

CCPS CAC Meeting Minutes

January 22, 2020
488C DeVos Center

In attendance: Paul Stansbie, CCPS Dean's Office, Patty Janes, HTM, Kristine Mullendore, CJ, Aaron Van Oosterhout, JCP, Sally Pelon, Huafang Li, Renica Minott (for Shantonya Scott in her absence)

Absent: Tonisha Jones, CJ

Meeting commenced 10:05am

I. Review of Past Minutes

- a. Minutes from December 11, 2019 had no changes. Minutes were submitted to the CCPS Dean's office for website posting.

II. Chair Report/Administrative Matters – Kris Mullendore

- a. **CCPS nominations and elections.** Kris shared the document that will be distributed during the nomination process, which includes following the minutes for this meeting. Included in these materials is information on term of service, committee purpose, meeting times, and committee overviews (see below). She updated CA with some information on those faculty interested in returning to their positions. The positions that need to elect new members are:
 - 1. University Academic Senate
 - 2. Affiliate Faculty Advisory Committee – both the regular faculty and affiliate faculty member.
 - 3. Campus Life Committee
 - 4. Faculty Grievance Panel
 - 5. Faculty Salary Budget Committee
 - 6. Outstanding Service Award Committee
 - 7. Undergraduate Research Council
 - 8. University Assessment Committee
- b. **CCPS Committees**
 - 1. CAC – SCJ member
 - 2. CCC – SCJ and SSW members
 - 3. CPC - SPNHA and SSW members
- c. **CCPS Dean's Budget Task Force** meeting was last Friday. Kris indicated the meeting was productive. The group examined ideas for being more efficient and meeting the university's reductions. The goal is to reduce adjunct pay (e.g. spring/summer pay, affiliates, and/or visitors) by \$110,000 (\$75K from adjunct

pay, 35K from CSSM). The Provost insisted faculty be engaged with these decisions, and this is the 3rd of the anticipated 5 years of budget cuts. Options have been proposed following the five-hour meeting and prioritized, which may impact departments/faculty with spring/summer teaching in 2020. The number of student minimum registration may be increased for a class to be held, reductions in pay for student numbers below that set level may apply, etc. The committee develop several options to achieve the budget reduction. The Dean's office will finalize which plan best meets the goal in consultation with unit heads. The Provost will approve the final reduction plan. Kris indicated the Dean intends to keeping the task force intact as an ongoing committee in case they need to be called upon again.

III. Dean's Office Report – Paul Stansbie

- a. **Current Actions:** Budget, FAR, and a Unit Head Evaluation (UHE) process are current focus areas. The last UHE was completed in 2016.
- b. **Fall Kick Off Date:** The date was shared with faculty, however, they did not realize the semester started later in August (classes start the 31st, not the 24th). Therefore, they are considering another date the following week.
- c. **Detroit Acceleration Team:** Paul serves on this university initiative and CCPS and Health Professions have the greatest opportunities in the Detroit market. HTM and SPNHA (nonprofit specifically) have specific opportunities being proposed in CCPS. He will be working with departments on this initiative.

IV. Old Business

- a. **Winter 2020 CCPS Research Symposium – Patty Janes** - The HTM department is supporting the winter event on Monday, April 13 from 12pm – 4pm. Other faculty are welcome to have their students present, however, because there is an SSD event for student research in the winter semester, this is being coordinated by HTM to fit their student's needs and course timelines instead of being a specifically college wide event.
- b. **Equity in access to workout facilities update – Aaron Van Oosterhout** - No update. The earlier updates should be shared at the winter CCPS meeting.
- c. **CCPS Awards revision discussion – Tonisha Jones** - Kris proposed a meeting dedicated to this conversation (as a first agenda item).
- d. **CCPS university award nominating process – Huafang Li** - No new update. Huafang shared unit heads or the dean's office should be the first to recommend the faculty/staff of consideration. Patty shared Lorie Tuma in HTM serves on this

University committee and is interested in nominating faculty as well. She will connect them to discuss this.

- e. **Dean's salary adjustment review process – Paul Stansbie** - Paul shared they have discussed this again asking unit heads to share faculty concerns and asking for them to again share the process with faculty and provide proper input to the process. Will report to the CAC if anything should emerge as an issue/concern.

New Business:

- a. **Unit Head succession concerns:** The committee has strong support for unit head development and succession planning. Paul has had conversations with the Provost and Human Resources and, while all are in agreement, there are no current plans. Paul added that he/Mark Hoffman are working with new unit heads as a one on one type of orientation.
- b. **CCPS Winter meeting:** The Dean would like to attend the February meeting to discuss the agenda further. Budget will be a topic. Technology is one of Kris's ideas. Huafang is serving on Mark Hoffman's classroom improvement committee and their focus is on Eberhard improvements (there are some university funds to help support this). He will share an update at the meeting. We will have a discussion on elections. And, the Dean will share his comments, etc. Patty will share an update on the fall research symposium. Aaron will update everyone on the fitness interest/discussion. The Johnson Center (new hire) and Advising Center will share an update too.
- c. **Commencement issues:** Paul shared the conversations which should be addressed with each unit and the importance of having faculty attend these celebrations.

Adjourned 1:30pm. Minutes taken by Patty Janes, HTM.

Next meeting, February 26, from 12-2pm. Room 488C DeVos.

University Academic Senate (UAS)

UAS is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or President regarding such matters as curriculum, the academic organization of the university, faculty personnel policy, the budget, and other issues considered relevant to academic affairs.

