

Annual Report

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2021-2022

Date Report Submitted: August 16, 2022

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

Number of times the committee met: One meeting was held virtually. In addition, various items were discussed and approved via email.

RECOMMENDATIONS OF THE COMMITTEE ON COMMITTEES

Dissolution of the University Standing Committee on Commencement: The Committee on Committees (CoC) endorsed, and the Chancellor subsequently approved, the request from the Enrollment Management and Services (EMAS) unit to modify the University Standing Committee on Commencement to an advisory committee, effective at the beginning of the 2022-2023 academic year. Over the past several years, the role of the current committee has been condensed to the selection of the student speaker, and while this is a very important activity, it does not reflect a need for a continuing standing committee. The ceremony planning lies within EMAS and is led by the Department of Registration and Records (R&R), with limited input from the committee itself, as the current makeup of the committee does not reflect the stakeholders accountable for execution of the ceremony. In the interest of efficiency, the Commencement Committee will become an advisory body to the Senior Vice Provost for Enrollment Management and Services and include those stakeholders from across the university who already assist in ensuring the ceremonies are planned and executed appropriately. This advisory committee would be responsible for providing relevant feedback and recommendations to EMAS and R&R, as well as selecting the student speaker. The advisory committee will continue to include faculty and staff representatives from key areas across campus, as well as student representatives sought through Student Government and the Graduate Student Association.

Review of University Standing Committees on Bookstores and Dining: The CoC looked at ways to optimize efficiency within our committee structure and focused on two committees in particular: Bookstores and Dining. As we emerge from the pandemic, Campus Enterprises is in the process of assessing administrative and operational aspects of its services and, as part of this assessment, would like to evaluate the Dining and Bookstores standing committees. Vice Chancellor for Finance and Administration Charles Maimone has asked Associate Vice Chancellor for Campus Enterprises Richard Berlin to lead an effort to review and update the Dining and Bookstores standing committees with input from various stakeholders. The current charges of both committees are geared toward operational areas that are difficult to execute fully given the lack of operational expertise among committee members. Further, as auxiliary units, these entities have a more fundamental charge to work within their revenue and/or fees collected. Provost Arden explained that no action is needed by the CoC at this time. Further exploration and investigation of the Bookstores and Dining committees will be conducted with action for the CoC to consider at a future date.

SUMMARY OF ACTIVITIES OF THE COMMITTEE ON COMMITTEES

The 2021-2022 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 and Dean for the Division of Academic and Student Affairs; RaJade Berry-James, Chair of the Faculty; Hans Kellner, Past-Chair of the Faculty; Helen DiPietro, Chair of the Staff Senate;

McKenzy Heavlin, Student Body President; with ex officio members Kim McAllister, Chair-Elect of the Staff Senate; Molly Vanhoy, Student Senate President; and Adam Schmidt, 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.

Tasks completed by the 2021-2022 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2022-2023 (no revisions needed).
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 200 employees participated in the survey, a decrease of 93 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 each administrative advisory committee.
4. Approved the selection of individuals to fill 39 vacant faculty seats for the 2021-2022 year. A total of 122 seats are to be assigned (including students, staff and Faculty Senate appointments).
5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2021-2022 annual reports from each University Standing Committee. There were 89 meetings of our various University Standing Committees during the 2021-2022 year.
7. Distributed notifications of appointment to the 2022-2023 University Standing Committee members via email.

RECOMMENDATIONS/SUMMARY OF ACTIVITIES SUBMITTED IN ANNUAL REPORTS FROM UNIVERSITY STANDING COMMITTEES

Admissions (Undergraduate) - [Full Annual Report](#)

The main responsibility of the Admissions Committee is the consideration of readmission applications for suspended students. The committee spent much of its time focused on how to best support students returning after suspension. Conversation included support in terms of mental health, wellbeing and academic support, with the committee noting their responsibility to act when encountering indications that students' mental health and wellbeing are suffering, which includes submission of CARES reports as appropriate. The committee created a subcommittee to research how individual colleges support newly readmitted students. In addition to consultation with individual colleges, the committee reviewed data from R&R about demographics related to suspension, application for readmission, and readmission rates. Upon recommendation by the subcommittee, the initial communication to readmitted students was updated. Upon recommendation by the subcommittee and in consultation with the director of the Office of Advising Technology Katie Cartmell, the committee put forth a recommendation to Provost Arden for the creation of a staff role dedicated to persistence and graduation support. The outcomes of the committee's deliberations are given in the full report.

Bookstores

No report submitted.

Commencement - [Full Annual Report](#)

The committee voted on student speaker candidates for both fall 2021 and spring 2022. The committee has been approved to operate within an advisory status beginning with the 2022-2023 academic year.

