**CANR CAC Meeting  Minutes**

**8 November 2024**

In attendance – Dan Buskirk, Henry Chung, Jenifer Fenton, Euihark Lee, Ning Jiang (for Haddish Melakeberhan) , Frank Lupi, Doug Bessette (for Jason Rowntree), Brent Ross, David Skole, Ajit Srivastava, Breanne Turcola (undergraduate rep), Gerald Urquhart, Jennifer Weichel, Dong Zhao, Emily Holm, Brian Horgan (CANR), Melissa Hansen (SAC)

Minutes Recorded by Gerald Urquhart and Euihark Lee

1. Call to Order (Jennifer Fenton)

2. Introductions

3. Approval of agenda. (Action item) - The agenda was approved without dissent.

4. Approval of minutes for previous meeting – 11 October 2024 Meeting. Please review prior to this meeting (available in Teams) (Action item) minutes approved

5. Update – Interim Dean Matt Daum. (Information item) - Matt couldn’t participate

6. Assistant Dean for Faculty Affairs and Development Update Brian Horgan. (Information item)

* Updates on Service Assignments and Standardization:
	+ Service assignments are under discussion with academic unit leaders, aiming for a standardized implementation by Spring semester's end.
	+ The target for full implementation is May 2025.
* Dean Search Committee Update: The process is currently with the Provost, who is finalizing search committee decisions. Feedback from the Provost is expected soon.

Old business

1. Service Percentages Sub-Committee Report (Information item)

* Background on the previous year’s subcommittee work to standardize service and percentage assignments across the college.

2. RPT Voting Method Sub-Committee Report (Information item)

3. Annual Meeting and Presentations (Information item)

* Continuing the tradition of an in-person meeting for the College of Agriculture where departments present updates.
* The next departments to present include Horticulture, Plant and Soil Sciences, Packaging, and SPDC.
* Emily Holm volunteered to initiate email coordination for department representatives to plan the May presentations.

New Business

1. Roles and Responsibilities of CAC (Ajit)

* Go overs bylaws 3.2.2 Functions (3.2.2.1 to 3.2.2.9) and have an open discussion.
* 3.2.2.1 how to communicate: Open discussion for better communication between the College faculty, students and Dean
* 3.2.2.8 - The language says “to collect college nominees for different awards at the request of the Dean but haven’t really activate this type of the activities.

2. Annual Review Discussion (Ning Jiang for Haddish)

* Interest standardizing annual review in college
	+ 1st issue
		- No standardized practice across departments
	+ 2nd issue: no quantitative data for fair evaluation.
		- No clear criteria for evaluation of what meets expectations
* Open discussion about these issues and some concerns are raised up
	+ There is a standardized form from college with criteria, but this is not enough
	+ Each department has their own standardized ways and favors to use it.
	+ Concerns about checks and balances if there is only rely on the department level, especially the chair. The Dean’s office will check the data and chair recommendations and questions to the chair if both are not aligned with them.
	+ Some fixed term faculty is not evaluated annually. - need to double check
	+ **Questioned about forming a sub-committee to discuss this agenda and will be discussed in the next meeting.**
* Chair of graduate committee is also chair of graduate grievance committee. It raised some concerns so we may need to discuss on CAC and annual faculty meeting to change the bylaws. Laura Bix could contribute on this discussion. **Expect to discuss in December or January meeting.**

Adjourn 4:40