University Standing Committee on

**Extension, Engagement, and Economic Development**

# 232 McKimmon Center Boardroom

**December 5th, 2014**

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

Call In Information: [1-605-475-5950](tel:1-605-475-5950)   
Access Code: 1310071

## MINUTES

**Members Present:** Andrew Behnke, Angkana Bode, Mohan Ramaswammy, John Dorris, Tyrone Fisher, Percy Hooper, Willa Casstevens, Mike Devetsikiotis, John Muth, Michael Martin, Alice Warren, Mark Megalos, Jane Hoppin, and Jenna Jeffrey, scribe.

November Minutes reviewed and approved at 2:09pm.

## 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 plan

Seed Grants & Opal Mann Green Award– *Andrew Behnke, Chair*

* RFP sent out 12/3/14; will be re-sent weekly through Jan 30th deadline
* Marketing the Seed Grant widely – posted on O&E Website
* Plan for reviewing proposals will be discussed at January meeting
* Faculty and Staff can apply
* There is a survey two years after being awarded a seed grant, and a feedback report due 1.5 years after being awarded.
* Winners will be announced through direct email and publically at the O&E Awards Luncheon
* Opal Mann Green Award winner selected- short discussion by committee: Three winners chosen out of six nominees, previous winners voted and they will be presented to the USCOEEED at an upcoming meeting

Task Force and Committee Reports and Discussion:

* Kellogg/MaGrath Award Subcommittee – *Andrew and* *Mike Devetsikiotis* 
  + Met with John Begeny on 12/4/14 – discussed last year’s documents, comments, what the target is that was set by the Chancellors/Presidents etc of the judging team that needs to be reached
  + John received a letter from the Chancellor that we (the office of O&E) can help him with, in order to make it more detailed and compelling (usually written by the nominee)
  + John did win the regional award but not the state-wide award so we will update his package and make it more compelling.
  + Maybe include a video of John’s organization?
* Board of Governor's Award for Excellence in Public Service Subcommittee –*John Dorris, with support from committee - Nomination request letter sent out – Award selection by May*
  + Request for nomination packages was sent on 12/4/14 to all ten Dean’s and their assistants.
  + They do not create the full proposal, just the CV
* Scholarship of Engagement Subcommittee –
  + *No one is present at this meeting.*
* Website Subcommittee – *Autumn*
  + We have direct access to the O&E website but the Provost’s website is not currently accessible.
* High Impact Undergraduate Education Subcommittee – *Mohan*
  + Mohan and Andrew talked to Barbara Kirby
  + There is interest and momentum across campus (Terri Hemlinger Ratcliff has mentioned this)
  + Formal and Informal route
    - Formal: recognize courses that already have a service-learning component; add to student transcripts (like honors vs non-honors, it would be service learning vs non service learning); new courses being developed with a service learning aspect can be vetted and classified.
    - Give to University Courses and Curricula Committee (UCCC) then to the Faculty Senate, then the Chancellor would approve the addition of a service learning review of courses during normal process reviews once we have established operational definitions/criteria.
    - Mohan will contact UCCC
    - Nonformal route: co-curricular aspects – one page charter to take to UCCC (we have a charter now but it is too long)
    - Angkana will help organize the charter and hopefully share at the January meeting.

Other Updates from the Committee:

* John Muth is moving forward with the DOE grant – involves 16 companies and four universities.
* We are hoping to have two students represented on the committee starting next semester.
* Subcommittee work: we try to include it in monthly meeting time to use as a check in, but it should not exclude other meetings. Is there a better way to handle the meetings? Up for suggestions – send to Andrew.
* Sue Barcinas has not been able to make the past meetings. Willa offered to help if needed to get subcommittee moving on the Scholarship of Engagement.
  + There might be a handout from Ellis Cowling and Joan Pennell and Pat Sobrero, Alice will try to locate it. Also a handout from Julia Storberg-Walker might be good to get to everyone.

Adjourn

**Future Meetings:** All meetings will be held on Fridays in 232 McKimmon Center Boardroom from 2-3:30pm

January 16th February 6th March 13th April 10th