

CASSH LEADERSHIP TEAM MEETING MINUTES

October 23, 2023

2310 Student Union (Student Senate Chambers)

Meeting called to order at 2:15PM

PRESENT: Sam Cocks, Linda Dickmeyer, Omar Granados, Laurie Kinckman, Karl Kunkel, Terry Lilley, Tim McAndrews, Marie Moeller, Jocelyn Newton, Kate Parker, Pete Rydberg, Ken Shonk, Lindsay Steiner, Kelly Sultzbach, Mary Tollefson, Adam Van Liere, Tony Walker, Bobbi Webster

ABSENT: Tim Gongaware, Brian Knutson, Víctor Macías-González, Tori Svoboda

APPROVAL OF MINUTES FROM SEPTEMBER 25, 2023, MEETING

Motion to approve as distributed by Dickmeyer, second by Cocks. Approved by voice vote.

ANNOUNCEMENTS/REPORTS - Dean's Office Staff Reports

- **Marie:** New faculty mentoring continues and has recently focused on crises management. IAS mentoring program discussions are ongoing and that program will likely begin next academic year (2024-25). We received a large amount of CASSH grant proposals and the combined total is about \$100,000 over budget so we won't be able to fund all requests. We are starting to receive applications for the EPIC Eagle Award and are excited about this new recognition.
- **Bobbi:** no report
- **Tony:** The reappointment process for ad-hoc IAS (semester to semester contracts) has started and the deadline is November 3. This process changed to a digital form, so Chairs will receive an approval for each renewal. Tony sent FAR reports on November 20. Contact Tony with questions.
- **Britta:** There is a pilot occurring for readmitted students this year. Winter registration starts November 9 and Spring registration begins November 13.
- **Pete:** Thanked everyone for support of the VPA events over the past few weeks and mentioned upcoming events in Art, Music, and Theatre. ArtsFest is scheduled to take place the last week of April. He mentioned the youth protection process now is more streamlined. Karl added a representative from Graduate and Extended Learning, who now oversees the youth protection process, will be attending the our meeting on November 27.
- **Lindsay:** The next CASSH Insider newsletter will be sent on November 6. Send upcoming events to Lindsay; any story/photo tips also can be sent to UComm. We had a great first Campus Closeup on October 20, with both a CASSH and VPA session. This went over very well, and we will continue this format. The next Campus Closeup is this October 27.

- **Karl on behalf of Víctor:** Feedback on equity reports were distributed. Questions about the feedback should go to Víctor.

DISCUSSION ITEMS

- **Enrollment Management Process** – Marie revisited the enrollment management process discussing the historical document for each department housed in SharePoint (only Marie, the Chair, and ADA can access). There also are ongoing conversations with Sandy Grunwald throughout the process. November 17 is the date to look at 400-level not meeting thresholds.; November 21 is the date to discuss 300-level courses. Contact Marie with any questions or concerns.
- **Communication and Media Lab (CaML)** – The Grand Opening is Tuesday, October 24, 4:00 – 5:00PM and everyone is invited. This cutting-edge multi-media lab is in Murphy Library and CASSH students/faculty have priority for reservations. Contact Taylor Cole Miller for reservations and questions.
- **CASSH Website Additions** – Karl demonstrated how to navigate the CASSH website to find new resources: Leadership Team meeting minutes and student external scholarship opportunities.
- **CASSH Majors/Minors/Certificates Enrollment Trends** – Undergraduate program level tenth-day enrollment data was distributed for all colleges.
- **UWL Tenth-Day Data Highlights** – Karl provided an overview of the tenth-day reports presented at JPB and discussed how these data impact the UWL budget. Fall 2023 UWL enrollment is 10,327 students (the first overall enrollment increase since 2014 when enrollment exceeded 10,600). The UWL retention rate is at 86.5%, the four-year graduation rate is 53.4%, and six-year graduation rate is 71%. All of these rates are above national averages.
- **HR Fines for Late Overload Forms** – Karl informed everyone HR is charging \$75 for every late overload form received after the individual starts doing the overload work. CASSH is going to cover fines charged to departments this year; however, each department will be responsible for covering late fees assessed by HR going forward.
- **Appropriate Use of Student Workers** –Based on a conversation with the Provost, it was determined that using student workers for grading is not appropriate. The instructor of record is responsible for all grading.

Meeting adjourned at 3:30 p.m.