

CCPS CAC Meeting Minutes

April 8, 2019
303C DeVos Center

In attendance: Paul Stansbie, CCPS Dean's Office, Shantonya Scott, Advising Center, Patty Janes, HTM, Kristine Mullendore, CJ, Steven Smith, SW; Diane Kimoto Bonetti, SPNHA, Aaron Van Oosterhout, JCP; Visitor - Sally Pelon, SW; Mark Hoffman, CCPS Dean's Office

Absent: Tonisha Jones, CJ

Meeting commenced 12:05pm

I. Approval of past minutes: March 18 minutes were approved

II. Chair report:

CCPS Bylaw revisions – approved by CCPS faculty vote and Dean Grant has also approved. These will be now sent to the Provost's office for final approval. Kris is reading for editorial changes prior to sending them on to the ECS Chair to advise of revisions as required in SG 1.04 . One faculty member did email suggesting that the Bylaws should provide greater clarity about the use of online voting procedures for their revision. This proposal was discussed and will be considered further in discussing any future revisions of the Bylaws.

Chair welcomed Sally Pelon, SSW to the CACA beginning 2019-20 and thanked her for accepting the invitation to sit in on this meeting so that the vote for the chair for 2019-20 could be held during the meeting.

III. Old Business

a. Planning CCPS Research Symposium

No discussion – will be taken up in fall 2019.

b. Aaron reported on response email inquiring about support for work-out facilities access beyond Allendale facilities and indicated that it was good. He will work on drafting a letter to send to administration and Kris will help with a goal of sending it so that it can be part of any summer facility planning discussions. Letter will be shared with CAC members via email.

c. Dean's Salary review process discussion: Mark reviewed the salary process outcomes for the first year of the 2018 FAR process. For five of the faculty who were placed in the "meritorious" category, the dean's office needed additional information. Unit heads came back to the dean's office with additional rationale with four/five receiving support. Therefore, one person did not receive the higher recognition as the unit head recommended. Kris asked if the five faculty were involved in the process of explaining. Mark clarified the Dean's Office did not notify the faculty member, however, the unit head could contact the faculty member. Further, she asked if the faculty member who did not receive the

meritorious review was notified. There is no formal communication that has occurred with this person unless the unit head has involved them. Kris asked about an appeal. Mark clarified that this would be part of the existing appeal process available for any faculty member to appeal the decision for the rating given by the dean's office.

Kris asked the dean's office to share any changes made to the process with the CAC prior to any changes being formalized so that the CAC can be part of the dialog. Mark and Paul agreed. CCPS members should make use of Digital Measures as part of the reporting of their activities, as that also assists in the salary review process and the CAC was reminded that Rita Cooper in the Dean's Office is a good resource on using Digital Measures.

IV. New Business

- a. CAC Chair nomination process conducted by Paul Stansbie. Unanimous support for Kris continuing in this role.
- b. This summer, Kris will work with the Dean's office re: fall kickoff planning. Some discussion on items included: CAC update re: what CCPS fall 2019 meeting completed, awards process updates, how the dean's office uses Digital Measures data and why it is important, etc.
- c. Award nominations were reviewed and recipients identified. Diane led the discussion. Additionally, comments for revising future award processes included:
 - 1. Provide that previous year nominations (who were not selected) be able to update their respective applications in the second year of the nomination process.
 - 2. CAC should create a "tips" to nominating candidates page.
 - 3. Community Engagement Initiative Award could have a community award letter as no other evidence is required beyond the nomination form.
 - 4. Teaching Award should include the most recent teaching scores, AND make sure that the existing requirement of support of the department chair (not just a signature) be clarified.

V. Adjourned: