

UW Law School CASI Board Meeting Minutes

Date & Time: **Friday, August 7, 2020, 9:00 A.M., via Teams**

Minute taker: Trina Tinglum [Gretchen Viney, standby]

Present: Emma Babler, Victoria Coulter, Ben Heidke, Erin McBride, Sarah Orr, Kim Peterson, Kira Stewart, Trina Tinglum, Bethany Pluymers, Ursula Weigold, Gretchen Viney (Chair). Also: Amy Arntsen

Gretchen Viney called the meeting to order at 9:03 A.M.

1. Approval of minutes from June 5, 2020, meeting
Motioned by Erin. Seconded by Ben. Approved.
2. Administration Update
Bethany reported there were no new administrative updates. Bethany said that anyone who has not yet heard whether he or she is returning to the building for work should speak with their supervisor.
3. Chair's Report [Viney]
Erin recognized Gretchen's [amazing] efforts at organizing the summer meetings and setting up technology while all are working remotely.
4. Ongoing Business
 - A. Reports of Standing Committees
 1. Recognition & Retention [Orr/Tinglum] Nothing to report.
 2. Website, Communication & Outreach [Heidke] Continuing to maintain website.
 3. Elections & Membership [Tinglum] Nothing to report.
Three new academic staff – John Gross, Charles von Simson, Bryant Park
 4. Diversity, Inclusion & Climate [McBride] – Erin noted that Dean Tokaji attended the recent Admissions Forum. She said the forums provide good information as well as help build community, and suggested the committee make the discussions more tangible or accessible to those who could not attend. She learned of these forums through her students and is unaware whether their announced to faculty & staff.
 - B. Ad hoc committee: Tuition Program [Peterson] Nothing to report.
 - C. Ad hoc committee: Clinical Teacher of the Year Guidelines [Orr] Nothing to report.
 - D. Clinical Hiring [Liaison: Orr] – Sarah reports that the committee is continuing to revise and update the guidelines for clinical faculty promotion and hiring. They have outlined new guidelines and UW will now begin drafting. The committee hopes to present to the faculty in October.
5. New Business/Announcements/Other
 - A. Policy issues for 2020-2021 [*Discussion item*]
 1. Creating a strategic plan for the academic year. See **Mission Statement** and **Responsibilities**, below, page 2. What are our priorities for the year? What are our action items?

Erin suggested that diversity and inclusion should be a priority this year. She also suggested that the committee include procedural issues like last fall's parking issues and fostering a sense of togetherness as two additional priorities under "Climate." An example would be to promote what academic staff is doing throughout the year. She noted this also prioritizes communication and transparency. Gretchen noted that a first step in addressing any of these priorities would be for the committee to learn about what's already being addressed by the law school, by whom, and how we can get involved in making decisions.

- B. Subcommittee assignments for 2020-2021 – Gretchen wants committee members to send chair-elect Erin an email with our subcommittee preferences for this upcoming year.
- C. Meeting schedule for 2020-2021 – Under the current circumstances, Gretchen recommended that the committee meet monthly this year. She asked committee members to send an email with times/days members **cannot** meet. She also invited members to include possible guest speakers for committee meetings.
 - 1. **Guests?** Amy A. suggested Patrick Long provide a progress report as to how the IT department's plans and actions addressing the law school's new learning environment is going. Ursula suggested someone speak about strategies to maintain resilience and motivation under the current COVID environment. Gretchen suggested John Schneider if his calendar permits. Later, Erin suggested we invite Dean Tokaji.
 - 2. **Themes?** – Gretchen suggested the committee consider themes for the upcoming school year.
- D. Covid 19 Impact Updates [*if any, from anyone*]
- E. Announcements/Other

Members updated the committee on their current projects. Vicky shared a picture of the Giant Pit. Bethany shared the proposed building and library hours for the fall (see below).

Gretchen will contact the committee about the date and time for next meeting.

Meeting adjourned at 10:09 A.M.

Minutes submitted by Trina Tinglum

<u>Proposed Law Building Hours:</u>	<u>Proposed Law Library Hours:</u>
Aug 17 th – Aug 28 th <ul style="list-style-type: none"> • Mon, Aug 17 and Tues, Aug 18 - 10am to 4 pm • Wed, Aug 19 to Fri, Aug 28 - 7:30am to 8pm M-F 	Aug 17 th – Aug 28 th <ul style="list-style-type: none"> • Mon, Aug 17 and Tues, Aug 18 - 11am to 3 pm • Wed, Aug 19 to Fri, Aug 28 - 8:30am to 5pm M-F
Aug 31 st to Thanksgiving <ul style="list-style-type: none"> • M-Th 7am to 9pm • Fri 7am to 7pm • Sat 12pm to 7pm, Sun 11pm to 6pm 	Aug 31 st to Thanksgiving <ul style="list-style-type: none"> • M-Th 7:30am to 8pm • Fri 7:30am to 6pm • Sat 1pm to 5pm