

ANNUAL REPORT

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2016-2017

Date Report Submitted: July 27, 2017

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 2016-2017 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; Carolyn Bird, Chair-Elect of the Faculty; Angkana Bode, Chair of the Staff Senate; Paul Nolan, Student Body President; with ex officio members Cathi Dunnagan, Chair-Elect of the Staff Senate; Jamie Plummer, Student Senate President and Melissa White, 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 2016-2017 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2017-2018.
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 332 employees participated in the survey, an increase of 30 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 34 vacant faculty seats for the 2017-2018 year. A total of 97 seats are to be assigned (including students, staff and Faculty Senate appointments).
5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2016-2017 annual reports from all 17 University Standing Committees. There were 93 meetings of our various University Standing Committees during the 16-17 year.
7. Will distribute notifications of appointment to the 2017-18 University Standing Committee members via email.

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 the on-line review process for appeals and suspensions. During the 2015-2016 academic year, the committee split into three-member subcommittee teams to approve or deny applicants in the process based on alphabet. However, there were times when this process did not work with the goal of getting applicants decisions in a timely manner. The recommendation was made that the subcommittees would be assigned weeks of the semester they are responsible for reviewing applicants.
- The recommendation was made that applicants have a rolling deadline system with submit by dates and a decision by dates for appeals and suspensions.

Bookstores Committee

Report submitted; no recommendations.

Commencement Committee

The committee next year should take a look at appropriate cords and ribbons used by various student clubs, honor societies and other organizations. We did not have time to look at them this year as the item for consideration was brought up by Dr. Louis Hunt after the committee met.

Council on Athletics

- Increase the number of voting members on the Council from 22 to 23 in order to add a Graduate School representative. The Graduate School representative would be a full member of the graduate faculty and be appointed by the Dean of the Graduate School to serve as liaison between athletics and graduate programs on campus.
- A motion to amend the bylaws by adding a Graduate School representative to the council membership was approved by a unanimous vote of the 14 voting members present on February 24, 2017.

Council on Undergraduate Education

- During this term, the nature and application of review of the Interdisciplinary Perspectives GEP was discussed in a case study format workshop. Members established that IP courses can take a few different forms, including courses that are team-taught by expert faculty, courses that are taught by an expert faculty member with a perspective into another discipline, or courses that survey a variety of perspectives between or within a discipline.
- Members discussed the role of UCCC and CUE, and that courses pass through UCCC prior to arriving at CUE. This means that items such as the title, description, etc., have been approved previously and are only under review by CUE if they affect the student learning outcomes, GEP objectives, and/or measures represented in the review of the GEP material.
- When a course is approved for GK and USD or for any two non-co-requisite GEP categories, CUE has suggested that a statement in the syllabus/description clarify that students will need to choose GK or USD, for example.
- This session of CUE affirmed the requirement set by the previous CUE session that when inputting a course for GEP review, all GEP category fields in CIM must be filled out and the syllabus must be attached. Motion read: **“CUE will require that all categories for the GEP to be provided in CIM and in the syllabus for the CUE committee to view.”**

- The Provost and Faculty Chair appointed a USD Task Force to review the USD co-requisite as well as the GK co-requisite if appropriate. The task force is comprised of representative faculty and staff from all colleges and support units. A final report is pending.

Courses and Curricula Committee

- In the short term, the University should provide a central source for information regarding how students are able to obtain syllabi for courses (the information will be provided by department or college as appropriate).
- In the long term, a central electronic repository for syllabi should be made to make the information available to students, faculty, staff, and accrediting agencies as necessary.
- UCCC sends this recommendation to Dr. Michael Mullen, Dean and Vice Chancellor for Academic and Student Affairs, to forward through official University channels as appropriate for implementation.
- Appoint a follow-up subcommittee to provide feedback on design and implementation of the recommended solutions.
 - Members approved the recommendations put forward by the Syllabus Availability Subcommittee that included: a centrally-located informational website, the revamp of the syllabus tool, and the creation and maintenance of a central syllabus repository.
 - In order to continue the work on these items, a subcommittee of UCCC faculty should be convened in order to provide feedback on design and implementation of these recommended solutions.

Dining Committee

- The student officers responsible for appointing committee members need to make their appointments sooner. There were three student members not appointed until November and December. Student feedback is vital for this committee and it can't happen with empty seats. Unless there are objections, to help with getting earlier appointments the committee chair will reach out to the student government officers and remind them of the importance of student representation on the Dining Committee and to encourage quick appointments.
- If the student members can be appointed early in the year then there is interest in adding a few more student members to allow for additional feedback and ideas.

