

April 26, 2019

1:00 p.m.

Chancellor's Conference Room, 12 Holladay Hall

Present: Warwick Arden, Carolyn Bird, Emma Carter, Helen DiPietro (for Janice Sitzes), Ryan Dudek, Amy Jinnette, Hans Kellner, Mitchell Moravec, Michael Mullen, Katharine Stewart

Provost Arden opened the meeting and asked for introductions. An overview of the standing committee process was given including an explanation of the differences between standing and administrative advisory committees. The composition and charge of standing committees must be approved by the Chancellor upon recommendation of the Committee on Committees. Administrative advisory committees are typically created and charged by a Vice Chancellor. Because their membership is not subject to recommendation by the Committee on Committees, these committees have more flexibility in how they operate.

The minutes of the May 2, 2018 meeting were approved as distributed.

Amy Jinnette reported that the committee has been active by email in seeking approvals on actions required since the last meeting. The actions routinely include approval of replacements for general faculty seat vacancies and approval of the annual report from the committee to the Chancellor.

The agenda items under new business were discussed. The Office of Global Engagement's (OGE) request to add an ex-officio seat to the Registration, Records and Calendar, University Housing and Dining committees was first discussed. The main goal of the request is to improve communication and coordination of efforts related to calendaring, housing and dining services with the services that OGE provides. Although standing committee meetings are defined as open meetings, having a place on the roster would formalize OGE's role and participation in the conversations. A motion to approve the recommendation was made and seconded. The motion carried.

Next, the request to add an ex-officio, non-voting seat for a representative from the Graduate School on the Registration, Records and Calendar committee was discussed. Enhancing communication and better coordination among campus units is once again the main goal of the request. A motion was made and seconded to approve the request. The motion carried.

The recommendation to discontinue the University Standing Committee on Extension, Engagement and Economic Development (USCoEEED) was discussed. The request was submitted by Leslie Boney, Vice Provost for Outreach and Engagement, after discussions with the committee. The request explains that in 2007, the committee was renamed to include Extension, Engagement and Economic Development and was designed to advise the Vice Chancellor for Extension, Engagement and Economic Development. The Vice Chancellor position no longer exists and these three subject areas are no longer under one umbrella. Provost Arden explained that extension and engagement morphed into the Office of Outreach and Engagement and economic development was originally moved to the Office of Research and Innovation but now resides in the Office of External Affairs, Partnerships and Economic Development. The recommendation outlines other options for committee members wanting to remain involved in outreach and engagement activities. In addition, the recommendation proposes the review of the Outreach and Engagement Incentive Grant applications, Opal Mann Green Award nominations and Holshouser Award nominations be reviewed by the Engagement Operations Council going forward.

Discussion focused on the options in place to make sure there is continued faculty input and shared oversight of these core operations. One committee member noted the minutes from the last two USCoEEED meetings were not posted to the website (note: the Dec 2018 minutes have now been posted). A question was asked about the oversight of extension. Provost Arden noted there is agricultural extension, industrial extension and education extension programs and they are all critical components of the state. NC State is the only university in the state with offices in all 100 counties and that leverage, through Cooperative Education, is used in many

ways. For example, Provost Arden explained that he has been asked to speak at the upcoming orientation for the Rural Works! program. This is an internship program that started in 2018 through a partnership with the Division of Academic and Student Affairs, the Office of Outreach and Engagement, and NC State Extension. The program offers experiential education for students working with employers in rural counties. A question was asked about the makeup of the Engagement Operations Council. Since it will oversee the outreach/engagement awards, it is important that it has diverse faculty representation. It was affirmed that there are faculty members on the Council; however, it was recommended that a process be established to broaden faculty representation on the Council. One way to achieve this is to solicit volunteers to the Council using the annual survey process. In addition to the Engagement Operations Council, there is the Community of Engaged Faculty Fellows which includes faculty members from a wide range of departments within NC State. The responsibility of the fellows is to serve as mentors for those interested in learning more about community engaged practices. After discussion, a motion to recommend discontinuation of the Extension, Engagement and Economic Development standing committee to the Chancellor was made and seconded. The motion carried.

Provost Arden continued by discussing the request to create a committee on transportation, which was added to the agenda at the request of the Staff Senate. He provided information about the former standing committee on Physical Environment, which was discontinued in 2016. Among other things, the Physical Environment Committee was charged with advising on transportation matters. Student Senate President Moravec mentioned that in 2015-16 Student Senate passed a Transportation Committee Bill stating that a standing committee for transportation should be in place. Provost Arden explained that based on recent conversations with the former Student Body President and others, a University Advisory Committee on Transportation is being created. The committee will include representatives from Faculty and Staff Senates as well as Student Government. A memo will be sent May 1, 2019 from Provost Arden and Interim Vice Chancellor Mary Peloquin-Dodd charging this new committee.

Amy Jinnette provided an overview of the committee management process including the 2019-2020 selection process for appointments. The preference survey was open for three weeks. Faculty and staff responses totaled 287, a decrease of 71 from last year. She then indicated the spreadsheet of vacant seats for Faculty Senate, students and staff at Tab 5 and encouraged those present to start early to locate volunteers for their respective seats and to double check meeting schedules online with nominees before making appointments.

Provost Arden asked for comments, concerns or clarification on the recommendations of the Faculty Senate to fill vacant faculty seats. The following changes were recommended:

Lifelong Faculty Involvement – Secure a different representative for one of the open faculty seats because the individual selected for reappointment is already serving on two standing committees next year. An adjustment will be made to allow for a new faculty member to serve in the open faculty seat while keeping the current individual on the committee in another vacant seat for which they also qualify.

UCCC- Suggestion was made to recommend two individuals for whom the college courses and curriculum committee chairs had noted were familiar with undergraduate education and/or participated with the college's courses and curriculum committee.

A motion was made and seconded to approve these changes and to recommend the committee rosters and charges to the Chancellor. The motion carried.

The Provost asked if there was any further business to be discussed. A question was asked about graduate student representation on the Wellness Advisory Committee. Dr. Mullen replied that he will check on this with the co-chairs of the committee. Dr. Mullen noted suggestions have been made in the past to change the Dining Committee to an advisory committee and that is something to keep under consideration. Staff Senate Vice President Helen DiPiero commented that the Group Insurance and Benefits Committee has not met this year. Amy will follow up as a new Benefits Director was recently hired.

With no further business, the meeting adjourned at 2:12 p.m.