

**CASSH LEADERSHIP TEAM
MEETING MINUTES
January 27, 2025
3105 Student Union**

Meeting called to order 2:15 pm.

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

ABSENT: Terry Lilley, Kate Parker, Tori Svoboda

Introduction of New Leadership Team Members:

Richard Breaux, Faculty Fellow

James Longhurst, Interim History Department Chair

Approval of Minutes from November 25, 2024, Meeting: Motion to approve as distributed by Gongaware, second by Van Liere. Approved by voice vote. Abstentions from Breaux and Longhurst.

Dean's Office Staff Reports:

- **Pete-** Faculty discounts for VPA events available for Spring 2025. VPA creating a monthly newsletter. Artsfest 2025 will have three visiting artists coming later in Spring 2025.
- **Marie (delivered by Pete)-** Fall general education course targets available later this week. FYS100 has a new listing process originating from the Dean's Office. Chair elections for CST, GCL, MUS, POL/PUB, and THA are underway with results due to the Provost by March 1. Chairs in the second year of their term will have the standard chair evaluation this semester. International collaborations with the University of Galway and University of Milan are in-process.
- **Tony-** Will be gathering information for additional S&E requests and student work funds. An email will be sent to Chairs later this week.
- **Britta-** Fall 2024 data are available. CASSH student suspensions down but the number of students on probation increased. About 52% of CASSH students are on the Dean's List. Please remind seniors to declare intention to graduate in WINGS.
- **Tommy-** Reminder to submit nominations for the Recognition of Excellence awards before the February 10 deadline. Required information is included in the Microsoft forms survey sent via email.
- **Lindsay-** Upcoming department events should be entered into the University Calendar, which is used to generate the list appearing in the monthly CASSH Insider newsletter.
- **Richard-** Faculty Fellows are meeting to provide feedback for department Equity Liaisons. A pilot program facilitating visiting students to attend classes, starting with RGSS, is developing and if successful will include other departments.

Discussion Items:

- **External Advisory Boards-** Not required but there is encouragement for departments to explore. Benefits include feedback on curriculum from employers and alumni along with possible community engagement for faculty and students.
- **First Friends Program-** UWL has 25 tours per year and CASSH is allocated three through the University's Chamber subscription. We can pay \$300 for each additional tour. At this point these only should be considered for tenure-track searches. Contact Karl if you are interested in pursuing for your searches.
- **JPC Recap and Observations-** Aggregated and data-based direct assessment of student learning remains a clear requirement for promotion. CATL and the Provost's Office website provide resources. Also, it is very important to demonstrate "peer review" when presenting alternate scholarship forms. Karl and Marie are happy to provide feedback for those looking at promotion next year but should have materials no later than August 1.
- **International Conference Funding-** The Dean's Office will provide guidance on distribution of funding from the Provost for international conference travel, as announced by the Provost at the January Chair's Workshop. This begins next fiscal year.
- **New General Education Program-** Applies to incoming students starting at UWL in Summer and Fall 2025. It might be possible for some students to be placed into the current General Education Program after this date but exceptions should work through Britta. The coming new program is located at <https://www.uwlax.edu/records/student-resources/new-general-education/>.
- **Workday-** Encourage faculty to attend training sessions before Workday is implemented this summer. So that chairs are aware, department merit reviews could be due in October rather than December, which might require updates to department by-laws. Karl will provide updates when additional information is available.
- **Foundation Fund Issues-** If you are having trouble finding, spending, or paying invoices from Foundation funds, please email Karl.

Meeting adjourned at 3:33 pm.

NEXT CASSH LEADERSHIP TEAM MEETING
Monday, February 24, 2025, 2:15pm – 3:30pm
3105 Student Union (Fireplace Room)