

ANNUAL REPORT

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2019-2020

Date Report Submitted: August, 2020

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

The Committee on Committees (CoC) approved the following actions which are effective July 1, 2020.

The Committee approved the request from the Division of Education and Learning Technology Applications (DELTA) to remove the unit's ex-officio, non-voting seats from the Council on Undergraduate Education (CUE) and the University Courses & Curricula Committee (UCCC) effective with the 2020-2021 academic year. With online education having reached its current state of maturity, it appears no longer necessary for DELTA to participate in routine discussions of undergraduate education relating to the General Education Program and undergraduate course and curriculum proposals. DELTA will continue to participate in the review of curricular actions, and remain available to academic units and to the Office of Undergraduate Courses and Curricula and University Academic Standards to consult as needed on any issues that may arise relating to online instruction or distance education.

SUMMARY OF ACTIVITIES OF COMMITTEE

The 2019-2020 Committee on Committees was composed of Warwick Arden, Executive Vice Chancellor and Provost (Chair); Katharine Stewart, Vice Provost for Faculty Affairs; Lisa Zapata, Interim Vice Chancellor for the Division of Academic and Student Affairs; Hans Kellner, Chair of the Faculty; Carolyn Bird, Past-Chair of the Faculty (19-20); RaJade Berry-James, Chair-Elect of the Faculty (20-21); Janice Sitzes, Chair of the Staff Senate; Emma Carter (19-20) and Melanie Flowers (20-21), Student Body President; with ex officio members Pat Gaddy, Chair-Elect of the Staff Senate; Mitchell Moravec (19-20) and Coleman Simpson (20-21), Student Senate President; and Ryan Dudek (19-20) and Emily Krzystowczyk (20-21), 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, Staff Senate, Student Government, Student Senate, and University Graduate Student Association to recommend to the chancellor the annual appointment of each standing committee.

Tasks completed by the 2019-2020 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2020-2021 (no revisions needed).
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 266 employees participated in the survey, a decrease of 21 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 38 vacant faculty seats for the 2020-2021 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 2019-2020 annual reports from each University Standing Committee. There were 73 meetings of our various University Standing Committees during the 19-20 year.
7. Will distribute notifications of appointment to the 2020-21 University Standing Committee members via email.

RECOMMENDATIONS SUBMITTED IN ANNUAL REPORTS FROM UNIVERSITY STANDING COMMITTEES
(Note: the complete annual reports from each committee are posted [online](#) – upon selecting a committee click the Archives tab.)

Admissions (Undergraduate)

The Committee reviewed current admissions procedures and considered readmission applications. The committee also committed to more timely review of submitted appeals thus giving students more time to re-acclimate, connect with advisors, and craft a schedule that will portend success. Finally, the committee voted to waive the application fee for current active duty military personnel. This change is implemented for the Spring/Fall 2021 application.

Bookstores

The committee heard a presentation about the All-In course materials delivery program, illustrating the growth in the number of sections, number of students opting in to the program, and the savings for students. The committee also reviewed the 3-year and 10-year trend of course material sales and total store sales. Retail partnerships and initiatives were reviewed. Highlights included an overview about the new partnership with Athletics and Wolfpack Sports Properties to manage the Official Store of NC State Athletics at shop.gopack.com, as well as partnerships with the Alumni Association and branded Shop-in-Shops (adidas, '47 Brand, League, Champion) in the Talley location. The committee discussed Bookstores Policy (POL07-10-01), which was last updated in 1997 and is not aligned with modern business practices. Context was provided regarding the shifting course materials market and the rise of Amazon. Future meetings dates were discussed, as well as scheduling conflicts and opportunities.

Commencement

The committee reviewed and approved new student organization submissions for graduation cords, then conducted student speaker auditions. Abby Carbone (B.S. MSE 2019) was selected as the Fall 2019 Student Speaker. While the Committee planned to meet on March 23, 2020, due to the evolving pandemic situation, the committee first postponed and then cancelled a Spring 2020 meeting, in light of the University's decision to not conduct graduation exercises in May 2020.

Council on Athletics

The Council on Athletics remains an engaged and active part of the university governance structure. During this past academic year, there were no formal recommendations made by the council or its subcommittees. It is recommended that the council continue to engage in its work to connect together Athletics with the wider university and other university stakeholders.

