

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

September 9, 2015
1:00 p.m.-2:00 p.m.
250 Agricultural Hall

Present: Vince Borleske, Nicholas Bero, Cristiana Carusi, Christopher Day, Janet Hedtcke, Carol Hillmer, Nicole Miller, Robin Mittenenthal, Janet Newlands, Joan Parrish, Mark Seeger, Dick Straub, and Deb Wendorf Boyke

Absent: Dustin Eilert, Patrick Flannery

Guests: Laura Ward Good (APC) and Bruno Browning (ASEC)

Minutes: Laura Van Toll

Minutes

Introductions and welcome

Approval of minutes from May 2015 meeting

Deb moved to approve minutes as submitted, Chris second; minutes passed

Election of CASI chair

Vince nominated Deb and Joan to be co-chairs of the committee and recommends a by-law change to the committee leadership structure to allow for co-leads. Nicole second the motion and all approved.

The committee would like to create a manual of duties for the chairs to make it easier to pass on information from year to year and for chairs to understand what is expected of them.

ASEC Update—guest Bruno Browning

ASEC is the executive committee for Academic Staff and Bruno is the CALS liaison. ASEC meets weekly year round and deals with short-term issue that cannot be taken on in regular assembly meetings. This coming year they will be working on HR issues, specifically titling and compensation. This will present a great opportunity for AS to weigh in on how their jobs are structured and compensated.

Carol asked about discussions related to research staff being allowed to teach. Bruno responded that ASEC does not consider this an HR issue, but a UC issue and there is some interest in pursuing the issue.

Under current rules, AS researchers need a special exception to each a course in the short term. That approval is given by the UC on case by case basis, making it a cumbersome process. CALS is interested in having flexibility and a simpler process.

ASEC interactions with campus CASIs vary. Their goal is to keep the lines of communication open and will interact however CALS CASI would like them to.

Election of Curriculum Committee representative

Chris has been the CASI representative for the last two years. The role of the CASI rep is to

attend meetings and listen. The role of the Curriculum Committee is to ensure proposed curriculum is up to standard and does not duplicate current offerings, that learning objectives and assessments are in place for majors, and to have big picture discussions of what we want students to learn and at what level. Nicole put forth a motion that Robin represent CASI on the curriculum committee, Cris second; motion passed.

APC and CASI

CALS has 2 AS voting members on APC, each with a 3-year term. Laura was elected last year and is in her second year, Jon Roll is just starting his term having been elected in spring of 2015.

The APC is advisory to the dean on matters related to budget, program reviews, faculty hires, policy issues, and other college wide topics.

Discussion: CASI activities for the coming year

Last year CASI initiated several new communications with CALS academic staff that will be used again this year: a welcome email, using e-cals for announcements, and an e-cals post with the annual report. The committee sees the rollout of performance evaluations tools in the fall as another place to connect with staff. Work will also continue to update the website content.

Deb presented the CASI 2014-2015 Annual Report for the committee's consideration. The committee suggested changes to section 3c to add the word "elected" and are "voting members" and also to add "enhancements to the CASI website" section. Vince made a motion to accept the Annual Report for with changes, Cris second; the vote passed.

Sub Committee membership and activities for the coming year will be deferred to the next meeting. Committee members should email Deb and Joan with their sub committee preferences. The following are the committees to choose from:

- Academic Staff Awards and PD
- Nominations and Mentoring
- Communications, Website & Districting
- Personnel Procedures, Compensation & Governance

Other topics:

Summer session timing will be changing to accommodate two eight week sessions. This will mean the start of the spring semester will be a week earlier so it can end a week earlier. Campus is focusing on creating more revenue by increasing summer offerings and increasing the number of students attending. The tuition generated must pay for the cost of teaching. In the new funding model the college will be responsible for funding summer courses and paying the university a fixed fee. Any money in excess of the fee the college will keep for reinvestment. The plan is to have this new structure in place by the summer of 2016. Chris wonders if student demand exists, since summer courses are not currently full. Some marketing will need to be done to get full enrollment. Compared to our peer institutions we have less summer offerings. Robin asked if there are plans for a winter interim. Dick reports he has not heard discussion on this.

Adjourned at 2:04

Next meeting: October 14, 1:00 p.m.-2:00 p.m., 250 Agricultural Hall