

ANNUAL REPORT

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2014-2015

Date Report Submitted:

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

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

- The Committee on Committees recommends continuous discussions on ways to consolidate or make more efficient some of our standing committees.
- Explore and further define the idea of a University Standing Committee on Lectures and Speakers and its relationship to the Harrelson Fund Committee.
- Request programming enhancements for the University Standing Committee Survey; specifically, to include Emeritus/Emerita as an employee type and to add further distinction among Non-tenure Track faculty ranks.

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

The 2014-2015 Committee on Committees was comprised of Warwick Arden, Provost and Executive Vice Chancellor (Chair); Betsy Brown, Vice Provost for Faculty Affairs; Mike Mullen, Vice Chancellor and Dean for the Division of Academic and Student Affairs; David Zonderman, Chair of the Faculty; Jeannette Moore, Chair-Elect of the Faculty; Robert L. Davis, Chair of the Staff Senate; Rusty Mau, Student Body President; with invited guests Wyona Goodwin, Chair-Elect of the Staff Senate; Alex Grindstaff, Student Senate President and Veronica Mbaneme, 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 2014-2015 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2015-2016.
2. Implemented the annual survey of faculty, EPA non-faculty and SPA staff for interest in serving on university standing committees. 311 employees participated in the survey, a decrease of 61 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 72 vacant faculty seats for the 2015-2016 year.

A total of 114 seats are to be assigned (including students, staff and Faculty Senate appointments).

5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2014-15 annual reports from all 19 University Standing Committees. There were 100 meetings of our various University Standing Committees during the 14-15 year.
7. Will distribute notifications of appointment to the 2015-16 University Standing Committee members via email.

Committee modifications approved by the 2014-2015 Committee on Committees include:

- Changing the status of the Copyright Committee from a standing committee to an administrative advisory committee.
- Adding an ex-officio, non-voting seat to the Registration, Records and Calendar Committee for a representative from the Department of Athletics.
- Amending the charge of the Lifelong Faculty Involvement Committee to interface more closely with the Association of Retired Faculty (ARF).
- On the Council on Athletics, changed the student seat designation from UDGR to STU to indicate that this seat may be occupied by either a graduate or undergraduate student.

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. New satisfactory academic progress (SAP) policies and suspension regulations will require a possible change to the readmission process.

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 is in reaction to attendance issues from both student members and teaching faculty on the committee.

Bookstores Committee

The Committee made one recommendation to Provost Warwick A. Arden, Vice Provost Betsy Brown and Dr. Diane Chapman, Director of the Office of Faculty Development, in a memo dated 11/12/14.

Recommendation: That Bookstores Management make a brief (approximately 15-minute) presentation at the orientations of new faculty that are sponsored by the Office of the Provost, presented by the Office of Faculty Development, and held in mid-August each year. Presentations will focus on the instruction-related services of the Bookstores.

After consulting with Provost Arden and Dr. Chapman, Vice Provost Brown followed up on the memo with Pat Hofmeister, Director of the NC State Bookstores. Dr. Brown proposed an alternative to a presentation: an open house/reception in the main campus Bookstore following one of the afternoon orientation sessions. Dr. Brown and Ms. Hofmeister agreed this alternative could work well, as New Faculty Orientation will be held in the Talley Student Union near the Bookstore's new location.

Commencement Committee

Ten applications for student speaker were received for the December 2014 graduation Ceremony. The committee met and selected Bethany Lewis.

Ten applications were received for the May 2015 Commencement Ceremony. The committee selected Lela Johnston.

Copyright Committee

With the appointment of William Cross as Director of the Copyright & Digital Scholarship Center and his role in reviewing copyright disclosures, the role of this committee in resolving copyright disputes has decreased dramatically. Recognizing that the labels may not be correct, the Committee recommends a change in its status from "normal standing" to "advisory when/if needed." That is, the Committee would be convened only when needed to resolve a copyright dispute not resolved satisfactorily by the Director of the Copyright & Digital Scholarship Center, or when there was a perceived need to review/revise the relevant regulation or perform some other aspect of the committee charge.

Council on Athletics

At the urging of Debbie Yow, Director of Athletics, the Council on Athletics (Council) recommends that the committee structure of the Council be reviewed for possible changes so that the Council can more

directly study, address and make recommendations concerning important issues affecting intercollegiate athletics. In conjunction with the AD and other interested parties, the Council will begin its review of the current structure and make specific recommendations next fall.

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

Report submitted; no recommendations.

