

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS  
MINUTES  
April 8, 2004**

Attendance: Carolina Aguilar, Scott Baker (telecon), Linda Burcham, Jack Davis for Judith Shrum, Brian Calhoun for Judith Jones, Doris Kincade, Mike Lambur, Gary Long, Ed Nelson for Mike Schroder, Jim Pease, Cheryl Peed for Glenda Scales, Richard Sorensen, Rodney Thompson, Puraj Patel and Matt Vepraskas for Brant Snyder

Absence: Jennifer Abel, S. K. De Datta, Robert Dunay, Joe Eifert

Guest: Susan Felker

**1. Welcome and Introductions**

Doris Kincade welcomed new and continuing members and asked for self-introductions.

**2. Agenda Approval**

The agenda was approved as presented.

**3. Approval of Minutes, March 18, 2004**

The March 18, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

**4. Chairman's Report**

The two resolutions that were passed at last month's COIA meeting were electronically reviewed and passed by the Faculty and Staff Senates. Doris Kincade thanked Linda Burcham and Jim Pease who were instrumental in getting these resolutions reviewed at the two senates. These resolutions have been forwarded to University Council for their next meeting. University Council will meet a second time before the end of the academic year, which will allow for first and second readings.

**5. Action Items**

o **Second Reading: UCIA By-Laws**

Jack Davis reported there were no further comments or changes to the UCIA By-Laws and made a motion for approval, which was seconded. *The motion was unanimously approved to accept the UCIA By-Laws.*

o **Second Reading: Resolution for Administrative Responsibilities for Research Abroad**

Jack Davis reported this resolution from UCIA had an editorial change in section B as noted below.

*In accordance with the Faculty handbook, solicit ~~official~~  
~~travel approval~~: prior written approval from the  
administrative home unit on the standard 'VT Travel  
Estimate and Approval Form';*

He made a motion that the resolution be accepted as changed, which was seconded. *The motion was unanimously approved to accept the resolution as changed.*

**6. Follow-up Presentations and Discussion on Defining Outreach at VT**

Mike Lambur distributed a copy of the updated outreach model from the previous meeting. The arrows for outreach were converted to double arrows indicating the information flow back to the university as well as outreach to the community.

An additional outreach model was distributed, which John Dooley submitted. In examination of the two models the members discussed the need for details as shown in the Dooley model to assist faculty with promotion and tenure documentation. In addition, there was a discussion of the meanings and interrelationships between outreach and service and then need for a decision or position statement from

the commission about these definitions. Following this discussion, the charge for the members was to review the models and be prepared to take action with John Dooley's leadership at the May meeting.

7. **Information Items**

○ **UCIA Report**

Jack Davis reported that UCIA reviewed and discussed past reports dealing with liability and risk management. At the next UCIA meeting, agenda items will be discussed for next year that will include risk management and web site development for international affairs.

8. **Officers for 2004-2005**

Judith Shrum is currently serving as vice chair of the Commission on Outreach and International Affairs, and she has indicated that she would accept the chair if nominated. A motion was made and seconded to accept Judith Shrum as chair for next year. *This motion was unanimously approved.* Following a discussion of the requirements for selecting a vice chair, a motion was made and seconded that Judith Shrum (the newly elected chair for 2004-2005) bring the recommendation for the vice chair to the Commission on Outreach and International Affairs no later than the first fall meeting. *This motion was unanimously approved.* This action allows the new chair to propose the vice chair from current members with continuing appointments or from members who will be newly elected for fall. Dr. Kincade will inform Dr. Shrum.

9. **Awards**

○ **Alumni**

Linda Burcham reported that 12 nominations were reviewed for the Alumni Award for Outreach Excellence individual award, and 2 nominations were reviewed for the team award. There were winners for the individual and the team award. Names of the winners will be announced at the university fall awards ceremony.

A discussion followed this announcement about the award's process. An action item to be considered next year is whether faculty on 100 percent outreach or Cooperative Extension appointments should be considered equally for awards with faculty on other appointments.

○ **College**

According to the award's criteria that had been previously given to the members, to the Outreach Council, and to other distributions on campus, the selection of the college awards was within the purview of each college. A handout was distributed indicating college award winners that have been reported. The colleges that have awards this year are: Pamplin College of Business, Natural Resources, Liberal Arts and Sciences, and Architecture and Urban Studies. Other colleges reported their award processes are "under construction" for next year.

Plaques will be given to college winners at the May 6 COIA meeting. Contact Linda Price if names should appear differently on the plaques than what is listed on the handout.

○ **International**

The deadline for the Alumni Award for International is April 14. Two award nominations have been received at this time.

Respectfully submitted,

Linda Price  
Recording Secretary