

# CCPS CAC Meeting Minutes

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November 5, 2018  
297C DeVos Center

In attendance: Mark Hoffman, CCPS Dean's Office, Patty Janes, HTM, Kristine Mullendore, CJ, Aaron Van Oosterhout, JCP, Tonisha Jones, CJ, Steven Smith, SW

Absent: Diane Kimoto Bonetti, SPNHA, Shantonya Scott, Advising Center

Meeting commenced 12:00pm

**I. Approval of past minutes from October 15, 2018.** Unanimous acceptance.

**II. Administrative Matters:**

- a. Faculty Facilities Planning Advisory Committee (FFPAC) is soliciting building/classroom issues via department chairs and our committee will no longer address this issue.

**III. Old Business:**

**Symposium**

- 1. "Research" symposium – Mark shared ideas with the group via email (see below), Patty shared ideas in the last meeting/minutes, and Kris spoke with Sal re: ideas and his willingness to bring ideas to the group (he wants research to be showcased, valued, recognized, etc.). The new Honors Program Curriculum proposed that its Capstone class has a "showcase" of research as part of their course outcome. Therefore, the actual name of this event will be deferred until concept is finalized. Mark shared that most other showcases are in spring during winter term. Talked about Provost's new university wide "making waves" theme idea focusing on water and possibly tying our event into these type of university wide themes.
- 2. Discussed all of the above issues (e.g. multiple events, intern to assist planning, why we were doing this, when we would do this, etc.). We decided to do a pilot event, in the fall of 2019 (since it is too late to plan one for fall 2018), as a winter event is not needed.
- 3. Talked about faculty sharing this with departments to discuss who/what they may include (e.g. capstone classes, independent study students), and members will bring ideas to our December meeting.

## **Review of bylaws**

1. Kris met with others to review the items in CCPS bylaws and modified the document to ensure correct language, timing, and duties. Our bylaws do state that college committees will have set meeting times. We have gotten away from this allowing other committees to decide their own meeting times. For example, the CPC has a challenge this year with conflicting schedules and limited time for all to meet face-to-face. They have asked for the teleconferencing option; however, this is a part of the Faculty Handbook (CH 4), not a part of the CAC bylaws. We discussed concepts re: allowing Skype/conference call participation. In the past, university counsel has required personnel committees to meet in person. Mark will ask legal counsel to clarify this on behalf of the CPC and discuss this with the CPC. We will not propose a change to our bylaws at this time.
2. Curriculum committee is not part of the provisions in the Faculty Handbook that need approval by the Board of Trustees and does not have the same guidelines regarding teleconferencing to be followed.
3. Mark discussed an issue related to the way we vote for committee members. He is concerned why departments are not allowed to vote for their own member if the spot is dedicated to the department. Kris/Aaron will propose revisions to the language re: election processes.
4. Bylaw draft is being reviewed by Aaron, Kris will distribute afterward with the hope to vote on this by January's meeting.

**Awards Process** will be discussed at the next meeting. Tonisha will work with Diane on this topic.

**Campus Wellness** update will be at our next meeting.

## **IV. New Items:**

- a. **Dean's office standards for review of faculty salary adjustments** (document discussed at the 10/15 meeting). Reviewed Steve's email (sent to all and below). Mark reviewed the purpose of this process and what he experienced in his meetings with departments. The intention is for the Dean's office to be more transparent regarding minimum expectations and why a faculty member would receive exemplary status. This is more of an exclusionary process.

**Discussed how departments view exemplary.** Will continue to be a discussion at the next meeting.

- b. Other GR College Advisory Committees and Campus Wellness/Access to workout facilities at GR Campuses – Aaron; not discussed and carried over next meeting agenda.

**V. Adjourned:**

Adjourned 1:33pm. Minutes taken by Patty Janes, HTM. Next meeting is December 3, 2018 in room 302C DeVos from noon until 1:30.