

# CCPS CAC Meeting Minutes

---

October 15, 2018  
302C DeVos Center

In attendance: Diane Kimoto Bonetti, SPNHA, Mark Hoffman, CCPS Dean's Office, Patty Janes, HTM, Kristine Mullendore, CJ, Aaron Van Oosterhout, JCP, Shantonya Scott, Advising Center

Absent: Tonisha Jones, CJ, Steven Smith, SW

Meeting commenced 12:00pm

- I. **Approval of past minutes from September 14, 2018.** Unanimous with two name/title changes

II. **Administrative Matters:**

- a. Kris discussed meeting with Dean Grant to review our goals/vision and a number of items he would like us to communicate with our departments.
  - a. University HLC accreditation November 5/6.
  - b. Social work accreditation this fall.
  - c. Safety/securing training sponsored by the CCPS was held on October 12 and the next one will be on November 13 from 12:30 to 2:30 at 138E DeVos. Kris indicated it was not only important, but valuable. She attended and wanted to encourage all faculty to attend. Please remind others at department meetings.
  - d. Website created for support/communicating within the CAC.
  - e. Adjunct faculty communication, support, etc.
  - f. Kyle Caldwell is leaving the Johnson Center for the Council of Michigan Foundations. There is a search going on now.
  - g. The office would support a research symposium (for long term sustainability).
  - h. Willing to meet with us at any time.
- b. Attended a budget meeting and the Provost shared her focus re: faculty salaries adjustments in the future and other items already discussed. Kris has more on this if anyone is interested.

III. **Old Business:**

a. **Budget allocation/merit review**

- 1. CCPS budget allocation/merit review explanation was conducted by Mark at each department meeting since the start of the semester. He further explained more to the group re: both the merit process and

budget allocation and how credit hour and other variables do come into play (e.g. student retention, faculty activities, etc). These meetings were met positively by faculty as it helped explain more about the decision/process. It is important that faculty understand CCPS expectations as they plan their FAP and are aware what efforts will be rewarded. For example, if CBL and internships are rewarded, programs may rethink the number and type of experiences provided.

2. Mark shared the Dean's Office Review of Faculty Adjustment Categories document (see below/attached). All CAC members should review the attached for the next meeting.
3. Aaron/Shontonya shared the process for staff reviews (Johnson Center and Advising). They too have a developmental plan that is reviewed and subsequently are given a recommendation by their supervisor for a merit increase. They will ask their teams if this process is an area of concern, and if it is an issue, they will report back to the CAC.

**b. Communicating issues**

1. CAC members are to regularly solicit feedback from department faculty/staff re: issues/concerns and Kris asked that we continue to bring these to the CAC. No further action is needed.

**c. Review of bylaws**

1. Kris/Aaron have begun to review the bylaws and are making contact with other individuals/committees whose material is listed in the CAC document to either eliminate and/or adjust information shared.
2. They will have suggested changes to the team at November's meeting.

**d. Research symposium**

1. Patty shared her summary of any found/existing GVSU research symposiums. The [SSD](#) and one on [cellular biology](#) were reviewed (see links). Others shared some graduate student opportunities (e.g. Teach In, Graduate Student Showcase, Johnson Center brown bag series). There is limited opportunities on campus for students, and CCPS has low representation in any open to students.
2. Other universities were solicited to discover how research is managed at other institutions. Several findings were shared...
  1. Most universities reviewed conduct some type of SSD experience.
  2. Variances from GVSU's SSD include...
    - a. Awards given to student research (documented rubric)
    - b. Awards given to faculty mentors
    - c. Presentations include not only poster sessions, but multimedia/digital and oral presentations (organized by like topics, limited in time, etc.)

- d. Events have abstract books/letter from administration and a schedule of presentations communicated in advance
  - e. Unclear if the community is invited, faculty/staff were also presenting, etc.
  - f. Publication conversation and existing journals within CCPS
3. The CAC discussed why we would conduct a research symposium, the objectives include:
- a. Provide a presentation opportunity to students in fall as well as winter semester courses/assignments (e.g. research/other courses, independent studies, GA Advising, etc.)
  - b. Engage with the community to highlight research findings to enhance respective industries, and connect students, faculty, staff
  - c. Create a broader outlet to share and communicate/learn research methods
  - d. Facilitate an inclusive opportunity to learn/share research conducted by students, faculty/staff
  - e. Grow as a college community/increase collaboration
  - f. Disseminate research to a broader community
  - g. Inspire students to conduct research
  - h. Showcase CCPS majors/minors to the broader community
  - i. Enhance student marketability
3. Patty will create a symposium concept to be considered by the CPC at the next meeting. The committee should learn of their respective department's interest in participating in such a symposium.

**e. Room temperatures**

- 1. Kris has contacted Jina, who is the CCPS representative to the FFPAC, and will report as she learns more.

**f. Fitness/facilities access**

- 1. Aaron spoke to Lindsay Desarmo (Health/Wellness) and she reviewed existing fitness options downtown (e.g. Winter Hall facility, MVP discount, YMCA discount – on the [Health Wellness link](#))
- 2. Future plans include: an improvement to the Winter Hall space (submitted in the October budget). No current plan to change anything with the YMCA arrangement, however the Dean of Students does have this as a concern for students. A future building is being proposed (a student services building downtown) with a third floor fitness facility. There is no date or time given to this but long term planning is being done on this topic. There is a master planning committee (under the President) that Aaron will connect with. Mark will find a report

generated by them. Teri Losey may also be able to assist with information.

**g. Tenure/Promotion as Separate Decisions**

1. This is being handled by the College Personnel Committee and individual units (Kris).

**h. Awards**

1. Diane shared those not awarded this year will be considered in the following year.
2. Mark shared the only award winner forwarded to the university's award is the international award. Diane shared the Dean's office forwards that application.
3. Mark shared some awards are not allowed to be granted by both the college and university.
4. Diane asked if we want universal language on the awards.
5. Kris asked about the form process/access. This topic will be expanded upon at the next meeting.

**IV. New Business:**

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