

CASSH CHAIRS' MEETING MINUTES
SEPTEMBER 12, 2022
2310 STUDENT UNION

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

Present: Sam Cocks, Linda Dickmeyer, Tim Gongaware, Omar Granados, Laurie Kinckman, Brian Knutson, Karl Kunkel, Víctor Macías-González, Tim McAndrews, Marie Moeller, Jocelyn Newton, Brad Nichols, Kate Parker, Ken Shonk, Lindsay Steiner, Peter Stovall, Kelly Sultzbach, Tori Svoboda, Mary Tollefson, Adam Van Liere, Jodi Vandenberg-Daves, Tony Walker, Bobbi Webster

Dean Kunkel welcomed new Department Chairs Laurie Kinckman (Theatre and Dance), Brian Knutson (Military Science), and Adam Van Liere (Political Science and Public Administration) to the CASSH Leadership Team. He also noted the recent name change for Theatre Arts to Theatre and Dance.

APPROVAL OF MINUTES FROM APRIL 25, 2022, MEETING

Motion to approve minutes by Parker, second by Nichols. Approved unanimously by voice vote with two abstentions.

ANNOUNCEMENTS/REPORTS

- Dean's Office Areas of Responsibility
 - **Marie:** Only a few promotion files were received for preliminary review during the summer. Sabbatical applications were due September 9 and will be reviewed by a three-member committee. Sabbatical applicants will no longer be asked to give an oral presentation of their project proposals. Faculty Research Grants applications are due October 26. CASSH New Faculty Orientation was explained.
 - **Tony:** J-term requests are due today (9/12/22). Ad-hoc IAS needs for Spring 2023 are due next Monday (9/19/22). Faculty Activity Report templates will be sent to Chairs in the coming week.
 - **Bobbi:** Reminder to email the CASSH Dean's Office with your student nominee for the Dean's Student Advisory Council by Friday (9/16/22).
 - **Pete:** Contact Pete for student course substitutions. Today (9/12/22) is the last day to add a class without permission. To add a class from 9/13-9/19, students will need instructor permission, and after 9/19/22 students will need instructor and CASSH Dean's office permission.
 - **Lindsay:** Our first Campus Close-up is 10/21/22. Currently working with UComm on the Fall Capstone as well as CASSH website updates. Will be starting work on Recognition of Excellence event towards the end of this semester.
 - **Victor:** Faculty D&I fellows for each college should be finalized in October and will collaborate on common initiatives. International student enrollment is up this year by 50 students with 30 continuing students for a total of 80.

DISCUSSION ITEMS

- **FY23 Budget Update** – The budget is stable this academic year and there are no anticipated discussions of budget cuts for next year, FY24. Departmental budgets have remained the same. In the final months of FY23, please let Tony know if your department will not be spending all the allocation so the Dean's Office can allocate to other departments within CASSH. A college-based small grants program will be announced within the next month as soon as the available amount in the college budget is determined.

- **FY23 Searches for FY24 Staffing** – Searches are anticipated in the following departments during the coming year: ART (2 tenure-track), CST (1 tenure-track and 1 IAS), GCL (1 tenure-track), MUS (1 tenure-track), RGSS (1 IAS), THA (1 IAS), and the VPA Director.
- **Personnel Actions (Leaves, Remote Work, etc.)** – Please discuss any type of leave request with Dean Kunkel prior to the matter going to HR, if possible. It makes the leave request process smoother if the Dean is informed earlier so he can be an informed advocate.
- **Dean Meetings with Departments** – Bobbi is in the process of scheduling these meetings. There is no agenda or announcements. The purpose is for Karl to sit with the department to address concerns and answer questions.
- **Revised Youth-on-Campus form** – There is a revised form available online (<https://www.uwlax.edu/diversity-inclusion/youth-programs/staffresources/#tm-youth-activity-acknowledgement-form>). One of the changes includes a statement about reporting any issue/concern to the proper authorities.
- **Academic Services Director (ASD) and College Foundation Liaison Search Updates** – Interviews for the ASD position were conducted last week (9/8-9/9) and reference checks and deliberating continue this week (9/12-9/16) with the hope that someone will be in the position by mid-October. Tracy Gaskin left UWL as our college Foundation liaison. The position (which includes serving as the Executive Director of Giving) is posted and closes at the end of September, with the new person starting by early November.
- **Pay Plan Updates** – Those hired before July 1, 2022, will receive a 1% (of base salary) lump sum payment in December 2022 and another in March 2023. There is also a 2% pay plan increase slated for January 2023. A question was raised if the lump payments were for Redbook/Tenure Track instructors only; Karl will contact HR and follow up with an email.
- **Dettmer Book and Chair “Fireside Chat” Plan** – The purpose of this professional development meeting (fourth Monday of each month in 3105 Student Union) is to help people think about the Chair role and have a casual conversation about the book and your experiences. Attendance is optional but encouraged.
- **Department Overview Presentations at Future Chair’s Meetings** – The Dean is considering having each Chair briefly present an overview of their department, including obstacles and goals. This process occurred during his first year and serves to inform other Chairs about the context in which their colleagues work. After brief discussion, it was decided to keep these presentations brief and casual, with no PowerPoint presentations and allowing time for discussion. Karl will follow-up with more details by email.

Meeting adjourned at 3:36 p.m.