

College of Agriculture and Life Sciences
 Committee on Academic Staff issues (CASI)
 Annual Report for 2014-2015
 DRAFT

Purpose: The Committee on Academic Staff issues (CASI) shall advise the Dean on the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members of the College, including personnel matters.

- I. **Charge and Function:** Review and recommend college policies and procedures concerning academic staff members.
 - a. Represent academic staff members in the development of all college policies and procedures concerning academic staff members.
 - b. Provide advice to the dean on college decisions likely to affect promotional opportunities, or lead to non-renewal or layoff of academic staff members.
 - c. Develop opportunities for participation of academic staff members in department and unit governance.
 - d. Develop opportunities for recognition of academic staff member contributions to the excellence of the college’s mission and programs.
 - e. Select the annual academic staff awards recipients.

II. **Membership**

The committee shall consist of:

- a. Thirteen academic staff—one elected representative each from Ward I, Ward II, Ward III; three elected representatives from Ward IV; two elected representatives each from Ward V and Ward VI, and three representatives appointed by the Dean – Ward VII.
 - i. Ward I: Scientists – basic science departments, scientists – other CALS departments, Category B Academic Staff
 - ii. Ward II: Category B Instructional Staff
 - iii. Ward III: Researchers – basic science departments, researchers – Other CALS departments, Category B Academic Staff
 - iv. Ward IV: Category A Managers in Biochemistry, Genetics, and Microbes
 - v. Ward V: Category A Managers in CALS - Soils, Plant Sciences, and Animal Sciences
 - vi. Ward VI: Category A Managers in Administration; Category A Managers in CALS - librarians, director titles, executive management, and department administrators; Assistant Deans – Student Services, Category A – Outreach.
 - vii. Ward VII: Appointed at-large by the Dean of the College.
- b. The Dean or his/her designee and a representative from the CALS Office of Human Resources will serve as ex officio.
- c. Committee Representatives for 2014-15:

Ward I

Laura Ward Good	Soil Science	Associate Scientist
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Ward II

Christopher Day	Genetics	Faculty Associate
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Ward III

Janet Hedtcke	Agricultural Research Stations	Research Program Manager I
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Ward IV

Deb Wendorf Boyke	Center for Dairy Research	Senior Outreach Specialist
Nicholas Bero	Soil Science	Research Specialist
Frederic Wayne	Soil Science	Sr. Systems Programmer

Ward V

Dustin Eilert	Agronomy	Research Program Manager I
Patrick Flannery	Agronomy	Research Program Manager II

Ward VI

Cristiana Carusi	Center for Integrated Ag Systems	Outreach Program Manager I
Nicole Miller	Communications Program	University Relations Specialist

Ward VII

Vince Borleske	Research Division	Senior Administration Program Specialist
John Klatt	Undergraduate Programs & Services	Assistant Dean

Ex-Officio members

Dick Straub	CALS Administration	Senior Associate Dean
Carol Hillmer	Office of Human Resources	Assistant Dean

III. Meetings

Meetings are held the second Wednesday of each month during the academic year. Agendas and minutes of each meeting are posted to the CASI website: <http://casi.cals.wisc.edu/>

Highlights from 2014-2015:

- a. October: Pat Flannery elected CASI chair; Laura Ward Good elected CASI rep to APC; Chris Day elected CASI rep to Curriculum committee. APC restructuring was discussed. Subcommittee appointments made.
- b. November: Dean Straub updated CASI on the budget planning process. CASI informational letter to be sent to all Academic Staff was reviewed and approved for distribution.
- c. January: Academic Staff rep to APC Robin Kurtz provided insight into how APC works. Now that APC restructuring calls for 2 elected Academic Staff to serve on APC, CASI began discussing what our role might be in the process and how it would affect representation to/from CASI. Topic was directed to the Nominations & Mentoring subcommittee for further discussion and a recommendation. Annual Report reviewed. Awards & Professional Development subcommittee reported that 3 Academic Staff scholarships awarded.
- d. February: Laura Ward Good updated CASI on special CALS budget meeting. Discussed that some CASIs are now including classified staff members on the committee, and pros/cons; further research needed. Communications, Website & Districting subcommittee outlined recommendations for increased CASI visibility including enhanced website to be worked on this summer.
- e. March: Awards & Professional Development subcommittee submitted Academic Staff award finalists to the Dean's office. Curriculum Committee update – Vital Signs metrics document explained.
- f. April: CASI process for Academic Staff nominations/election to APC – CASI would like to be advisory with the Dean's office in charge of process.
- g. May: Guest Russ Groves, Agricultural Research Stations, shared their strategic planning process, and the resulting guidelines and principles developed to guide decision making and activity prioritization.

Each meeting also includes updates from the Dean's office related to staff issues.

IV. Committee Reports

CASI is composed of four subcommittees. The responsibilities and activities for 2014-15 are outlined below.

- a. **Academic Staff Awards & Professional Development** – responsible for reviewing applications/nominations and making recommendations for the Academic Staff Professional Development Grants and Academic Staff Awards of Excellence.

