award nominations, which capture great information on AS contributions. Every nomination is worthy of recognition. With the consent of the nominee, eCALs could feature their story.
- Similarly, CASI could occasionally put forth a solicitation to the AS community for stories, awards, publications, conferences, and other contributions. CASI could design a form for this purpose and provide examples of what could be submitted.
- CASI could use a portion of their meetings to discuss possible stories that could be followed up with or sent forward to eCALs or Facebook.
- Note: www.cals.edu does have a rotating banner and AS have been featured in the past.
- The rotating screen in some CALS buildings could be used to highlight AS contributions.
- Networking idea- grad students could be allowed to bring one influential person in their career to a function.

2. *College social media accounts (Facebook, Twitter, Instagram)*

- Featuring individual AS contributions or a group (team) of people is possible.
- Student scholarship recipients are an example of what is currently on CALS Facebook.
- Some departments (exa. Nutritional Sciences) request staff on a monthly basis to send in

any accomplishments that the department can post.

- CASI could send out periodic requests for information from the wards.

3. *CALS awards (i.e., length of service recognition)*

There was committee discussion that the CALS coffee may not attract enough staff to create an environment to recognize length-of-service. Also, it was noted that the format is informal and not conducive to speeches or announcements. The committee agreed recognizing length of service at the annual CALS awards ceremony scheduled for May 4 would be more effective. Heidi will include in the text of the award ceremony notification that recognition of length-of-service and also new employees (within the past 12 months) will be recognized at the ceremony.

CASI members agreed to bring the message back to their departments to potentially increase the number of staff attending this function. The idea is to attract enough people to attend the ceremony that could stand and be recognized as affiliated with CALS for 10, 20, 30 and 40 years.

4. *Other (i.e., peer recognition) In-person recognition vs. social media*

Heidi spoke of a program in which they gave out free Babcock ice cream certificates to students to give to someone who has been influential in some way to their career. This idea could be expanded to include recognition of peers and/or mentors in the college. Babcock certificates could also be used as an incentive for people to put forward stories about AS or group contributions to eCALs and Facebook once the story has been run. Peer recognition is a good option as an alternative to public recognition.

CASI By-laws

Pat reported that the subcommittee have been reviewing and updating the by-laws to reflect the current reality of how CASI operates.

Under II. Membership. A. Size:

- Point 1 reworded to take into account that if there is only one nominee for a ward, elections are not needed. Now states “When a ward race has only one candidate, the election process can be waived and the candidate named a member of the committee, if there is unanimous support for the candidate among existing CASI committee members.”
- Point 2 reworded to include the ex-officio members’ correct titles “Dean or Senior Associate Dean”; “the Associate Dean of Human Resources” and adding APC reps “and one or both of the academic staff members on the college’s Academic Planning Council.”
- The AS on APC are now elected by CALS
- Took the ASEC reference out

Under II. Membership – last clause in section

- Chair – “a Vice-Chair/Chair-Elect” was added for transition purposes from year to year.

Under IV. Subcommittees: A. Standing subcommittees:

- There was committee discussion to change current language about having non-committee members appointed to subcommittees to read: “The subcommittees shall be chaired by a member of the CASI but other members may be academic staff who are not part of the current CASI.”

Under V. Bylaws revisions

- Will amend to reflect that 9 votes are needed to revise or amend the bylaws, reducing unnecessary confusion in how the current clause is worded.

II. C. Election Processes

There was committee discussion to amend the language to reflect that the CASI nominations subcommittee will take care of the nomination process going forward. A suggested sentence is:

“The Nominations subcommittee will solicit candidates from each ward and administer the nomination process”.

Other minor edits were noted. Pat will make the corrections and bring back to next month’s meeting for a final vote.

Sub-Committee reports

- 1) *Awards subcommittee*: CALS AS award recommendations were submitted yesterday to the Dean’s office. Information is kept confidential until announced on May 4. ASPD grants are due to the department chairs on March 11. The subcommittee will complete the rankings by April 1. College review that will confirm the eligibility of the AS to receive the grant. There are additional professional development opportunities available to AS. Executive education course grants through the Center for Professional and Executive Development at the Wisconsin School of Business are available this spring. The Department of Engineering Professional Development is accepting applications for five single-course registrations. Janet H. will forward the notice to the committee.
- 2) *Nominations subcommittee*: The By-laws will be updated to reflect that the nominations subcommittee will administer the nomination process. In the past, it was administered by the Dean’s office. The nomination letter will be reviewed and will be sent to the wards with open seats soon (II, IV, V). They are requesting that nominations be submitted by the first week of June. Any ward elections would be held over the summer.
- 3) *APC update*: The APC has met twice. They approved a number of proposals, including the Nutritional Science masters course online, the Microbiology undergraduate program and specialty certificate programs from FISC (all six proposals put forth have been approved). The Department of Urban and Regional Planning (URPL) and Landscape Architecture have requested permission from the APC to plan a potential merger. There are 17 faculty position requests from 16 departments and only 4-6 will be funded this year. It has been a difficult process because there are many worthy requests. Department chairs will be asked to present additional information on some of the proposals at an upcoming APC meeting.
- 4) *Curriculum Committee update*. Robin reported that the committee is taking care of a number of housekeeping items. Genetics and Environmental Sciences have brought course change proposals and changes to curriculum overall. FISC is completely restructuring their courses. More updates in the future.

CALS Updates

Dick provided an update on college issues. For CALS land sales (particularly affects ARS portfolio), the money will now return to the Board of Regents, who can use those dollars to reinvest. There is no longer a worry about the State having a claim to the proceeds of those sales. Professor Sundaram (Guna) Gunasekaran has accepted the position of Director of CALS International Programs. John Shutske and Amy Charkowski are co-chairing a planning committee for the West Madison Agricultural Research Station. John Shutske has resigned from his position as Associate Dean for extension and outreach and will be returning to a faculty position in BSE. There is a recruitment underway to replace this position. Karl Martin (CNRED State Program Director and Assistant Dean Cooperative Extension) and Douglas Reinemann (Department Chair, BSE) are co-chairing the search committee.

Adjourned at 2:05

Next meeting: April 13, 2016, 1:00 p.m.-2:00 p.m., 250 Agricultural Hall