

## **Annual Report**

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2023-2024

Date Report Submitted: August 9, 2024

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**

**Modification of the Charge of the Admissions (Undergraduate) Committee:** The Committee on Committees endorsed, and Chancellor Woodson subsequently approved, modification of the charge of the Admissions Committee. The charge was modified to shift undergraduate academic appeals for continuation from the University Admissions Committee to a newly created Academic Appeals Committee. One of the justifications for adjusting the committee is to ensure that membership contains 12-month staff - professionals, faculty, and administrators - who are able to review appeals over the summer and during the winter break. Given that the bulk of the appeals have justifications based on mental health struggles, an additional benefit of shifting to an Academic Appeals Committee is that members of the committee would be selected based on their expertise and proximity to student support structures on campus including the student success center, counseling services, and college-based support programs.

**Additional Seats to UCCC and CUE:** The Committee on Committees endorsed, and the Chancellor subsequently approved, the addition of an ex-officio, non-voting seat to the Council on Undergraduate Education for the Office of Instructional Programs. An ex-officio, non-voting seat was also added to both the Council on Undergraduate Education and the University Courses and Curricula Committee for the Office of University Interdisciplinary Programs.

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

The 2023-2024 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; Alan Porch, Chair of the Staff Senate; Timothy Reid, Student Body President; with ex officio members Charles Hall, Chair-Elect of the Staff Senate; Stephen McGuinness, Student Senate President; and Chazzlyn Jackson, 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 2023-2024 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2023-2024.
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 209 employees participated in the survey, a decrease of 46 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 46 vacant faculty seats for the 2024-2025 year. A total of 108 seats are to be assigned (including students, staff and Faculty Senate appointments).
5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2023-2024 annual reports from each University Standing Committee. There were 86 meetings of our various University Standing Committees during the 2023-2024 year.
7. Distributed notifications of appointment to the 2024-2025 University Standing Committee members via email.

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

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

The charge of the committee was officially modified in early Spring 2024. Undergraduate academic appeals for continuation have been shifted from the Admissions (Undergraduate) Committee to a newly created Academic Appeals Committee. Moving the continuation review process out of the committee's charge and into an administrative academic appeals committee can ensure that future reviewers are 12-month employees - professionals, faculty, and administrators - who are able to review appeals over the summer and during the winter break and who have expertise and proximity to student support programs on campus. Going forward, the University Admissions (Undergraduate) Committee will continue to advise the Director of Admissions and the Provost concerning general policies and procedures as they pertain to the admission, readmission, or continuation status of undergraduate students at NC State.

The committee discussed many items during the year including the U.S. Supreme Court decision regarding Fair Admission Decision and impacts on NC State admissions; Admission trends for the 2023-2024 academic year; focus of committee work now that appeals have been moved to the newly created Academic Appeals Committee; and the impact of both men's and women's basketball teams advancing to the Final Four.

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

This year, the Council on Athletics included a theme related to the changing landscape of college athletics. Throughout the year, the Council heard about and discussed several topics relevant to the dynamic environment of college athletics. These topics included the transfer trends for NC State incoming and outgoing student-athletes, the legal challenges for the NCAA, new Name, Image and Likeness rules, and the vision of the NCAA President for college athletics. The Council also received reports on the department's budget, academic performance, and Title IX. Over the previous year, several athletics facilities and locker rooms were upgraded. The Council had the opportunity to conduct a behind-the-scenes tour of these improvements, showing the commitment to many of our Olympic sports. The visiting student-athletes shared a firsthand perspective of what it is like to be a Division I student athlete at this

time. Their input and thoughts play a critical role in understanding the importance of college athletics to the students. 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 (CUE) – [Full Annual Report](#)

In the 2023-2024 academic year, 56 actions were considered and processed. In order to increase connections across colleges, members discussed and supported a request to add a non-voting role for the Office of University Interdisciplinary Programs. The Admin Save Memo memo was voted into action by the University Courses and Curricula Committee on February 7, 2024 and this update was shared at CUE the following meeting (see details below). Members discussed topics including cross listing special topic GEP's with other courses; named software resources in the Course Inventory Management (CIM) system record; the "Suggested Practices" document; and double barreled outcomes. On September 15, 2024, CUE discussed and approved a process update- courses with no GEP will no longer go to CUE, but only to UCCC.

