

## **ANNUAL REPORT**

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2015-2016

Date Report Submitted: August 5, 2016

Report Submitted by: Warwick A. Arden, Executive Vice Chancellor and Provost

Number of times committee met: One meeting was held. In addition, various items were discussed and approved via email.

### **RECOMMENDATIONS OF THE COMMITTEE ON COMMITTEES**

#### **SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE**

The 2015-2016 Committee on Committees was composed of Warwick Arden, Executive Vice Chancellor and Provost (Chair); Katharine Stewart, Vice Provost for Faculty Affairs; Mike Mullen, Vice Chancellor and Dean for the Division of Academic and Student Affairs; Jeannette Moore, Chair of the Faculty; David Zonderman, Past Chair of the Faculty; Wyona Goodwin, Chair of the Staff Senate; Khari Cyrus, Student Body President; with ex officio members Angkana Bode, Chair-Elect of the Staff Senate; Cody Long, Student Senate President and Tyler Allen, Vice President for External Affairs of the University Graduate Student Association.

The committee participated in the appointment process of the university standing committees and reviewed the charges and memberships. The committee considered information obtained from the poll of the general faculty and staff along with input from the Faculty Senate, Student Government, Student Senate, and Staff Senate, to recommend to the chancellor the annual appointment of each standing committee.

Tasks completed by the 2015-2016 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2016-2017.
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 302 employees participated in the survey, a decrease of 9 from last year.
3. Asked individuals to indicate their interest in serving on administrative advisory committees. That data was then forwarded to the person responsible for the administrative advisory committee.
4. Approved the selection of individuals to fill 56 vacant faculty seats for the 2016-2017 year. A total of 110 seats are to be assigned (including students, staff and Faculty Senate appointments).
5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2015-2016 annual reports from all 18 University Standing Committees. There were 97 meetings of our various University Standing Committees during the 15-16 year.
7. Will distribute notifications of appointment to the 2016-17 University Standing Committee members via email.

Committee modifications approved by the 2015-2016 Committee on Committees include:

- Changing the status of the Physical Environment Committee from a standing committee to an administrative advisory committee.
- Removing the extraneous general faculty seat on the Registration, Records and Calendar Committee. It gives one college extra representation and the administrative office confirms there is no need to have it. The seat is currently occupied, so no action will be taken until that term expires in 2017.
- Adding a seat to the Harrelson Fund Committee for a Faculty Senate representative as is customary for University Standing Committees.
- Exploring and further defining the idea of a University Standing Committee on Lectures and Speakers and its relationship to the Harrelson Fund Committee.
- Including the following standard in the procedure for filling UCCC and CUE faculty seats: that members appointed to faculty seats on UCCC and CUE should not hold a position higher than Department Head, which aligns with the eligibility requirement for membership in the Faculty Senate.
- Changing the Ex Officio seat on UCCC designated for DELTA to Ex Officio Non-Voting as are the other four Ex Officio seats on the committee.
- Adding a seat designated for a staff representative on the Commencement Committee effective July 1 with the 2016-17 roster.

The committee has also been active by email in seeking approvals on actions required during the year.

## RECOMMENDATIONS SUBMITTED IN ANNUAL REPORTS FROM UNIVERSITY STANDING COMMITTEES (Note: complete annual reports from each committee are posted online)

### **Admissions Committee**

A recommendation for further discussion on the practice and procedures for suspension appeals and readmission requests. With the increase in appeals and the new satisfactory academic progress (SAP) policy, there are over 500 appeals to review during the summer months. The process seems to work well; however, the members of committee may not be available to perform the reviews. A possible change to the readmission process (due to large amount of appeals) needs to be investigated. Additionally, with the short turnaround time in December required for Spring appeals, a deadline or process change may need to be instituted next year.

Suggest establishing a standard meeting time and day for the committee. Time and day should be in concert with other standing committees with similar membership. This recommendation was in reaction to attendance issues from both student members and teaching faculty on the committee; however, with the change in the process to an on-line appeals review, meetings can be short and succinct and can be required for information dissemination only.

“Rolling” appeals may be difficult to process for the committee. With the minimum members, a possible sub-committee of faculty and administration could evaluate during the year.

### **Bookstores Committee**

The Committee made a recommendation to set up meetings between Bookstore merchandise buyers and staff in the Office for Institutional Equity and Diversity on an annual basis to discuss clothing designs and the messages that certain products may convey to populations in the University community. Discussions will focus on creating and maintaining an atmosphere of inclusiveness for all of the University community.

### **Commencement Committee**

Report submitted; no recommendations.

