M I N U T E S  
Commission on Administrative and Professional Faculty Affairs  
January 19, 2007  


Guests: T. Caruso, G. Kinder, S. Kleiber, T. Lovegreen, J. Penven, B. Sanders, and P. Smith (all A/P faculty representatives to university governance committees or commissions)  

Keene called the meeting to order with two agenda items:  

1) Updates from A/P Faculty Representatives to committees and commissions, and  
2) Performance Evaluations.  

Updates from A/P faculty representatives:  

Employee Benefits Committee (Steve Kleiber, A/P faculty representative): Kleiber reported on the complexity of healthcare billing and that the Benefit Committee will invite the DHRM Ombudsman to a future meeting to discuss these concerns. The committee has also taken an interest in educating the growing population of aging faculty and staff. In addition to those four areas, the benefits committee will also focus on short-term disability for restricted employees and the restructuring and University Staff benefit issues.  

Intellectual Property Committee (Tom Caruso, A/P faculty representative): This past year, members redefined the meaning of "intellectual property" and restructured how the committee handles different types of intellectual property. Caruso presented documents (www.research.vt.edu/formsandpolicies/VT%20Intellectual%20Property%20Final.pdf and www.policies.vt.edu/13000.html) that summarized the university’s policies and practices. He highlighted two of the nine practices created by the committee.  

a) Faculty and staff must go through the processes of disclosure to ensure that outside consulting assignments are properly signed off. Without approval, the university assumes ownership of intellectual property.  
b) “Digital works” applies to electronic textbooks or digital text supplements and open source software not intended to generate royalties.  

The committee is only convening in cases of disputes and issues involving the work of graduate students.  

Commission on Equal Opportunity and Diversity (Patricia Smith, A/P faculty representative): The commission has identified five task forces: policies (categorization of diversity activities); strategic plan (update to current plan); multicultural education, events and programs (i.e. Diversity Summit), and campus climate (SafeWatch). Smith’s report focused on the SafeWatch program, which is an online mechanism for community members to report incidences of harassment, discrimination, or intolerance. The program was launched last spring and the Commission will conduct an assessment of its use this year. Early estimates identify 40-50 reports so far. Depending on the nature of the allegations, an investigation will take place. The SafeWatch website is accessible at http://www.safewatch.vt.edu/.  

Campus Climate Taskforce is working to evaluate the Diversity Strategic Plan, goal 2, specifically addressing university-wide reporting. We are examining Safe Watch, Campus Climate
Committee, Campus Climate Check Up, Race and the Institution, CEOD, and the University Life Roundtable. Goal 2 reads: "Develop and implement activities and programs that are designed to improve the university climate for students, faculty, and staff and that are aligned with one or more of the University Core Values."

Events and Programs Taskforce has been working on the Diversity Summit, which was held 1/19/07 from 2-5pm in the Owens Banquet Room.

Multicultural Education Taskforce has a two-part agenda including gathering information from faculty regarding academic offerings surrounding multiculturalism. The other component is focused on the diversity competency initiative, which is going before the Task Force on Race and the Institution.

Diversity Strategic Plan Taskforce is working to contribute to the new strategic plan revisions. In the spring semester there will be opportunities for dialogue with the full commission as well as the community.

Policies Taskforce has been working on the categorization of diversity activities for the Faculty Activity Report. It should be ready for distribution in the next month.

Commission on Faculty Affairs (Bill Sanders, A/P faculty representative): Issues of equity relative to the tenure and promotion process, along with faculty evaluations are the focal points for the Commission on Faculty Affairs. According to Bill Sanders, the Commission worked on the stop-the-clock policy, which allows pre-tenured faculty an opportunity to deal with life-changing events without being penalized. The commission has also worked on developing a modern Student Evaluation of Teaching system. Sanders noted that A/P faculty evaluation is parallel to that of academic faculty in that there is no consistent administration of the process across all departments. Caruso added that there also should be a focus on career development for A/P faculty to assist professionals with developing a career trajectory that assists with identifying long-term goals, as well as growth within the organization.

Commission on Student Affairs (Gary Kinder, A/P faculty representative): The Commission on Student Affairs has identified two major projects for the fall semester: a) Student Legal Services Survey and b) CSA Student Issues Survey. The results of the Student Legal Services Survey found that almost 1000 students sought legal advice or services during the 2005-2006 academic year. 121 of those students were surveyed regarding the quality of service received. Overall, the results were positive, however, the office will concentrate on building awareness of the services offered. An additional assessment instrument was distributed to all CSA organizations. Again, the findings concluded a lack of awareness of the services that the office provides. Students also identified other services that would be beneficial: legal counsel for court appearances, contracts, wills, and powers of attorney.