Council on Athletics - [Full Annual Report](#)

This year the Council on Athletics included a theme in the meeting related to Diversity, Equity and Inclusion (DEI) in athletics. While the focus of the meetings remained in alignment to the charge of the Council, each meeting had at least one agenda item related to DEI. Additionally, the Council read the book, *Race, Sports, and Education: Improving Opportunities and Outcomes for Black Male College Athletes* by Dr. John N. Singer. To conclude the year, Dr. John Singer came to visit the Council in person to discuss his book. The Council was also given a tour of the Dail Basketball Center by Coach Kevin Keatts. This year all meetings were held in person with the option of virtual attendance. Members received updates throughout the year from the Athletics Director, the Student Athlete Advisory Committee and various staff related to topics such as Academics, Financials and Title IX Review. The Council also met with various head coaches during the year. The Council approved a revised set of bylaws that will be in effect for the 2022-2023 academic year. Details on the activities of the Council's subcommittees are contained within the full report.

Council on Undergraduate Education - [Full Annual Report](#)

In the 2021-2022 academic year, 118 actions were considered and processed, including 95 permanent offerings and 23 Honors and Special Topic offerings. The Council [recommended](#) proposed wording adjustments and clarifications to the U.S. Diversity, Equity and Inclusion objectives. These recommendations were accepted by the Provost in November 2021. Members discussed alignment of verb levels between objective, outcome, and measurement - seeking to ensure that outcomes met the rigor of the objectives and that measures assessed the correct level based on the outcome provided. Members questioned whether repeating the verbs found in objectives was acceptable. Further discussion indicated that repetition was acceptable as long as it was clear that the verb was applied deliberately to the course (and not entered simply for the purpose of review). Members continued to ask questions to ensure that courses seeking to be counted for Global Knowledge GEP credit would include and require study of a culture outside of the U.S. Members continued to look for disciplinary perspectives in Interdisciplinary Perspectives courses in addition to how perspectives are integrated. Voting practices and defining the impact of each motion (Tabled, Approved Pending, etc.) was revisited throughout the year.

Courses and Curricula - [Full Annual Report](#)

In the 2021-2022 academic year, 234 course actions and 119 curricula actions were considered and processed. There were also three changes in ownership and two new prefixes. Members discussed the Biomedical Engineering (BME) student course residency [request](#). On March 9, 2022, the committee voted to recommend approval for the following statement in BME's MOU: 2.4.5. "Courses used in the BME major are considered in-residence at the partner institution for the purpose of graduation; courses not used in the BME major are subject to each university's rules for majors and minors." Members discussed other items including Topic Outlines, GEP Outcomes and General Outcomes, and Critical Path Coursework and Labeling. See the full report for discussion details.

Dining - [Full Annual Report](#)

The Dining committee was unable to meet in person this year due to the ongoing COVID-19 pandemic, so tours of facilities and in-person sampling as a committee were unable to be done. It is recommended to resume in-person meetings and tours in 2022-2023. Each month, committee members were assigned a University Dining location on campus to visit and provide feedback on the service, food quality, etc., which leadership utilized it to improve operations. Monthly updates were provided to the committee on the ever-changing operation of University Dining as it related to the COVID pandemic and providing meals and services to students in quarantine/isolation spaces. Members were also invited to special University Dining operations (theme meals) to try them out as well as raise awareness on the activities of the unit. In the upcoming year, we hope to continue these types of committee engagement with University Dining operations.

Evaluation of Teaching - [Full Annual Report](#)

The committee discussed renaming the ClassEval student evaluation system to Student Feedback to Improve Instruction. This name change will reflect the purpose of the data being collected – i.e. students are providing feedback based on their experience, especially as it pertains to achievement of course outcomes. This will also pave the way for broader cultural change regarding how we view evaluation of teaching. The committee discussed convening a working group on technology, to assist in mitigating concerns about changing the name. The committee also recommended maintaining the current closing date for ClassEval because, despite students' initial request, they determined that the potential disadvantages of extending the date to encompass final exams outweigh the possible benefits of extending the closing date. The committee also recommended a change to REG 05.20.10 – Evaluation of Teaching to promote equity in teaching evaluation standards for professional and tenure-track/tenured faculty. The committee requests that item 3.3.4 be amended to allow for professional track faculty at the professor level to have peer evaluations performed with the same frequency as their tenure-track/tenured colleagues. For next year, the committee recommends continuing the discussion of faculty reflection statements and gathering student data and feedback on potential open-ended ClassEval questions to better assess students' perceptions of teaching. This is especially important as it relates to diversity/inclusion as well as the ongoing challenges posted by COVID-19.

Group Insurance and Benefits - [Full Annual Report](#)

The committee received updates on open enrollment changes and processes for 2021-2022; updates on life insurance vendor change and conversion process from MetLife to Securian Financial Life; and discussed possible changes to vision and/or dental coverage. The committee received an update on UNC Staff Assembly actions on bereavement leave. The proposed resolution would allow community service leave to also be used as bereavement leave. Next year, the committee should continue to monitor the progress of the bereavement leave proposal and follow-up as appropriate.

