

# College of Engineering Committee Advocating on Staff Interests (CASI)

## 2023-2024 Org Development Session #3

Wednesday, November 1, 2023

10:15 – 11:45 AM

Location: MS Teams (see calendar invite)

Invitees: M. Claas, S. Hladilek, K. Petersen, J.K. Bush, J. Cooper, M. Fitzpatrick, N. Jung, A. Rasmussen, A. Conrad, D. Goana, A. Kita, S. Tate-Pederson, N. Walker, J. Jankoski

Time	Topic
10:15 – 10:25 PM	<b>Welcome &amp; Grounding</b> <i>Team Agreements Review</i> <i>Mission Review</i>
10:25 – 11:40 PM	<b>Core Values/Guiding Principles Discussion &amp; Selection</b> <i>Core Values/Guiding principles define us as an organization in a way that nothing else can – they clarify our identity and define how we will pursue our mission and succeed. A clear set of core values/guiding principles also helps to unify our team by detailing what exactly is expected out of our team members and what teammates can expect out of one another.</i> <ol style="list-style-type: none"><li>1. Review survey results (5 min)</li><li>2. Select final values (20 min)</li><li>3. In small groups, begin value definition (2 rounds, 15 minutes each)</li><li>4. Share out with large group (15 min)</li></ol>
11:40 – 11:45 PM	<b>Roadmap of work ahead together</b> <b>Closing questions, comments</b> <b>Adjourn</b>

**CoE CASI Mission:**

The College of Engineering Committee Advocating for Staff Interests (CASI) is a shared governance body of elected representatives, who serve and advocate for the interests of university and academic staff by advising the College of Engineering dean and leadership.

**CoE CASI Culture and environment agreements:**

- We are welcoming, inclusive, honest, and transparent.
- We all practice speaking, listening, and being present.
- We recognize all staff as equally important.
- We make it clear for whom we are speaking, whether ourselves, those we represent, or others

**CoE CASI Conflict protocol:**

- Recognize that conflict is normal. We can disagree without being disagreeable.
- Acknowledge the situation and the presence of differing viewpoints and conflict styles.
- Engage in self-reflection. Recognize biases, feelings, and tone used to communicate
- Be collaborative and open-minded in working through the difficulty.
- Don't let the conflict disrupt the agenda and meeting goals. Table the conversation, if needed, and create a 'what's next' agreement after the meeting.
- Extend grace and forgiveness to each other.

**CoE CASI meeting practices:**

- At start of each meeting:
  - Short a check-in question or icebreaker
  - Summarize agenda
  - Refer to the agreements and conflict protocol
- At end each meeting:
  - Create list of actionable items with subsequent assignments (if necessary).
  - Brief "Plus/Delta" conversation where all are invited to share what went well in the meeting and what could be changed in the future
- Out of meeting
  - Create mechanism (if possible) for CASI members to connect to discuss sensitive issues or work through conflict - that is outside of regular, open session meetings
  - What other avenues can we provide to those who can't or don't want to speak up in-meeting?