

## **Annual Report**

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2022-2023

Date Report Submitted: August 16, 2023

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 Committees on Bookstores and Dining:** The Committee on Committees endorsed, and Chancellor Woodson subsequently approved, the request from the Office of Finance and Administration to discontinue the University Standing Committees on Bookstores and Dining, effective at the beginning of the 2023-2024 academic year. Last year Vice Chancellor Maimone asked Rich Berlin, Associate Vice Chancellor for Campus Enterprises, to lead an effort to review and evaluate the effectiveness of the Bookstores and Dining committees. Completion of the review yielded recommendations to discontinue both standing committees. The Bookstores committee has not been active since the pandemic and discussions among the Committee on Committees to discontinue the Dining committee have been held for several years. There has been little faculty interest in serving on either committee. As currently written, the charges for both committees are geared toward operational areas that are difficult to execute fully given the lack of operational expertise among committee members, and, as NC State Stores and Dining are both mature, well-managed units, the operational areas are well in hand. Through the use of time-bound task forces, working groups, focus groups and surveys, as well as ongoing working relationships with other departments and organizations, there could be better alignment between stakeholders and Stores and Dining management in addressing specific concerns and opportunities. In addition, a formal annual report from the Senior Director of NC State Stores and Senior Director of NC State Dining will be submitted to the AVC for Campus Enterprises and reviewed by Vice Chancellor Maimone's office to ensure policy compliance and business alignment with campus and student priorities. These reports will replace the annual reporting requirement associated with each standing committee. Finally, the Stores and Dining units will continue to keep the Faculty Senate in the loop with respect to any major policy changes in the future.

## **SUMMARY OF ACTIVITIES OF THE COMMITTEE ON COMMITTEES**

The 2022-2023 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; Herle McGowan, Chair of the Faculty; Jill Phipps, Chair of the Staff Senate; McKenzie Heavlin, Student Body President; with ex officio members Alan Porch, Chair-Elect of the Staff Senate; Miles Calzini, 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 the annual appointment of each standing committee to the chancellor.

Tasks completed by the 2022-2023 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2023-2024 (no revisions needed\*).
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 255 employees participated in the survey, an increase of 55 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 38 vacant faculty seats for the 2023-2024 year. A total of 111 seats are to be assigned (including students, staff and Faculty Senate appointments).
5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2022-2023 annual reports from each University Standing Committee. There were 82 meetings of our various University Standing Committees during the 2022-2023 year.
7. Distributed notifications of appointment to the 2023-2024 University Standing Committee members via email.

\*Note: In summer 2023 the Admissions Committee charge was updated to reflect the Supreme Court decision on college admission decisions.

## **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 outcome of the committee's deliberations are given in the full report. The committee spent much of its time focused on developing an appeal review rubric that members can use when voting on appeals as well as an Appeal Resource Guide that could be shared with suspended students and academic advisors. A subcommittee was created to draft the appeal evaluation rubric and the committee recognizes and appreciates the extra time and effort of the subcommittee members: Charles Clift, Katie Cartmell, Traci Lamar, Cathy Crossland and Melissa Merrill. The committee worked to revise the prompts suspended students respond to in their appeals. In the prompts, students were directed to utilize the Appeal Resource Guide and to explain what has changed and what plans the student has in place to prevent their academic situation from happening again. The proposed evaluation rubric, the revised prompts and the Appeal Resource Guide were all accepted by Registration and Records to be used in the Summer 2023 appeals moving forward. Additional revisions may be necessary, but the committee decided to wait to see if these revisions improved student appeal application responses. The committee recommends the addition of Katie Cartmell, Director of the Office of Advising Technology, to the committee membership due to her experience with suspension appeals when she was employed at UNC Chapel Hill.

### Bookstores

No report submitted.

