

The College Advisory and Communication Committee (CACC) is a collaborative and broadly representative forum that exists to advise the other standing committees and the Dean of the College of Education and Community Innovation (CECI). The purpose of the CACC is to identify gaps in processes and address needs that intersect units across the college.

1. Charge

- a. The CACC will assess and foster regular communication to inform units about awards, programs, opportunities, meetings, and events (e.g., e-newsletter, Discord, messaging).
- b. The CACC will identify gaps in the organization and function of the college and propose recommendations.
- c. The CACC will work with the Dean's office and the standing committees to coordinate the biannual faculty/staff college meetings (e.g., agenda, location, food).
- d. The CACC will make recommendations to the Dean and/or the standing committees upon its own initiative, or upon the request of the Dean or other standing committees.
- e. The CACC will coordinate college awards by ensuring that the appropriate standing committee is involved to the extent possible.
- f. The CACC will identify and promote opportunities for community building within the college.
- g. The CACC will meet with officers of student organizations at least once per semester.

2. Membership

- a. The CACC may have up to eleven (11) voting members. Three (3) members are staff, each representing their respective nonacademic units. Six (6) members come from each academic unit and can be regular faculty, affiliates, visitors or staff. In the case where no tenure-track faculty are serving on the committee, the CACC will request that the FG Committee appoint a regular faculty member to serve. Additionally, if there are no affiliates or visitors that have been elected to serve, the CACC will request an appointee from the AVC Committee. The Dean, or the designated representative of the Dean, will serve as an ex officio member.
- b. The CACC will attempt to have two student representatives, including one undergraduate and one graduate. The chair will elicit self-nominations at the beginning of Fall to serve a one-year term.
- c. The chair will be elected by the members of the CACC.

3. Operations

- a. Meetings and Attendance
 - i. The CACC shall meet once a month or as needed during the academic year. The meeting schedule will be determined at the beginning of each regular academic semester. Meetings can be canceled as needed and additional meetings can be added as needed.

ii. The CACC members should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, they may designate an alternate. Inability to attend and designated alternates should be communicated to the chair beforehand.

iii. Alternates will come from the represented unit. In the case of a prolonged absence involving several meetings, the represented unit should designate the alternate.

iv. Meetings will be in person. In situations where meetings cannot be held in person, a remote meeting is acceptable.

v. The criteria for voting will be determined by the members of the CACC committee.

b. Length of Terms

i. The standard term on the CACC is three (3) years; terms will be staggered among members to promote continuity. Members may be elected to terms of shorter lengths to fill vacancies. Standard terms begin the Monday of finals week of Winter semester.

ii. The chair of the CACC will be selected prior to the end of the Winter semester each year. It is the responsibility of the outgoing chair to make sure the election occurs.

iii. Faculty may not serve on the CACC while on sabbatical leave (or any leave lasting a semester or longer) and thus must yield their seat to an elected substitute for the term of the sabbatical or leave.

4. Internal Bylaws of Committees

a. The CACC may develop internal bylaws and procedures separate from CECI Bylaws to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with university policy and CECI bylaws. Internal bylaws must be approved by CACC voting members. All internal bylaws, once approved, shall be publicly available.

b. Changes to the governance policies contained in the CECI Bylaws are subject to approval as outlined in the Faculty Handbook under Shared Governance.