This year the Council on Athletics welcomed a new Athletics Director to NC State. Boo Corrigan came to NC State after being the Athletics Director at Army. Under Boo's leadership, the department has continued to provide excellent experience for our student athletes. The Council visited the new ACC Network Broadcast and Production studios as well as the re-furbished 6000 sq. ft. Albright Medical center located in the Murphy Football Center. It is worth noting that our last meeting of the academic year was conducted online due to the worldwide COVID-19 Pandemic. The Council received updates throughout the year from the Athletics Director and various staff related to topics such as Academics, Compliance Education, and Title IX Review; and from the Student Athlete Advisory Committee. The Council also met with various student athletes and head coaches throughout the year.

Council on Undergraduate Education

In the 2019-20 academic year, a total of 241 actions were considered and processed (196 permanent offerings and 45 Honors and Special Topic offerings). There were a few returning actions from both the Honors and Special Topic offerings as well as the permanent offerings, which is not uncommon. The GER>GEP review project, originally began in 2009 and ramped up in 2018, came to a close. Based on the schedule created collaboratively by OUCCAS, the Chair of the 2018/2019 CUE committee, and Associate Deans of Academic Affairs, courses came to the committee for review. If the course did not have GEP information or the information provided was insufficient to provide alignment with GEP objectives, the course began a “sunset” process. This means that the GEP designation of the course would be removed effective the next term if no further action was taken by the colleges. This both allowed for feedback time for the colleges and prevented negative impact on enrolling students. If a course wished to return for GEP consideration during the intervening time, they would come through the standard review process and if CUE recommended approval the course would maintain its GEP status.

The committee discussed the possibility of including a non-voting seat for the Office of Institutional Equity and Diversity (OIED). After further discussion with OIED, the Office elected to join the agenda listserv and have a standing invitation to join the meetings as guests if they have anything to discuss. Further discussion may arise about the possibility of this seat in the future.

Courses and Curricula

In the 2019-2020 academic year, a total of 409 course actions and 119 curricula actions (6 of which were single memos covering multiple curricula) were considered and processed. In November 2019, a Subcommittee was formed to discuss and create guidelines for users creating new “specialized” courses or those making revisions to existing courses.

Dining

The committee heard several requests, recommendations and discussions. They are as follows.

- Composting (campus-wide and location specific) continues to be a discussion
- Food Safety discussion (even before the Covid-19 outbreak)
- Students on campus during holidays food needs and Covid-19
- Continued support of Food Pantry
- Opening of Fitts-Woolard Engineering building and the impact of 1,700 new students on Centennial Campus and food service needs. Dining is working on plans to handle the additional volume of dining needs on Centennial.
- Hunt: Common Grounds & Shuttle Inn will be under construction during summer to increase capacity of food and beverage items. Shuttle Inn will be adding Sushi program.
- Oval will add more service points at lunch and more locations at Dining.

The committee noted student input is highly valuable, and undergraduate participation and attendance has been a challenge and represents our primary customer on campus and on a dining meal plan. Grad student attendance was consistent, who typically do not have meal plans. It is important to get student members to start on the committee no later than Sept as there are only 6 meetings a year. Ensure that they do not have class conflict before committing.

Evaluation of Teaching

The EOT voted to approve changes to REG 05.20.10 – Evaluation of Teaching. The EOT discussed the pros and cons of the pilot version of the Comment Selection Tool. The principal advantage is to eliminate selection bias by faculty, who could cherry pick the best comments to add to the RPT dossier. The EOT participated in the Department Head Lunch and Learn hosted by Vice-Provost Stewart (Sep 11, 2019). The objective was to obtain feedback on the issue of bias in student responses via ClassEval (CE), and the information/data that is reported in the CE report that is used for personnel/RPT decisions. After much discussion (over multiple meetings), the

EOT voted to recommend a revised format for the CE report that can be used for personnel/RPT decisions. The main innovations are (a) providing the entire distribution, not just the mean and standard deviation, and (b) alerting DHs/DVFs to potential bias in student evaluation responses by adding a note to this effect in the CE report. The EOT recommends that continuing to alert/provide education to DH/DVFs (and maybe even students) about the existence of bias and its impact on ClassEval responses. The EOT discussed allowing a separate teaching / reflection statement in the dossier, where faculty can provide their viewpoint regarding teaching, teaching philosophy, changes made in response to student comments, teaching innovations, etc. Such a statement could allow the faculty to complement the information in the CE report and “present their side of the story”. The EOT discussed the CE instrument for on-campus face to face classes during several meetings in Spring 2020 and made recommendations for the instructor and course-related questions. The EOT did not discuss and hence does not recommend any changes to the five-point Likert scale, so student responses to all these questions will be captured using the same five-point scale, as before. The EOT also does not recommend any change to the CE open-ended questions. Regarding distance education courses and courses with labs, the EOT did not have many members. It is recommended the 2020-2021 committee continue to discuss use of inappropriate language by students in the comments section of ClassEval. If the EOT is to evaluate the ClassEval instrument for distance education classes and courses with labs, it is recommended that i) Faculty with such experience be included in the EOT, and/or ii) The EOT be allowed to include faculty with such experience as part of an ad-hoc subcommittee that could be created for this specific purpose. Starting with the 2020-2021 academic year, the EOT will meet on the second Wednesday of each month (Sep-Dec and Jan-Apr). The meeting time will be 10am to 11am.

