

## **ANNUAL REPORT**

University Standing Committee: Committee on Committees

Academic Year Covered by Report: 2017-2018

Date Report Submitted: July 17, 2018

Report Submitted by: Warwick A. Arden, Executive Vice Chancellor and Provost

Number of times committee met: One meeting was held. In addition, various items were discussed and approved via email.

## **RECOMMENDATIONS OF THE COMMITTEE ON COMMITTEES**

The Committee on Committees recommended the following actions which were subsequently approved by the Chancellor and are effective July 1, 2018.

- Transition of the Harrelson Fund Committee to the University Committee on Speakers and Lectures. The Speakers and Lectures Committee will include the aims of the Harrelson Fund as well as involve members throughout the University community in brining speakers and lectures of significant interest to NC State.
- Discontinuation of the Student Health Committee. With the evolution of the Division of Academic and Student Affairs along with implementation of a more comprehensive approach to wellness on our campus, the Student Health committee as originally established is no longer needed. As a result of implementing this more inclusive approach, a Wellness Advisory Committee will be created and charged to advise the Provost and Vice Chancellor/Dean on student, faculty and staff wellness at NC State.
- Addition of a FAC CHAIR DEPT seat on the Council on Undergraduate Education. The CUE chair serves as a non-voting member during committee proceedings. When a new chair comes into service, a faculty member from the Chair's college will serve a one-year term to maintain the same number of voting members from that college. There is a similar seat on the University Courses & Curricula committee.
- Updates to the Admissions (Undergraduate) Committee charge to reflect current processes.

## **SUMMARY OF ACTIVITIES OF COMMITTEE**

The 2017-2018 Committee on Committees was composed of Warwick Arden, Executive Vice Chancellor and Provost (Chair); Katharine Stewart, Vice Provost for Faculty Affairs; Mike Mullen, Vice Chancellor and Dean for the Division of Academic and Student Affairs; Carolyn Bird, Chair of the Faculty; Jeannette Moore, Past-Chair of the Faculty; Cathi Phillips Dunnagan, Chair of the Staff Senate; Jackie Gonzalez (17-18) and Jess Errico (18-19), Student Body President; with ex officio members Jason Painter, Chair-Elect of the Staff Senate; Mitchell Moravec (17-18) and Adam Schmidt (18-19), Student Senate President and Nathan Corder (17-18) and Judith Rivera (18-19), Vice President for External Affairs of the University 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, Student Government, Student Senate, and Staff Senate, to recommend to the chancellor the annual appointment of each standing committee.

Tasks completed by the 2017-2018 Committee on Committees:

1. Asked all committees to review their committee charge. Reviewed and revised as needed all committee charges for 2018-2019.
2. Implemented the annual survey of faculty, EHRA non-faculty and SHRA staff for interest in serving on university standing committees. 357 employees participated in the survey, an increase of 25 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 the administrative advisory committee.

4. Approved the selection of individuals to fill 58 vacant faculty seats for the 2018-2019 year. A total of 152 seats are to be assigned (including students, staff and Faculty Senate appointments).
5. Confirmed the administrative liaisons to each University Standing Committee.
6. Collected 2017-2018 annual reports from all 17 University Standing Committees. There were 87 meetings of our various University Standing Committees during the 17-18 year.
7. Will distribute notifications of appointment to the 2018-19 University Standing Committee members via email.

RECOMMENDATIONS SUBMITTED IN ANNUAL REPORTS FROM UNIVERSITY STANDING COMMITTEES  
**(Note: complete annual reports from each committee are posted [online](#))**

**Admissions Committee**

- The committee reviewed data describing outcomes for suspended students who were readmitted. Further discussion of data relating to outcomes for students who are suspended and readmitted; as well as appropriate ways to categorize these data are recommended.
- A recommendation was made to continue the online review process for appeals. The concept of “rolling appeals”, where students could submit appeals early and receive a timely decision, was addressed. It is difficult to manage the online review process. Batched appeals are easier to manage than continuous appeals. If the rolling appeals process is continued, interim dates for submission of appeals and decisions would help this process. Faculty should continue to make decisions on appeals.
- Suggest that students should not be included on the committee because they cannot access the appeal applications on MyPack. Appeal review is the major focus of the committee.

