

July 1, 2009

MEMORANDUM

TO: 2009-10 Extension, Engagement and Economic Development Committee

FROM: James H. Woodward
Chancellor

SUBJECT: Appointment to University Standing Committee on Extension, Engagement and Economic Development

You have been recommended by the Committee on Committees to serve as a member of the University Standing Committee on Extension, Engagement and Economic Development. Your willingness to accept this responsibility is very much appreciated.

The objectives of this committee are:

1. Advise the Vice Chancellor for Extension, Engagement and Economic Development in matters of extension, engagement and economic development.
2. Recommend regulations and procedures which will facilitate continued improvement of the university-wide extension and outreach program.
3. Keep the university community informed of the need for, and support of, extension and outreach activities.
4. Advocate for adequate recognition in support of extension and outreach endeavors.
5. Communicate the signature image of the extension and outreach mission of the University.
5. Consult with the Faculty Senate's Resources and Environment Committee for consideration of policies, procedures or other matters pertaining to faculty concerns.

The committee is reminded of the importance of following provision of General Faculty Bylaws, Article VII, Section 4, http://ncsu.edu/faculty_senate/general-faculty/GF-Bylaws.php which requires that "All University standing and ad hoc committees shall forward reports simultaneously to the

Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator." The reports are to be accessible from the committee's University Standing Committee web site no later than May 28, 2010. This provision enables the Faculty Senate to review and comment on the recommendations of your committee in a timely fashion. It has generally been understood to include any formal committee minutes where these are regularly posted on the committee's web site and formal recommendations that are submitted for administrative review and approval.

The committee is expected to select a chair-elect from among the continuing members and forward that name to Vicki Walton no later than February 1. Each committee member is normally appointed to a three-year term, which is subject to annual review.

Committee chairs are to use the committee's web page provided at <http://www.provost.ncsu.edu/governance/standing-committees>. Please contact Karen Turner for assistance in using the web site and other administrative needs to support the committee's work.

Please be aware that your committee must abide by the UNC General Administration interpretation of the (August 9, 1996) North Carolina Open Meetings Law. Procedures for doing so are to be found at <http://www.provost.ncsu.edu/governance/openmeet/index.php>.

Again, your willingness to serve on this committee is appreciated.