### **Council on Athletics**

Efforts should be made to elect and appoint a diverse group of faculty members to the Council on Athletics. It would be helpful to have faculty who represent most of the undergraduate academic colleges of the university as well as faculty who have significant day- to-day interactions with student athletes due to the large number of student athletes enrolled in their colleges and departments. Of course, diversity of gender and race is also desirable.

### **Council on Undergraduate Education**

- **Implement Agenda Structure Changes:**
  - The committee requested that the agenda be simplified and clarified so that reviewers could be sure of what was under review. The agenda was simplified to include only items and information that was not in CIM, and a new format was introduced to separate out courses new to the GEP, existing GEP courses being reviewed due to changes, and courses only undergoing GEP review as a continued part of the GER - GEP transition.
- **USD Subcommittee Report:**

- Recommendation: Due to the variety of issues discussed in this document, the subcommittee feels that it is time for the university to commission a more formal review of the general education program components at NC State, particularly the USD co-requisite. Changes to this requirement could merit further review of other categories and the distribution of credit hours across categories.
- **Recommend including all GEP Review Information + the Syllabus in CIM**
- **Role of Administrative Office (OUCC & AS) alongside faculty governance in committees**
  - DASA (VCD Mullen & AVP Kirby), the committee Chairs, and the Academic Policy Committee discussed the roles of the Office of Undergraduate Courses and Curricula and Academic Standards and the Council on Undergraduate Education.
  - They agreed that the structure of the two committees made up of faculty and facilitated by an administrative office like OUCC & AS is a common one among higher education institutions.
  - Faculty on the committees maintain ownership of the courses and curricula - OUCC & AS facilitates the process.
  - The APC agrees on the importance of a continuity of membership between CUE and the College Curriculum Committees to facilitate smooth and efficient processing of courses and curricula.
- **Recommendation: delay changing committee structure but review member qualifications.**
  - DASA, the committee Chairs, and the Academic Policy discussed the roles, charges, and work of the CUE and UCCC committees.
    - The roles and charges of UCCC and CUE are different. The two committees may be combined in the future but due to the backlog of work for CUE at this time (regarding GEP review from 2009), **combining the two committees is not feasible at this time.**
  - **The Chairs of UCCC and CUE recommended characteristics of the ideal UCCC/CUE member to APC as:**
    - Experienced with course and curricular actions in their college
    - A member (voting or regular guest) of their college courses and curricula committee
    - Able and willing to commit to committee-related work for 3-5 hours a week
    - Experienced in building consensus
    - **Are nominated by their college or that above experiences serve as a requirement of placement on the committee**

### **Courses and Curricula Committee**

- **Appoint a subcommittee to determine the feasibility making the syllabus and/or syllabus information available**
  - A member brought forward a request from the Student Senate that syllabi (or more course information such as dates and expectations) be made easily available to student prior to or during student registration. This may take a form similar to the course details page on a DELTA course. The committee supported the appointment of a subcommittee to examine the subject to include representatives of the colleges, the student senate, and registration and records.
- **Role of Administrative Office (OUCC & AS) alongside faculty governance in committees**  
(Same as recommendation for Council on Undergraduate Education)
- **Recommendation: delay changing committee structure but review member qualifications.**  
(Same as recommendation for Council on Undergraduate Education)

### **Dining Committee**

Details for these two general recommendations are contained in the full Dining Committee annual report.

- Alter the composition of the committee to more accurately reflect the needs of the campus community and provide consistent representation from Colleges and departments whose academic missions are aligned with UD goals.
- Charge the committee with taking an active role to bring university academic resources to support UD's efforts to minimize the environmental costs of food service, or at least to monitor the relationship between UD and the University Sustainability Office.

### **Evaluation of Teaching Committee**

- Review the ClassEval questions (required every three years);
- Continue the discussion with Student Government regarding their request for additional information regarding courses;
- Review the NTT Peer review process. In the past few years, the committee clarified the timing and number of peer reviews for tenure track faculty. Last year's final report (2014-15) suggested that similar guidelines for non-tenure track (NTT) faculty should be discussed and policies developed;
- Pilot the random comment generator and use results to decide if any further action should be taken;
- Continue the discussion with Study Abroad (SA) regarding both their program evaluations and evaluations of non-NC State instructors teaching SA courses.

### **Extension, Engagement and Economic Development**

Report submitted; no recommendations.

### **Group Insurance and Benefits**

Report submitted; no recommendations.

