Outreach and Engagement Council
Thursday, November 15, 2012
10:00 a.m. to 11:15 a.m.
SUB 236

Kim Obbink, Matt Caires, Nancy Cornwell, Phyllis Dennee, Jill Martz, Shelley McKamey, Shannon Moreaux, Kathy Tanner, Suzi Taylor

I. Call to Order and Introductions
   • Chair Kim Obbink called the first meeting of the Outreach and Engagement Council to order.
   • Members present introduced themselves.
   • Membership list distributed.

II. Recap Council history
   • Almost two years ago, the Carnegie Task Force started work on the application to the Carnegie Foundation to seek the Community Engagement Classification for MSU. (A handout with information about the process and timeline was available.)
   • After receiving the Carnegie Classification, the Outreach and Engagement Working Group met to plan and promote the creation of this council. Dr. Doug Steele made a proposal to University Council in May of 2012 and the creation of the Outreach and Engagement Council was approved.
   • Discussion regarding the structure of the other MSU Councils.

III. Charge and membership
   a. The Outreach and Engagement Council’s mission and areas of responsibility were reviewed.
      Mission
      To strategically champion engagement at MSU through outreach, leadership, and service to fulfill the land-grant mission
      Areas of Responsibility:
      Serve as a campus-wide coordinating committee in outreach and engagement efforts.
      Guide involvement in outreach, engagement, and leadership activities through systematic assessment, reporting, and policy development to fulfill the commitments of a Carnegie Community Engaged Institution.
      Strategically guide outreach, engagement, and leadership at MSU by collaborating with off-campus communities and other external partners, leveraging resources and pursuing extramural funding.
      Support efforts to meet Engagement objectives (E1-3) and other outreach goals identified in the MSU Strategic Plan.

   b. Discussion of how to fill the vacant slots on the council membership.
      • Community member:
        Some names were mentioned. It was decided to have a short list to the President to discuss with her.
      • MSU Unit at Large member:
        This member is a unit not an individual and is active in Outreach and Engagement but may not be represented in the present membership. This could be a one year appointment. This member nomination could be sought/selected by vice presidents and deans. The process has not been developed at this time. Discussion of allowing council members to send alternate representatives if they are not able to attend.
• Will allow members to send alternate. It will be the responsibility of the member to have their alternate be up to date on issues prior to the meeting. The alternate is welcome to attend, take notes, and gather information to report back to the member.
• Another option for a member who has points of interest regarding a subject that is on the agenda but not able to attend the meeting is to share with the chair or other committee member to bring to the table.
• The Council will make calling in to meetings an option.
• Approved minutes will be available on the Council website

IV. Meeting Schedule
The Council will determine a standard day of the month and time for monthly meeting. At this time, the meeting is the fourth Wednesday of the month at 3:00 p.m. starting in January. This could change pending all members’ schedules.

V. The Outreach and Engagement Council Website.
The website has been developed patterned after the other councils. It will include the links to the MSU application to the Carnegie Foundation and other helpful links.

VI. Activity reports
a. Provost’s Excellence in Outreach Award. The nominees for the Outreach award are being scored by a subcommittee. A meeting is set for November 28 for discussion of applications and ranking of names for the Provost.
b. Extension Annual Conference. Extension Service invited Dr. Hiram Fitzgerald from Michigan State University to discuss Outreach and Engagement. Discussion ensued about the major points from his presentation which could be helpful for the Montana State University Outreach and Engagement Council.
c. Carnegie Classification for Community Engagement. This discussion tabled for a future meeting.

VII. What does the Outreach and Engagement Council do?
a. Discussion highlights:
• Goal for Council is to create a definition and concept of what “Outreach and Engagement” is.
• Once this is defined OEC will be able to train other councils so that they have a starting point with their future outreach and engagement events.
• Who is going to be the “gatekeeper” or “clearing house” for engagement?
• How does the council work through all the different layers to assist help people on all different levels and different units be able to embrace it?
• It was suggested that a visual aid is developed so that it can be shown to other groups/councils.
• The council has a short time frame to develop a definition since colleges and departments will be starting to work on their strategic plans (including Outreach and Engagement goals) in spring semester 2013.
• The Engagement portion of the Strategic plan was discussed regarding the goal mentioned in Metric E.3.1.

b. Awards and recognition – tabled for another meeting.
c. Professional development for faculty, staff, students – also table for another meeting.

VIII. Next meetings:
a. December 12, 3:00pm – SUB 236
   • Year of Engaged Leadership team will discuss the plans for the Year.
   • Jim Rimpau and Chris Fastnow will discuss the perceived definitions for engagement-related terms in the recent strategic planning process.
b. December 17, 3:00pm – President’s Conference Room
   President Cruzado will discuss her vision of the Outreach and Engagement Council, as approved.