

# College of Engineering Committee on Academic Staff ISSUES (CASI) 2023-2024 Team Agreements & CASI Mission Session

Wednesday, August 2, 2023

10:15 – 11:45 AM

Location: Mechanical Engineering Building, room 2180

Invitees:

Time	Topic
10:15 – 10:30 PM	<b>Welcome &amp; Introductions</b>
10:30 – 11:15 PM	<b>Team Agreements</b> <ol style="list-style-type: none"><li>1. What is the culture or atmosphere you want to create among the members of this committee?</li><li>2. How do you want to be with one another when there is conflict or things get difficult?</li><li>3. How will we know when we have these things? What specific behaviors are required to meet the above commitments?</li></ol>
11:15 – 11:40	<b>Mission Development</b> <p><i>*A mission statement is concise statement of why an organization exists</i></p> <ol style="list-style-type: none"><li>1. Individually consider:<ul style="list-style-type: none"><li>• What is CASI's purpose?</li><li>• Who does CASI serve?</li><li>• Who are we as a representative committee?</li></ul></li><li>2. Take individual answers into small groups and together develop a draft mission statement for CoE's CASI</li><li>3. Team share out</li><li>4. CASI mission development team</li></ol>
11:40 – 11:45 PM	<b>Roadmap of work ahead together</b> <b>Closing questions, comments</b> <b>Adjourn</b>

**What is the culture or atmosphere you want to create among the members of this committee?**

- To be welcoming and inclusive, everyone feels safe to share
- To be honest and transparent in discussing difficult issues with each other
- Having meaningful dialogue and robust conversation - we all practice speaking and listening
- Culture of optimism and positivity
- Engage creativity in approaching situations and processing through issues
- To be proactive in our actions, rather than reactive to what's happening around us
- Taking individual responsibility and action so things don't fall on just a few people
- Have fun together
- This is a two-way street where participation in CASI gives back to us all also
- Be open to individual concerns and issues while also viewing our work as a unique opportunity to positively impact CoE as a whole

**How do you want to be with one another when things get difficult?**

- Be understanding of others' opinions, experiences
- Be collaborative and open-minded in working through difficulties
- View having uncomfortable conversations as a learning experience.
- Remember and be willing to actively listen
- Create an environment of respect that allows us to be direct, open, and transparent. Respect is acknowledging and validating another and their views
- Acknowledge the difficulty, then try to truly understand what the difficulty about
- Recognize that we all are passionate about this work (otherwise we wouldn't be involved). Sometimes passion brings up strong feelings – but don't mistake strong for malicious.
- Extend grace and forgiveness: everyone has bad or off days