University Standing Committee on

**Extension, Engagement, and Economic Development**

# 232 McKimmon Center Boardroom

**November 7th, 2014**

**2:00-3:30pm**

## MINUTES

**Members Present:** Terri Helmlinger Ratcliff, Percy Hooper, Angkana Bode, John Dorris, Andrew Behnke, Mark Megalos, Mike Devetsikiotis, Autumn Belk, Mohan Ramaswamy, Jenna Jeffrey.

Work in our New Subcommittees for 2014-2015:

* High Impact Undergraduate Education Subcommittee (Mohan to Chair; Bhupender, Tyrone, Angkana, Mike Devetsikiotis, Andrew, Kyleigh, and Autumn [when available] as members)
* Website Subcommittee (Autumn to Chair; Mark, John, Veronica, and Percy as members)

Review and Approval of October Minutes

* Autumn Belk moves to approve minutes – seconded by Percy

## USCOEEED Committee Charge – Andrew Behnke, Chair

1. **Advise university leadership** in matters of extension, engagement and economic development.
2. **Recommend regulations and procedures which** will facilitate continued improvement of the university wide extension and outreach program.
3. **Keep the university community informed** of the need for, and support of, extension and outreach activities.
4. **Advocate for adequate recognition** in support of extension and outreach endeavors.
5. **Communicate the signature image** of the extension and outreach mission of the University.
6. **Consult with the Faculty Senate's Resources and Environment Committee** for consideration of policies, procedures or other matters pertaining to faculty concerns.

## Office of Outreach and Engagement – Dr. Terri Helmlinger Ratcliff, Vice Provost for Outreach & Engagement

Announcements from O&E, seed grants, etc.

* O&E initiatives for this year, strategic planning process has been taking place since August.
  + Strategic plan kick-off event will take place Tuesday, 11/11 at 10:30am (invite extended to USCOEEED members).
  + Draft plan has been shared with many stakeholders to ensure members of the NC State engagement network can see themselves in the plan.
* WE WON THE ‘PLACE’ AWARD FROM APLU :)
  + A team from Terri HR’s office attended the APLU Annual Meeting in Orlando, Florida in early November and were presented with one of four national awards.
  + The Hunt Library, IEI and “The Commons” were all part of the case study that warranted national praise from the Chancellor and other senior administrators across the country. A
  + s an Innovative and Economic Prosperity University (IEP), NC State was one of 14 universities across the country to apply for the awards and one of only four schools to win.
  + The other categories included, Innovation, Talent, and Connections in addition to the Place award that NC State secured.

Seed Grant Panel Discussion Overview – *Andrew Behnke, Chair*

* Great turnout for the Seed Grant Panel on 11/5, about 20 people showed up for the workshop.
  + Changes in timeline were discussed:
    - Things will be due so we have more time to review so the award ceremony will be less rushed
  + Changes in required 50% match:
    - Language is confusing, need to remove numbers/percentages for the “in-kind match” vs “cash match”.
    - External or Internal, in-kind or cash, a mixture is preferred because it gives the opportunity to seek external partners - need to focus on getting the quality proposals funded, ones that will have the biggest incomes.

Task Force and Committee Reports and Discussion:

* Opal Mann Green Engagement and Scholarship Award Review Committee *– Percy and Andrew* 
  + There will be a meeting on Nov 17th with the rest of the committee for a final review.
  + Six amazing proposals – will likely award 3-4.
* Kellogg/MaGrath Award Subcommittee – *Andrew and* *Mike Devetsikiotis* 
  + John Begeny – looking for a new time to meet with him to work on his proposal.
  + It would be a good idea for him to have a video to tell his story (Virginia Commonwealth won this year).
* Reps on the Celebrating the Engaged University Planning Committee *– Percy and Andrew* 
  + Alice, Percy, Andrew on the committee along with people from Terri HR’s office.
* Board of Governor's Award for Excellence in Public Service Subcommittee – *Andrew Behnke, Send out nomination request letter by late November- Due by May*
  + Board of Governors – get the information out to the Deans ASAP
  + Terri HR and John Dorris met with them (they wanted one person in charge to ensure continuity)
  + This Committee will make the selection, and turn it over to John Dorris so it is consistent from year to year, don’t have to coach a new person every year.
  + Needs to be made more public.
  + Give strong consideration to resubmitting last year’s application package – Jay Levine
  + Should still have multiple options so we can prepare other candidates in the future and strengthen Jay’s application package.
* Scholarship of Engagement Subcommittee
  + Not represented at this meeting today.
* Website Subcommittee – *Autumn Belk*
  + Updating the committee website on the Provost’s office – preciously manned in THR’s office.
  + Jenna has access, can give it to Autumn? Will check with ITECS.
  + Instagram? Twitter? Facebook? Engage the students on our committee?
* High Impact Undergraduate Education Subcommittee – *Mohan Ramaswammy*
  + Mission of the subcommittee is to formalize service learning and engaged learning on campus
  + Formal aspect – identify classes/courses that have a service learning/community engagement part to it, that part is almost complete.
  + Work is already being done to include these courses on the students transcripts
  + Office of Faculty Development, Engaged Faculty Fellows can identify faculty members to help.
  + This committee has a lot of tangible things to accomplish this year.
  + Certain people to meet with in the coming weeks to make progress – Faculty Senate, Engaged Faculty Fellows, and Jose Picart might be a good contact as well.

Meeting Schedule & Calendar – *Andrew Behnke, Chair*

* About the time to decide when next semesters meetings will be.
* Andrew will send a doodle poll about next semester meetings.

Adjourned at 3:30pm.

Future Meetings: Friday December 5th 2-3:30pm  
Friday January 16th 2-3:30pm

Friday, February 6th 2-3:30pm

Friday, March 13th 2-3:30pm

Friday, April 10th 2-3:30pm