### **Harrelson Fund**

The committee recommends that the Harrelson funds be held for an additional year, in order to accumulate a sufficient level of funding to bring in a national level speaker. Further, the committee notes that it is difficult to attract high quality speakers and bring them to campus, due to limited funds. It would be ideal if these funds could be combined with other funding sources. This proposal has been put forward by the committee to the Provost and the Committee on Committees (via Katharine Stewart).

### **International Programs**

#### **1. Internationalization of the Tenure Code (previously College Inventories)**

- All Colleges be required to adopt Digital Measures Activity Insight within a specified timeframe to develop and maintain annual Faculty Activity Reports which may conveniently be used to identify and store international activities.
- Tenure and promotion policies and procedures (including the Statement of Mutual Expectations, annual review, promotion and tenure, and post-tenure review) be adapted to incentivize faculty engagement in internationalization ensuring that spending time on these activities will not adversely impact tenure and promotion.

- Appropriate levels of financial and personnel support be provided for the development of visualization tools for the internationalization of NC State that effectively integrates the websites of the Office of International Affairs and the Study Abroad Office.

## **2. Generation Study Abroad**

- Due to the large diversity between Colleges, a ‘one size fits all’ approach for increasing study abroad participation, particularly among under-represented groups, will not be effective. All Colleges should form committees (including college and departmental administrators, and relevant stakeholders) to develop strategies for addressing the specific needs and strategic goals of the College.
- In AY2016-17 CIP and IOC members can lead this initiative for their respective Colleges, which may be facilitated by the planned second *NC State Global Summit*, organized by Ingrid Schmidt, Associate Vice Provost of International Affairs and Director of Study Abroad.

## **3. Strategic Partners and Hubs**

- The network of strategic international partners and hubs should enhance NC State’s international academic programs and cultivate global competence and collaboration among students and faculty.
- Appropriate infrastructure is required to foster and support academic exchange and international inter-disciplinary collaboration.
- Ties should be strengthened with NC State alumni abroad, as well as international industries and government agencies.

## **4. Jackson Rigney Award and Seed Grants**

Revise submission and selection criteria per details in full report

### **Library Committee**

Report submitted; no recommendations.

### **Lifelong Faculty Involvement**

Recommendations approved last year by the Committee on Committees are serving the LFIC very well. We recommend that these changes remain in effect. The other recommendation is for every effort to be made to find a solution to how we can actively engage an undergraduate student representation with the LFIC, if in fact that position continues to be required or desired.

### **Physical Environment**

The committee recommended the acceptance of the following proposals brought forward for

- Marriott hotel located on Centennial Campus, with some reservations regarding the lack of more environmental initiatives, such as a green roof, and increased green infrastructure implementation
- Endorsed the 2016-2017 proposed transportation and fee report
- Endorsed the suspension of the Physical Environment Committee as a standing committee due to the duplication of duties with other campus committees

### **Registration, Records and Calendar**

Report submitted; no recommendations.

## **Student Health**

- Representatives from both student health and the counseling center should be invited to college wide faculty meetings to provide a short description of the services for both entities to make faculty aware of the range of services
- Greater resources should be allocated to both student health and student counseling services; but particularly student counseling to enable them to meet the continually rising need for their services
- Some sort of training needs to be made available (perhaps even online) for faculty and staff on the student referral process for student counseling AND the resources of student health and counseling beyond the academic functions
- The formation of a student (only) health advisory committee (SHAC) that is an augment to the University Health Committee. Advised by the SHS Director - this could also be incorporated into the newly resurrected Pack Peers. (Counseling Center has Mental Health Ambassadors).
- Added Student Health resources to expand the Outreach and Student Engagement department which consists of one staff member currently.
- The Student Medical Emergency Fund has been depleted despite donations for the past two years underscoring a need that students have. Perhaps funding can be made available through other avenues or a reallocation of revenue gains back to student emergency needs - also reassess the criteria for eligibility.
- Space must be a priority emphasized for both CC and SHS.
- Focus groups be conducted on specific issues (as identified by SHAC or UHC)

## **University Housing**

Include tours of residence halls and apartments at NC State for committee members to provide context to committee conversations.

**Charge, Membership and Leadership of  
2016-2017 University Standing Committees**

The Committee on Committees, in consultation with the Faculty Senate, the Staff Senate and the Student Government, recommended the charge, membership and leadership of the 17 University Standing Committees to Chancellor Woodson. He approved such recommendations June, 2016. The remaining vacant seat appointments will be filled from the appropriate governing bodies that have the authority to fill the vacancies. Any further changes in seats or filling vacancies will be approved by the Committee on Committees.

Approved:

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W. Randolph Woodson                      Date  
Chancellor

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Warwick A. Arden                                      Date  
Executive Vice Chancellor and Provost