**Bookstores Committee**

- It was recommended that the committee establish a more regular schedule of meetings (2x per semester) to allow for more robust discussions about diverse store-related issues.
- The committee recommended that the Stores determine if they can stock items to help students “de-stress” especially at the end of the semester during exams.

**Commencement Committee**

- Report submitted; no recommendations.

**Council on Athletics**

- Through the academic year there was one motion made and approved by the Council as a whole. This was related to student athletes taking off-campus classes. The resolution as put forth by Dr. Michael Kanters, Chair of Faculty Academic Committee. The resolution reads as follows:

“All student-athletes should obtain approval from their academic advisor in their academic department or college and then inform their ASPSA (Academic Support Program Student Athletes) academic coordinator before enrolling in any non-NCSU course. Additionally, student-athletes that are subject to the class attendance policy are required to inform their ASPSA academic coordinator, who then seeks approval from the Faculty Athletic Representative or Chair of the Faculty Academic Committee to take any non-NCSU course.”

This resolution was passed unanimously by the Council on Athletics at the October 20, 2017 meeting.

**Council on Undergraduate Education**

- On February 2, 2018, the chair of CUE consulted with the members and sent a memo to the Committee on Committees requesting that a FAC CHAIR DEPT seat be added to the CUE roster, similar to the process for UCCC, for a one-year term seat. This request was approved by the Committee on Committees.

### **Courses and Curricula Committee**

- Members discussed accessibility as a legal requirement, and with input from DSO, has made recommendations to initiators that a syllabus that would be printed to be handed to students that contained colored text should instead use italics, bold, or underlined font to indicate emphases. They also referred a few courses to the DSO for assistance in making a course accessible: <https://dso.dasa.ncsu.edu/accessibility-information/>. (August 23, 2017 and September 6, 2017)
- Committee reaffirmed the syllabus regulation stipulation which states that an explanation of how a student will earn a 100% participation grade must be included in the syllabus and must explain how a student with an excused absence will make up participation work (September 6, 2017).
- In the Spring of 2018, members of UCCC and CUE provided feedback and suggestions for the development of the new syllabus tool based on previous discussions from last year's Syllabus Availability Subcommittee as well as their own user experiences.
- Members agreed on both precedent and a process for electronic voting to ensure smooth operations for course and curricular changes, especially around periods of student enrollment.(October 11, 2017)
- Committee and chair confirmed on October 25, 2017, that electronic voting would be a rare occurrence in order to honor and make space for the positive connections and networking opportunities or the debate-style discussions inherent in an in-person meeting. The suggested parameters for electronic meetings show; 3 or fewer items outside of the consent agenda (no curricular actions outside of the consent agenda), during Sep/Oct or Mar/Apr due to enrollment. If an agenda met these parameters, OUCCAS would reach out to the presenters and reviewers to verify their consent to do an electronic vote. A notification of the electronic vote would go out with the agenda a week before the in-person meeting would have been. If there were any significant discussion on actions, the action would be pulled from the electronic agenda to be discussed in person at the next meeting.
- Members provided valuable input to the Process Map developed by UC and OUCCAS in conjunction with DASA Communications in the Spring of 2018. The process map is intended to clarify the process for course approval at the Undergraduate level.
- Committee adjusted their review to account for a campus-requested update to the CIM form in CourseLeaf that allows requisites and restrictions to be listed separately for graduate and undergraduate offerings of dual level courses (March 14, 2018).
- Committee discussed how to review curricula actions after the recent (January 26, 2018) policy passed by the UNC Board of Governors that stipulated that "constituent institutions will require no more than 120 semester credit hours for a four-year baccalaureate degree program unless an exception is granted by a board of trustees...". Members decided not to hold the curricular actions coming through during the Spring of 2018 to the 120 total credit hours ruling as these actions were initiated long before this ruling was passed and returning those actions now would prevent edits needed for student degree planning from being made in a timely manner (March 14, 2018).
  - The 120 credit hour ruling will be considered for curricular actions coming in the 2018-2019 academic year as a part of the established process discussed with colleges.
- Members discussed the need for a course syllabus to indicate the acceptable number of absences, unexcused or excused, and referenced regulations 2.1.2.3 and 2.1.2.2 from the policies page (April 11, 2018)

