

JSIS Staff Meeting
January 17, 2024
THO 317 and Zoom

- Director updates – Danny Hoffman
 - War in Middle East series kicked off smoothly, connected with JSIS course, will continue throughout the quarter; CAS and President's office have signaled this is what UW is doing in response to crisis
 - Provost Serio's visit – Feb 21st around 2pm, please plan to be on campus for her visit
 - Idea for Global Sports Lab – Seattle is host city for 2026 men's world cup (and hopefully 2027 women's world cup); series of classes, events, community engagements; some interest from funders; dovetail nicely with CAS desire for "place-based pedagogy"
- New staff member introduction: Gina Esposito is new Program Coordinator in OAS, mostly uses jsiscourses email address
- HR best practices – Lacey Colleran
 - Best practices presentation to be shared with staff, faculty, and chairs and directors
 - Hiring is very slow on campus; turnaround time is taking longer than ever (one week for response)
 - JSIS business office liaison with CAS and central ISC; 20-30 tickets with ISC at any time
 - HR records are subject to lengthy retention; JSIS dealing with several open records requests
 - Reminders:
 - Keep business on business applications (don't use personal email or phone)
 - HR matters should be handled with highest level of confidentiality
 - Don't send HR concerns or performance management details via email
 - New staff hiring practices (details on slide)
 - Give advance notice to Lacey and Susan
 - Reminder to direct job applicants to central UW HR resources; do not answer specific questions for applicants once active recruiting has started
 - All hire start dates will be 1st or 16th
 - Suggested trainings for hiring and/or managers: Annual Implicit Bias Training; Strategic Leadership Program (SLP)
 - SLP will be required for new or newly promoted supervisors
 - Sexual misconduct and anti-hazing trainings also required
 - Reminders: absence should be coordinated or approved in advance; telework agreements are being audited and closely monitored by CAS; classified and hourly must enter time into Workday; more audits and monitoring in general since Finance Transformation
 - Coming soon: Community of Practice for HR, first Thursday of each month starting February 1st from 2-3pm; topics will be presented and discussed
 - Questions
 - Similar process for post-docs? Similar, needed review by college and faculty

- Hiring student assistants? Provide job description to business office; no hiring committee; determine need for position and whether student pool available.
 - Creating new position vs filling vacancy? Take a pause and determine need. Existing positions still needs approval.
 - New communications specialist position will report to Monique, based on direct feedback from staff and strategic planning, efforts to centralize tasks across School; hope to build broader team; transparency about communications best practices; backup to help centers; help with escalation path
- Strategic plan updates – Lacey Collieran
 - Consolidated outcomes from SWOT analysis – strengths, weaknesses, opportunities, and threats
 - Next steps: solidify strategic plan and map (mission, vision, values, goals), pause for evaluation, risk assessment template based on established priorities
 - Questions
 - How will strategic plan integrate with curriculum planning? Curriculum redesign will likely be a high priority.
 - Have we looked at other departments' plans? We check in regularly with Deans Woody and Harris, and main university plan.
- OAS updates – Jaime Fitch
 - FLAS deadline is January 31
 - 2024-25 course list going out today; working on getting AUT 2024 courses on time schedule; Jaime collecting detailed info from faculty teaching in AUT 2024
 - Upcoming event reminders
- Staff council elections – Jeremy Pritchard
 - Call for nominations to go out soon; any staff can be nominated; to be followed by election as needed
- Admissions updates – Jesús Hidalgo
 - PhD deadline was December 31, MA deadline is January 31, program staff have access to application materials through Slate