

ANNUAL REPORT

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2020-2021

Report Submitted: August 5, 2021

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

Number of times committee met: One meeting was held virtually. 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, 2021.

The Committee approved the request from the University Courses and Curricula Committee (UCCC) to add a seat for a voting faculty member to the roster for "Academies" or "Provost's Office". The university has recently launched the Data Science Academy and, in collaboration with the implementation of the new strategic plan, additional academies are planned. The academies are cross-university, interdisciplinary initiatives representing all missions of the university and some will offer new courses.

SUMMARY OF ACTIVITIES OF COMMITTEE

The 2020-2021 Committee on Committees was composed of Warwick Arden, Executive Vice Chancellor and Provost (Chair); Katharine Stewart, Senior Vice Provost for Faculty and Academic Affairs; Doneka Scott, Vice Chancellor for the Division of Academic and Student Affairs; Hans Kellner, Chair of the Faculty; RaJade Berry-James, Chair-Elect of the Faculty; Pat Gaddy, Chair of the Staff Senate; Melanie Flowers (20-21) and McKenzy Heavlin (21-22), Student Body President; with ex officio members Helen DiPietro, Chair-Elect of the Staff Senate; Coleman Simpson (20-21) and Molly Vanhoy (21-22), Student Senate President; and Emily Krzystowczyk (20-21) and Samit Chakraborty (21-22); Vice President for External Affairs of the 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 Graduate Student Association to recommend to the chancellor the annual appointment of each standing committee. Due to the COVID-19 pandemic, most, if not all, standing committee meetings were held virtually during the 2020-2021 academic year.

Tasks completed by the 2020-2021 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2021-2022 (no revisions needed).
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 293 employees participated in the survey, an increase of 26 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 51 vacant faculty seats for the 2021-2022 year. A total of 139 seats are to be assigned (including students, staff and Faculty Senate appointments).
5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2020-2021 annual reports from each University Standing Committee. There were 80 meetings of our various University Standing Committees during the 20-21 year.
7. Distributed notifications of appointment to the 2021-22 University Standing Committee members via email.

RECOMMENDATIONS/SUMMARY OF ACTIVITIES 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)

- Much conversation was dedicated to the impact of COVID-19 on students and how the committee could support students at this time. The committee noted that the university processes put in place to grant students more academic flexibility in response to the COVID-19 pandemic have affected the pattern of appeals this year.
- Jon Westover, Director of Admissions, shared considerable information about the impact of COVID-19 on admissions processes. The committee recognized the positive effect of suspending required SAT/ACT test scores on the diversity of the incoming Fall 2021 class and the challenges presented by the pandemic in serving international students.
- The main responsibility of the Admissions Committee is the consideration of readmission applications for suspended students. The outcomes of the committee's deliberations are given in the full [report](#).

Bookstores

No report was submitted.

Commencement

Due to the pandemic and the unique circumstances it placed on commencement ceremonies, there were no meetings of this committee during the Fall 2020 semester. The Office of Registration and Records handled requests for graduation cords from student organizations as well as choosing the student commencement speakers. The commencement in December 2020 was a virtual ceremony. The university held an outdoor graduation ceremony due to COVID-19 and capacity restrictions for the May 2021 class of graduates. The committee did assist with reviewing and selecting the student speakers electronically for the Spring 2021 ceremony.

Council on Athletics

This year the Council on Athletics faced challenges similar to many organizations on campus as the COVID-19 pandemic necessitated the Council to meet virtually. While this presented challenges in terms of connecting the Council, it did allow for increased participation of the Council. In the new academic year, the Council may explore a hybrid meeting model that could offer increased participation. Due to the pandemic, the Council did not have the chance to tour any facilities this year, but the plan is to initiate these tours again in the next year. The Council received updates throughout the year from the Athletics Director and various staff related to topics such as Academics, Financials, 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. Details on the activities of the Council's subcommittees are contained within the full [report](#).

Council on Undergraduate Education

In the 2020-21 academic year, a total of 84 actions were considered and processed (60 permanent offerings and 24 Honors and Special Topic offerings). The committee underwent a process to examine the group's understanding of current US Diversity (USD) requirement parameters, especially around how courses could show clear alignment to the objectives. After their discussion concluded in November 2020, they began a discussion about how a re-designed USD requirement may work. On April 9, 2021 members considered a set of possible recommendations based on previous discussions. At the end of the meeting, members were divided on how to move forward and, after further feedback, discussion concluded on April 23, 2021 with consensus that: the USD requirement be renamed to USDEI for US Diversity, Equity, and Inclusion; the USDEI requirement would stand alone for 3 credit hours; three hours would move from Additional Breadth and up to 3 hours of Visual and Performing Arts (VPA) would be allowed to count towards Humanities (HUM); and courses seeking inclusion in the USDEI list would need to illustrate alignment to three objectives. On May 7, 2021 members discussed the [CUE Recommendations for USD Requirements](#) and rewrote the objectives to be more inclusive and streamlined.

