Notes for –USCOEEED meeting 9/9/16

The meeting started with introductions –

Attendees: - Alice Warren, Debbie Currie, Lisa Chapman, Autumn Belk, Jay Levine, Dave Herpy,

Harriett Edwards, Samantha Graham, Tim Hatcher, Mark Megalos, Rudra Dutta, Art Bradley, Autumn Belk

Lisa Chapman - Review of 2015-2016 committee report – highlights from Percy Hooper’s annual report

Autumn – Overview of committee –

Three subcommittees – Website; Scholarship Engagement; and

Undergraduate High Impact

We have a direct influence on some awards given out each year; specifically Opal Man Green. The committee will submit nominees this year.

The committee has input on Seed Grant process

Other awards that the committee is involved with are: James Holhouser – Kellogg McGraff

**Awards/grants and other initiates that come from standing subcommittees**

Awards – Opal Man Green Award - Can be multiple winners. Starts up right away. Pat Sobrero will help with the history of award and will meet with Alice and Autumn to discuss. This award feeds into who the committee looks at for Kellogg award and McGraff award.

Kellogg – look at past winners to move forward for Opal Man Green award. If they are a regional winner they become a finalist for the McGraff award, which is a national award. Last year Dr. Sara Bohen was nominated. We were late in submitting so Dr. Boehn did not have enough time to enter. She will be carried forward this year.

Gov. James E. Holhouser award - October and November a call goes out to all colleges. Each college will put out one application to our committee. Next meeting we will designate someone to go over the applications.

Last year it was decided to move towards a summit for awards ceremony. We are back to looking at a spring award ceremony and last year’s winners will be invited.

SEED Grants – this is the main project that our committee works on in early spring – Feb. Last year the awards did not happen because of budgets. Alice said Tom Miller and she will go to Dr. Rebar with a concept of how they would like to position the SEED grants to feed into the Ultimate Community Partnerships in Rutherford/Polk and Lenoir/Kinston and also in Wake Co. With cuts in O&E staff, we have had to rein in the process so that our one employee can better manage. Alice has given Samantha Graham several documents to review. Previously 12 to 16 grants were awarded with a max of $10,000. Dr. Rebar wanted to re-evaluate the monies to distribute. He asked for a report for a new proposal going forward. We did our own internal report and have come up with a final report which includes some past information and some information from Terri Helmlinger Ratcliff’s proposal. They are going to ask for $150K to be split between the three ultimate community partnerships.

This would hopefully have a greater impact in these communities. Alice and Tom are going to present to Dr. Rebar before the end of this month or the first week of October. Samantha is reviewing several documents to extract the best information to submit to Dr. Rebar. This will be driven by faculty and faculty requests. Mark asked that the head of O&E come and talk to the committee about SEED grants and what they’re looking for, when it is finalized. He also suggested that it would be nice to hear from a lead in each of those communities to hear what they feel their needs are. We would ask to have a guest speaker.

Jay Levine mentioned that there used to be part of small pot of money for travel, and Alice mentioned that she has put it in the budget, which is waiting on approval. He suggested that each college put in some money to pump up the fund.

**Other initiatives**

1. High impact undergraduate - new chair needed to be selected. Autumn feels it would be nice to have two people working together so one could carry on next year. Debbie Currie said they came up with elements and converted it into a check list for faculty to use to evaluate their course. She said there were 90 to 100 courses that they reviewed. They came up with good examples of a service learning course. They presented to UCCC for discussion. Checklist is available now for faculty to use for service learning attributes. It is not mandatory, but available. UCCC will review these proposals based on the criteria they have set out. The key is that it needs to be transformative not only for the student but also for the partner - not related to professional development, as an internship would be. Autumn asked if this committee would have a roll in that process. Debbie said the subcommittee had reached an end point until we have another year or more of courses to evaluate. Autumn said we should look at what they are looking at now. She suggested that they have a website to direct faculty to for the criteria.
2. Scholarship of engagement – Willa Castevens was chair last year and should be returning. Autumn would like a vice chair to assist her. This committee works with the office of faculty development on their spring break institute community. Autumn asked Jay about the survey he was working on with faculty for engagement. Jay told us that this is an effort to try and assess the culture on campus - what kind of support you receive from your superiors. They educate faculty on the scholarship of engagement. It feeds into what faculty can use for their RTP promotion piece. We have to help them understand what it is and how to use it on the other end when they go to get tenure.
3. Website (communications)– Mark was chair. Last year the committee thought it maybe should morph into something different. He said we have little control over the content of website, so morphing into more comprehensive outreach would be a way to take the committee. Alice asked Mark where the website is. He said it is under faculty and staff engagement, committees and boards. It is a website affiliated with the committee and there are two pages. The page is on O&E website. There is another page on the Provost’s website where meeting dates and minutes are posted. They have no control over this. It’s just for posting. Jay suggested that we have all colleges submit information. Alice said that McKimmon is in charge of O&E website currently and it is under construction. Alice and Samantha will be managing the website. “Communications subcommittee” is they direction it will take.

**Serving on Subcommittees - Members**

**Scholarship of engagement –**

Harriett Edwards

Alice Warren

Art Bradley

Jay Levine

**Communications Committee/Website**

Mark

Rudka Dutta

Alice Warren

**High Impact**

Dave Herpy

Lisa Chapman

**Service Learning**

Tim Hatcher

Debbie Currie

Lisa had a question about the high impact committee. Wondered if the committee could take on the management of the fund for the scholarship. Alice has sunset the Engagement Partnership council, because faculty were already part of the strategic planning team. They can join the strategic planning committee going forward. There was discussion about reaching out into each individual college to contribute funds.

Alice has a faculty line for travel in her new budget. She would like to have a smaller subset to decide how the travel monies are awarded. She would like for the monies to be spread fairly across the faculty.

Alice would like to up her budget line for travel because faculty could be helped in a defined practice to assign travel dollars for themselves and their students.

Autumn will send out a request to those who did not attend for their choice of committee.

The committee will have two students joining, and they should be in place by next meeting.

Each subcommittee will need to decide who will be the leader or two co-leaders.

We had some good ideas for guest speakers. Craig Brookins who is in CHASS was brought up as a good guest speaker.

Autumn sent out doodle pool for October meeting. Please feel out by one week from today.

We adjourned at 2:30.

Kyle will send the O&E Final report to all committee members. It touches on all three partnerships for your information.