Group Insurance and Benefits

The annual enrollment for the State Health Plan was discussed and members were updated. Paid parental leave as approved by the UNC system was discussed. The committee discussed what the clear pricing project is and what progress has been made thus far in attempting to get to implement it at the state level. The committee discussed the proposed bereavement legislation for state employees and will invite others involved with bereavement policies to report at next meeting of how it works at their institutions (or reports from committee members on the topic) and discuss with committee members. Once the committee has a better understanding of bereavement policies, it will make recommendations to appropriate persons regarding the possibility of instituting one for NC State employees. The ongoing partnership with Bright Horizon facilities regarding childcare and the current ongoing work to possibly add additional vendors for NC State employees was also discussed. Having a varied pool of vendors to draw from can be helpful since employees have a wide geographical spread.

International Programs

During the 2019-2020 academic year, the CIP discussed the following:

- Reported on initiatives and goals in the colleges, to help inform the work of the Office of Global Engagement.
- Supplemental Funding for Global Scholarly Reassignment Leave
- Reviewed the committee’s earlier draft proposal of the university’s scholarly leave policy to encourage global engagement.
- Revised the proposal, and held meetings with faculty colleagues, department heads, and deans to collect input from across the university
- Presented, and received support from the Provost for funding, contingent on the final approved budget from the NC Legislature.
- Provided input on the new “early career faculty” track for the Outstanding Global Engagement Award, to include recognition for junior faculty.
- Learned about strategic initiatives for faculty, including the Global Engagement Institute and University Global Partners Network, to help share about opportunities with colleagues and others in the colleges.
- Determined how faculty can enhance support for international students, by learning about, referring students to, and using the programs and services provided by the Office of International Services, and University Libraries.

- Discussed the pilot global logistics portal, and additional support needed regarding global HR, business, and finance issues.
- Completed the internationalization seed grant review. Scored and recommended list of recipients; considered possible changes to criteria for next year.
- Reviewed nominations, ranked, and recommended final selection to Senior Vice Provost for the Jackson Rigney International Service Award.
- Requested an update on the draft Asia Strategy, gave input on possible next steps.
- Considered implications of the COVID-19 pandemic for global engagement.

Committee recommendations include: move forward with the new Supplemental Funding for Global Scholarly Reassignment Leave; launch an initiative to assist the colleges in articulating the value of global engagement more strongly, both for global learning and research; identify ways the UN Sustainable Development Goals could provide a framework for increased global research at NC State.

Library

- The Committee approved the Libraries' plan for allocating the collections budget of \$11,775,222.
- The committee reviewed and approved guidelines for withdrawal or cancellation of materials and resources including books and other analyzed titles, print journals, and government documents.
- Org changes- One administrative position has been eliminated through reassignment of responsibilities following Greg Raschke's appointment as Senior Vice Provost & Director of Libraries. The associated salary funds were used to add positions in direct service roles. Wendy Scott, Associate Director for Organizational Design and Learning, retired on April 1, 2020 after nearly 30 years with the Libraries.
- All physical locations of the NC State University Libraries were closed to patrons as of March 30, 2020, but the Libraries continued to have a robust online presence. The Libraries' laptop lending service supported approximately \$1.3 million in credit-hour tuition for instructors and students in spring 2020.
- Capital projects - The opening of the Hillsborough St. doors of the D. H. Hill Jr. Library in August 2019 has created a welcoming front door to the campus. The major renovation of the Hill Library to create the Academic Success Center and other new library spaces, which started in May 2019, continues to be on time and on budget, with an expected completion date in July 2020. As of May 2020, the Natural Resources Library (NRL) renovation is in the final phase of design and features a coffee shop and expanded seating and collaborative space adjacent to the library on the first floor of Jordan Hall. Construction is scheduled to begin in late 2020 and to be completed by summer 2021 prior to the fall semester.

