

**Committee on Committees (CoC)
Meeting Minutes
May 1, 2024
3:30 p.m.
Meeting held via Zoom Teleconferencing**

Approved by email 5/31/2024

Present: Warwick Arden, Tasnim Jannat, Amy Jinnette, Herle McGowan, Alan Porch, Katharine Stewart

Provost Arden opened the meeting and asked for introductions. He noted the minutes of the May 2, 2023 meeting were approved via email on May 24, 2023.

Amy Jinnette provided an overview of the types of actions considered by the Committee on Committees (CoC) which routinely include approval of replacements for general faculty seat vacancies and approval of the annual report from the CoC to the Chancellor. She also highlighted some of the more significant changes to committee structures and charges that the CoC has recommended in recent years.

Provost Arden presented the two agenda items under new business. First, the Office of Instructional Programs (OIP) within the Office of the Executive Vice Chancellor and Provost is requesting a non-voting, ex-officio seat on the Council on Undergraduate Education (CUE). The OIP collaborates with college and other units on academic planning and oversees the university processes to identify, prioritize and propose new degree programs, certificates, and other university-wide academic programs. Having a representative from OIP on the Council on Undergraduate Education would help facilitate the Council's work in support of matters related to undergraduate education and the General Education Program. The CUE voted in favor of this request at their February 16, 2024 meeting. The OIP has a similar seat on the University Courses & Curricula Committee (UCCC) which the CoC approved in 2022.

Second, the Office of University Interdisciplinary Programs (OUIP) within the Office of the Executive Vice Chancellor and Provost is requesting an ex-officio, non-voting seat on both the CUE and UCCC. The OUIP collaborates extensively with colleges, units and the Office for Instructional Programs to facilitate effective academic planning to ensure NC State students receive an exceptional interdisciplinary and experiential education. The proposed representative would contribute to discussions on interdisciplinary undergraduate education and the General Education Program, sharing expertise and insight in these areas. The seat requests were approved by CUE and UCCC at their April 12, 2024 and April 17, 2024 meetings, respectively.

A motion was made and seconded to recommend the addition of a representative from the Office of Instructional Programs as a non-voting, ex-officio member on the Council on Undergraduate Education. The motion passed.

A motion was made and seconded to recommend the addition of a representative from the Office of University Interdisciplinary Programs as a non-voting, ex-officio member on both the Council on Undergraduate Education and the University Courses and Curricula Committee. The motion passed.

These recommendations will move forward to the Chancellor for final approval.

Amy Jinnette provided an overview of the committee management process including the 2024-2025 selection process for appointments. She explained the committee preference survey was open for three weeks, January 8-January 29, 2024. Faculty and staff responses totaled 209, a decrease of 46 from last year. Amy next reviewed the summary of faculty and staff survey results for all 12 university standing committees and for the advisory committees participating in the survey. Amy then referenced the spreadsheet of vacant seats for Faculty Senate, students and staff in the materials 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 clarifications on the recommendations to fill vacant faculty seats. A motion was made and seconded to recommend the committee compositions and charges to the Chancellor. The motion carried. Upon the Chancellor's approval, appointment notices will be issued in July.

Provost Arden concluded by asking if there was any further business. With no further business, the meeting adjourned.