

**CASSH LEADERSHIP TEAM
MEETING MINUTES
3105 Student Union
March 24, 2025**

Meeting called to order at 2:15 pm

PRESENT: Samuel Cox, Linda Dickmeyer, Tim Gongaware, Omar Granados, Kathleen Hawkes, Laurie Kinckman, Tommy Knoche, Bryan Kopp, Karl Kunkel, James Longhurst, Stephen Mann, Timothy McAndrews, Marie Moeller, Jocelyn Newton, Britta Osborne, Kate Parker, Pete Rydberg, Lindsay Steiner, Tori Svoboda, Adam Van Liere, Antoni Walker

ABSENT: Richard Breaux, Brian Knutson, Terry Lilley

Approval of Minutes from February 24, 2025, Meeting: Approved as distributed.

Dean's Office Staff Reports:

- **Marie-** Recognition of Excellence letters will be distributed on March 26. The committee will be looking for feedback on the awards process in the near future. ZIST (Zhongyuan Institute of Science & Technology in China) agreed to proposed course mapping for general studies-focused degree programs. In Spring 2027 we will have students from ZIST on campus (20-40 student cohorts). We are down in Fall 2025 CASSH general education seats available for enrollment and for FYS especially. Enrollment management will be more stringent than usual. Still targeting 2300 students in Fall.
- **Pete-** Next ten days involve our last two ArtsFest Advance guests on-campus- Nikki Lynette (THA) on March 28 and Scott Gellatly (ART) on April 2. If you signed up for the VPA newsletter and did not receive one, please check your junk mail to see if it is there.
- **Britta-** Most students stay in the catalog year they enter UWL; however, it is possible to change them to a newer year if it aligns better with their courses, particularly with the new coming General Education Program. 104R Academic Plan forms, used for ROTC, only can be signed by Britta and not by faculty or Chairs. Britta will send an email this week with more details and other important academic program updates.
- **Tommy-** Assisting with the 2025 Recognition of Excellence as well as various tasks in the Dean's Office.
- **Tony-** Let Tony know about any changes in ad hoc staffing for Fall 2025. Expect Summer overloads to have different payment timing this year due to Workday. Overloads paying past the final FY25 pay period (June28) will need to be routed in Workday and could be delayed.
- **Lindsay-** The April CASSH Insider newsletter will be the last for this year and will be distributed on April 7. Submit any events you want in the newsletter to the UWL Calendar by April 4. The Recognition of Excellence calendar invite is coming this

week. Plan to attend this event on April 29 and Chairs will be on stage with department student awardees. Awardees and Chairs should arrive by 5:45 for instructions, the reception starts at 6:00 and the ceremony begins at 6:30.

- **Richard-** No report.

Discussion Items:

- **Merit Evaluations-** Reminder that all staff evaluations must be completed by May 31 this year due to Workday transition. Faculty merit evaluations must be completed by October 1 next year.
- **Workday Training-** Be aware your assigned trainings are available on your Canvas dashboard. Some are asynchronous and others require attending a webinar. Train
- **Faculty Participation in Chancellor Inauguration-** The Provost and Dean would appreciate as much faculty participation in the event as possible. Arrive at the REC in regalia around 2:00 on Friday, May 2, to participate in the academic march to the Student Union Bluffs. The ceremony will be in the Bluffs from 3:00 – 4:15 with a community celebration on the Student Union lawn from 4:15 – 6:00. A \$100 per place by-invitation dinner will occur later that evening.
- **Tracking Sabbatical Eligibility-** Departments should be checking faculty sabbatical eligibility. It is a good idea for Chairs to create an internal list in their department showing eligibility. To be eligible, faculty must be tenured at the time of application and are eligible to take sabbatical every seven years (can apply the preceding year).
- **UW Policy on Summer Resignations-** Universities of Wisconsin has a new policy allowing faculty/IAS to maintain benefits during the Summer if they provide notification of their resignation by May 1. The policy is available at [UW Policy on Summer Resignation](#) (see 6.A. fourth bullet).
- **Magerus Award Process Spring 2026 and Beyond-** CASSH will be returning to the previous application process for the Magerus Award beginning next Spring. Rather than using self-nominated CASSH students from the Murphy Award pool, departments will be asked to provide nominations for consideration by the award committee.
- **Stacy Twite, Chancellor's Chief of Staff-** Provided a brief description of her background, role, and responsibilities. She then gave an update on the current Wisconsin state legislature budget process and responded to questions from the group.

Meeting adjourned at 3:28 pm

**NEXT CASSH LEADERSHIP TEAM MEETING
Monday, April 28, 2025, 2:15pm – 3:30pm
3310 Student Union**