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

The Council on Athletics remains an engaged and active part of the university governance structure. This year all meetings were held in person with the option of virtual attendance. The Council on Athletics included a theme related to the student-athlete experience in the meetings this year. While the focus of the meetings remained aligned with the charge of the Council, each meeting had an additional focus on important areas in our student-athletes' everyday lives. The Council visited the NC State football practice to get an idea of the demands placed on the students related to practice time and the other activities related to practice. The Council also toured the renovated Case Academic Center. During this tour, Council members could see the investments taking place to improve the functionality and aesthetics of the academic center. The Council recommended a revision to the student-athlete attendance policy to modernize the language and address increasingly diverse methods of course delivery. Coach Laurie Henes, Women's Cross Country, was recognized by a formal commendation of the Council for her long-standing service and exceptional leadership with the university. 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. Details on the activities of the Council's subcommittees are contained within the full report.

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

In the 2022-2023 academic year, 113 actions were considered and processed, including 96 permanent offerings and 17 Honors and Special Topic offerings.

In spring 2023, the Office of Undergraduate Courses, Curricula and Academic Standards (OUCCAS) underwent its External Program Review, which included a session for the University Committee on Courses and Curricula (UCCC) and Council on Undergraduate Education (CUE) members (both voting and non-voting) to share feedback with the team. One of the recommendations of the review team after its sessions was to perform a cost-benefit analysis of the number and scheduling of committee meetings and deadlines with the possibility of moving to less frequent meetings in less busy times and also simplifying the deadline structure. OUCCAS has begun this analysis, with more discussion to happen in the fall. In the final year before the USDEI GEP structure goes live for students matriculating fall 2023 and later, CUE continued to carefully review courses coming forward for inclusion in this new list. Based on campus feedback, OUCCAS set out to establish a new, shared process for requesting, reviewing, and scheduling a second or third offering of a Special Topics GEP course that was previously reviewed and approved by CUE. OUCCAS presented the process for feedback to CUE and, after incorporating that feedback, the process and its related form went live spring 2023. From the suggestion of the CUE chair-elect, OUCCAS opened up a Suggested Practices document, which will serve as an in-progress, collaborative catch-all for questions, issues and discussions about suggestions and requirements. This document is shared among all current CUE and UCCC members to add information throughout the 2023-2024 year.

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

In the 2022-2023 academic year, 229 course actions and 96 curricula actions were considered and processed. In order to increase connections with the Provost's Office, members discussed and supported a request to add a non-voting role for the Office of the Executive Vice Chancellor and Provost. This seat is filled by Helen Chen, Senior Vice Provost for Instructional Programs. Members discussed topics including syllabus boilerplate information; student evaluation methods; certificates versus minors; and

courses using “ungrading” schema. In spring 2023, the Office of Undergraduate Courses, Curricula and Academic Standards (OUCCAS) underwent its External Program Review, which included a session for UCCC and CUE members (both voting and non-voting) to share feedback with the team. One of the recommendations of the review team after its sessions was to perform a cost-benefit analysis of the number and scheduling of committee meetings and deadlines with the possibility of moving to less frequent meetings in less busy times and also simplifying the deadline structure. Members supported shifting the meeting time to fit within a university campus time period starting, with UCCC meetings scheduled 1:15 p.m. - 2:45 p.m. beginning in fall 2023. More discussions about meeting structure will occur in the Fall. From the suggestion of the CUE Chair-Elect, OUCCAS opened up a Suggested Practices document, which will serve as an in-progress, collaborative catch-all for questions, issues, and discussions about suggestions and requirements. This document is shared among all current CUE and UCCC members to add information throughout the 2023-2024 year.

### Dining

No report submitted.

