

Committee on Academic Staff Issues (CASI) meeting minutes for Dec. 15, 2025

Virtual via Teams

Attendees:

Present:

Rachel Burg
Jennie Broecker
Eric Giefer
Adam Gratch
Sachin Gupte
Annie Haugen
Emily Lau
Elizabeth Manriquez
Andrew Norman
Lauren Restivo
Scout Slava-Ross

Associate Dean and CAO Rebecca Scheller (ex officio)
Dean Dan Tokaji (ex officio)

Absent:

none

Order of business:

Greeting and opening:

Meeting began at 11:02 a.m.

Business items:

- **Standing item:** The Nov. 17 minutes were approved.
- **Dean's Corner:** Dean Dan Tokaji addressed two areas.

- Act 15: The Instructional Workload Policy was approved by JCOER on Dec. 11 as expected. Guidelines will be forthcoming; Dean Tokaji expects that they will be workable for the Law School.
- New strategic plan: The Strategic Planning Committee, led by Professor Anuj Desai, is drafting priority areas to be shared at the Jan. 23 Special Faculty and Staff Meeting. Associate Dean and CAO Rebecca Scheller said the committee is working to include and reflect academic and university staff in addition to faculty and students.
- **HR Corner:** Associate Dean Scheller had no major updates and encouraged staff to take vacation time over the holidays for a restful and recharging break before spring semester.
- **CASI campus meeting fall 2025:** Jennie Broecker said that CASIs across campus are discussing similar issues affecting their units, including the Instructional Workload Policy and LinkUW.
- **Schedule:** Because our January meeting falls on a holiday, CASI agreed to cancel it and communicate/convene if anything urgent needs to be discussed.
- **Academic Staff Assembly updates:** Eric Giefer said last week the Academic Staff Assembly discussed implementation of the Instructional Workload Policy, no CCF and layoff procedures.
- **Legal Analysis, Advocacy, and Writing representation on CASI:** CASI approved Andrew Norman's proposal to create a CASI seat for LAAW since they have issues different from other academic staff and clinicians, and they are committed to filling a seat. Jennie Broecker will work with Adam Gratch and Annie Haugen to update the Law School CASI's bylaws accordingly and notify the Secretary of the Academic Staff.
- **Priority areas and subcommittees:**
 - Outreach subcommittee: An anonymous virtual suggestion box/online form has been added to CASI's website. No responses yet, but CASI will be notified when responses come in. Emily Lau is seeking input on survey questions by the end of the year so it can be sent to staff in 2026.

Next meetings and adjournment:

The meeting ended at 11:43 a.m. The next meeting will be at 11 a.m. Monday, Feb. 16.