

School of Education Committee on Academic Staff Issues Annual Report 2006-2007

MISSION

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 school, including personnel matters.

In support of the mission, the School of Education's Committee on Academic Staff Issues met 11 times as a full committee during the academic year, with additional meetings by ad hoc subcommittees.

COMMUNICATION

Web Site and List Server:

The CASI continues to maintain both an Academic Staff Web Resource site at <http://www.education.wisc.edu/academicstaff/> and an e-mail list of SoE academic staff. E-mails about the SoE Academic Staff Week, professional development opportunities, deadlines, nominations for the CASI spring election and monthly CASI meeting minutes were sent out.

Liaisons:

The CASI has members who formally share information between the CASI and other committees and groups. This information helps CASI keep current on related issues and identify opportunities for follow-up and collaboration. Liaisons were maintained with the SoE Academic Planning Council and the Academic Staff Executive Committee (ASEC). Regular reports to the full committee were made by these liaisons.

ACCOMPLISHMENTS

Ambassador Program to Welcome New Academic Staff:

CASI ambassadors visited 15 new academic staff during the past year, providing friendly faces and orientation packets to welcome aboard new staff. New academic staff hires having renewable appointments of 50% or greater were contacted for visits. The brief sessions were held one-on-one or in small groups at a time and place convenient for the new staff members. The ambassador program in combination with the annual SoE Academic Staff Week has officially replaced the single orientation session held in previous years. CASI ambassador materials are at <http://www.education.wisc.edu/casi/casi/welcomevisits.asp>.

Third Annual SoE Academic Staff Week

During the week of April 16-20, five presentations were done by academic staff members from across the school. The week focused on Wellness in the Workplace and provided opportunities for participants to meet the new Dean and to learn about the diverse roles of their academic staff colleagues. Topics included current issues for the Dean, workplace ergonomics, yoga and

stretching and how to avoid the vending machine. The dynamic line up and publicity, including video clips for each day, offered great opportunities for SOE academic staff.

ONGOING WORK

Climate and Diversity:

The committee continues to act as a clearinghouse by reporting on the campus initiatives in this area and identifying action items for the CASI. Members attended the MASA Brown Bag on November 20 for a panel discussion of current issues and their impact on Academic Staff.

CASI web site updating:

The site content has been reviewed and the next step is to make revisions. The method utilized to initially set up the site will require a considerable amount of time to incorporate changes. Therefore web design time sources will be reviewed in the upcoming year.

Communication:

The committee with many new members this year focused time on reviewing and informing members of initiatives. Part of the focus of the committee was to seek methods to promote the contributions academic staff make to the school and encourage participation in governance. The committee hopes to expand beyond the current methods of electronic communications, ambassador welcome visits and the annual SoE Academic Staff Week. The committee invited Kerry Hill, SOE Communications Office, to discuss school wide publicity initiatives. Ideas for follow-up are adding regular features to the SOE electronic newsletter, including special profiles on the work of one or more academic staff members in the School.

Representation:

The committee also spent time evaluating the current system of representation on CASI. It was recommended that CASI maintain its current representation system and seek means to include more academic staff members through formation of subcommittees. Discussion has included considering job title for appointed members of the committee, to increase representation. This is to be a continued discussion topic next year as the committee looks to increase the representation diversity of the committee.

SoE Academic Staff Week:

Plans for the fourth annual SoE Academic Staff Week are underway. A subcommittee has been formed to organize the upcoming event. Challenges include raising attendance, number of presentations, scheduling and format of presentations. Aside from Dean Julie Underwood's presentation, again attendance was low, averaging between 4 and 7 participants.

SOE Academic Staff Survey:

A subcommittee will meet over the summer to review past surveys and prepare for a new survey to go out to SOE Academic Staff late this summer and early fall. The survey is intended to get a better understanding of the issues of concern and will be used by the Committee in planning its activities for the coming year.

Submitted by, the committee membership for 2006-2007:

Pamela Asquith (*WCER*)

Frances Breit (*CEW*)

Ann Halbach (*EPCS*)

Vince Jenkins (*CIMC*)

Pennie Maclean, Chair (*Associate Dean*)

Karen McShane-Hellenbrand (*Dance*)

Amy Newell (*Tandem Press*)

Tim O'Connor (*Testing*)

Scott Rozman (*IMDC*)

Daniel Timm (*Kinesiology*)

Jeff Watson (*WCER*)