**College Coordinating Committee**

Minutes – November 15, 2017

1:30 - 2:30 PM in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Blake Beecher, C0-chair  School of Health Sciences & Human Services | X | Christina Norita, Staff  School of Health Sciences & Human Services |
|  | Lori Heisler, Co- Chair  School of Health Sciences & Human Services |  | ***TBD***  School of Nursing |
| x | Carol Van Vooren, Vice Chair  School of Education |  | ***TBD***  School of Education |
| x | Hyun Gu Kang, Co-Chair of CAPC  School of Health Sciences & Human Services |  |  |
|  | Alison Scheer-Cohen, Chair of FDPC  School of Health Sciences & Human Services | X | Janet Powell, Dean  CEHHS (***Non-voting***) |
| X | Jeannine Guarino, Chair of LAC  School of Health Sciences & Human Services |  | Denise Garcia, Associate Dean  CEHHS ***(Non-voting)*** |
|  | Pat Stall, Chair of BAPC  School of Education | x | Shannon Cody, Assistant Dean  CEHHS Student Services ***(Non-voting)*** |
| x | Amy Carney, Co-Chair of CAPC  School of Nursing |  | Melinda Jones, Staff  CEHHS ***(Non-voting)*** |

Guest(s):

**CALL TO ORDER** (Beecher)

Establish quorum, yes /Call to order 1:30 pm

**APPROVAL OF AGENDA** (Beecher)

Approve 11/15/17 agenda as presented / amended

Update to committee members:

* removed Siyahhan FDPC, replaced with Alison Scheer-Cohen
* Hyun Gu Kang and Amy Carney, noted as Co-Chairs of CAPC

**APPROVAL OF MINUTES** (Beecher)

Approve minutes from April 12, 2017 as written / **approved**

**CEHHS STANDING COMMITTEE REPORTS**

BAPC (Stall)

* No update provided

CAPC (Kang)

* Amy – University changing to Curriculog beginning January 1st. All curriculum submissions will need to go through Curriculog. All paper submissions will be processed as is.

FDPC (Scheer-Cohen)

* Alison provided update via e-mail: FDPC edited and finalized the Lecturer Evaluation Policy and RTP document for Public Health (these items were carried over from the previous academic year). The documents were sent to FAC and are now on Senate’s agenda.  We currently have no new business.

Please let me know if you have any questions. I apologize for any inconvenience.

LAC (Guarino)

* Creating LAC Bylaws. Added meeting for December to finalize draft to deliver to CCC in Spring.
  + Q: Can a student serve and be an ex-officio member?
  + Q: What happens when the Bylaws are delivered to CCC?
    - Deliver to CCC first for review
    - It must go through a whole vote through the College. Referendum vote – Melinda to send out as a ballot, when ready.
    - Melinda to contact Adrian Durso for instructions on how track changes and how to do administer vote.
  + Lecturers teaching duties vs. non-teaching duties
    - Various forms/checklists and how does each department address which form to use.

STAFF (Norita)

* No new updates

**OLD BUSINESS**

1. Review 2016-17 CCC End of Year Report
2. Brief discussion on role of CCC and/or revisions to CCC Bylaws

**Excerpt from CCC Bylaws**

*“Voting members of the CCC shall be the Chair and Vice Chair of the CEHHS Community, the three standing committee chairs, the chair of LAC, and one staff member elected by the CEHHS staff. Each of the three schools of CEHHS (SOE, SON, and SHSHS) shall have an equal vote on the CCC. If after election of the officers, chairs, and staff member the representation on the committee is not equal across schools, the CCC will elect voting representatives who will be added to the CCC for equal representation. Recommendations to the Dean by the CCC shall be made by majority decision of the voting members. The CCC shall make recommendations to the Dean based on a simple majority across schools.  The Dean, Associate Dean and Director of Student Services of the College shall be non-voting members.”*

* + With the transition of Dean, what is the role of the CCC? Representation?
  + Bylaws: Each of the three Schools shall have an equal vote. CCC currently is missing representation from the SOE and SON to meet this guideline.
    - Need members from SOE and SON. Invite new faculty to join.
    - How can we revise the bylaws and not make membership burdensome?
  + Recommendation to meet every other month
* New member: CEHHS Diversity Coordinator, Leandro Galaz
  + Would not be a voting member for the CCC. Or, would he be included on the Strategic Planning Committee.
* January CCC meeting - Put forward the equal vote.
  + Change to proportional, each School gets one vote.
  + Strike the next line

**NEW BUSINESS**

* *Review LAC Bylaws – electronically via Google Docs. LAC Committee to send access to CCC member for review prior to LAC meeting scheduled for December 6th.*
* *Add to spring agenda for Bylaws of LAC*

**ANNOUNCEMENTS**

CEHHS All College Meeting, ***January 17, 2018 McMahan House***

CEHHS Annual Recognition Celebration, ***May 3, 2018 from 4:00 - 7:00 pm in the USU Ballroom***

**ADJOURNMENT**

Meeting adjourned at 2:30 pm

**NEXT MEETING**

*Meet January 24th 1:30 pm*

*Melinda reserve UH 449*