



College Advisory Committee
Minutes from Executive Session
November 11, 2013

Present: Dean Grant, Katie Snyder, Joanne Ziembo-Vogl, Mike Sciarini

Items of Discussion

CAC History – Dean Grant provided the co-chairs with an overview of the CAC’s history, changes, and evolution of purpose. A central characteristic/issue is whether the CAC is truly being advisory in practice (as is stated in the CAC bylaws) and would like to see solidification (now that the CAC has evolved) in terms of a true, two-way line of communication between the Dean and the CAC.

Dean Grant would like the to bounce ideas off the CAC and get feedback from the faculty we represent regarding ideas and changes he might have in order that faculty would have a voice. It was discussed that the Dean receives administrative feedback via the Dean/Unit Head Meetings but that faculty feedback is lacking. Thus, CAC representatives should be actively taking CAC discussions back to their units and providing feedback. Further, Dean Grant would like to be informed of unit-level faculty ideas and concerns (via the CAC). Personnel issues are, of course, exempt from this two-way communication process.

Required Action: This issue will be placed on the December agenda for discussion. No bylaw changes are required.

COT & AP “Awards” – Dean Grant was pleased and agreed with the CAC recommendation to title AP & COT recognition as “Dean’s Commendations.” The co-chairs suggested presenting those receiving commendations with crystal vases and flowers along with (perhaps) a commendation plaque.

To refrain from violating labor union policy, funds for the vases, flowers, and plaques cannot come from GVSU or CCPS budgets. Funds must be donated monies. Thus, Dean Grant suggested that perhaps each faculty member could donate two dollars (or whatever amount they so wish) and that he would match those donations and/or contribute any necessary additional funds out of his own pocket.

Required Action: This issue will be placed on the December agenda for committee approval. Ziembo-Vogl will review the AP and COT guidelines and application forms created by the CAC, last year, and will edit in terms of the new title. The edited files will be presented for approval or additional change.

Bylaws 5a Attendance at Meetings – Currently, there is no remedy or replacement process for a CAC member who is absent due to sabbatical, leave, or other semester-long reason.

Required Action – This issue will be placed on the December agenda.

Committee Representation and Award Nominations – Katie Snyder discussed both processes with the co-chairs. Ms. Snyder suggested creating a shared CAC folder, accessible to committee members, on the L Drive to house CAC agendas, minutes, and award guidelines and nomination forms. Note that award guidelines and nomination forms are accessible to all CCPS faculty via the CCPS website.

Dean Grant will mention unit equity re: committee service (where applicable) at the unit head meeting.

Required Action: This L-drive issue will be placed on the December agenda for committee approval.