

UW Law School CASI Board Minutes

Date & Time: **Friday, November 13, 2020, 1:00 P.M., via Teams**

Present: Gretchen Viney, Erin McBride, Ben Heidke, Kira Stewart, Jenner McLeod, Emma Babler, Bethany Pluymers (Ex-Officio), Vicky Coulter (recorder). **Guests:** Amy Arntsen, Mary Ann Polewski, Dan Tokaji

Minutes from last month's meeting were circulated- approved by Erin McBride, second by Ben Heidke. No discussion.

- introduction of CASI Board members
- **Checking in, staying well.**
 - Reminders
 - Remember to take vacation time.
 - Take time to step away from the electronic devices. Just because everything is now remote, doesn't mean we have to be available 24/7.
 - Gratitude
 - Thank you for all you're doing is great but let's try to be more specific. For example, if you spend a lot of time on something everyone benefits from, recognize that. Such as Emma's wellness reading list and Gretchen making chat visible to non-CASI members. Think about what people are doing and thank them for that.
 - Share with others what's going on in town that's not work related such as Gretchen's updates on Baraboo fairs or light displays nearby.
- **Diversity & Inclusivity Priorities**
 - Lots of great content on diversity by Admissions at the faculty meeting. Good numbers to have. Would like to hear more of what's being done by faculty and other campus venues.
 - Erin wants CASI to continue to make diversity a priority, possibly by seeking out the initiatives and reporting on those.
 - Central repository of diversity information would be great including, but not limited to good books, events around the building or campus, pedagogy, materials, etc.
 - May add a Diversity & Inclusivity position to the Law School.
- **Potential seminar / training/ presentations in Dec. or Jan.**
 - When classes are over, it might be good to talk about how to accommodate students or teach better.
 - How to relax, de-stress, etc. (possibly by the wellness group, or John S.)
 - Have a guest from various departments to describe what they do as well as what their department does. Maybe 10-15 minutes.
 - Holiday party / happy hour
 - Law School trivia

- Open house
- Things you do to get away or gifts (crafts, etc.).
- Virtual show and tell – set up a Canvas show and tell page including recipes, crafts, pictures, etc. Nothing work related. Kim will contact tech to see if this is possible.
- Remote “co-workers” such as cats, dogs, etc.

- **Ongoing Business**
 - Reports of Standing Committees
 - Recognition & Retention [Orr/Tinglum]
 - Website, Communication & Outreach [Heidke]
 - Elections & Membership [Tinglum]
 - Diversity, Inclusion & Climate [McBride/Babler]
 - Ad hoc committee: Tuition Program [Peterson]
 - Ad hoc committee: Clinical Teacher of the Year Guidelines [Orr]
 - Clinical Hiring [Liaison: Orr]

- **Conversation with Dean Tokaji about the budget - CONFIDENTIAL**
 - Law school is asked to absorb \$376,473 budget cut thru June 30.
 - Working to identify how to make these cuts while protecting our staff and providing a quality education. Options include moving some funds around; using foundation funds; moving summer stipends; retirements; Graduate Programs surplus.
 - Also around \$700,000 budget cut in FY 21/22 – but how that will be done is TBD.
 - No donation is too small!
 - Dan will be communicating details to staff soon.

- **New Business/Announcements/Other**
 - Covid 19 Impact Updates [*if any, from anyone*]
 - BALSAs had high praise for Gretchen for her dedication to teaching and IT extended high praise as well for her technological abilities.
 - Dean Dan is interested in an outlet for faculty to share their teaching techniques, much like Howie did with the Aardvark.
 - Classroom sound upgrades will be done by IT over winter break to improve the remote experience.
 - IT is working to replace servers to the cloud soon.

- **Next meeting: Dec. 11 at 1pm.** Gretchen’s last meeting.