

CCPS CAC Meeting Minutes

January 14, 2019
488C DeVos Center

In attendance: Paul Stansbie, CCPS Dean's Office, Patty Janes, HTM, Kristine Mullendore, CJ, Steven Smith, SW; Diane Kimoto Bonetti, SPNHA, Aaron Van Oosterhout, JCP; Tonisha Jones, CJ

Absent: Shantonya Scott, Advising Center

Meeting commenced 12:05pm

I. Approval of past minutes from December 3, 2018. Unanimous acceptance.

II. Administrative Matters:

a. 488C is the room for our future meetings.

III. Past Items:

a. Research Symposium

Aaron indicated the Johnson Center is interested in a fall "research symposium". Paul shared there is some graduate assistant support for this event too. Kris will add it as an agenda item and asks all other units to decide if they are interested in helping plan and participating.

b. Review of bylaws

Kris reviewed the drafted bylaw changes with the committee. Several items reviewed by Aaron were discussed. Several items were not changed (e.g. order of items, when the committee meets). Those items reviewed and modifications made to included:

1. 1A "...and review..."
2. 2B "...regular faculty." Remove affiliate faculty, and full-time staff.
3. 4C remove "...nor eligible to run for new positions for that academic year" as it is repetitive.
4. 5C remove "(See Section V, Subsection C)."

The final draft version of the bylaws will be sent by Kris to the committee for final review. She will share this version with the CCPS faculty/staff and ask for comments/questions during the winter meeting. The faculty will be asked to electronically vote on their approval of the revised bylaws during the winter semester.

c. Awards process

Diane shared a few thoughts regarding the award process. These included:

1. Allowing all nominations a two year life cycle. This was discussed by committee members and universally accepted as a new procedure.
2. Forwarding award winners to university level nomination application. Discussion emerged about this as a concern as the committee would be supporting a candidate simply based on them receiving an award. The CCPS teaching award can be tenure/tenure track faculty, but the university award is only for tenured faculty. Internationalization is the only award winner that CCPS forwards. Kris asked who currently is sending these forward. Patty asked if the criteria/application is the same for the college and university award. Paul committed the Dean's office to sending a letter of congratulations to the award winners and their unit head highlighting the university award they could/should apply for. Diane/Tonisha will review these questions and make a recommendation.
3. Patty discussed adding an award for affiliate teaching specifically as their job description is different from tenure/tenure track faculty. Steve/Patty motioned with support for adding an award. Discussion emerged. Paul added more and more faculty are being hired in this role. Tonisha's concern is how regular faculty will feel about this as there is some concern about so many affiliates replacing regular faculty, the existing teaching award should include affiliate and adjunct faculty. Everyone shared there are few people in each of our programs in this capacity. Aaron shared support for one teaching award. Steve added that an adjunct's role is different from every other faculty. Diane shared the service award includes all faculty types. Steve/Patty moved to table it and ask units their opinion on this topic. Do faculty want the teaching award to be only for tenure/tenure track and a separate award for affiliate/adjunct, or should it be together or left alone/as is. The motion was tabled until the next meeting to allow further consideration.
4. The award application process should be simplified and standardized. Diane and Tonisha will make recommendations to the committee re: letters of support, length of application, etc. to move the process in this direction. This system will make it easier to evaluate candidates.
5. Paul shared the college and university awards could be on one nomination email. The Niemeyer Award is a fall recognition for faculty with outstanding performance in their discipline and should be shared in the CAC's winter email reminding faculty/staff of the available awards.
6. Patty questioned when faculty need to be emailed about the nomination process for this term. We will need to delay the start of submission to mid-February to use the revised process, as they will be finalized at the February 11 meeting. Committee members should let their departments know.
7. No update yet from the Dean's office regarding financial amounts for the awards.

IV. New Business

- a. Wellness/Fitness Center Downtown:** Aaron shared an email draft the CAC would share with vested downtown units in an effort to send a unified letter of support to administration regarding providing comparable fitness facilities for downtown faculty/staff. Discussion emerged regarding the topic and suggestions made for the email. Aaron will share the final draft with Kris and will let us know what the other downtown units say to his request.
- b. 2019-2020 Elections:** Kris reviewed a list of faculty who have expired terms on university committees. She asked if committee members would ask their respective faculty if they would continue on these committees and to remind any who will be on sabbatical for 2019-20 that they are not eligible for nomination at this time. The list includes:
1. UAS, Affiliate Faculty Advisory Committee, and Executive Committee of the Senate – Sal Lopez-Arias (SSW)
 2. Academic Policies and Standards Committee – John Walsh (SCJ)
 3. Academic Technology Advisory Committee – Allison Adams (HTM)
 4. Faculty Grievance Panel – Paola Leon (SSW)
 5. Faculty Teaching/Learning Advisory Committee – Melissa Villarreal (SSW)
 6. General Education Committee – Mark Gleason (HTM)
 7. Graduate Council – Lihua Huang
 8. Research and Development Committee – Brandon Youker (SSW)
 9. University Curriculum Committee – Scott Rood (HTM)
 10. University Personnel Review Committee – Scott Berlin (SSW)
 11. College Advisory Committee – Patty Janes (HTM)
 12. College Advisory Committee – Steven Smith (SSW)
 13. College Curriculum Committee – Michelle Wooddell (SPNHA)
 14. College Personnel Committee – Michael Scantlebury (HTM)
 15. Writing Skills Committee – Allison Adams
- c. Winter Meeting Agenda**
- 3 minute chair updates
 - Standing committee chair updates
 - Committee openings
 - Food/beverage provided by the Dean's office
 - Discussion of the revision of the CAC bylaws
 - Dean's office updates

- Explore the possibility of having a short presentation by the Dr. Elizabeth Arnold, the Padnos/Sarosik Endowed Professor of civic discourse OR another “inspiring” speaker.

V. Adjourned:

Adjourned 1:45pm. Next meeting February 11, 488C.