

Present: Lynda Bykerk-Rupke (ELC), Rita Cooper (CECI Dean's Office), Mark Hoffman (CECI Dean's Office), Wei Gu (T&L), Alex Jacobsson (OCA), Patty Janes (SCLD), Laura Kastler (CECI UAC), Chris Kierkus (SCCJLS), Jamie Langlois (SSW), Rui Niu-Cooper (LEFT), Wendy Swalla (CEP), Nicole Van Oesen (CECI UAC Graduate Representative), and Trey Wyrick (SSW Undergraduate Representative)

1. A motion was made to approve the September 14 minutes with the addition of "approved" to the minutes. Motion was seconded and approved by the committee.
2. Introductions
 - Introductions were made with the newest members (Wei Gu and Trey Wyrick) in attendance.
 - Jamie noted that CACC did not have an affiliate faculty representative, but with Lynda being a visiting faculty, the required membership is now met.
3. Attendance and Meetings
 - Jamie reviewed the meeting attendance policies.
 - Two future CACC meetings conflict for Lynda due to Unit meetings. She will check with Cathy to make sure the agenda topics are relevant to her. Lynda will let Jamie know if a time change is necessary.
4. Oakhill Cemetery Event Debrief
 - Everyone shared their thoughts. Very positive feedback with a few items of concern, e.g., clearer communication on the expectation and length of time of the projects.
 - Patty mentioned a possibility for next year's project: MLK Park. It has a strong educational and history component that relates to the first Black baseball team.
 - She also shared the preliminary survey feedback. Rita will send out the survey again to volunteers hoping for more results.
5. College Strategic Plan
 - The original due date was this October 30. However, the Provost is requesting the plan be internal to GVSU only which gives us more time to collect data and aligned with the University's strategic plan for the next cycle due 2025. Think of it as a launch for the new college.
 - Dean Soman did ask for objectives from the various college committees. How should representatives report out? This could be part of a strategic plan objective.
 - Discussion followed with questions being raised:
 1. What committees are there?
 2. Not clear who reports to whom.
 3. How do committees communicate to each other? From the committee or the Dean's Office?
 - The request was made to create an organizational chart and/or flowchart and add it to the website, so everyone is clear on the reporting structure.
 - Mark reiterated that fact that CACC has the ability to create auxiliary committees, e.g., events committee. Similarly, to Faculty Governance creating the Scholarship Awards Committee (SAC).
 - Wendy cautioned the committee to be intentional. Adhere to what people want.
 - CACC members will ask to be on unit agendas, this should enhance communication.

- Action items will be created so the committee can share the same information out to units.
 1. Thank those in your unit for attending the volunteer event at Oakhill Cemetery on October 7. Just about 60 CECI faculty and staff attended, and the feedback has been really positive. The work was so well done. The CACC will explore more opportunities for volunteering and possible social events too.
 2. The CACC has a goal to enhance communication, as such, the Dean's Office prepares a monthly e-newsletter. We hope you've seen the first two. This next one will have improvements including an e-news header (so you know it's the monthly newsletter), a link at the bottom to where it will be placed on the website (to go back to past editions), and a "form" to send updates easily to the Dean's Office (e.g., an announcement of an event, a recent publication/presentation, etc.).
 3. We also heard there is needed clarification about the University Award process. You received two emails this week about them, and we are aware of the need to streamline this process and identify if we will have college awards too. AD Hoffman is sharing an email about this, but please know if you want to nominate a person all the unit head needs is the NAME of the individual by Monday, October 17 (not the entire nomination packet). Please email **[insert your unit head]** with any names by then.
 4. Finally, the CACC will continue working toward creating community and enhancing communication in our new college. If you have any ideas/thoughts on how we should do this, please email me. We meet monthly on the second Wednesday and will discuss our strategic plan goals in November. Your feedback is so valuable.
- Alex recommended a resource button be added to the newsletter directing everyone to the college governance websites where agendas, minutes, and past newsletters are posted.

6. College Newsletter

- The committee agreed that the newsletter needed its own identity and will use the design Rita had created, CECI Connections. The college's EET banner will be added to the bottom of the newsletter.
- Members had other suggestions:
 1. Move CECI events to the top
 2. Add a "Did You Know?" section
 3. Share the acronyms webpage Mark created
 4. Add CECI Happenings form so faculty/staff can share their news and events
 5. Add graduate assistants (GAs) to the distribution list – **Nicole will collect names of all GAs within CECI.**

7. Awards

- The committee discussed the recent SAC email requesting award nominations and how this process could be improved.

Future Meetings:

Wednesday, November 9 at 10a.m. in 303C DEV
 Wednesday, December 14 at 10a.m. in 302C DEV
 Wednesday, January 11 at 10a.m. in 302C DEV
 Wednesday, February 8 at 10a.m. in 303C DEV
 Wednesday, March 15 at 10a.m. in 303C DEV
 Wednesday, April 12 at 10a.m. in 303C DEV