

CASSH LEADERSHIP TEAM

MEETING MINUTES

March 25, 2024

3105 Student Union (Fireplace Room)

Meeting called to order at 2:15PM

PRESENT: Beth Boser (CST), Sam Cocks, Tim Dale, Tim Gongaware, Omar Granados, Laurie Kinckman, Bryan Kopp, Terry Lilley, Víctor Macías-González, Tim McAndrews, Marie Moeller, Jocelyn Newton, Kate Parker, Pete Rydberg, Ken Shonk, Lindsay Steiner, Kelly Sultzbach, Tori Svoboda, Mary Tollefson, Adam Van Liere, Bobbi Webster

ABSENT: Brian Knutson, Linda Dickmeyer, Tony Walker

APPROVAL OF MINUTES (held until 4/22/24)

GUEST

- CASSH and AACS – Becky Vianden & Matt Gordy spoke on how the AACS helps promote the CASSH majors/minors/programs and ideas for future collaboration. They also spoke about the different tools available to students to prepare for entering the workforce.

REMINDERS

- **April 5: EPIC Eagle nominations due**
- **April 30: ROE Event, LCFA Lobby** ○ 6-6:30, snacks; 6:30-7:30 event
 - Plan to be there 5:45 to get directions from Laurie et al.
 - Chairs welcome to congratulate on stage
 - Sit near stage access door on the right-hand side as you walk into Toland
- **Summer Registration** starts March 28th.
- **Fall Registration** starts April 4th and runs through 4/24; see Victoria's email from 3/8/24

REPORTS Dean's Office Staff Reports

- **Tim:** Attendance at the CASSH Evening of Excellence event on April 30th is appreciated; we have a great list of recipients.
- **Bobbi:** Student Worker Appreciation Week is the week of April 8th, and Administrative Professional's Day is Wednesday, April 24th.
- **Lindsay:** Submit events for the April CASSH newsletter by noon on March 29. The next one won't be until September.
- **Pete:** Be mindful of the Lot C-10 parking ramp construction starting April and how it will affect parking for the events in the Lowe Center for the Arts; plan accordingly.

- **Victor:** Thank you to those departments that completed the survey; you will be receiving further communication if requested. Reminded everyone that Social Justice Week is April 1-5; some sessions require registration to make sure to register using the link provided in the email.
- **Marie:** Non-Contract retention reviews are due April 17. EPIC Eagle nominations are due by 4:30PM, April 5. CASSH DEI Faculty Fellow applications are due April 12 (3-yr appointment); thank you to Victor for his service. Congratulations to Kelly Sultzbach for a successful Kimerer event.

QUESTIONS AND GENERAL DISCUSSION

- LENS (conversation facilitated by Tim Dale) – Table discussion on how LENS can/should this be used in the personnel process.
- Homework: Discuss your answers to the 3 questions Tim presented to the group.
 1. How would you use LENS if nothing else happens (no guidance)?
 2. What would it look like to use it as a developmental feedback opportunity that is mentioned in promotion files (rather than as primarily an evaluation tool)?
 3. How do you talk to nervous faculty about it (reduce anxiety, make it an opportunity for development rather than an opportunity for discomfort)?

Adjourn: 3:30PM

**NEXT CASSH LEADERSHIP TEAM MEETING
MONDAY, APRIL 22, 2:15 – 3:30
3105 Student Union (Fireplace Ro**