**CAC Meeting**

**September 8, 2023**

**3:30 – 5:00 PM**

**Minutes**

**Atterndance**: Dale Rozeboom, Jason Rowntree, Euhairt Lee, Satish Joshi, Scott Loveridge, Kelly Millenbah, Rusheng Yin, Tim Harrigan, Alonda Johnson, Rose Stewart, Jennifer Fenton, Ning Jiang, Mohamed El-Gafy, Emily Holm, Grace Whipple, Henry Chung, Jerry Urquhart, Matt Raven

1. Past Chair Dale Rozeboom called the meeting to order at 3:30 PM.
2. Introductions were made and that we will be using Teams again.
3. Agenda was approved unanimously.
4. Last Meeting Minutes were approved by consensus.
5. Dean Millenbah provided the charge to the committee and an update. CAC is critical to the function of the college and we should review the by-laws for the college. Charge is to go forward and do good things for the college. CAC has a Chair, Secretary and Elections Officer all important to the functioning of CAC and the college. Just finished the interview process for the DEI Associate Dean position. Searching for a Fisheries and Wildlife Chair. Starting to look for a new Director for SPDC. Working on a number of infrastructure projects including the Dairy and Greenhouses. Need to raise additional funds for both of those projects. Just shy of 700 new students this fall. Nice for students to be finding CANR as freshmen as historically the college has been a discovery college. Dean Millenbah has a request regarding how Service is recognized across the college. Looking for CAC to make a recommendation regarding how Service should be considered more consistently across the college. Is Service implied? Or should it be called out? Service is not the same as Administrative responsibilities nor is it part of Outreach/Extension. How best should it be considered within a faculty member’s assignment? Would like to see a recommendation in the spring, then present to administration and potentially at the spring faculty meeting. Thanked the committee members for their service.
6. Scott Loveridge provided an update. Thought last years spring faculty meeting was an improvement. Mentioned there is a new training for search committees. There is now an online self-paced training. It is good for two years. Takes about 1.5 to 2 hours to complete. He will post in Teams how to get to it. The new training requirement is effective as now. Satish asked for clarification on DEI initiatives and current pushback around DEI.
7. Selection of 2023-2024 Chair – Matt Raven was voted as Chair
8. Selection of 2023-2024 Secretary – Satish Joshi was voted as Secretary
9. Selection of 2023-2024 Election Officer – Mohammed El-Gafy was voted as Election Officer
10. The CAC Chair serves as a Faculty Senate Representation in addition to Satish Joshi.
11. Undergraduate and Graduate Representation were selected prior to the meeting with Alonda Johnson as Graduate Student Representative and Grace Whipple as Undergraduate Student Representative

**Old Business**

1. Discussion regarding Unit Leaders being able to vote or not vote regarding RPT process. Provost office does not want them voting. There was an email clarifying last spring. Ungoing issues regarding Fixed Term faculty being able to vote on certain issues. Do we need to parse out voting rights depending on the issue. Consensus is to leave it in Old Business and develop a spreadsheet to summarize what Fixed Term faculty can do in what department regarding voting. Runsheng will develop a spreadsheet and each department representative will suggest additional columns at the next meeting.
2. DEI statement on annual review. Last year’s CAC recommended a separate page detailing DEI effort. Up to the unit leader if it is filled out and utilized for annual review. This concludes this issue for CAC as it is now a departmental discussion and not a college discussion at this point.

**New Business**

1. CANR Annual Meeting is held in the spring. The new format requires a bit more planning than previous meetings. A sub-committee comprised of the department representatives Entomology Fisheries and Wildlife Food Science and Forestry who will be presenting this year at the Annual Meeting. April 12, 2024 is the tentative date.
2. CANR Elections, Mohammed is the elections officer. Will leave as a standing item.
3. Meeting was adjourned at 5:05 PM by Chair Raven. The next CAC Meeting is October 13, 2023 from 3:30 to 5:00 PM.