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College Advisory and Communication Committee

November 9, 2022 • 10:00-11:00 AM

303C DEV

Minutes

Present: Rita Cooper (CECI Dean’s Office), Mark Hoffman (CECI Dean’s Office), Alex Jacobsson (OCA), Scott Rood (SCLD) for Patty Janes, Laura Kastler (CECI UAC), Chris Kierkus (SCCJLS), Jamie Langlois (SSW), Rui Niu-Cooper (LEFT), Wendy Swalla (CEP), and Nicole Van Oesen (CECI UAC Graduate Representative)

Absent: Lynda Bykerk-Rupke (ELC), Wei Gu (T&L), Patty Janes (SCLD), and Trey Wyrick (SSW Undergraduate Representative)

1. A motion was made to approve the October 12 minutes as is. The motion was seconded, voted, and unanimously approved.
2. Introductions

* To get to know each other more, Jamie proposed an icebreaker game. Introducing yourself, your department, and your favorite thing about Pew Campus. Nicole mentioned her favorite thing as the [Reset Room](https://www.gvsu.edu/rec/reset-room-282.htm), which is used for group exercise on the downtown Health Campus. This could be a Did You Know? topic for the December newsletter.
* Jamie notified the committee that Trey Wyrick, our undergraduate student representative, is no longer able to serve on the committee. Other undergraduate student names are welcomed.

3. Better Communication

* What did you learn when you reported to your units about CACC activities?
  + One hadn’t met with their unit yet, one had positive feedback, and another had a full agenda with unit topics so not as well received at this time.
* Dean’s Open Office Hours
  + These were originally open office hours but were later changed to by appointment via an email from Shawn.
  + Discussion followed regarding the casual atmosphere of the open office hours vs. scheduling an appointment with the dean and the appropriateness of bringing an idea or concern to your unit head (perceived chain of command) or to the dean.
  + Rui would like a list of topics you would bring to the dean listed in the next newsletter.

**Action Item: Mark will bring the issue of open office hours to the next Dean’s Office meeting for clarification but will advocate for open office hours.**

4. Organizational Flow Chart, Newsletters, and College Committee Agendas/Minutes

* The Dean’s Office has made these documents available on the CECI website.
  + [Flow Chart and newsletters](https://www.gvsu.edu/ceci/about-us-78.htm) under the “Our College” tab, then “About Us” on the dropdown menu.
  + Graduate assistants were added to the newsletter distribution list.
  + [Committee information](https://www.gvsu.edu/ceci/college-governance-95.htm) under the “Faculty” tab, then “College Governance” on the dropdown menu.
* Jamie encouraged committee members to let their units know these are available on the CECI website.
* Rui asked about a communications flow chart which Mark provided.

5. Awards and Awards Meeting

* A meeting with Mark, Shawn Evans, Emily Nichols (FG rep), CACC rep, and Nagnon Diarrassouba (SAC Chair) is scheduled for November 14 from 11:15-12:15 p.m. in 217C DEV to discuss the University award process moving forward. Jamie is not able to attend so she asked who would be willing to attend. Wendy volunteered to attend.

**Action Item: Wendy will report back at the next committee meeting.**

* Both former colleges processed the University awards differently. COE had an awards committee (SAC) to determine nominations. CCPS units presented a nomination package to the Dean’s Office. The committee discussed both processes.
* Chris wondered how other colleges handled this process.

**Action Item: Mark will investigate and report back on his findings.**

* Scott asked two questions: One being if affiliate faculty were eligible for these awards and if nominations carryover. He also mentioned that in the past when he has nominated a colleague for an award, he doesn’t get informed about the status.

6. Committees

* The [Technology Committee](https://www.gvsu.edu/ceci/tech-committee-181.htm), chaired by Rick Vandermolen and Naoki Kanaboshi, asked to be adopted as an auxiliary college committee. Alex made a motion to support the Technology Committee as an auxiliary committee. The motion was seconded, voted, and approved.
* The committee also discussed the possibility of creating future committees, such as a Strategic Planning Committee or an Events subcommittee.
* Chris and others urged everyone to be mindful of creating more standing committees. Only create if there is no duplication.

7. Talking Points

* Share the websites with CECI [Newsletters](https://www.gvsu.edu/ceci/about-us-78.htm) and all CECI college committee [documents](https://www.gvsu.edu/ceci/college-governance-95.htm) and meeting information.
* Ask units about their ideas regarding the university awards process and having college awards. **Share input with Wendy Swalla.**
* Remind your unit of the CECI Social on November 15 from 3:00 – 5:00 p.m. in the Hager-Lubbers Exhibition Hall. Let them know you will be there. If you can’t be there, please ask someone from your unit to attend.
* Ask if everyone saw the Dean’s open meeting times. Let them know that they need to schedule an appointment but that we’re also advocating for drop-in times.

Future Meetings:

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