

**University Council  
Meeting Minutes  
Winslow Hall Conference Room  
August 12, 2024**

**Members Present:**

Randy Woodson, Warwick Arden, Frank Buckless, Boo Corrigan, Tim Danielson, Deanna Dannels, Lisa Marie Ferrell, Myron Floyd, Kimberly Grainger, Garey Fox, Charles Hall, Peter Harries, David Hinks, Cecile Hinson, Marc Hoit, Mark Hoversten, Don Hunt, Reshunda Mahone, Charlie Maimone, Allison Markert, Herle McGowan, Jameco McKenzie, Kate Meurs, Allison Newhart, John Blondin (for Lewis Owen), Jim Pfaendtner, Doneka Scott, Brian Sischo, Julie Smith, Paola Sztajn, Alyson Wilson.

Chancellor Woodson called the meeting to order at 10:00 a.m.

**Announcements**

Chancellor Woodson opened the University Council meeting by acknowledging new members and leading brief roundtable introductions. Chancellor Woodson then provided an update on the Board of Trustees, which elected officers for the new fiscal year. The Board officers for 2024-2025 are Ed Weisiger, Jr. as Chair, Ed Stack as Vice Chair and Tim Humphrey as Secretary. Chair Weisiger nominated the board's standing committee chairs, and the Board as a whole elected Maggie Thompson as Assistant Secretary. Chancellor Woodson also provided brief updates on the search process for NC State's next chancellor, detailing how he plans to serve through the academic year or as long as the UNC System deems necessary. Chancellor Woodson discussed the makeup of the search committee itself, and how Board of Governors policy ensures that committee members reflect a strong group that cares deeply about the university. NC State has also launched a webpage to keep the community informed about the search process.

Chancellor Woodson then discussed the start of the fall semester on August 19, 2024. NC State is once again set to welcome the largest incoming class in university history, with over 6,000 first-year students and more than 1,600 transfer students. To welcome students to campus, NC State will also be holding its traditional Wolfpack Welcome Week events, including Packalooza on August 24. Chancellor Woodson also announced that, beginning in May 2025, Spring Commencement will be held in Carter-Finley Stadium as a result of limited space in PNC Arena, and encouraged meeting attendees to reach out to their teams and units about volunteering for the event when the time comes. Fall Commencement will continue to be held in PNC Arena as space allows.

Provost Arden shared several updates from his office, starting with the transitions related to the reorganization of the Office of Institutional Equity and Diversity (OIED), now the Office of Institutional Equity and Equal Opportunity\*. Sheri Schwab will remain Vice Provost for the unit, with student centers previously housed in OIED now having been moved to the Division of Academic and Student Affairs (DASA). NC State's Disability Resource Office (DRO) was moved to the Office of Institutional Equity and Equal Opportunity\*. Filled positions under the Vice Provost were relocated, and vacant positions eliminated. Provost Arden also shared that our report to the UNC System Office is due September 1, and will include college level and central level updates as well as a review of university training programs. Provost Arden then shared several leadership announcements, including Kimberly Grainger's appointment as the new Senior Vice Provost for Faculty Excellence, and Vice Provost for Outreach and Engagement and Associate Dean and Director of NC State Extension Rich Bonnano's departure from NC State at the end of August. Dean Garey Fox appointed two individuals to oversee Extension, Sarah Kirby and David Monks, with Monks serving as Interim Vice Provost for Outreach and Extension. The search will be for one combined position. In addition, the Vice Provost for Budget and Business operations will be announced soon.

*\*Effective August 16th, the Office of Equal Opportunity.*

Executive Vice Provost for Finance and Administration Charlie Maimone shared updates from his office, including updates on the search for Environmental Health and Public Safety's next Associate Vice Chancellor. The search, which has been interviewing candidates, will be making a decision soon. Charlie Maimone also shared campus management updates, including the removal of a pole on the new Pullen Road sidewalk, minor damages from the recent tropical system, and a general increase in renovations and construction this year. The fiscal year is ending positively, with growth in funding sources.

Chancellor Woodson then discussed updates on the state budget, mentioning that salaries are stable from last year's budget with no changes predicted in the near future. There could be some changes, likely not until after the election, which will affect us on the facilities area of the budget – specifically in our authority to move forward with work on Poe Hall. We will continue to work on renovations that were previously funded.

**Information:**

Policies / Regulations / Rules / Programs enacted since the March 4, 2024 University Council Meeting were reviewed. This included 37 PRRs and 15 degree program item:

