

CASSH CHAIRS' MEETING MINUTES

September 25, 2023

2310 Student Union (Student Senate Chambers)

Meeting called to order at 2:15PM

Present: Sam Cocks, Linda Dickmeyer, Tim Gongaware, Omar Granados, Laurie Kinckman, Brian Knutson, Karl Kunkel, Terry Lilley, Tim McAndrews, Marie Moeller, Jocelyn Newton, Britta Osborne, Pete Rydberg, Ken Shonk, Lindsay Steiner, Kelly Sultzbach, Tori Svoboda, Darci Thoun (for Kate Parker), Mary Tollefson, Adam Van Liere, Tony Walker

Absent: Kate Parker, Víctor Macías-González, Bobbi Webster

WELCOME PETE RYDBERG, VPA DIRECTOR!!

APPROVAL OF MINUTES FROM APRIL 24, 2023, MEETING

Motion to approve as distributed by Tollefson, second by Gongaware. Approved by voice vote.

ANNOUNCEMENTS/REPORTS

- **Marie:** Sabbatical committee meets September 26. If your department does not already have one, it would be helpful to add a bylaw policy for sabbatical rotation. The Curriculum Review Committee meets the first and third Thursday of each month during the academic year. The Recognition of Excellence event will be April 30, 2024. CASSH mentors now receive a \$1,000 stipend. Mentors now are meeting with second year faculty. Marie spent time this summer providing several faculty with feedback on their promotion files. Renovations to the Fourth Floor Faculty Lounge in Wimberly should be completed by September 29.
- **Tony:** The new digital Employee Action Form (EAF) form now requires chair approval. You will need to leave a comment on the form before you can click to approve.
- **Britta:** There is a new CASSH Core Handout explaining the purpose of the core, requirements, and included courses. This will be on the CASSH advising webpage and hard copies can be found outside the Dean's Office. The document includes a QR code linking the online form to declare major/minor/certificate/core track.
- **Pete:** The art gallery exhibition now is open every afternoon. Keep an eye on the CASSH newsletter for other VPA events.
- **Lindsay:** Campus Close-Up scheduling is occurring. There will be three in the Fall and two in the Spring. The next CASSH Insider newsletter comes out next week.
- **Karl on behalf of Victor:** Equity reports were assessed by the faculty fellows for diversity from each college and SOE. Departments will receive feedback by mid-October. There is a preference for a few actionable items rather than a long list of unassessed activities. Please set aside time in department meetings to discuss DFW rates obtained from Institutional Research.
- **Tim Gongaware/Terry Lilley:** New microcredentials focusing on diversity, equity, and inclusion are being developed. These will be offered exclusively to CBA students at this time. The current draft of the proposal will be distributed to CASSH Chairs.

- **Karl:** Last year HR allowed faculty resigning prior to Summer to keep health insurance benefits through Summer. UW System ultimately did not support this initiative and UWL then covered COBRA for the seven faculty/IAS involved. The Provost is working with HR to develop a solution to this issue for Summer 2024. We would like faculty to inform us of their resignation as soon as possible so Department Chairs have adequate time to cover classes.

DISCUSSION ITEMS

- CASSH Leadership Team meetings for 2023-2024 will be on the fourth Monday of each month during the academic year.
- Kevin Dettmar, author of *How to Chair a Department* and columnist for *The Chronicle* will conduct a workshop for UWL Chairs on Tuesday, January 16, 2024. There will be a half-day additional session for invited Chairs who lead departments experiencing especially challenging circumstances.
- The Dean explained attempts to centralize the student worker budget to increase efficiency. However, the first run of this process proved problematic causing this category to exceed the budgeted amount by nearly \$18,000 this year. Tony will be exploring various alternative allocation methods for FY25.
- Budget Update - No cuts anticipated this year. The Dean explained that we are much better off than many other UW schools that have current structural deficits and are cutting S&E, as well as having retirement incentive programs, furloughs, layoffs, and restructuring.
- The Associate Dean provided an update on the enrollment management initiative and thanked Chairs for their collaboration and hard work in this area. Enrollment management has a strong correlation to efficient budgeting and leads to more consistent labor practices as well as workload equity. She also discussed various methods for meeting the Provost's request to increase seats in first-year courses by 10% to accommodate the series of strong first-year cohort numbers at UWL over the past several years.

Meeting adjourned at 3:31 p.m.