

CCPS CAC Minutes

Noon, September 25, 2019

297C DeVos Center

MINUTES

In Attendance: Kris Mullendore (chair), Huafang Li, Sally Pelon, Patty Janes

A quorum existed.

12:02pm

Administrative Matters

CCPC CAC Minutes – note taker will be Patty Janes.

There is a conflict with the date of the CCPS Research Symposium for the November 20th meeting. The meeting schedule will be discussed and modified as needed at the October meeting.

Old Business

Discussed President Mantella's response to equity in access to workout facilities memo – Aaron Van Oosterhout's letter to administration was responded to by President Mantella. Her response was sent to all signatories. The committee reviewed it and briefly discussed the mutual belief that nothing will be done in the short term. She has referred it to Maureen Walsh, the AVP of Human Resources, and it will take some time to identify appropriate actions to address this issue. The good news is will be discussed at a higher administration level. CAC members should share this update with units. This committee should discuss our next actions (if any) again this term and it will be added to our November agenda.

CCPS Award submission and review process – will be the main agenda item for the October meeting, New members were asked if they had interest in this subject should Tonisha Jones want assistance moving forward. Sally Pelon volunteered to assist, if needed.

Research Symposium – Patty Janes updated the committee regarding the November 20th event. It will be from 11-3, four faculty/courses are involved in the planning. Details will be shared with the CAC and the CCPS faculty/staff once finalized.

New Business:

The nominee for the regular faculty position on the Affiliate Faculty Advisory Committee (AFAC) from the College Kick Off Meeting has declined serving on the committee. An appointment is needed to serve on the for remainder of 2019-20 AY. John Lipford, HTM

is currently serving on the committee as the CCPS Affiliate Faculty member. Meetings are the second Friday of each month, in Allendale in the fall/DeVos in the winter, between 7:15 – 9am, and October 11th is the next meeting.

2019-20 CAC Agenda Items were reviewed.

All comments from the CCPS Kick Off Meeting were shared and are detailed below. The committee summarized these into main focus areas including:

1. Sustainability should be addressed as an overall. There were mixed reactions to mandating use of only electronic syllabi; however, the paper consumption concerns were acknowledged.
2. Teaching excellence/evaluation (adjunct quality, use of student evaluations of teaching through LIFT, support for faculty excellence in teaching, sharing effective techniques throughout the CCPS, peer evaluation support (e.g. standardized process for peer reviews for all units), etc.
3. Salary adjustment process. There are three core issues regarding this topic overall as two more recent policy changes are concerns for some faculty. At the University level, there are some faculty concerned still about compression, process for these **faculty adjustment** process decisions, etc. The committee will investigate process and protocol. In addition, Kris discussed concerns that faculty have shared with her regarding LIFT being the only system used in the CCPS Dean **merit review** process. We will ask the Dean's office to update the committee on the process/outcomes this past year and plans for next year.
4. Faculty would like **workload equity** reviewed (see detail below).

Those topics not believed to be an issue of this committee are highlighted in yellow below. Kris will contact those committees more in line with these topics.

CCPS Faculty/Staff Kick-off meeting Input

- CCPS-wide agreement to be more sustainable by reducing paper consumption (syllabi distribution, etc.)
- Explore accelerating CCPS program completion – the chair of the CCPS CC will be contacted
- Additional support for teaching excellence
- Use of FTLC to support faculty teaching (including adjuncts) Evaluation of teaching of all CCPS faculty – adjunct, tenure track, and tenured faculty
- More consistency in faculty personnel processes (contract renewal, tenure and promotion) between CCPS units. Activities such as classroom visitations, teaching support vary greatly – the chair of the CCPS PC will be contacted
- Increased pay for adjunct faculty to improve quality
- Share best practices and models for assigning faculty mentors in each unit
- Sharing techniques, “lunch & learns:”, for faculty on mentoring today's students (success coaching, career prep., etc.)
- CCPS lead the way to being an “age friendly” university

- Shift to paying more attention to the needs of non-traditional students across their entire life span from 30s to 70s and beyond (Mark H. has info on this)
- Look into decisions for full professor salary adjustment to understand why no increases at all in some units; would like to know rationale and process for market salary adjustments by unit/rank and have clear, written explanations for decisions
 - Who are comparative institutions?
 - Comparing WHAT? Base salaries? Annual adjustment increments?
 - Share methodology and findings of market analysis and share transparently
- Examine current CCPS salary adjustment process, see some serious problems with it; salary /pay adjustment based on merit/productivity
- Look into CCPS workload equity among units (class locations, size caps, etc.)
 - Workload equity concerns across c][CCPS and university
 - Compensations for 399s, 499s, 699s, etc.
 - Service load

Next meeting Wednesday, October 23 @ noon in DeVos 297C.

Adjourn at 1:00.