As a result of the CSA Student Issues Survey, the Commission will establish a subcommittee to drive the internal operations of the student budget board. Additionally, Gary Kinder reported that another subcommittee will be formed to examine the students’ request to have more history, tradition, and culture incorporated into the First Year Experience.

The development of a “fair” process for space requests is also being investigated.

Commission on Undergraduate Studies and Policies (James Penven, A/P faculty representative): The academic calendar and honor system are two topics of discussion for the Commission on Undergraduate Studies and Policies. The Commission is examining the implications of shifting fall breaks to two days instead of one. James Penven also spoke on the Commission establishing a subcommittee to look into educating students on the honor system that goes beyond orientation.

University Council (Therese Lovegreen, A/P faculty representative): Lovegreen directed attendees to the University Council website, www.governance.vt.edu and explained to the meeting schedules
and minutes can be obtained from that site. She also announced that if Commissions needed anything approved for the March Board of Visitors meeting, February 5th was the deadline.

Lovegreen also reported on the resolutions heard by the Council.

Several committee or commission A/P faculty representatives were unable to attend the January 19, 2007 meeting, but submitted the following written reports:

**Academic Support Committee (Elaine Matuszek, A/P faculty representative):** Matuszek reported that this committee has met twice during Fall 2006 semester. Primary task was to make recommendations for changes to the University Calendars, 2008-2013. Various points were discussed, including how changes to the calendar might impact Saturday exams, change to fall break, and disruption of lab sections. A motion was made and seconded to incorporate a version that has a two-day fall break on Thursday and Friday. These calendars will now be presented to the Commission on Undergraduate Studies.

Committee began a discussion on the University’s Financial Aid/Scholarship Report summary data, to eventually determine the exact content of the report.

Future considerations for this committee may also include the availability of courses to ALL students.

**Commission on University Support (Christine Kastan, A/P faculty representative):** Kastan reported that CUS is considering topics such as, a smoking policy regarding smoking away from buildings; parking garages (sufficient parking and locations continue to be an issue); standardization of publication boxes around campus; how and when fringe benefit rates are formulated, changed and communicated; need to reinstate the Committee on Computing and Communications Resources; formulate policy for use of golf carts on campus. Transportation and Parking items forwarded from that committee to CUS are: cost and ridership of the route to the CRC, and general parking and transportation issues.

**Transportation and Parking Committee (Brad Martens, A/P faculty representative):** Martens reported that during the fall semester, the committee focused on developing its Service Vehicle Enhancement Plan. This plan will help control service vehicle parking on campus by identifying acceptable areas for serve vehicles to park and unacceptable areas such as those areas that block handicap access, are under trees, etc.

Vendor, business, contractor vehicles will be ticketed when found parking in unacceptable areas. State-owned service vehicles will not be ticketed because state funds cannot be used for paying parking tickets and fines. Instead, an email will be sent to the department of the offending vehicle.

The Service Vehicle Enhancement Plan also addresses the overnight parking of state-owned service vehicles. Any of these vehicles parked for extended periods of time in F/S or C/G/R parking lots will be required to relocate to a more remote lot (currently the Duck Pond lot). If this causes an undue hardship, a department can apply to Parking Services for an exception.

The committee has started discussing a policy concerning bicycle regulations on campus. The committee would like to have this policy in place by the end of Spring Semester 2007. This timeframe will allow it to be included in the orientation packets given to in-coming freshmen. The current concept is concrete for pedestrians and asphalt for bicycles. However, since there is no state law governing bicycles, the campus police cannot issue tickets for riding bicycles on sidewalks. Please note that there were no reports of bicycle/pedestrian accidents during Fall Semester 2006.

**Commission on Graduate Studies and Policies (Tim Mack, A/P faculty representative):** Dr. Mack will attend the February 2, 2007 CAPFA meeting to report on the activities of the CGSP.
Performance Evaluation:

Keene distributed the information that Commission members collected via interoffice mail. Those findings will be discussed at the February 2nd meeting. Members are asked to report on information collected from SCHEV peers. Keene challenged commission members to think about how this data can be used (what is the end result?).

Recorder: Tracey Cameron, Office of the Provost