International Programs - [Full Annual Report](#)

Committee meetings primarily focused on ways to expand and enrich the faculty, staff and student engagement in international and cross-cultural learning for the globalization efforts of NC State. Committee members reviewed six proposals for the Internationalization Seed Grant program and engaged in selecting the applicants for the Jackson Rigney International Service Award. The committee believes several issues require attention in order to further NC State's globalization efforts, including: cost of study abroad programs limits participation for many students (solutions include scholarships and

further expansion of COIL efforts for students); lack of recognition for faculty international engagement in the RPT process; lack of affordable housing and support services for visiting scholars and international graduate students in the Raleigh area close to campus; keeping faculty, staff and students in the NC State global engagement communication loop; and development of suitable metrics for the assessment of the progress toward the university's strategic goals regarding global engagement and communication of those with the university community.

Library - [Full Annual Report](#)

The committee devoted 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 2021-2022 academic year. Library managers and staff focused on moving from crisis mode to fully opening services and spaces to pre-pandemic levels while incorporating successful hybrid models for providing services, teaching, workshops, etc. At multiple points during the year, the committee discussed the Libraries' efforts to support student affordability. 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 pressures remain a concern. The committee briefly discussed the budget allocation for NC State to build an_eSports arena, in particular an initial proposal to study the Hill Library West Wing as a potential permanent location. The committee approved the proposed FY 2021-2022 budget along with updated operating hours for the year and for 2022-2023. The committee received an overview of the \$1.5 million renovation of the Natural Resources Library and adjacent spaces in Jordan Hall. The committee endorsed the significant upgrades to the library and welcomed an invitation to the upcoming open house that took place in May. Finally, the committee welcomed several new, critical members of the Libraries' management team. See full report for details.

Lifelong Faculty Involvement - [Full Annual Report](#)

The committee received updates on HR Benefits from Director of Benefits, Employee Wellness and Work Life Gareth Washington and on the Association of Retired Faculty (ARF) from Dr. Susan Osborne. Senior Vice Provost for Faculty and Academic Affairs Katharine Stewart provided updates throughout the year on the progress on revising the Emeritus Status policy so it would include information for all retired faculty (including the differences between "retired" and "emeritus" status). At the November 30, 2021, meeting, Dr. Stewart reported that the first draft of the Retired Faculty/Emeritus Policy was in progress. She mentioned there was an addition to cover the question of how an Emeritus person could request removal of the status and how Emeritus status could be revoked by the university. At the March 1, 2022, meeting, Dr. Susan Osborne provided an update on the concerns ARF had on the revisions to the policy. There was considerable discussion, and the Lifelong Faculty Involvement Committee supported the concerns and the suggested changes.

Registration, Records and Calendar - [Full Annual Report](#)

The committee had two meetings in fall 2021 and two meetings in spring 2022. At the fall meetings extensive discussion centered on the perpetual calendar, specifically the shift in fall break, the hanging Monday after Thanksgiving break, and the time between grades being due and the university closing for winter break. A sample calendar that took into account these various concerns was presented to the committee, with revisions to the perpetual calendar unanimously approved at the September 10, 2021, meeting. The spring meetings focused on a proposal to increase voting engagement by college students. Kayla Bertling, Director of Government Affairs for Student Government, gave a presentation proposing

additions to university policy that would allow for no classes on election days, as well as other options to increase voting opportunities. The effects on the calendar for all proposed days off created untenable outcomes for faculty contract start dates, reading days, period between grades being due and the university closing in December, and other factors. The committee recommended codifying voting as an excused absence in the existing university absence policy. Going forward the committee recommends continued discussion with campus partners regarding 1) the creation of a non-binary gender option in applications for admission and 2) election days as calendar days or explicitly included in the excused absence policy.

Speakers and Lectures - [Full Annual Report](#)

The continued COVID-19 pandemic affected the work of the Speakers and Lectures Committee during the 2021-2022 academic year. Specifically, the uncertainty associated with whether people would be able to gather in large groups made it challenging to plan events, especially in-person. The committee, therefore, had not planned any of its own events during the 2021-2022 academic year. However, the committee supported one speaker brought to NC State by another organization and additionally made plans to sponsor two speakers at the university during the 2022-2023 academic year, one in the fall and one in the spring. All three of these events are related to diversity, equity, and inclusion.

University Housing - [Full Annual Report](#)

The committee's activities consisted of hearing updates from the director of University Housing (and relevant staff) regarding ongoing operations. During the first meeting (in September 2021) the committee endorsed the proposed changes to University Housing rental rates after hearing a detailed report on scope and nature of projected expenditures and revenues. Throughout the updates presented by the director of University Housing (and staff), no items for further action were identified, and the general feeling expressed by the committee members was one of continued support and admiration for the work done by the director and their staff.

**Charge, Membership and Leadership of
2022-2023 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 fourteen University Standing Committees to Chancellor Woodson, who approved the recommendations in June 2022. 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