

CACC, September 13, 2023
Wednesday, 10am-11am
In-Person, DEV 302 E

In attendance: Jamie Langlois, Mark Hoffman, Angie Leedy, Melanie Rabine-Johnson, Christopher Kierkus, Kelli Nemetz

In absentia: Rita Cooper, Rui Niu-Cooper, Wei Gu, Lynda Bykerk-Rupke, Patty Janes, Mei Mah

Minutes taken by: Melanie Rabine-Johnson, *Action Items will be ***bold and italicized***

1. Introductions from committee members
2. Discussion about attendance and meeting schedule
 - a. ***We are in need of a undergraduate student member; committee members will consider options***
 - b. Adjust meeting time to 9am to accommodate for Unit Meeting conflicts. ***Jamie will look into the date*** where adjustment needs to be made.
 - c. Open to more hybrid style meetings with still the preference for in-person attendance if possible
 - d. Notify members of the time/location by end of the academic year
3. Debrief about the CECI Kick-Off Event: the committee made note of successes and opportunities for revision for next year's event
 - a. Increase equity by offering a stricter format for new hire introductions and 3 in 3 sharing; consideration for more accessible space
 - b. Reinforce structure by syncing the powerpoint with department presentations
 - c. Discussion about what content is important for this meeting vs some other format (presentations, committee meetings, etc.)
 - d. College governance committees meet during the last hour of the Fall Kick-off and Winter meetings
4. CECI Give Back – ***please register if you have not already*** (you still can but may not receive a t-shirt)
5. Discussion about University Awards: committee feels that it is important to have accurate and helpful information out there about university award opportunities and processes. The committee feels that units should be responsible for following the nomination process, but our committee might be able to synthesize messaging that accurately reflects the process (FAQs?).
 - a. ***Committee members will come to the next meeting with common questions that could be used in an FAQ webpage.***
 - b. ***Jamie will reach out to Unit Heads*** to remind them about the October 24th-30th nomination deadline (to have obtained a confirmation of acceptance for **that** award by October 24th).
6. Final Notes

- a. [CECI Activity Schedule](#) is linked through the digital agenda - Next Activity is the Faculty Governance meeting this Friday, Sep; Art Prize walks are coming up! Sept 17th (Kell and Jamie), Sept 18th (Mark), and Sept 20th (Melanie)
- b. Mark will send out information about the [Global Awareness Collaborative Colloquium](#)