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

The committee discussed a name change for Class Eval to Student Feedback to Improve Instruction and also discussed changes to questions within the evaluation. The committee recommends continued discussions of the following items in 2023-2024: develop a list of all of the teaching awards and provide a calendar at the start of the year to get volunteers to sign-up early; make sure that a co-chair is selected early in the process to help when conflicts arise with scheduling; continue the discussion of eliminating the class evaluation in the RPT process and use it for quality improvement of instruction; explore the use of AI to help provide immediate feedback and summarize qualitative responses for class evaluation and use this in the improvement process; explore the use of more comprehensive student evaluations that could be performed via an interactive digital platform that encourages students to provide feedback regularly, not just at the end of the semester; conduct a student focus group to understand how they view the class evaluation system and to better understand their perspectives on the purpose it serves for them; and changing the class evaluation questions as proposed by the committee.

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

The committee received updates on the UNC Staff Assembly actions on Bereavement Leave, COVID Booster Leave, the personal observance day and retirement benefits. Going forward, the committee will continue to monitor progress of the Bereavement Leave proposal and monitor the move of the State Health Plan from Blue Cross Blue Shield to Aetna.

### International Programs - [Full Annual Report](#)

Committee members ranked three nominees for the Jackson Rigney Award and reviewed and scored 13 Internationalization Seed Grant applications submitted by NC State faculty. Committee meetings primarily focused on generating new ideas and initiatives to promote student, faculty and staff participation in NC State global engagement efforts. During three of the eight meetings, committee members were divided into groups of 3 – 4 participants and were asked to discuss one of the following topics: What can we do to encourage faculty to participate in Global Engagement opportunities at NC State? How can faculty promote initiatives of the Office of International Services? How can faculty engage in and promote global

learning at NC State? The small group discussions were useful primarily for committee members to learn about the extensive breadth and depth of global activities at NC State. At the final meeting of the 2022 – 2023 academic year, members were asked to come to the meeting prepared to offer one suggestion for a Committee on International Programs (CIP) initiative or activity to promote global engagement in 2023 – 2024. The main challenges for the CIP continue to be: how to disseminate global engagement program information and opportunities to faculty and students; how to encourage and promote participation in university sponsored global engagement programs; and how to implement ideas generated during meetings of the committee.

#### Library - [Full Annual Report](#)

The committee approved the Libraries' plan for allocating the 2022-2023 collections budget of \$11,600,000 (39% of the base budget) and also approved the operating hours for 2023-2024. These hours are largely the same as in recent years, with the Hill and Hunt Libraries open 24 hours Sunday through Thursday. Committee members were invited to provide comments and suggestions for a redesign of the Libraries' website homepage. The committee received updates on the Libraries' support for Engineering North Carolina's Future and enrollment growth; student mental health and supporting experiential learning at the Libraries. The August 2022 meeting featured a discussion of the Libraries Strategic Plan which was completed in March 2023. Also in August, the committee received a presentation from Patrick Deaton, the Libraries' Associate Director for Learning Spaces and Capital Management, about the D. H. Hill Jr. Library Comprehensive Study/Master Plan. The purpose of the comprehensive study was to derive the vision, space principles and program requirements/adjacencies (including dining facilities) in the D.H. Hill Jr. Library for long-range planning to align with the Libraries' strategic goals. Questions, suggestions and recommendations from committee members were invited throughout the year. A final report is expected in June 2023.

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

All meetings were held via Zoom due to the continuation of the COVID pandemic and ease of attendance. At the first meeting (September 14, 2022), the charge of the committee was reviewed, then Senior Vice Provost for Faculty and Academic Affairs Katharine Stewart gave an update about the plan to change the emeritus policy so it would include information for all retired faculty (including the differences between retired and emeritus status). This was a carry-over from the previous year, but the policy had not yet been fully executed. A suggestion was also made for the committee to also consider providing mentorship for soon to be retiring faculty members that would foster either formal or informal mentoring for that phase. At the second meeting, Dr. Stewart gave highlights regarding revisions to Policy 05.20.02 Emeritus/Emerita Status for Faculty and Senior Administrator and the committee agreed to the revisions. The committee further discussed the potential for emeritus faculty members(s) to provide mentorship to new, returning and retiring faculty members. During the third meeting, Dr. Maria Gallardo-Williams spoke to the committee regarding more formalized mentoring efforts at NC State, including a newly created website. Currently, mentoring is provided campus-wide, but varies in numerous ways across departments/units. The final meeting of the committee discussed potential items to follow up on in the 2023-2024 academic year, although no concrete ideas were formalized. An in-coming chair was nominated.