Meets 3-5pm, selected Fridays (about 8 times per year)

Affiliate Faculty Advisory Committee *(Regular Faculty and Affiliate Faculty members)*

The role of this Advisory Committee is to represent the needs and perspectives of all University Affiliate Faculty and to provide recommendations to University bodies on matters which may impact Affiliate faculty responsibilities, with the goal of providing an optimal teaching and learning environment as well as increased advocacy, visibility, retention, and development for all Affiliate faculty. It serves as a liaison between the GVSU academic community and University Affiliate faculty, and informs and advises UAS on factors that affect teaching and learning as well as advises on university-wide policies and procedures in regard to Affiliate faculty role, work load, etc.

Meets 7:15-9am, second Friday each month

Campus Life Committee

An advisory body to the Vice Provost/Dean of Students regarding strategic planning of: co-curricular learning opportunities (i.e., educational, social, recreational, etc.) to actively engage students in the life of the university; support services that assist students to be successful in their academic and personal lives; and management of various environments at the university (e.g. living centers, apartments, dining areas, Kirkhof Center, Recreation Center, etc.).

Meets twice each fall and winter semester held on the first Monday in October, December, February and April.

Faculty Grievance Panel

To review and make recommendations about a grievance at the request of any aggrieved appointee (see Board of Trustees' Policies [BOT 4.2.16 -4.2.17](#) for other details). Election is to be included in a pool of candidates from which committee members are selected by drawing to form the committee when needed.

Meets when needed to address a faculty grievance.

Faculty Salary Budget Committee

The FSBC has four primary responsibilities:

- a) To study pertinent data and make recommendations to the Senate through the ECS on the allocation of funds within the Grand Valley budget as a whole as well as within the budget of the administrative divisions,
- b) To study pertinent data and make recommendations to the Senate through the ECS on the items of the budget, compensation or faculty job security,
- c) To study pertinent data and make recommendations on proposals for the establishment of additional units/programs at Grand Valley. These recommendations will be made to the Senate through the ECS at the Prospectus stage and through UCC at the New Program Proposal stage, and

d) To provide leadership and support to faculty as Units develop their Unit Stability Report and Self-Study Report and to review and provide feedback on these reports.

Meets noon to 1:30pm alternate Fridays

Outstanding Service Award Committee

To review nominees, select the awardees, and forward the names to the Provost by December 15 for awards to be made at the next Faculty Awards Convocation. The Outstanding Service awardees serve on the committee for the academic year following their awards. The students and faculty members on the committee shall be representative of all segments of the campus community, including academic discipline, academic level, instructional level, race and sex.

Normally, no formal meetings; business conducted electronically in the fall semester, unless the committee chair calls for a formal meeting.

Undergraduate Research Council

In keeping with the values and strategic plan of GVSU that students should acquire new knowledge and explore its application through research, artistic expression, and scholarly activity, and that active scholarship may include collaboration of faculty and staff with students, the role of the URC is to provide advice and recommendations on university-wide policies and programs that apply to undergraduate research and creative practice. The committee will:

- a) Recommend goals and priorities for undergraduate research and creative practice at GVSU.
- b) Recommend policies and programs to promote undergraduate research and creative practice at GVSU
- c) Advise on faculty development needs, student needs, and other resources to enhance undergraduate research and creative practice at GVSU.
- d) Promote undergraduate research and scholarly activities within the GVSU community.
- e) Promote the undergraduate research and scholarly activities at GVSU to the broader community.
- f) Establish policies and processes for application review for the Student Summer Scholars Program.
- g) Evaluate S3 proposals and recommend proposals to be funded.
- h) Assess the progress and viability of the URC.
- i) Review annually the resource needs for the URC and Office of Undergraduate Research

Meets monthly during fall semester, up to once a week during winter semester.

University Assessment Committee

The UAC is responsible for:

- a) Providing leadership and support to university constituents as they design and implement the five to six year self-study report and every two year student learning outcome assessment plan/report with strategic plan updates based on best practices.
- b) Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units *
- c) Providing instructions for reporting formats and schedules.
- d) Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.
- e) Conducting user training on the on-line system for reporting Assessment reviews/plans and Self-Study updates/reports.
- f) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and Assessment Report and Self-study (ARSS) automated timeline and notification system (4 month and 2 month notifications).

Meets alternating Mondays from 3pm to 5pm

CCPS College Advisory Committee (CAC) (SCJ member)

The CAC advises the CCPS Dean on matters related to CCPS policies, budget, and organizations; serves as a liaison between CCPS faculty and staff and the Dean; serves as advisory group for the strategic planning processes; administers faculty governance elections and the CCPS awards; works with the Dean's Office to coordinate the agenda of biannual CCPS faculty/staff meetings.

Meets at the standard meeting time determined at the beginning of each academic semester; as necessary, usually once a month.

CCPS College Curriculum Committee (CCC) (SCJ and SSW members)

The CCC will reviews and recommends to the Dean on all curricular matters, including, but not limited to, proposals for new courses or programs, course and program changes, program requirements, and general education courses. It reviews proposals for potential overlap with, or effect on, other disciplines, units, or colleges. The CCC informs the Dean's office of requests to assist with communication and coordination among affected disciplines, units, and colleges.

Meets when necessary.

CCPS College Personnel Committee(CPC) (SPNHA and SSW Members)

The CPC reviews and recommends to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies, and issues, and other requirements of the Faculty Handbook. It also makes recommendations to the Dean on sabbatical

applications. The CPC may make recommendations to the Dean and/or the Faculty Advisory Council concerning other personnel matters or policies, upon their own initiative, or upon the request of the Dean or faculty.

Meets when necessary.