- REG 02.20.18 Reasonable Modifications for Students Related to Pregnancy or Pregnancy-Related Conditions
- REG 05.00.04 Reasonable Accommodations for Employees Related to Pregnancy, Childbirth, or Related Medical Conditions
- REG 11.35.05 Code of Student Conduct
- REG 04.25.08 Title IX Sexual Harassment Complaint Resolution Procedures
- POL 04.25.07 – Title IX Sexual Harassment Policy (Repealed and Consolidated with POL 04.25.05)
- POL 04.25.05 – Equal Opportunity and Nondiscrimination Policy
- REG 04.25.02 – Discrimination, Harassment and Retaliation Complaint Procedures
- POL 11.35.01 – Student Conduct
- REG 05.20.24 – Scholarly Reassignment for Faculty
- REG 11.55.01 – Production, Service, and Sale of Food
- REG 11.55.02 – Use of University Space
- REG 11.55.04 – Painting, Chalking, Posters and Temporary Outdoor Signs
- REG 04.05.04 – Building Locking Systems
- REG 04.00.07 – Developing University Continuity and IT Disaster Recovery Plans
- REG 04.05.03 – Electronic Security Management System (SMS)
- POL 01.10.01 – Board of Trustees of the Endowment Fund
- POL 07.60.01 – Parking and Transportation Ordinances (typographical errors corrected)
- REG 01.25.05 – Procedure for Formatting, Adopting, and Publishing Policies, Regulations, and Rules (PRR Protocol)
- REG 01.25.17 – Surveys of NC State Students, Alumni, Faculty, Staff and/or Administrators
- REG 11.55.07 – Registered Student Organizations: Regulation for Student Leadership, Membership, and Registration
- POL 07.60.01 – Parking and Transportation Ordinances
- REG 05.20.27 – Statements of Faculty Responsibilities
- REG 05.20.10 – Evaluation of Teaching
- REG 07.25.06 – Scheduling a Fire Alarm Disconnect (Repealed)
- REG 07.25.05 – Routine Utility Interruption Request (Repealed)
- REG 04.05.04 – Building Locking Systems
- REG 05.20.03 – Annual Reviews of Faculty Members
- REG 05.20.24 – Scholarly Reassignment for Faculty
- REG 05.20.20 – Reappointment, Promotion, and Tenure Dossier Format Requirements
- REG 01.20.02 – Delegation of Authority to Sign Contracts
- POL 05.20.03 – Faculty Workload
- POL 08.00.01 – Use of IT Resources Policy

- REG 02.30.03 – Residence For Matriculation and Graduation
- REG 05.60.01 – On-Call Pay
- REG 01.25.18 – Programs that Involve the Participation of Minors
- REG 07.55.04 – Returned Checks (Repealed)
- REG 07.55.05 – Student Financial Records (Repealed)
- Request to Discontinue Off-Campus Instructional Sites – M.Ed. and M.S. in Curriculum and Instruction; M.Ed. and M.S. in Elementary Education; Master of Arts in Teaching
- Request for Site-Based Delivery of the Master of School Administration Program and Re-Establishment of Three Off-Campus Instructional Sites
- Change in CIP Code – M.Ed. in STEM Education
- Change in Degree Program Title – Graduate Certificate in Statistics Education Teaching and Learning Statistics and Data Science
- Change in Degree Program Title – B.A. in Foreign Languages and Literatures
- Change in Degree Program Title – M.A. in Foreign Languages and Literatures
- New Graduate Certificate – Participatory Sciences
- New Undergraduate Certificate – Data Science with Graphic and Experience Design
- Request to Deliver – Ph.D. in Nuclear Engineering (Online Delivery)
- Request to Discontinue – Ed.D. in Agricultural and Extension Education
- Request to Establish – Accelerated Bachelor’s/Master’s in Environmental Assessment
- Reorganization of the M.S. in STEM Education
  - Change in CIP Code – M.S. in Science Education
  - Change in Degree Program Title – M.S. in Science Education
  - Request for Discontinuation/Consolidation – M.S. in Mathematics Education
  - Request for Discontinuation/Consolidation – M.S. in Technology Education

### **Approvals**

The March 4, 2024 minutes were approved as presented.

### **Presentation**

Rich Berlin, Associate Vice Chancellor for Campus Enterprises, and his team presented on the Course Ready initiative, which is a day one, digital first, flat rate course material delivery program for students that builds upon “All-In” digital options. All undergraduate students will be charged a fixed amount for their required course materials on their student bill but have the option to opt-out if preferred. The model aims to improve affordability, accessibility, convenience and sustainability while also providing a more predictable cost for students. Course Ready is set to launch for the Spring 2025 semester but will only be offered to undergraduates students upon launch. Jeff Halliburton, Senior Director of Auxiliary Service, discussed the market shift from physical learning materials to digital, and how the current format of purchase puts an unnecessary burden on the student. With the switch to Course Ready, the responsibility of delivery mechanisms will be returned to the university.

Anthony Sanders, Associate Director of Wolfpack Outfitters, then emphasized some of the key benefits of Course Ready. The flat per-semester rate will be lower than what most students pay on average and make budgeting easier. Through Course Ready, students will also have access to all of their required materials on Day One, limiting the need for students to choose between class materials and everyday necessities and enhancing equal opportunity for access. The program’s digital format also allows for more convenient navigation and functionality. If a class requires print materials, students will be alerted when those materials are ready to be picked up from the bookstore. In addition to student benefits, digital-first course materials can significantly reduce environmental impact associated with printing and shipping.

Jeff Halliburton also emphasized the benefit of Course Ready to faculty and the university, as the program preserves the instructor’s ability to select the materials most appropriate for their course and supports student success, recruitment and retention. The university predicts that by the 2025-

2025 academic year, Course Ready participation will reach 65%. While many schools in North Carolina and across the country have adopted similar accessibility programs, NC State will still be considered an early adopter of the purchase option. Jennifer Gilmore, Director of Marketing and Communications for Campus Enterprises, also shared developing details on how to promote Course Ready to students as well as parents.

With no further business, the meeting was adjourned at 11:38 a.m.