### **Dining Committee**

The committee heard several requests and recommendations:

- Additional food truck options and days of availability.
- Increase the hours of operation of the dining halls to permit eating options later in the evening.
- Improvement considerations for Tapingo the pre-order of food app.
- Research ideas to reduce the lines and congestion at the Starbucks at Talley Student Union

- Continue in the appreciated efforts to provide for special dietary needs including allergies and intolerances that students may have.
- If possible, it would be helpful if student members receive their appointments at the beginning of the school year and not during the middle/end of the term. We received two students after our midway mark and in doing so, they missed vital information concerning the committee's purposes and goals. Also concerning our student members, we request a good mixture of students based on their classification (freshmen-grad students), special dietary needs or possible food or nutrition backgrounds.
- The committee has noticed a big drop in membership and therefore member attendance. We hope for better consistency among members. It seems that currently most faculty/staff appointments rotate on and off in the same 3 year period. If this could be rotated in some fashion, that would be great.

### **Evaluation of Teaching Committee**

- Vice Provost Katharine Stewart to forward EoT Committee's proposed changes to Regulations 05.20.10 and 05.20.20 to the Faculty Senate Executive Committee for review and/or approval. Once the revisions are approved, EoT Committee should prepare a memo/communication to educate deans, department heads and faculty as to significant changes in these two regulations, particularly as pertains to the policies and procedures for the Peer Review of Teaching.
- Vice Provost Katharine Stewart will pilot the Comment Selection Tool (CST) with faculty in the Department of Textile Engineering, Chemistry and Science (Head: Dr. Jeff Joines) and the Department of Forestry and Environmental Resources (Head: Dr. Tom Gower). Use feedback from faculty on the tool to implement changes to the CST. Prepare a FAQ sheet for deans, department heads and faculty who may choose to use the tool in RPT dossier preparation and possibly an educational video from Vice Provost Katharine Stewart. Craft boilerplate language that faculty using the CST will insert into their dossiers to show that the qualitative comments about their teaching taken from ClassEval were randomly generated.
- Partner with student government organizations at NC State to disseminate information about ClassEval. Create an infographic about the nature of ClassEval and how the data is used to encourage student participation. This is the second prong of past ClassEval education campaigns geared at faculty.
- Further discuss gender and racial bias in student evaluations of teaching, referencing the extant research and deciding how to best educate students and faculty on this issue. Specific questions to begin discussion: 1. How do other universities approach the issue of bias in faculty evaluation and in student course evaluations?; 2. What are the ways that the campus can reduce bias in student evaluations and in faculty reviews of teaching; 3. How can the EoT increase awareness of implicit bias in course evaluations (students and peer) and offer practical strategies to the campus for mitigating bias?

### **Extension, Engagement and Economic Development**

- To facilitate continued improvement of the university-wide extension and outreach program this committee recommends that the University Outreach & Engagement Incentives Grant continue. This important grant program enables faculty and staff to gain recognition for extension and outreach research, enables cross agency collaborations, and facilitates further funding. Furthermore, the Incentives Grant offers an opportunity for mentorship of junior faculty interested in extension and outreach research. The Incentives Grant program provides an opportunity for faculty to reach beyond their daily academic routine and connect with communities throughout North Carolina. (See full committee report for the proposed modifications and additions.)
- One of the significant tasks that this committee performs is the review of nominations for honors and awards related to extension, engagement, and economic development. In addition to review of the University Outreach & Engagement Incentives Grant proposals, the USCoEEED committee also solicits and reviews proposals for the Opal Mann Green Engagement and Scholarship Award, the W.K. Kellogg Foundation Community Engagement Scholarship Award, and the Gov. James E. Holshouser, Jr. Award. These four awards incentivize, encourage, and recognize the strongest and most important work of our faculty in the area of extension and outreach. Further, we recognize that there are different goals for the review process. An obvious goal is to identify the awardees, but an equally important goal is to provide substantive, helpful

feedback to all who prepared the application. For those not identified to receive an award, the texts of these reviews serve as the primary input as to how to improve a potential resubmission. To ensure that these reviews are completed effectively and efficiently the committee recommended the following best practices. (See full committee report for the recommended best practices.)