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

Three meetings of the committee were held. The fall meeting discussion centered on the 2025-2026 calendar. The fall 2025 term starting on Monday, August 18, only provides faculty with one paid contract

day before classes begin. Most departments will have faculty meetings and training prior to the term start, leaving 9-month faculty having to do course prep outside of their paid workdays. The committee recommends continued discussion about having the term start dates be on Mondays as this provides a short window of time for students and faculty to get issues straightened out prior to the start of classes, though the committee asked if there is flexibility with future calendars to return to Wednesday start dates. The spring meeting focused on incorporating Wellness Days in the next academic calendar. Options were discussed within the committee and with the Student Senate and Faculty Senate. The committee approved one Wellness Day to be added to each semester of the three year academic calendar (fall 2023 to spring 2026). The committee recommends continued discussion as to whether or not future calendars provide any flexibility if more than one wellness day is determined to be needed.

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

Over the course of the 2022-2023 academic year, the Speakers and Lectures committee worked to operationalize the phenomenal speaker selections from the previous year's committee. The first of these speakers was Dr. Aprille Ericsson-Jackson, Instrument Project Manager with NASA Goddard Flight Center. Dr. Ericsson is a highly accomplished and respected professional in her field. She is an aerospace engineer and the first African-American woman to receive a Ph.D. in engineering from NASA's Goddard Space Flight Center. Hosting Dr. Ericsson as a speaker created networking opportunities for students and faculty. The second speaker selected was Dr. Kwame Anthony Appiah, Professor of Philosophy and Law at New York University. Dr. Appiah is a renowned philosopher, cultural theorist and author with a deep understanding of ethics, moral philosophy and cultural identity. Inviting him as a speaker provided students and faculty with the opportunity to engage with his expertise and explore critical ethical questions relevant to their academic pursuits and personal lives. The committee was composed of students, faculty and staff representing several campus stakeholders. While the committee saw active membership with several committee members, there were several individuals who did not attend, participate, or respond to multiple requests for their involvement thus the chair recommends a reaffirmation and a memorandum of agreement to all committee members of the expectations of their role, responsibilities and participation on the committee.

#### University Housing - [Full Annual Report](#)

The committee's activities centered on becoming familiar with the department's operations and learning about the impact and ongoing improvements University Housing has made programmatically and structurally to continue providing preeminent residential services and experiences at NC State. During the first meeting held on September 20, 2023, the committee heard from the Associate Vice Chancellor and Executive Director, and finance leads for University Housing about rental rates and voted to endorse rate changes after engaging in a detailed review of the scope and projected expenditures and revenues. In addition to the rate change vote, the committee engaged in conversation with University Housing staff around the following topics throughout the academic year: University Housing student staff development and training programs; room selection process updates and improvements; procurement of additional housing beds to the University inventory for the upcoming year through a third party lease; experiential learning opportunities for students in University Housing; University Housing activities, programming, outreach and Living and Learning Villages; and support for students and student staff through mental health and on-campus crises. Throughout five meetings in the academic year, the committee members expressed appreciation and recognition for the high level of competency in how the University Housing team executed their duties and responsibilities, especially in a year of increased complexities and unexpected losses.

**Charge, Membership and Leadership of  
2023-2024 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 twelve University Standing Committees to Chancellor Woodson, who approved the recommendations in June 2023. 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:

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Warwick A. Arden                      Date  
Executive Vice Chancellor and Provost

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W. Randolph Woodson                      Date  
Chancellor