

2009–2010 Annual Report
Committee on Academic Staff Issues (CASI)
University of Wisconsin, School of Pharmacy

CASI members for the 2009–2010 term: Jeremy Altschaf, Joan Palmer, Jeanette Roberts (*ex officio*), Beth Rosen (co-chair), Tom Stringfellow (co-chair), Jeffrey Williams, Dale Wilson and Rosa Garner (*ex officio*)

This annual report summarizes the work of the School of Pharmacy CASI during the 2009–2010 term, and is organized under enumerated sections corresponding to the eight points of the Dean's charge for this term. A copy of the Charge document is included at the end of this report

1. Represent SOP academic staff members and make recommendations ...

(a) Tom Stringfellow served on the search committee for a new Associate Dean for Administration. (b) The CASI looked into and discussed annual UW professional development grant opportunities, with March application deadlines. Although specific details may vary from year to year, some degree of advance planning and preparation (e.g., early reminder notices to educate and prepare SoP academic staff for application) could prove useful to encourage staff to apply. (c) The CASI discussed and pursued accessibility issues within Rennebohm Hall, in particular a problem with wheelchair access from various floors to the mezzanine level via elevator (the only way to access the mezzanine level from within the building). The matter was brought to the attention of Dean Roberts and, in turn, to the attention of Adam Whitehorse, Associate Dean for Administration. (d) Jeffrey Williams and Beth Rosen have pursued various ideas for intra- and/or extra-workplace activities to help instill a more cohesive sense of inclusion for academic staff.

2. Meet with the Academic and Classified Staff Awards Committee ...

CASI members were invited and participated in the Academic and Classified Staff Awards Committee meeting in December 2009, having the opportunity to discuss and provide input regarding implementation of the Mern Keir Classified Staff Excellence in Action Award and the Tim and Sandy Gossens Academic Staff Excellence in Action Award. The inaugural awards were presented in March 2010 to Karen Steinle and Bonnie Fingerhut, respectively.

3. Meet with the Student/Staff/Faculty Relations Committee ...

Rosa Garner served as the CASI liaison to the Student/Staff/Faculty Relations Committee. Rosa facilitated a focus group (primarily instructional staff) in March, and will present/discuss feedback from the group at the next CASI meeting in July 2010.

4. ... discuss and provide feedback about the ... Strategic Plan 2010–2015

CASI members reviewed and provided feedback on a summary of the “Strategic Plan 2010–2015” document in its final stages in October and December 2009.

5. Continue the development of the CASI website ...

(a) Maintenance of the CASI web site has been ongoing throughout the year, with minimal additional development. (b) Lauren Shawl previously converted the web site for maintenance under “Drupal,” an interface to facilitate web site maintenance by novice users; consequently, most routine maintenance (e.g., updating text and minor content such as meeting agendas and minutes) can be performed by CASI members themselves. (c) Tom Stringfellow set up and maintained a dedicated file server as a central repository for all CASI documents; general connectivity and usage instructions were provided to CASI members. (d) Jeremy Altschafel and Rosa Garner have worked to compile information to help better understand the interrelationships between the various academic staff representative groups on campus; this information, and links to pertinent web resources, will ultimately be incorporated into the CASI web pages.

6. Continue the practice of sending a “welcome letter” ...

The CASI welcome letter was finalized in October 2009. We are currently working to develop a better integrated system for learning about and welcoming newly hired academic staff employees.

7. Maintain a relationship with the University-level Academic Staff Assembly ...

Jeremy Altschafel serves as CASI liaison to the UW Academic Staff Assembly (ASA) and backup representative to the Academic Staff Executive Committee (ASEC). Tom Stringfellow represented the School of Pharmacy CASI at the October 2009 ASEC meeting; a report of the meeting proceedings was prepared and presented to the CASI.

8. Construct meeting agendas and maintain detailed minutes ...

Agendas and minutes have been prepared regularly for the monthly CASI meetings throughout the 2009–2010 term. These documents are published on the CASI web pages (as PDF documents) in a timely fashion, and are also archived on the CASI file server as PDF and native (typically Microsoft Word) documents. All other CASI documents of record are similarly archived on the CASI file server.

9. Bring items and issues forward ...

No items or issues were brought up specifically for faculty discussion or decision making during the 2009–2010 term.

**UW SCHOOL OF PHARMACY
ACADEMIC STAFF ISSUES (CASI)**

2009-2010

Beth Rosen (co-chair; Inst/Ad; to 9/2010)
Tom Stringfellow (co-chair; Res; to 9/2010)
Jeremy Altschafel (Inst/Ad; to 9/2011)
Joan Palmer (Inst/Ad; to 9/2010; appointed)
Jeffrey Williams (Res; to 9/2011)
Dale Wilson (Res; to 9/2010; appointed)
Jeanette Roberts, *ex officio*
Rosa Garner, Resource Person

For 2009-2010, the CASI is charged to:

1. Represent SOP academic staff members and make recommendations to the Dean about the development of policies and procedures concerning academic staff, including personnel matters; in the development of opportunities for participation by academic staff members in division/unit and School governance and committee work; in the development of opportunities for recognition of contributions by academic staff members to the mission and strategic priorities of the School; and in the development of mentoring and professional development programs for SOP academic staff.
2. Meet with the Academic and Classified Staff Awards Committee and make recommendations to the Dean about the criteria, process, and timeline for the new awards for academic staff and classified staff, following donor guidelines that will be provided.
3. Meet with the Student/Staff/Faculty Relations Committee and make recommendations to the Dean about climate issues impacting academic staff.
4. In conjunction with the Academic Planning Council and the Dean's Advisory Council, discuss and provide feedback about the developing *Strategic Plan 2010-2015*.
5. Continue the development of the CASI website to enhance communication and to disseminate information important to the academic staff. In particular, create a process for gathering and listing information about academic staff professional development opportunities.
6. Continue the practice of sending a "welcome letter" to all new academic staff members of the School introducing them to CASI and its activities.
7. Maintain a relationship with the University-level Academic Staff Assembly and integrate meaningfully with that group.
8. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2010 summarizing the year's activities of the Committee and how the activities support the mission and strategic priorities of the School. These documents will be posted, as appropriate, on the developing *SOP Committee Activities* webpage to keep the School informed.
9. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year's Committee activities to the faculty at a Fall 2010 Faculty/Staff meeting.