In addition to discussing the US Diversity requirement, the committee also discussed the availability and accessibility of GEP courses; the six rounds of wellness survey; and CIM Courses Form information and outcomes.

Courses and Curricula

In the 2020-2021 academic year, a total of 230 course actions and 93 curricula actions (31 of which were single memos covering multiple curricula) were considered and processed. In October 2020 a Subcommittee was formed to discuss the feasibility of creating a syllabus boilerplate site that could be linked to all syllabi with the same information. As a result of the work with this subcommittee, OUCCAS updated its syllabus checklist, began work towards creating a training working group that would bring together multiple offices that offered syllabus training, and created two help sites - one for [faculty](#) and one for [students](#). More information is available in the [Syllabus Boilerplate Summary](#). The work to create accessible, consistent, and timely training and education around syllabi for both faculty and students will continue. The UCCC discussed various items during the year including a course wellness initiative; the 120 hour requirement; and assessment information. The committee recommended adding a seat for a Provost's office representative voting member to account for academy courses (note: this request was approved by the Committee on Committees at its April 30, 2021 meeting).

Dining

The COVID-19 pandemic significantly impacted Dining services. A summary of the committee's activities includes the following.

- Due to COVID-19, all meetings were held virtually through Zoom. The October meeting was canceled.
- Due to sending students away in the fall, dining service was significantly reduced and temporary and student employees were separated. Reduced enrollment in the spring also limited services.
- Dining implemented touchless payment, cashless and mobile payment for all retail stores to improve the speed of service, reduce lines and promote social distancing.
- For the Fall, all dining halls were closed.
- Food trucks were suspended for the rest of the Fall semester for Centennial Campus.
- In November, full and partial furloughs for all dining employees and enterprises started and continued into the early part of the Spring Semester.
- In November, hours and services were reduced in Talley.
- Fall 2021 planning is for 75% of normal meal plan enrollment.
- Budget and COVID-19 restrictions will dictate hours, seating density and self-service options.
- COVID-19 has forced campus dining to embrace the usage of technology and to move ahead further along than previously planned which is a great thing.

Recommendations: The committee would like to see more standing seats with key partners such as Housing; IRC- focus on more undergraduate student representation; Faculty and staff who are active patrons of campus dining and who enjoy food, not necessarily recommendations through the Staff Senate; Youth programs – directors of year-round and summer programs who utilize campus dining for their student programs; Faculty and staff members who are interested in academic collaborations with campus dining with ideas to create solutions for campus dining; other campus departments/organizations that utilize campus dining extensively as part of their programming. As a result, the committee would prefer to not rotate people off every three years as other committees, but as a result, members would only be rotated off the committee if they were not active in attending meetings and eating at campus dining facilities on campus.

Evaluation of Teaching

Key discussion items of the committee were as follows:

a) Faculty reflection statement

Given the extensive literature on bias in student evaluation, the EOT has grappled with the question of an appropriate response over the past several years. This year's committee also discussed this issue over several meetings, and recommended that the faculty develop a reflection statement that details their approach to teaching, any adjustments made in response to student comments/experience and the intended/actual effects of such changes on student learning, etc.

While the committee agreed that such a statement would be valuable both as part of the annual faculty review and as part of the teaching section of the RPT dossier, the EOT preferred to trial it out in the 2021-22 academic year. The EOT could not come to a final decision on the actual implementation (trial in a few departments or across the whole university, mandatory or voluntary, etc.).

b) Teaching evaluation for online/hybrid courses

The EOT briefly discussed some best practices for teaching evaluation, including class evaluations and peer reviews, keeping in mind the challenges that faculty faced due to the COVID-19 pandemic. While the issue did not

progress beyond EOT discussion, this may warrant more attention in the coming years if an increasing number of courses are taught either online or in a hybrid format.

c) **Presentation of numeric data in RPT dossier**

The previous EOT made some recommendations on how the numeric ClassEval data may be presented in the RPT dossier. The plan was not implemented due to the pandemic, but could be taken up by the EOT in the upcoming years.

Group Insurance and Benefits

The committee spent the majority of the 2020-2021 year working on a bereavement leave proposal. The proposal was finalized in the committee in 2021 and sent to the Faculty and Staff Senate for their review. Both Senates supported the document. During 2021-2022, the committee will continue to follow up on the status of the bereavement proposal and recommend its implementation to appropriate parties and state agencies.

International Programs

Report is forthcoming.

Library

The committee devoted substantial time at each meeting to reviewing and providing feedback on proposed safety measures and changes to Libraries services required in response to the COVID-19 pandemic during the 2020-21 academic year. As regional and campus conditions permitted, the Libraries was able to expand the hours that the buildings were open to the university community, with a goal of returning to pre-pandemic building hours by the start of the fall 2021 semester.