Evaluation of Teaching Committee

- Forward proposed changes to Regulation 05.20.10 to the Faculty Senate Executive Committee for review and/or approval.
- Make *Comment Selection Tool* available to faculty in MyPack and on the 'Build Your Dossier' page of the RPT instructions. Prepare questions for *Qualtrics* survey to elicit feedback from faculty on its utility over 2 RPT cycles (2017-18; 2018-2019). Apply for IRB exemption.
- Further educate teaching faculty on *ClassEval* using the ClassEval FAQ sheet and 'best practices' infograph.
- Work with Dr. Kenneth Royal from the College of Veterinary Medicine to develop an online calculator and infograph to help faculty to interpret *ClassEval* results appropriately and responsibly using his revised margin-of-error formula.

Extension, Engagement and Economic Development

- Due to the active nature of this committee, it would be beneficial if the committee chair's term of membership were extended for a fourth year, in order to have a "past chair" on the roster to aid the new chair.

- There are many entities on campus involved with extension, outreach, engagement, and economic development: this standing committee, O&E Advisory Board, Community Engaged Faculty Fellows, Academy of Outstanding Faculty Engaged in Extension, and others within individual colleges. In the future, some clarity in how these groups all function together and separately would be beneficial.

Group Insurance and Benefits

Report submitted; no recommendations included this year.

Harrelson Fund

Per the discussion in the May 2017 Committee on Committees meeting,

- Katharine will meet with the Harrelson Committee in early fall 2017;
- Collect recommendations from the members for the Committee on Committees regarding the appropriate membership of a Committee on Speakers and Lectures that meets the CoC's goals and adequately protects the goals of the Harrelson Fund;
- Katharine will bring these recommendations to the CoC by the end of fall 2017 so that the CoC can develop a proposal for the Chancellor, with the goal to be having a new Committee that incorporates the Harrelson Fund as well as other constituents within the university in place by AY 2018-2019.

International Programs

- Internationalization of the Faculty Code
 - The recommendation of the subcommittee is to continue the discussion with the Executive Committee of the Faculty Senate to proceed with the presentation of the petition to the full Faculty Senate for discussion.
- Global Partnerships
 - The recommendation of the subcommittee is that CIP continue studying and evaluating the newly developed Global Partners Database. This includes following up with Dr. Kirby about undergraduate partnerships with other universities; following up with Lian Lynch about graduate partnerships; developing a preliminary inventory based on the previously mentioned pending reports; and continuing to consider possible forms to include other institutions in existing or a new database.
- Jackson Rigney Award and Seed Grants
 - The recommendation of the subcommittee is to review annually requirements for selection and awards of the Seeds Grants.

Library Committee

Report submitted; no recommendations.

Lifelong Faculty Involvement

The Lifelong Faculty Involvement Committee continues to recommend that the university persist in efforts to waive the 6-month hiatus rule for graduate faculty who serve on degree committees.

Registration, Records and Calendar

- A recommendation for further discussion on a review of the academic schedules of other UNC schools in order to align with Spring/Fall break and possible summer schedules. Possible change in calendars could increase the flexibility of time available in academic years.

- Possible further discussion on 3-hour exam schedule in order to provide equivalent schedules with peer institutions (Virginia tech, Purdue, etc.) This may allow more flexible time for reading days or a possible change to the exam system.
- 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 so few requests for non-standard times, an on-line appeals review can be instituted to save time.

Student Health

- More resources (space, funding, and FTEs) for both student health and student counseling services are needed to keep up with the demand for services.
- There is a need for both student health and student counseling to have a visible presence at new student orientations with both parents AND students. Centers in control of new student orientation should purposefully include both student health and student counseling in substantive ways.
- Student health and student counseling should have roles in RA training to ensure that RAs have a strong working knowledge of the services available to students and the referral processes for each entity.
- Student health and student counseling should be invited to provide substantive orientations/information for faculty including at new faculty orientation AND at college wide faculty meetings. Invitations should be extended for all of these types of meetings.
- A clear charge or direction from the provost office would be helpful. This committee struggles to get its feet under it finding/creating its own mission each year.

University Housing

Report submitted; no recommendations.

**Charge, Membership and Leadership of
2017-2018 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, 2017. 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
Executive Vice Chancellor and Provost