### **Group Insurance and Benefits**

- The committee agreed to evaluate possible enhancements to the Hyatt Legal Plan and to investigate offering pet insurance. RFPs will need to be developed.

### **Harrelson Fund**

- The Harrelson Committee responded to the Committee on Committees's request for recommendations regarding the membership and charge of the new Committee on Speakers and Lectures. These recommendations included specific guidance about membership to include representatives from NCSU Libraries, DASA, OIED, UAB, Faculty Senate, and additional student and faculty representation. The recommendations also included the importance of assuring continuity between the Harrelson Fund Committee and the new Committee on Speakers and Lectures. These recommendations were approved by the Committee on Committees.

### **International Programs**

- Revising the university's scholarly leave policy to encourage global engagement (we have worked on a draft proposal, to be revised and submitted next year to the Faculty Senate, for consideration).
- Establishing an "Academy of Globally-Engaged Scholars" through the Office of Global Engagement.
- Starting with the 2018-19 academic year, limiting each college or administrative unit to only one nomination for the Jackson Rigney Outstanding Career Award (motion approved at April 26, 2018 meeting).

### **Library Committee**

- Report submitted; no recommendations.

### **Lifelong Faculty Involvement**

- Report submitted; no recommendations.

### **Registration, Records and Calendar**

- 2019-2020 academic calendar was approved. Due to difficulty in creating a spring schedule each year, the committee voted to recommend the removal of the spring holiday beginning with the spring 2020 semester. It was noted that REG 02.20.03 – Attendance Regulations section 3.1.3 states that students will be allowed a minimum of two excused absence per academic year for religious observations. This is a normal work day for NC State Employees.
- Student representatives on the committee voiced concern about the removal of reading days from the calendar. The committee agreed that reading days in the middle of the week was not effective. The committee unanimously agreed to recommend one reading day between the last day of classes and the first day of exams.
- A fixed (non-rotating) final exam schedule was proposed by the Registrar's office. A fixed exam schedule would reduce the possibility of exam scheduling conflicts. The committee discussed examples of faculty who teach in the same time slot every year and that it would not be reasonable to ask someone to have their final on the last day of exams every year. The committee did agree to a set of 3 rotating exam schedules if created.
- One of the core responsibilities of the committee is to review non-standard time requests. The purpose is to minimize the number of classes during prime scheduling hours that 1) do not make best use of 110 classroom space, and 2) make it difficult for students to schedule other classes around them. The committee breaks into groups of 2-4 to review these requests each semester towards the end of the scheduling period.

### **Student Health**

- With the evolution of the Division of Academic and Student Affairs along with implementation of a more comprehensive approach to wellness on NC State's campus, the Student Health committee as originally established is no longer needed. As a result of implementing this more inclusive approach, a Wellness Advisory Committee will be created and charged to advise the Provost and Vice Chancellor/Dean on student, faculty and staff wellness at NC State. Volunteers for the advisory committee will be sought using the standing committee survey process. The committee will include student representatives sought through Student Government and the Graduate Student Association.
- The committee met on November 16, 2017. The history of the Student Health standing committee, as well as DASA's plan to create a Wellness Advisory Committee, was shared with current members of the Student Health committee. Questions were answered and several members expressed an interest in serving on the Wellness Advisory Committee that will be created and charged by Provost Arden in 2018.
- The recommendation to discontinue the Student Health committee was endorsed by the Committee on Committees on May 2, 2018 and was subsequently approved by the Chancellor. It will be discontinued on July 1, 2018.

### **University Housing**

- It was recommended that the committee holds the first meeting of the year earlier in the fall semester to allow ample time to address questions and approve the budget by September 30<sup>th</sup>.

**Charge, Membership and Leadership of  
2018-2019 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 16 University Standing Committees to Chancellor Woodson. He approved such recommendations June, 2018. 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