**College Coordinating Committee**

College of Education, Health & Human Services (CEHHS)

Minutes – October 16, 2019

1:30 - 2:30 PM in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Vacant, Chair |  | Christina Holub, Chair of FDPCPublic Health (SoN) |
| X | Wendy Hansbrough, Vice ChairSchool of Nursing | X | Malachi Harper, StaffCEHHS |
|  | Jimmy Young Chair of CAPCSchool of Health Sciences & Human Services | X | Richard Armenta, Co-Chair of CIDESchool of Health Sciences & Human Services |
|  | Joni Kolman, C0-Chair of CIDESchool of Education | X | Emiliano Ayala, DeanCEHHS (***Non-voting***) |
| X | Lisa Bandong, Chair of LACPublic Health (SoN) |  | Debbie Kristan, Associate DeanCEHHS ***(Non-voting)*** |
| X | Erika Daniels, Chair of BAPCSchool of Education | X | Shannon Cody, Assistant DeanCEHHS Student Services ***(Non-voting)*** |

Guest(s): Sinem Siyahhan

CALL TO ORDER (Hansbrough)

 Establish quorum/Call to order

Quorum Present

APPROVAL OF AGENDA (Hansbrough)

 Motion to Approve: Erika Daniels

 Seconded: Lisa Bandong

 Unanimously Approved

APPROVAL OF MINUTES (Hansbrough)

 Minutes from 09/18/19

 Motion to Approve: Erika Daniels

 Seconded: Richard Armenta

 Unanimously Approved

# CEHHS STANDING COMMITTEE REPORTS

 BAPC (Daniels)

* Would like to add BAPC’s bylaws to the discussion for November. Currently, reworking the bylaws and Erika will send out the current draft to receive any feedback from the CCC members.
* BAPC is also looking for feedback having a lecturer on the committee.

 CAPC (Young)

* Proceeding with current submissions.
* Anticipating the results from adding in the inclusion and diversity criteria into the unit courses or course offerings.
	+ Nursing is unable to add courses, so it is working on C2 forms to change specific courses to meet the criteria.
* Richard Armenta volunteered to assist the departments with their courses as there are mechanisms available that can avoid C2s, but these forms also need to go through the curriculum committee so everyone is encouraged to look at their course offerings earlier to avoid backlogs of approvals.

 CIDE (Armenta)

* Two students have joined the committee and were invited to join. One has responded while we await the other.
* The faculty absence form has vague language regarding when it is required. For example, those who have alternative holidays, but prepare in advance and have content prepared for online courses, do they have to get approval via the faculty absence form?
	+ CIDE is considering going to the Senate to address this issue. Does it have to go through a formal approval process?
		- No. Any Senator is allowed to present an item to Senate, so an approval process is not required.

FDPC (Holub)

* CIDE and FDPC are going to co-write a letter to President Neufeldt in response to her request for input on faculty development.
* During the last FDPC meeting, the FAC rep mentioned that they are looking at diversity/inclusion language to be included in the RTP review process (I believe within “service”). As a group, we thought we should give CIDE a heads up, so it was recommended that I will go to the next CIDE meeting to share. I will attend their Oct 22 meeting.
* At our next FDPC meeting, we will be reviewing mentorship language, when a new TT faculty is hired, and will discuss if there are any gaps between mentorship goals and implementation.

 LAC (Bandong)

* LAC was excited about a lecturer sitting on BAPC. Would it be possible to have a LAC member serve on the committee to ensure a line of communication between the committees.
	+ There is the issue of lecturer remuneration for sitting on the committee. This issue is across all committees that would like to have specifically reserve lecturer seats.
* Super LAC will be meeting in November 11 to discuss the lecturer faculty 2007 policy and update it.
* Two new members, Tony Ordas and Sarah Jayyousi.

 STAFF (Harper)

* Operations are moving along well and there are several interviews proceeding simultaneously, so vacant staff positions will be filled in due course.

# OLD BUSINESS/FOLLOW-UP

# NEW BUSINESS

* Electing CCC Chair
	+ Sinem Siyahhan (SoE) was nominated.
		- Motion to Elect as CCC Chair: Malachi Harper
		- Seconded: Richard Armenta
		- Unanimous Vote
* CIDE review for language regarding Inclusion Award for college.
	+ Draft language provided to the committee for consideration. It requires work so CIDE asks that it be permitted to create the award and bring it to the CCC.
		- Feedback provided by the CCC identified the need to parallel the language with current CEHHS awards and the university award.
		- Also, would it be reviewed by the ARC or CIDE separately? Using ARC would provide consistency.
* Review of Bylaws
* Purpose of the CCC
	+ Wendy suggests a discussion regarding the role and purpose of shared governance.

# ANNOUNCEMENTS

* Provost Search Committee is being formed.
* There will be an announcement from the Dean’s Office regarding changes in staff.
* There are 4 faculty nominated and 3 staff.

# ADJOURNMENT

 Meeting adjourned at:

*Next Meeting Dates: Monthly on the third Wednesday, 1:30 - 2:30 pm, in University Hall 449:*

*October 16, 2019*

*November 20, 2019*

*December 18, 2019 (tentative)*

CEHHS Faculty and Staff Awards, ***Friday, December 6, 2019, 4-6:30pm USU Ballroom***

CEHHS All College Meeting, ***Thursday, January 16th, 2020 11:30-2:30 McMahan***

CEHHS All College Meeting, ***Friday, May 1, 2019, 11:30-2:30pm USU Ballroom***

CEHHS Student Recognition Celebration, ***May 15, 2019 4:30-7pm Clarke Field House***