

CASSH CHAIRS' MEETING MINUTES
NOVEMBER 14, 2022
2310 STUDENT UNION

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

Present: Sam Cocks, Linda Dickmeyer, Tim Gongaware, Omar Granados (Rose Brougham), 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.

WELCOME BRITTA OSBORNE – Karl introduced Britta as the new CASSH Academic Services Director.

APPROVAL OF MINUTES FROM OCTOBER 10, 2022, MEETING

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

There were brief department overview presentations by ENG, ENV, and GCL.

ANNOUNCEMENTS/REPORTS

- **Dean's Office Areas of Responsibility**
 - **Marie:** \$100,000 in Faculty Grants were funded out of \$125,000 requested. Spring registration began today and goes through 12/12/22; Marie and Tony will be pulling enrollment data on 11/17, 11/22, and 12/8.
 - **Bobbi:** Reminded Chairs to email office space availability in their areas and provide department office Thanksgiving holiday schedule.
 - **Tony:** Faculty Activity Reports (FAR) are due 11/28/22. The week of 11/28/22, HR will send contract renewals for to relevant ad hoc IAS for Spring 2023. No signature is required. Contact Tony with any staffing needs/changes as soon as possible. CASSH small grant accounts are being established but might take a few weeks to finalize.
 - **Britta/Pete:** Contact Britta with questions formally asked of Sandy. Britta, Pete, and Bobbi are in the process of processing change of majors/minors and contacting students with advising holds to remind them to meet with their advisors.
 - **Lindsay:** The last Fall Semester Campus Close-Up was Friday 11/11, and the final two of the school year will be 2/17/23 and 4/21/23. Lindsay will be sharing contact information gathered at these events. She also is working on department marketing materials with a QR code to department overview pages developed by UComm. Send Lindsay an updated list of social media managers and active social media accounts so she can provide this information to UComm. Calendar entries for department events should only tag the sponsoring department(s).
 - **Victor:** Meeting with department representatives on equity reports and providing feedback. CATL updated D&I resources and more information is forthcoming.

DISCUSSION ITEMS

- **Department Flyers Available on U-Comm Website (<https://www.uwlax.edu/academics>)** – Karl showed promotional flyers on the UComm website and how to print a PDF version. Strongly recommended to check that it prints correctly. Please make Lindsay aware of any issues.
- **Student Worker Minimum Rate Increase** – Karl made the Chairs aware that an increase to student wage rates was discussed at Faculty Senate; however, no student worker budget increase is expected

meaning students probably will work less hours though they will receive more per hour. Conversations just started so there is no effective date and there will be more information to come. Let Tony know if this will create problems or issues in your department.

- **National History Day Volunteers** – Karl explained how the new youth-on-campus policy is creating complications for National History Day (NHD). A best practice is to provide a set of adults stationed at the various points of this event and he is asking for leadership team members to volunteer for a 2-hr shift on this day to provide supervision. Karl will send an email with the event date requesting volunteers and would appreciate a response indicating availability and willingness to assist with the high-profile CASSH event.
- **Call for Additional S&E Requests; Due November 23** – Karl made the Chairs aware the Dean's Office is accepting requests for additional S&E funds in the form of **specific** requests. Any far out-of-the-box ideas should be run by Karl and/or Tony before spending significant time on developing a request. Tony will be sending an email with the specifics by Tuesday, November 15.
- **UW-System Free Speech Survey Distributed November 14** – Karl made the Chairs aware this survey was sent out to randomly selected students on each campus. The surveyor group is hoping to receive 500 responses from each campus.

Meeting adjourned at 3:34 p.m.