CACC Meeting Agenda
Tuesday, November 3, 11 a.m.–noon
DEV303C or Teams Meeting (Monthly Meetings Channel)

Invited: Zohra Asad, Berkley Bretschneider, Paul Bylsma, Rita Cooper, Christopher French, Bill Herbst, Raymond Higbea, Kelly Lormand, Mei Mah, Rui Niu-Cooper, Shelly Page, Karyn Rabourn, Simon Reeves, Courtney Topic, Raul Ysasi
Tentative:
Present:
Absent: Karyn Rabourn, Courtney Topic
Teams: Rita Cooper, Christopher French, Raymond Higbea, Shelly Page, Kelly Lormand, Paul Bylsma, Zohra Asad, Rui Niu-Cooper, Raul Ysasi, Mei Mah

1. **Approve Previous Meeting's Minutes**. Minutes are available in our Teams channel under the "Monthly Meetings" subchannel.
    a. *Passes unanimously*
2. **Fall Subcommittee Updates**
    a. **Kid's Food Basket Competition**: Kelly and Rita
        i. Time to start communication with SCB folks to ensure we can compete with them in February
        ii. *Contact Dean Karen Ruedinger ruedingk@gvsu.edu*
    b. **University Awards Portfolio Workshops**: Courtney and Raymond
        i. How did they go? Feedback for next year?
        ii. Update from Raymond: four people attended the second of two workshops. Didn't spend as much time writing the portfolio, spent more time answering questions
        iii. Do we do a Nominator workshop for College Awards? Have nominators and nominees come together?
        iv. List responsibilities for award support on a sheet of paper ("one-pager" info sheet), compare university with college awards?
        v. Paul to send Raymond and Courtney examples of good nominator statements
    c. **Rhett the Dinosaur (they/them)**: Jamie and Christopher
        i. Courtney currently has Rhett. Where will Rhett go?
        ii. Washington, DC, November 16-20 – Rui
        iii. Turkey Trot, Thanksgiving Day – Christopher and Paul
        iv. Nashville, March 22-24 – Raymond
        v. Las Vegas, April 2-9 – Raul
        vi. Toronto, April 14-18? – Kelly
        vii. On the radar – Raul in the DR

d. **Entrance Display Case**: Karyn, Rui, and Paul
    i. "Five Years of CECI" and "Five Years of CECI Give-Back"
        1. *Kelly has a thumb drive with photos from Rita, and could potentially make a collage. PPT could give suggested presentations? Perhaps ChatGPT could provide a framework?*
        2. *Paul to email Karyn and Rui to determine expectations and responsibilities*
    ii. Mark got the display case in front of the multipurpose 201A. So, we now have CECI 5th anniversary stuff in 5 display cases in DeVos: near 201A, 224C, 301C, the Knowledge Market, and the north vestibule (for half the year)

e. **Student Organization Tabling/Networking Event**: Simon and Christopher
    i. Thoughts on a good event? Student orgs have expressed interest but not preference for type of event.
    ii. Paul to email with Christopher and Simon to get something going
    iii. Sharing content via bulletin boards

3. **Replenish Food Drive: Nov 3 through Dec 4**
    a. Donation boxes will be placed by the Dean's office (2nd floor), Social Work (3rd floor), and Hauenstein Center (5th floor). Should we move them to outside the elevators on the 2nd, 3rd, and 4th floors?
        i. YES - need one (Shelly P, Mei)
    b. *Victoria has two boxes, one can stay by the Dean's office and one can go on the third floor, the 5th floor box can go to the 4th floor*
    c. *Let's make sure that CACC emails Replenish next year to ensure we get boxes on all of the floors.*
    d. Need communicate food drive:
        i. Flyers—can someone make them and hang them up?
            1. *Victoria made flyers and students can hang them up.*
        ii. Email to units, bring it up in meetings
            1. *Paul to send an example email for consistent messaging. Rita to send a PDF of the flyer to attach to the email.*
    e. Need to count items in each big box for a chance at winning a donut party
4. **Replenish/CECI/Orchestra Concert**
    a. We have decided not to advocate for participation in the concert. It is the same day as the QuickTalks, which would create competition between CECI events. There is no clear rationale for how a reception meets CACC charges
        i. *Music majors make up a good proportion of our education students, which could be a definite connection to the concert*
5. **CECI Quick-Talks and CECI Social: 2:00—4:30 p.m. on Wednesday, Nov 18**
    a. Make sure all units are represented at the Quick Talks

b. CECI Social: should we have games? Perhaps Grand Valley Land, like last year? We could ask Mark to bring candies from different parts of the world?

i. Jamie might have had a couple of copies of the game, and Shelly might have access to the games as of now.

ii. Encourage folks to bring food donations to the event

iii. Bring food donations, support colleagues/scholars, stay for the reception where there will be food and games

iv. KLo and Paul to work with Mary Bair and Rita to streamline communication to the College

6. **Feedback on University Awards processes**
   - **a.** Perhaps we start communication in April to start considering nominees who can develop portfolios over the summer?
   - **b.** We could revise our timeline to make it less crunched in October.
     i. Early April: Email unit heads to begin nomination conversations. Email to include:
        1. Timeline
        2. Variance in awards—pay attention to award descriptions
        3. Note that for some awards CECI can only advance one nominee

     ii. Early August: Email reminder to unit heads

     iii. CECI Kickoff Meeting: Announce new timeline for university awards

     iv. Friday before Labor Day: List of nominations from each unit due to Dean's office (list could have been created in April, this is just a due date)

     v. Early and Mid September: Portfolio Workshops

     vi. October 1: Portfolio materials due to the Dean's Office

     vii. Mid-October: Potential review to decide official CECI nominations for awards that only receive one nominee per college.
   - ***c.*** *Seems to be support for the idea*
   - ***d.*** *How were duplicate nominations handled before? Rita will talk with Dean Soman to see how this was handled in the past.*
7. **Identifying Communication Gaps in the College**
   - **a.** LEFT had good feedback about communication, though most of their concerns dealt with communication on the university level which is out of CACC's scope and jurisdiction.

     i. There is a University Communications Committee that is an open committee and we can attend if we'd like to.

     ii. Information is out there, but it comes from different sources which is confusing

     iii. If people DO identify gaps in the university, who should they go to? Bill Herbst would be the person to talk to when it comes to university communications.

iv. *Rita to include Bill Herbst's email here: herbstw@gvsu.edu*

b. How does CACC differ from Faculty Council?

i. CACC represents all CECI members, faculty council represents faculty. Consequently, our conversations will have different foci as different issues affect different folks.

c. What are procedures if units don't communicate with each other, like in curriculum development and SAIL work?

i. SAIL processes require units to communicate with each other when considering adding/dropping courses that affect other units. The instance mentioned by LEFT has been addressed by the College Curriculum Committee.

8. Action Items to Take Back to Units

a. Keep taking Rhett places

b. Submit to CECI Connections (email Victoria Stubbs).

c. Attend QuickTalks and CECI Social – bring food, support your colleagues, stay for the social (NOV 18): 2-3pm

d. Donate to Replenish (starting now)

e. Identify communication gaps and provide recommendations for improvement

9. Upcoming Meetings

a. Tuesday, December 1 at 11-12 p.m.

b. Tuesday, January 12 at 11-12 p.m.

c. Tuesday, February 2 at 11-12 p.m.

d. Tuesday, March 2 at 11-12 p.m.

e. Tuesday, April 6 at 11-12 p.m.