Outreach and Engagement Council  
Minutes: Thursday, June 20, 2013  
10:00 a.m. – 11:30 a.m.  
EPS 128 (Conference)  

Kim Obbink  Diane Dorgan  Shelley McKamey  Donna Negaard  Suzi Taylor  
Matt Caires  Becky Mahurin  Carmen McSpadden  Jason Smith  Betsy Webb  
Nancy Cornwell  Jill Martz  Lindsay Murdock  Kathy Tanner  Chris Fastnow - Guest  
Phyllis Dennee

I. Call to order  
   a. The meeting was called to order shortly after 10:00 a.m. on Thursday, June 20, 2013  
II. Approval of Minutes of May 17, 2013 meeting  
   a. Becky Mahurin moved to approve the minutes, Nancy Cornwell seconded  
   b. Council approved  
III. Information Items  
      i. Changes have been made based on the Research Council’s concerns. The revised paper will be presented to the Research Council in the fall  
      ii. The Position Paper will be posted to the website with the understanding that it is a living document which can be adjusted or changed as needed.  
      iii. Kim will send it to the Deans to share with Departments  
   b. Budget Report  
      i. Kim Obbink reported that President Cruzado approved the carryover of funds given the Council at creation. Funds might be used for Engaged Scholarship Consortium membership, support for the Provost’s Outreach Award, support for those attending the Engaged Scholarship Consortium Conference as part of the MSU Team, and/or to bring in a speaker for Year of Engaged Leadership  
   c. New Members as of July 1, 2013  
      i. Due to a Provost initiative, Nancy Cornwell will be moved to another council and Kregg Aytes, Dean of College of Business, will join OEC starting July 1, 2013  
   d. Engagement Scholarship Consortium Conference “team”  
      - Preconference is October 6-7, and ESC conference is Oct 8 -9, 2013 in Lubbock, Texas  
      - Suzi Taylor will be attending to present her submitted paper.  
      - Discussion of a team of faculty, staff, students attending as representatives of MSU; do not have to be members of the OEC  
   e. Celebrating Engagement plan  
      i. Discussion of creating a web page and monthly announcement promoting Outreach and Engagement projects, people or partnerships  
      ii. Will help people understand engagement, on and off campus  
      iii. Possibly have a faculty, staff, student represented each month or rotate faculty, staff, and student stories. Work with MSU News Services to promote  
      iv. Assistance will be needed in identifying the people, partnerships and projects to share  
      v. Kim will ask the President and Provost for approval possibly start in September or October  
IV. New Business
a. Chris Fastnow, Director, University Planning and Analysis Office, discussed metrics for the Strategic Plan and the new faculty activity database. Chris was invited to share what she is working on regarding identifying benchmarks or metrics for Strategic Plan
   1. MSU adopted a Strategic Plan, approved by University Council in September 2012
   2. Two sections for OEC to be concerned with; Engagement and Integration
   3. Some issues; how do we know it when we see it, but how do systematically know/count or identify it
      a. The OEC Position Paper is able to assist in this option
      b. Chris is working on some of these metrics during the summer
   4. Chris brought a list to University Council in May to build relationships with Planning Council and other groups to help figure out “How do we know we are making progress?”
   5. One factor that will assist is the implementation of the new Faculty Activity Database
      a. Use of this new database will be required for the tenurable faculty by the President and Provost.
         i. Will ask tenured faculty regarding efforts in Service, Outreach and Engagement
         ii. Will also have the opportunity to ask non-tenured faculty, on department- by- department basis
      b. This is a 6 year plan
   6. Discussion that some metrics will need to be negotiated regarding workloads
   7. Question – will every college or department create their own set of questions?
      a. There will be universal questions, with a minimum set of required questions. Department or college may add their own
      b. OEC can help with questions to align metrics with Carnegie classification for Community Engagement
   8. Discussion of how to collect data from students and how that is going to work
   9. Discussion of how to collect data from staff. How much can we require from staff? How do we collect? Who is responsible for that? Workload? Discuss with HR – more department based to let staff with Outreach and Engagement experience and workload
10. Planning Committee looking at plans, working on metrics and bringing to University Council in September
11. Kim will send Michigan State University’s “tool” for collecting engagement efforts by hard copy to those on the Council requesting it.
12. New Database active for faculty for 2013 academic year; Staff/student no firm timeline.

V. Other
   a. Penelope Pierce from Gallatin Valley Land Trust is working with others to create a trail system from campus to Yellowstone. She said that GVLT needs hands not money
   a. Discussion of a subcommittee set up by Faculty Senate in partnership with OEC

VI. Next Meeting
   a. No meeting in July
   b. Next meeting to be Wednesday, August 28 from 2:30-4:00 p.m. in SUB 168