Courses and Curricula Committee

Since review and approval of night and common exam proposals is currently handled by Registration and Records outside of the scope of UCCC (see Test and Exams regulation 02.20.14), UCCC is not able to address contact hour, student impact, and consistency of application for courses approved to have night/common exams and recommend:

- The Provost or appropriate academic administration establish a Task Force to review the associated regulation and criteria for approval of night/common exams and out-of-class components and whether UCCC should be the approving body for exam proposals.

Encourage student seat to be assigned sooner and encourage consistent attendance. If course conflict arises within the 2 terms, then an alternate/substitute should be appointed

Dining Committee

Students need to have a larger role in the committee.

Evaluation of Teaching Committee

The Evaluation of Teaching Committee focused on two main issues: low response rates of ClassEval and peer review of teaching. The committee has made several recommendations to make the presentation of information in the teaching section of the dossier more consistent. One is to create and require a new RPT form to be downloaded from the ClassEval site that can be more easily copied into the dossier in portrait format. The form will include all the evaluation questions as well as response rates and department means, which are already included on the reports received by faculty members.

The committee has begun developing a more consistent method for selecting student comments to be included in the dossier. Their suggestions include generating a random selection of student comments for each candidate for RPT with the option for review by the candidate and approval by the department head to remove inappropriate comments. The committee will continue discussion of this recommendation in 2015-16.

In addition, the committee has made several recommendations to improve compliance with the requirement for peer reviews of teaching. The committee has recommended a change in the schedule for reviews of assistant and associate processors:

- For assistant professors, it is recommended that they have a minimum of three peer reviews before going up for tenure with one of them occurring before reappointment. It should be stipulated that it is only permissible to have one review per academic year to avoid having three the year they go up for tenure.
- For associate professors, the review period should be aligned with post tenure review process of every five years. They should have a minimum of two peer reviews before going up for promotion to full professor. Again, it should be stipulated that it is only permissible to have one review per academic year.
- For professors, maintain the current practice that peer reviews be conducted every five years.

In addition, the committee has recommended that the Provost issue a 3D memorandum stating peer reviews must be conducted on the required schedule and, going forward, any dossier without the required number of peer reviews will require explanation from the department head and acknowledgement from the dean in their assessments.

Extension, Engagement and Economic Development

- Need a set meeting date and time for at least a whole semester to avoid problems with teaching schedules; send out doodle poll with consistent dates before the year begins. The McKimmon Center is a great meeting location.
- Stick with the early publicity about seed grants and awards sponsored by the committee (prior to the winter holidays) as was done this year.
- Continue projects from this year, such as the High Impact Undergraduate Education work and website work.
- For High Impact Undergraduate Education, bring in engaged faculty fellows, representation from DASA, and others outside the committee for their input.
- Scholarship of Engagement Subcommittee work to initiate in 2015-16 to potentially include invited members of the Council of Engaged Faculty and Academy of Engaged Scholars.
- Opal Mann Green/Magrath Award process updates.
- Start work on the Gov. James E. Holshouser, Jr. Award for Excellence in Public Service earlier in the year along the cycle for the Magrath.
- Committee to consider how to further engage with AOFEE and OFD.

Group Insurance and Benefits

Report submitted; no recommendations.

Harrelson Fund

Recommend a seat be added to the committee roster for a Faculty Senate representative, as is customary for University Standing Committees.

Obtaining additional funding is vital to the future success of the Harrelson Lecture, a lecture with a history of more than 50 years at North Carolina State University.

International Programs

- Identify regional hubs and align international activities in the academic units around these hubs.
- Support efforts to increase the number of students studying abroad.
- Support faculty to engage in international efforts.

Library Committee

The ULC is consulted on important library issues that impact the user community. This year cuts to the collection, reduced hours of service, and the continuing backfill of D. H. Hill Library were among the major issues considered by the committee.

Lifelong Faculty Involvement

The LFI committee expects the NC State Committee on Committees to approve the resolution that affords the maximum meeting frequency flexibility for us. We expect to increase meetings as agenda items dictate and have at least one meeting each semester during slow periods in our meeting cycle.

Physical Environment

Report submitted.

Registration, Records and Calendar

Recommend a seat be added to the committee roster for a representative from Athletics (done).

Student Health

- Review the current committee charge due to organizational changes.
- Reduce the number of appointed committee members for more efficient committee operation.

University Housing

Report submitted; no recommendations.

**Charge, Membership and Leadership of
2015-2016 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 18 University Standing Committees to Chancellor Woodson. He approved such recommendations June, 2015. 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:

W. Randolph Woodson Date
Chancellor

Warwick A. Arden Date
Provost and Executive Vice Chancellor