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

In the 2023-2024 academic year, 261 course actions and 103 curricula actions were considered and processed. In order to increase connections across colleges, members discussed and supported a request to add a non-voting role for the Office of University Interdisciplinary Programs. Members discussed topics including ranges in student evaluation methods; a collaborative "suggested practices" document to be shared among all current CUE and UCCC members to capture questions, issues and discussions about suggestions and requirements; the course delivery field in the Course Inventory Management (CIM) system; double counting between majors and minors/certificates; and courses using "ungrading" schema. The Admin Save Memo was voted on and approved into action on February 7th 2024. An administrative save to a record in the CIM system is a change or update to a CIM record that does not go through the approval path as outlined in the workflow. As the usage and expertise within the CIM system has increased, this provides an opportunity to revisit an older practice of "administrative actions" and how it can apply to that system in order to increase efficiency and save time for initiators, committee members, and staff. These administrative changes clarify information for students while not affecting course content or program structure in a way that necessitates faculty governance review.

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

Changing the class evaluation system name and questions was proposed by the committee in 2023, and discussion of these questions and issues related to them were the main focus of the 2023-2024 academic year. After discussions with the Faculty Senate, the committee decided to keep the name as "ClassEval" due to the concern that the proposed name "Student Feedback to Improve Instruction" will change the focus from evaluating the course to scrutinizing the instructor. The committee also worked with the Office of Faculty Development to eliminate the need to include ClassEval reports in teaching award dossiers. It is known that ClassEval reports can be biased based upon sex, age, race, etc., so to increase equity within the awards process, these reports were eliminated. The committee recommends continued discussions of the following items in 2024-2025: eliminating the class evaluation in the RPT process and using it for quality improvement of instruction; exploring the use of AI to help provide immediate feedback and summarize qualitative responses for class evaluation and use this in the improvement process; exploring 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; and creating a sub group of the committee to create a literature review of evidence based best practice literature and create a synthesis of practices for the NC State identified peer institutions in order to provide a working set of recommendations for future practice here at NC State.

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

The committee received updates on the UNC Staff Assembly actions on Bereavement Leave, changes to the EHRA leave policy, and the annual enrollment process. The committee discussed the concept of Paid Elder Leave which would allow employees days off to care for an elderly parent with a serious health condition. Going forward, the committee will continue to monitor progress of the Bereavement Leave resolution and follow-up as appropriate and continue discussions on the impact of the EHRA leave policy changes and whether other types of leave (such as elder leave) should be pursued.

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

The Committee on International Programs (CIP) convened on three occasions with the International Operations Committee (IoC) or similar administrative group to deliberate on multiple matters concerning the elevation of prominence and exploration of novel undertakings for the Office of Global Engagement (OGE). Among the topics discussed in joint CIP/IoC meetings were an exploration of the feasibility of formulating a USAID strategy for NC State. The CIP recommends continuing to meet jointly with the IoC or similar administrative groups at least three times during the academic year to continue these conversations and pursue new avenues where OGE can be of service to the NC State campus community. In addition, plans were devised to compile a comprehensive FAQ resource, in concert with Research Administration and NC State business officers, aimed at providing elucidation to the NC State community on matters pertaining to reimbursement protocols for international activities, navigating customs regulations for research samples, and appropriately hosting international visitors on campus. The CIP reviewed submissions for the annual Internationalization Seed Grant award administered by the OGE and determined a subset of applications to receive awards. The committee also reviewed nominations for the recipient of the Jackson Rigney Award, granted annually to celebrate the career-spanning activities of a globally engaged NC State faculty member.

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

The committee approved the collections budget, totaling \$12,255,155, for fiscal year 2024 and approved the Libraries operating hours for 2024-25. This year's proposed hours included one small change from the previous year, a recommendation to open the Hill and Hunt Libraries at 10am instead of 9am on Saturdays and Sundays, based on a long record of low usage data between 9 and 10am on those days. The committee also approved a proposal to adjust the loan period for books for SHRA staff from 30 days to 90 days which matches the loan period for EHRA faculty and other employees. The committee received a presentation on the "Nelson Memo" of the Office of Science & Technology Policy (OSTP) that was released by the White House in 2022. It called upon all federal departments and agencies to update their public access policies to make publications and research funded by taxpayers publicly accessible without an embargo by 2026. The committee also discussed the Libraries' many resources and services that support data management planning, open science, and open access publishing of articles, data, and other works. The committee received updates throughout the year on the Libraries' activities and operations including updates on the D.H. Hill Jr. Library Comprehensive study/master plan; the NC State Esports program; temporary library space for the College of Education and Department of Psychology with the closure of Poe Hall in November 2023; the Integrated Library System (Alma) Migration Update;

the Libraries' student success initiatives and outreach efforts; and the Libraries' comprehensive approach to fostering a culture of belonging and support for its staff and for the university community.

