

CASSH CHAIRS' MEETING MINUTES
February 13, 2022
2310 STUDENT UNION

Meeting called to order at 2:15 p.m.

Present: Sam Cocks, Tim Gongaware, Rose Brougham, Laurie Kinckman, Brian Knutson, Karl Kunkel, Víctor Macías-González, Tim Mc Andrews, Marie Moeller, Jocelyn Newton, Brad Nichols, Kate Parker, Ken Shonk, Lindsay Steiner, Kelly Sultzbach, Tori Svoboda, Mary Tollefson, Adam Van Liere, Jodi Vandenberg-Daves, Tony Walker, Bryan Kopp, Britta Osborne.

Absent: Peter Stovall, Bobbi Webster, Linda Dickmeyer

APPROVAL OF MINUTES FROM NOVEMBER 14, 2022, MEETING

Motion to approve minutes as distributed by Kinckman, second by Cocks. Approved by voice vote with one abstention.

There were brief department overview presentations by History, Military Science, Music, and Philosophy.

ANNOUNCEMENTS/REPORTS

- Dean's Office Areas of Responsibility
 - **Marie:** The Magerus Award nominations will no longer come from departments. Candidates will be from the Murphy Award pool. Data for students needing courses in particular General Education categories was disseminated with the hope of coordinating student demand. The VPA Director position is posted with a March 15 first review.
 - **Tony:** Fall 2023 ad hoc staff needs are due today, approvals will be communicated later this week. PCards will be changing to a DocuSign workflow in the future. Employee action forms (EAF) are undergoing change to a digital workflow that may include an approval action from Chairs.
 - **Britta:** Workload between Britta and Pete is reconfigured with Britta now serving History and RGSS academic service needs. Pete is taking on second-year psychology advising. SLO language- please do not use "develop" but replace with "demonstrate" – this is very common across UWL and UCC is fixing these forms as they are received. All SLOs must be measurable.
 - **Lindsay:** University Communications is doing a recall of banners to replace old branding with new branding. CASSH also is providing each department with a new banner and tablecloths. More information on updating department name plates and other resources will be available in April. Campus Closeups are Friday, February 17, as well as during April with new materials being distributed to students.
 - **Victor:** Ashley Edwards is the new CATL Inclusive Teaching Specialist and she is coordinating the four College/School D&I faculty fellows along with department equity liaisons. This group is developing programming and workshops to support the Equity Liaison program.

DISCUSSION ITEMS

- Cyclical Department Chair Evaluations-
CASSH is resuming chair evaluations during the second year of the three-year term.
- Associate Dean Search-
 - The CASSH Associate Dean position is a three-year limited term appointment. Per Faculty Senate guidelines, an internal search must happen every three years for filling this position. The search committee convenes, tomorrow, February 14, and the internal search will be occurring over the next several weeks.

- LENS Replacing SEI – Department By-Laws-
 - LENS begins in Fall 2023 and SEI will discontinue. It is important department by-laws accurately reflect this change.
- Third-Party Software Use in Classes-
 - Faculty should be aware any third-party software used in classes, not obtained through a university license, might create possible personal information issues for students. This type of third-party software is not discouraged, the Dean is just asking faculty to be aware such an issue could exist and faculty should not provide these third-parties with student personal information.
- CASSH Degrees Connected to Licensures-
 - The cost of licensure may be eligible for future financial aid packages. The Dean asked if any CASSH programs are directly connected to a professional license, beyond SOE-affiliated programs. None were identified.
- FY24 Budget Update-
 - Currently a proposed 2% increase in tuition and 4.35% increase for differential tuition (GQA) is going to the Board of Regents. According to Administration and Finance, if the GQA request is not approved it could result in up to eight positions cut in academic affairs, which might include three or four in CASSH. A 4% pay plan proposed is included in the budget request for FY24 and FY25. The Governor releases his framework for the next biennial budget on Wednesday, February 15 and the legislature then begins the budget allocation process.
 - The FY24 CASSH budget allocations to departments formula and amounts will be emailed by Tony soon. We anticipate a few very minor changes for FY24 S&E budgets. One significant change is student help budgets will be centralized and distributed via a new process in early Fall. This process will be discussed in more detail later in the Spring and should provide efficiencies.
- The Dean informed Chairs that, due to Spring Break, we will have a regular CASSH Chairs' meeting on Monday, March 27, and the next Chair book study session will be Monday, February 27. More detail is provided at the bottom of the February 13 Chairs' meeting agenda.
- Advising Loads-
 - The Dean will send Chairs an email with information for finding the Advising Report prepared by Institutional Research. When examining the report, please consider equity in advising loads both between and within departments.

Meeting adjourned at 3:37 p.m.