

Community Engagement Council Charge Letter

Purpose: The Council's central purpose is to advise and assist the University of Washington Bothell (UW Bothell) in advancing its Community Engagement Mission. It reports to the Chancellor.

Functions: The Council (and its Executive Committee) provides a forum for conversation among a range of UW Bothell units and community partners. The conversation is a value in itself for advancing shared understandings; to do so, the Council will develop and maintain a timeline with goals, strategy and tactics to achieve the community engagement mission. The Council is responsible for reviewing annually progress in achieving them. Further, the Council will be a communication mechanism to expand the range of university and community members informed about and involved with UW Bothell's Community Engagement efforts. It will also have a quality assurance function in insuring that engagement initiatives undertaken by the University are reviewed in a timely way.

The Council will make strategic recommendations and periodic updates on progress and quality to the Vice Chancellor for Academic Affairs and the Chancellor.

Composition: While one individual may fill more than one role (e.g. industry representative and alumni), we envision the Council as including representatives from:

- Schools, Faculty members to be recommended by Deans
- Advancement and External Relations, to be recommended by the Vice Chancellor
- Associated Students of the University of Washington Bothell (ASUWB), one student to be recommended by the ASUWB President
- General Faculty Organization (GFO) representative; to be recommended by the GFO Chair and Vice Chair
- General Staff Organization (GSO) representative; to be recommended by the GSO Chair or Co-Chairs
- Director of Integrated Learning
- 5-7 Representatives of community partners
- Ex Officio: Director of Community Engagement and Director of Office of Community Based Learning and Research
- Other Ex-Officio as required to sustain the mission across the campus (e.g. Diversity, Research and/or Strategic initiatives)

It will be co-chaired by a faculty member elected by Council membership and by the Director of Integrated Learning. David Allen will serve as interim chair for the remainder of the 2015-16 academic year.

Executive Committee: The Council will create from its members an Executive Committee (EC) that is responsible for managing the work of the Council, including agenda-setting, tracking of sub-committee work, and tracking of Council recommendations and assessment of their implementation.

Charge to Initial Council from Chancellor:

1. Develop a set of operating practices around the Council itself: Length of terms; feedback and communication practices, criteria and processes for adding external members; creation of an executive committee, decision making processes, and other policies as needed.
2. Review the Community Engagement Task Force report (adopted on 2/8/16) and stakeholder feedback to establish a timeline and set of priorities with an immediate emphasis on the following:
 - a. Draft and gain approval for a position description and advertisement for Director of CE (professional staff). Coordinate with the VCAA the search and hiring process.
 - b. Design processes for assuring close collaboration between CE and the full range of diversity efforts on campus
 - c. Review the requirements for gaining Carnegie classification in order to recommend resources and strategies for a successful application in 2019. Consider the need for consultation and data system requirements.
3. Partner with the GFO and faculty in the Schools to consider how to make recruitment, hiring, promotion and tenure criteria and procedures fully supportive for faculty who integrate community engagement into their scholarly activities.
4. Collaborate with the campus' planning and budgetary processes to integrate anticipated resource requirements.
5. Continue to explore and promulgate 'best practices' at all levels of the organization paying particular attention to the offices of Research, Advancement and External Relations.
6. Advise leadership regarding partnership strategies at the campus level.