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

The committee received information about the funding structure and operations of the Wellness Recreation Center from Eric Hawkes, Executive Director of Wellness and Recreation. Retired faculty members are eligible for membership of \$300.00 annually. Eliza Kiser, Director of the Osher Learning Institute, discussed the institute's self-supporting model and its offerings for adults aged 50 and older. Membership fees, course registrations, and endowment contribute to OLLI's revenue, enabling the provision of non-credit courses, lectures, and special events. The committee discussed departmental email for retired or emeritus/a faculty members and discussed engaging with the Faculty Senate in discussions regarding the retention of departmental emails for these members. The committee also collaboratively developed a document, Retirement Tips for NC State Faculty, as a resource to assist faculty members in navigating retirement. The document addresses various aspects of retirement preparation, including professional connections and access to resources post-retirement. Committee members are encouraged to contribute to the ongoing development of Retirement Tips for NC State Faculty, ensuring its relevance and usefulness to faculty members approaching retirement.

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

Two meetings of the committee were held. The fall meeting discussion centered on a peer review taking place to reference recent work done at UNC-Chapel Hill including phased enrollment and other changes for more equity (including athletics, disability services, and others) with priority registration. The committee also discussed math students being affected by travel time between Main and Centennial Campus and asked if they could be made aware of where classes meet during registration. The committee discussed Wellness Days, which appeared to receive a positive student response around having one in each semester. While the day(s) are important it was noted that labs are affected by this and complicate the scheduling. Consideration for holding Wellness Days on Tuesday, Wednesday, or Thursday, which could increase the likelihood of student engagement in events on campus rather than leaving for a long weekend on Mondays or Fridays, was also discussed. During the spring meeting, wellness days, with focus on requests for colleges/departments to emphasize the importance of the day with not just students but faculty and staff, and priority registration continued to be discussed. It was also noted that Registration & Records will be making some adjustments to new student registration in hopes of making the process more equitable and less stressful for students.

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

Throughout the 2023-24 academic year, the Speakers and Lectures Committee embarked on a comprehensive initiative to expand its reach and enhance the diversity of voices heard within the university community. Developing robust relationships with representative agencies across the international speaker circuit was central to their efforts. In tandem with their outreach efforts, the committee devoted significant time and resources to meticulous planning for the upcoming 2024-25 academic year. Recognizing the importance of long-term strategic vision, the committee engaged in extensive discussions, research, and coordination to identify emerging themes, pressing issues, and areas of intellectual interest. Moreover, the past year saw concerted efforts to strengthen existing relationships and forge new partnerships with colleagues, offices, and organizations within and beyond the university. By collaborating closely with various stakeholders, including academic departments, student groups, and external institutions, the committee sought to leverage collective expertise and

resources to bolster our speakers and lecture opportunities. Looking ahead to the 2024-25 academic year, the Speakers and Lectures Committee is thrilled to announce exciting partnerships with key campus entities, reflecting its commitment to fostering interdisciplinary dialogue and engagement, including the Office for Student Leadership and Engagement; the Campus Writing and Speaking Program; the Union Activities Board; the Office for Institutional Equity and Diversity; and the constituent academies, academic departments, research centers, and interdisciplinary programs.

#### 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. The committee received a detailed review of the scope and projected expenditures and revenues associated with managing on-campus housing operations while maintaining affordability, increasing bed spaces, and accommodating a student body with increasing enrollment. Committee members endorsed the rate change for the next academic year as proposed by the University Housing staff. The committee engaged in conversation with University Housing Staff around the following topics throughout the academic year: University Housing staff emergency, crisis, and postvention response protocols regarding management of student mental health crises, residential student deaths, and follow up for staff support; updates regarding a number of capital improvement projects (e.g. enhancing outdoor spaces, improving accessibility, creating a mail center to handle increase in online package deliveries to residential students); an overview of the work of the University Housing facilities team (professional philosophy, planning, responding to student needs/work order requests); and updates regarding plans to purchase University Towers. Throughout the academic year, the committee members expressed appreciation and recognition for the high level of competency and commitment of the University Housing team.

**Charge, Membership and Leadership of  
2024-2025 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 July 2024. 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