

**University Standing Committee on  
Extension, Engagement, and Economic Development  
512 Brickhaven, 210-A  
November 18, 2016; 11:00am-12:30pm**

**Meeting Minutes**

**Committee Members Present:** Harriett Edwards, Lisa Chapman, Jay Levine, Art Bradley, Autumn Belk, Alex Mitchell, Debbie Currie, Kyle Wallace, Alice Warren, Rudra Dutra

**Review and Approval of October Meeting Minutes:** Autumn moved to approve the minutes; Alex seconded. Several changes were noted: Alice will be added to the Scholarship of Engagement subcommittee. Debbie Currie will be added to the High Impact Undergraduate SL subcommittee. Rudra would like to align with the Communications subcommittee. It should be noted that the Communications committee did not have a breakout session last meeting. Members voted to approve the minutes with the above changes.

**Old Business**

**SEED Grants:** Alice noted that Tom Miller will meet with Alan Rebar and several others on Dec. 1<sup>st</sup> at 2:00. They have their white paper ready on SEED grants. Alice has found the cumulative report that Dr. Z did when SEED grants were started in 2004-2009, to share at the meeting. Terri Helmlinger Ratcliff had another summary report from 2012-2014 which Alice will share with Alan and the others at the meeting. Alice has a listing from the beginning of how many were awarded and the total amount of dollars awarded. They are currently asking for \$150K for the grant.

**Kellogg/Magrath Award:** Autumn is working with Sara Bowen to get her packet together. Pat Sobrero has offered to look over the information once ready to move forward.

**O&E Faculty Survey:** Survey closed with 683 responses. Jay feels like it will reveal some very good information. It had very positive responses.

**New Business**

**Opal Mann Green Award** – Autumn and Alice met with Pat Sobrero to discuss the Opal Mann Green Award. There was a lot of discovery for the award making the process much smoother. Autumn has dug into the old files from the award and is getting history in order to adhere to the process of offering this award. There can be more than one project and one team that wins. Autumn would like help with who this call for nomination should reach? It goes to a team of people with someone from NC State on the team and one community partner as well. Alice asked if there are past lists for calling for nominations but Autumn said she had not found that yet. Jay suggested that Pat could help with that. Alice suggested that there is a 3D list that could be used from HR. Kyle could check on the name of the HR person to contact. We should check if there is not a separate list for center directors. Associate and assist deans should be included. We should send this through staff senate and faculty senate and UDAC and also get it in the Bulletin. Rudra suggested that we might put this on the front

page of NC State's website to raise awareness. We can also put it on the O&E website and run it off of the McKimmon website. We should showcase the previous winners. Alice mentioned that we brought down the O&E website since she has taken over the interim position of Vice Provost. We will work on opening up the website for O&E. Alice suggested that we need to post this announcement more than once. We should send something before we leave for Christmas and then early January. The deadline is March 1<sup>st</sup> for nominations.

**Subcommittees:** Designate a chair and sub chair today if you have not already.

**Scholarship of Engagement:** Alice, Jay, Harriet, Art

Willa has reached out to Doug James at the OFD to inquire about the spring break workshop that has been held previously. To see if there might be a space for us to be a panel. We are waiting on that response. Alice added that Kyle and I will be looking at dates for the spring awards celebration. We have also agreed that we would like to reach out to Pat to come and speak to this committee to discuss the Opal Mann Green award and the academy of community engaged scholarship. There are monies that have been approved for travel for faculty to go to the engagement scholarship consortium conference meeting in Birmingham, AL. on September 26-27, 2017.

Faculty survey information will be looked at. We will look at two sets of data as it relates to O&E. If you get the second survey, please go ahead and fill that out.

**Communications:** Rudra, Alex, Autumn

Get a web link to the O&E site from the Provost site (and the reverse).

Consider setting up a Blog website for the committee to update with EEED news.

Troll departmental websites looking for news to post on this blog website.

**High Impact Undergraduate/Service Learning:** Debbie, Lisa

**1.** Develop Education Materials for SL instructors

- Check with CCCC to see where in approval process
- Bench Mark best case examples
- SL workshop for faculty OFD, Summer institute
- Identify and Develop Guidelines for SL courses
- Describe University wide initiative for SL ex; SL Spring Break
- Identify college wide initiatives ex: what Departments have mandatory SL programs
- Create Rubric for Evaluating an SL course

**2.** Increase Awareness for faculty and students

- Identify any current awards related to SL
- SL Fair for students who have participated
- Develop a SL award
- Identify and Coordinate University wide initiatives. Ex; Institute of Emerging Issues: college graduation rate increased by 22 percent among students involved in community service
- Have SL instructors talk to our committee

**Future Meetings were announced. Meeting Adjourned at 12:30pm.**