Lifelong Faculty Involvement

The committee heard a report from Dr. Raymond Fornes, current Chair of the Board of the Association of Retired Faculty (ARF), including information about the speakers at ARF's monthly luncheons and about other ARF activities. Mr. Gareth Washington, shared an update from the Office of Human Resources, regarding clear pricing health care benefits, rate structures, and insurance options for current and retired faculty. Dr. Kerry Havner reported on the presentation on policy to the Faculty Senate. Dr. Katharine Stewart reported on a record breaking number of faculty up for Reappointment, Promotion, and Tenure from the Provost Office. Dr. Stewart also shared information on The Osher Lifelong Learning Institute as a resource for faculty. No recommendations were made regarding the composition or charge of the committee.

Registration, Records and Calendar

The primary focus of the committee discussion during the 2019-2020 academic year was on the creation of the perpetual calendar. A second point of discussion was the removal of the Spring holiday from the calendar. While this committee did not make the recommendation to no longer have a Spring holiday, this was the first semester in which the Spring holiday (Friday before Easter) was no longer on the calendar. Committee members discussed the Spring holiday, and it was decided to move the discussion of a future Spring holiday (in the 2022-2023 calendar year). A final point of discussion was attention to the enrollment calendar and the effects of a shorter or

longer enrollment period on comprehensive advising. A longer enrollment period afforded advisors the ability to engage in more proactive advising. The committee recommends individuals who also serve in an advising capacity should be part of the committee, particularly an individual with advising administrative responsibilities. Members with advising roles can assist in developing aspects of the registration component of the committee's charge.

Speakers and Lectures

Throughout the summer and through the fall of 2019, the primary work of the committee was to plan, arrange, and coordinate the visit of journalist David Wallace-Wells, an American journalist known for his writings on climate change and his 2019 book *The Uninhabitable Earth*. The committee worked with the Lavin Agency to secure Wallace-Wells, who gave a public talk on October 15, 2019 in the Witherspoon Student Center to an audience of approximately 400. After a prepared talk, Wallace-Wells took questions from the audience and signed books (the booksale was coordinated through the NC State Bookstores). The committee also took Mr. Wallace-Wells out to dinner following the public event. All committee members helped to publicize the talk through their various constituencies. The committee worked with the University Scholars Program to combine the public talk with the Scholars Forum so that the talk was attended by approximately 200 students in the University Scholars Program.

No recommendations were made regarding the composition or charge of the committee. It would be valuable, however, to retain representation and participation from both a graduate student and undergraduate student in this committee, to ensure that invited speakers are of interest to students. This committee will follow the university's COVID-19 response vis a vis large group gatherings, so plans for future speakers in the following year will be made as information becomes available.

University Housing

It was recommended that the committee hold the first meeting of the year earlier in the fall semester to allow ample time to address questions and approve the budget by September 30th. The committee also recommends taking the 2020-2021 academic year to review the current charge and seek supporting documentation for committee activities such as bylaws, history of the committee, and the expectations of other committees of UHAC. This review will also include the membership configuration of the committee since scheduling to meet quorum has been a challenge.

-September 2019 meeting topics were the 2019-2020 rate proposals, including completed and planned capital projects, revenues, and expenditures. Additional topics of discussion included updates from Dr. Donna McGalliard, Executive Director of University Housing, on the reorganization of the unit and review of assignment processes began in Spring 2019.

-The November 2019 meeting consisted of an overview of the reorganization of University Housing into five main functional areas: Academic/Education, Residence Life, Housing Operations, Administration and Occupancy Management, and Finance. This meeting also reviewed the changes in first year student housing application procedures, mainly that they will no longer be able to preference a building but can preference roommate groups. There has also been progress establishing Off Campus Housing Services.

-The February 2020 meeting consisted of a meet-and-greet conversation with Dr. Mary Haskett from the Pack Essentials Food and Housing Insecurity Study Task Force and Mike Giancola from Student Ombuds Service.

-The April 2020 meeting took place virtually using the Zoom platform due to COVID-19 stay-at-home orders. Dr. Donna McGalliard reviewed the current status of residents on campus and plans for Fall 2020 move-in if allowable. Of particular note is the ability of University Housing to continue honoring the stipends of resident assistants and resident mentors via virtual outreach expectations.

**Charge, Membership and Leadership of
2020-2021 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 15 University Standing Committees to Chancellor Woodson. He approved such recommendations July, 2020. 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:

Warwick A. Arden Date
Executive Vice Chancellor and Provost

W. Randolph Woodson Date
Chancellor