

**CASSH CHAIRS' MEETING MINUTES
OCTOBER 10, 2022
2310 STUDENT UNION**

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

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

Absent: Brian Knutson, Tori Svoboda

APPROVAL OF MINUTES FROM SEPTEMBER 12, 2022, MEETING

Motion to approve minutes by Nichols, second by Dickmeyer. Approved (after amending the apostrophe placement) by voice vote with no abstentions.

There were brief department overview presentations by ARC/ANT, ART, and CST.

ANNOUNCEMENTS/REPORTS

- Dean's Office Areas of Responsibility
 - **Marie:** Reminder of upcoming personnel dates: 10/19/22 is the last day for Chairs to send 20-day notices for 3–6 year probationary faculty reviews; probationary reviews are due for 2nd-year faculty on 10/21/22; 11/4/22 is the due date to send promotion recommendations to the Dean's Office (if SOE-affiliated, also send to the SOE Dean). Registration for Winter Session begins 11/10/22 and Spring registration begins 11/14/22. Chairs will receive enrollment management communication from Marie and Tony as registration unfolds. CASSH Faculty Grants are due on 10/26/22. The Sabbatical Committee met and ranked this FY24 proposals and final decisions from the Dean's Office are forthcoming.
 - **Bobbi:** Reminded Chairs to make sure Outlook calendars are current and asked Chairs to urge faculty to do the same. Updated Outlook calendars make scheduling meetings a much smoother process.
 - **Tony:** Reminder that CASSH will fund two finalists for campus interviews in all faculty/IAS searches. Also, if there are advertising needs beyond the standard sources used by HR, please discuss with the Dean's Office. Tony is finishing IAS reappointments for the coming Spring 2023 Semester and needs to have this information to the Budget Office by this Friday. Please keep Tony apprised of any contract changes. Tony also is processing Spring overloads and he reminded Chairs there now is an electronic workflow process for overloads.
 - **Pete:** Shopping carts were activated today (10/10/22) in WINGS. Records & Registration will assign registration appointments for students by the end of the day Tuesday (10/11/22). Change of major/minor forms need to be submitted by 10/28/22. The LACADA meeting is 10/24/22; contact either Pete or Becky Vianden to add agenda items.
 - **Lindsay:** Campus Close-Up preparation is going well and all the events are fully staffed. Campus Close-Up will be 10/21/22, 10/28/22, 11/11/22, 2/17/23, and 4/21/23. Lindsay is working with departments to update marketing materials as we move away from brochures. A question was raised about having a poster for each department at these events with a QR code that students/parents can scan; Lindsay will take it under consideration. Karl will email an example developed by POL/PUB. Lindsay is working with UComm on final stages of the Fall Capstone.

- **Victor:** Discussed annual Departmental Inclusive Excellence/Equity Reports. Victor stressed initiatives reflected in reports should involve the entire department and are not the sole responsibility of the Equity Liaison. He is available to assist departments with equity and inclusive excellence plans.

DISCUSSION ITEMS

- **Linked-In Learning and other HR trainings** – Karl provided a brief description, showed where to find trainings on the HR website, and made Chairs aware these resources are available.
- **Benefit Appointments and Tours available for Faculty/IAS Candidates** – To assist with recruiting, HR provides appointments for candidates to go over benefits offered at UWL. Also, the Foundation has an institutional membership with the La Crosse Area Chamber of Commerce that allows for a “First Friends” tour as part of candidate interview visits. When arranging candidate interview schedules, consider taking advantage of these opportunities as they can be beneficial in the recruitment process.
- **Directors/Coordinators of On-Campus Youth Activities** – Karl would like to coordinate people in CASSH departments dealing with compliance with the new On-Campus Youth Activities policy. If you have a regular, larger-scale, department activity that involves bringing youth to campus, please send Karl the name of the event coordinator(s) so we can compile a network for sharing information about navigating this new policy.
- **Academic Opportunities through Residential Life** – Residential Life is providing opportunities to link academics with residence life - 1) Living/Learning Communities, 2) Supplemental Instruction, and 3) Scholars in Residence. Contact Karl if faculty might be interested in pursuing any of these initiatives.
- **Fall 2022 Enrollment** – Packets containing department and university level enrollment data were distributed to all Department Chairs for their reference.

Meeting adjourned at 3:40 p.m.