*Committee members: Vince Borleske, chair; Janet Hedtcke, Rick Wayne, Laura Ward Good, Pat Flannery, Deb Wendorf Boyke

*Activities:

Fall 2014 Activity: We received seven academic staff professional development grant applications. Applications were ranked and three proposals were funded. The following proposals were funded:

- Clayton Kingdon (Forest & Wildlife Ecology) UAV Pilot Certification Training
- Denise Smith (Forest & Wildlife Ecology) International Union of Forest Research Organizations/Foliage, Shoot & Stem Diseases Conference
- Vincent Borleske (Research Division) National Council of University Research Administrators, Regional Conference

Spring 2015 Activity: We received five academic staff professional development grant applications. Applications were ranked and three proposals were funded. The following proposals were funded:
--Alfonso Del Rio (Horticulture) 27th International Congress for Conservation Biology
--Maya Hayslett (Plant Pathology) American Phytopathological Society Annual Meeting
--Geoffrey Siemerling (Soil Science) Brownsfields 2015 Conference

The college accepted nominations for the 2015 CALS Academic Staff Recognition Awards in three areas: Service, Research, and Leadership. The following individuals were nominated for recognition.

Service: A total of 6 nominations were received for the Service category. Nominees included: Johanna Oosterwyk (Horticulture), Bernadette O'Rourke (Animal Science), Todd Taylor (Animal Science), Gina Mode (Center for Dairy Research), John Ferrick (International Programs) and John Panuska (Biological Systems Engineering).

A total of four reviewers scored nominations and Johanna Oosterwyk was selected for the award.

Leadership: A total of 4 nominations were received for the Leadership category. Nominees included: Debra Schneider (Animal Science), Robert Weyker (Animal Science), Marianne Smukowski (Center for Dairy Research) and Steven C. Arp (Animal Science).

A total of five reviewers scored nominations and Marianne Smukowski was selected for the award.

Research: A total of three nominations were received for the Research category. Nominees included: Tonia Peters (Dairy Science), John Jaeggi (Center for Dairy Research) and Jennifer Meudt (Animal Science). A total of four reviewers scored nominations and John Jaeggi was selected for the award.

Unfortunately, the committee was unable to review the nomination process for the 2015 Academic Staff Recognition Awards as indicated in the committee review provided in 2013/2014. This year, the full CASI discussed how we might better communicate to those both selected and not selected for the awards to acknowledge the contributions that are being made to the department and the college. If the Committee can review this issue early in the 2015-2016 academic year, it is possible that some process may be able to be put in place to be more responsive to that identified need. Any changes or input into the nomination/selection process will need to be identified and reviewed before November 15.

- b. **Communications, Website, and Districting** – responsible for establishing and monitoring the efforts to maintain communication with CALS academic staff. This would include, but is not limited to, preparing the Annual Report, managing the web site, and overseeing the updates of districting of the CASI.

*Committee members: Deb Wendorf Boyke, Chair; Dustin Eilert, Nicole Miller, Cris Carusi, Nick Bero, Chris Day

*Activities for 2014-15:

The committee outlined several priorities:

- Develop list of information that needs to be on CASI website, and work with Laura Van Toll to make those updates
- Increase visibility of CASI and website by greater use of eCALS and directed emails from committee members
- Explore if subcommittee members could gain access to site for easy updates
- Circulate annual report to all Academic Staff in September 2015: draft a 3-5 bullet point email describing how, during the past year, CASI has represented Academic Staff on important issues and ask each CASI member to send this email along with annual report to staff in their respective wards.
- Explore possibility of CASI co-hosting one of the Dean's coffee gatherings or some other event.

Laura Van Toll was able to make several of the CASI website enhancements during the 2014/2015 year. Additional enhancements to be made either summer 2015 or early in the 2015/2016 year.

- c. **Nominations and Mentoring** – responsible for ensuring that academic staff positions for membership in the CASI and appointments to other standing committees within CALS have qualified nominees. Included in the scope is developing and managing a mentoring program for new academic staff in the College
*Committee members: Chris Day, Chair; Vince Borleske, John Klatt, Laura Ward Good, Pat Flannery, Nick Bero
*Committee activities 2014-15: Primary focus was discussion related to Academic staff now having two representatives to the Academic Planning Council (APC), and how to fill those two spots. CASI would like to be advisory on the process of selecting the two representatives, and requests that the Dean’s office be in charge of the process. Laura Ward Good was asked to continue her role on APC with the idea that she would report back to CASI.
- d. **Personnel Procedures, Compensation & Governance** – responsible for monitoring and addressing issues that involve shared governance within the College. This includes monitoring the level of involvement that academic staff have in the management of their respective departments, as well as their representation on various committees at both the department and college level. Also responsible for monitoring the compensation and personnel policies and procedures of the College, for providing recommendations for changes and improvements of these policies and procedures, and for providing information on the policies and procedures to academic staff in the College.
*Committee members: Rick Wayne, Chair; Dustin Eilert, John Klatt, Janet Hedtcke, Nicole Miller, Cris Carusi,
*Committee activities 2014-15:
CALS asked for up to two CASI representatives to serve on a committee to formulate procedures for implementing the new Performance Management Policy and Procedures. Deb Wendorf Boyke agreed to serve.

Committee on Academic Staff Issues
2014-2015 Subcommittee Structure

Names/Committees	Ward	Academic Staff Awards & Professional Development (standing)	Communications, Website, Districting (standing)	Nominations & Mentoring (standing)	Personnel Procedures, Compensation & Governance (standing)
Bero, Nick	IV		X	X	
Borleske, Vince	VII	Chair		X	
Carusi, Cris	VI		X		X
Day, Christopher (Curriculum Com Rep)	II		X	Chair	
Eilert, Dustin	V		X		X
Flannery, Patrick (CASI Chair)	V	X		X	
Ward Good, Laura (APC Rep)	I	X		X	
Hedtcke, Janet	III	X			X
Klatt, John	VII			X	X
Miller, Nicole	VI		X		X
Wayne, Rick	IV	X			Chair
Wendorf Boyke, Deb	IV	X	Chair		
Straub, Dick, ex-officio					
Hillmer, Carol, ex-officio					