- The Committee approved the Libraries' plan for allocating the collections budget of \$11,600,000. Inflation continues to reduce the Libraries' buying power. Endowments and one-time funds help to fill the gap, but consistent annual shortfalls remain a concern.
- Technology lending continues to be a focus of the Libraries' academic continuity activities.
- Supporting Open Research and Scholarship - the committee discussed the Libraries' expanded investment in "open interventions" in infrastructure, projects, and initiatives to improve the cost sustainability of the scholarly communications environment required to sustain the academic research lifecycle.
- Research Computing and Data Facilitation Service - the Committee reviewed plans for the Research Computing & Data Facilitation Service (RCDFS), a new university initiative supported by the Provost and led by the Libraries, OIT, and the Office of Research and Innovation (ORI) to develop a robust service in support of NC State's research enterprise. The RCDFS will provide a single point of contact for faculty members and researchers to connect them with appropriate and available research computing and data services, while serving as a communication hub for service providers and enabling continuous assessment of researchers' needs and available services.
- Hill Library Renovation -the major renovation of the Hill Library to create the Academic Success Center and other new library spaces was completed in Fall 2020. The center embodies a collaborative partnership between the Libraries and the Division of Academic and Student Affairs (DASA) to support "the whole student" over the course of their entire academic career and beyond.
- Organizational Changes - the Committee welcomed two new, critical members of the Libraries' management team: Adebola Fabiku, Department Head, Access Services; and Jennifer Garrett, Associate Director for Organizational Design, Equity, and Talent.

Lifelong Faculty Involvement

Three meetings were held via Zoom during the COVID-19 pandemic: (October 19, 2020, December 11, 2020, and February 15, 2021). The previous Chair of this committee left the university, and Jeannette Moore was voted in as the new Chair. The committee (along with the Association of Retired Faculty) will provide input on the revision of policy 05.20.02, the Emeritus/Emerita Faculty Status for Faculty and Senior Administrators. The committee voted to have the new Chair (Jeannette Moore) represent LFIC in the discussions on the policy revisions. Vice Provost Katharine Stewart arranged for a group to meet (via Zoom) to provide input on the Emeritus/Emerita faculty regulation, including changing the name to Retired Faculty Regulation with a section on Emeritus/Emerita. The first meeting was held on March 1, 2021 and Jeannette Moore was the representative from this committee. The committee received updates on Human Resources Benefits relative to retired faculty from Gareth Washington and information from Graduate School Dean Peter Harries regarding Emeritus Faculty and the Graduate School and the effects of the pandemic on graduate admissions and support for graduate students.

Registration, Records and Calendar

The committee continued to explore options for names on diplomas for cases when a student wants their diploma to display a name other than their legal name. The committee understands that other group(s) on campus are exploring this recommendation. The committee continued to utilize the perpetual calendar with the exam periods that were approved for the revised 2021-22 calendar, 2022-23, and 2023-24 (see details in full [report](#)).

Speakers and Lectures

Despite the challenges of working during a pandemic and completely changing how the committee delivered content to audiences, the committee was able to fulfill its charge. The committee met four times over Zoom (October 7, November 30, and December 21, 2020, and January 27, 2021) with numerous additional email communications between committee members.

As part of its charge to work with other campus partners to bring high-level speakers to campus, the committee contributed \$2,000 to support the Elkan Lecturer in Science and Society with the Park Scholars. Thomas Hager, an author who wrote *The Alchemy of Air*, a prior NC State common reading book, presented a talk entitled “How to Talk About Science in a Post-Truth World” on October 1, 2020. The event had 250 attendees. The Speakers & Lectures Committee received acknowledgment for that sponsorship, which can be seen at this link: <https://park.ncsu.edu/2020/01/03/thomas-hager/>.

In addition, the committee decided to offer a free, open to the public session with Rich Harwood following the Institute for Emerging Issues (IEI) Forum. On February 18, 2021, Mr. Harwood delivered a keynote entitled “A Call to Step Forward: Bridging Divides and Healing Our Communities.” Mr. Harwood was introduced by McKenzy Heavlin, one of the committee members, and other committee members helped moderate questions from the chat. Sheri Schwab was instrumental in inviting Mr. Harwood and working on the logistics of the presentation.

University Housing

During each of its meetings, the University Housing Advisory Committee took reports from Dr. Donna McGalliard (Director of University Housing) regarding current operations and future plans. A presentation on the next fiscal year’s budget was heard at the first meeting, and the rate increase proposed was reviewed and endorsed by the committee.

Most of the remaining presentations and discussions focused on the extraordinary circumstances of managing on-campus housing during a global pandemic. All such presentations were well received by the committee and informal recognition was made of the hard work and dedication University Housing staff showed in the face of unprecedented challenges. No motions for changes to University Housing policy were offered by members of the committee.

Recommendations: Additions to the committee from two units in the future may be helpful: Student Health Services (for the many ways in which their mission intersects with that of University Housing), and Fraternity and Sorority Life (for the inclusion of additional experience and perspective from other student residential communities).

**Charge, Membership and Leadership of
2021-2022 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 June, 2021. 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