

University Council Minutes
February 5, 2007
3:00 – 5:00 PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Ed Henneke for Richard Benson, Jeb Stewart for Erv Blythe, Lay Nam Chang, Bob Schubert for Jack Davis, Karen DePauw, Alicia Cohen for Vice President for Multicultural Affairs, John Dooley, Brad Fenwick, Elizabeth Flanagan, David Ford, Edward Spencer for Zenobia Hikes, Eileen Hitchingham, James Hyatt, Michael Kelly, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Judy Alford, Scott Cheatham for Sumeet Bagai, Jan Helge Bøhn, Gene Egger, François Elvinger, Carlos Evia, Valerie Hardcastle, Frances Keene, Karen Roberto, Tom Walker, Bob Denton, Sam Easterling, Hardus Odendaal, Fabrice Teulon, Mark Anderson, John Browder, Gene Brown, Sheila Carter-Tod for Joe Eska, Ruth Lytton for Leon Geyer, Muzzo Uysal, Jean Brickey, Delbert Jones, Teresa Lyons, Louellen Sharp, Lori Anne Sheppard, Mary Alice Schaeffer for Betsey Waterman, Ed Lener, Therese Lovegreen, Jonathan McCloud, Ed McPherson, Richard Shingles, Laura Freeman, Jory Ruscio, Antoinette Stroter, Jen Crook, Vik Narayan, Ryan Smith, Ennis McCrery, Kerry Redican, Greg Sagstetter

Absent with notice: Mark McNamee, Tom Tillar

Absent without notice: Kevin McDonald, Ken Eriksson, Richard Goff, Kamal Rojiani, Carolyn Copenheaver, Karen Inzana, Chris Thomas, Donna Hamm, Duane Rollins, Marc Saint Raymond.

Guests: Teresa Wright, Mary Marchant, Richard Shryock, Susanna Rinehart

Dr. Charles Steger called the meeting to order at 3:04 p.m. A quorum was present.

1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as presented. The motion carried.

2. Update on Legislative Session

Dr. Steger reported on the progress of the General Assembly. The Subcommittee on Transportation has made recommendations to take additional funding from the general fund for transportation infrastructure improvements and other transportation initiatives. The general fund is the fund from which education and public services are funded. This recommendation relies on the premise that there will be sufficient expansion of the general fund due to growth in the economy to use \$250 million or more on a regular basis to support highway construction without harming funds for existing programs. Those proposing this course of action have stated that if this recommendation is implemented, a tax increase will not be needed.

Those on the other side of the debate are concerned that once the general fund has been invaded to aid in the transportation issues, then existing programs funded by the general fund will not be adequately funded. Additional costs would be required for debt service on a proposed 2.0 billion dollar bond, as well as other budget items.

The General Assembly is proposing a plan to offer incentives to institutions to avoid tuition increases. However, we receive only 23 percent of our funding from the state, and our yield rate on applications has increased to 676 FTE more students than expected. From our own

state's formula, an additional 6.1 million dollars of base-budget money is needed to educate those students. To allow for the additional students, funds have been requested.

It has also been discovered that the state calculated \$10.2 million from our two veterinary hospitals as if it were tuition revenue that goes into the education budget. However, Virginia Tech is not getting this 10.2 that they calculated. We have amendments for both of these. If we do not get this base-budget adequacy funding, tuition will have to be raised. The restructuring legislation granted to the Board of Visitors the authority to set tuition and fees.

3. Announcement of approval and posting of minutes of December 4, 2006

Dr. Steger noted that these minutes were voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

4. New Business

Commission on Graduate Studies and Policies
Resolution CGSP 2006-07B
Resolution for Establishment of a Master of Arts Degree in
Foreign Languages, Cultures and Literatures

Dr. François Elvinger presented the resolution for first reading. This resolution, once approved by SCHEV, will allow other languages to be introduced in the future without specific approval from SCHEV for each added track. This resolution emphasizes three complementary tracks: Hispanic, French and Francophone, and Multilingual Studies. At the present time, we are able to offer first and second year Chinese through Radford University, but that funding source will be discontinued at the end of this semester. Virginia Tech does not currently fund any courses in Chinese.

In response to discussions of changing world economies and the importance of teaching additional languages, Dr. John Dooley reported that a task group has been formed that will be charged with leading the university through a discussion and a planning process to enhance the language capabilities of faculty, staff and students. There will be credit and non-credit program opportunities.

5. Old Business

Commission on Graduate Studies and Policies
Resolution CGSP 2006-07A
Resolution for Establishment of a Doctor of Philosophy Degree in
"STEM Education: Engineering"

Dr. François Elvinger presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

Commission on Staff Policy and Affairs
CSPA Resolution 2006-07B
Addition of the Staff Representative to the Virginia Tech Board of Visitors
as a non-voting member of the University Council

Ms. Judy Alford presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

6. Announcement of Approval and Posting of Commission Minutes

These minutes have been voted on electronically and will be posted on the University web (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Administrative and Professional Faculty Affairs
November 10, 2006
December 8, 2006
- Commission on Equal Opportunity and Diversity
December 4, 2006
January 22, 2007
- Commission on Faculty Affairs
October 13, 2006
October 27, 2006
November 17, 2006
December 8, 2006
- Commission on Graduate Studies and Policies
November 15, 2006
December 6, 2006
- Commission on Outreach and International Affairs
November 9, 2006
December 7, 2006
- Commission on Research
November 8, 2006
- Commission on Staff Policies and Affairs
October 26, 2006
November 30, 2006
- Commission on Student Affairs
November 2, 2006
November 16, 2006
November 30, 2006
- Commission on Undergraduate Studies and Policies
November 27, 2006
December 11, 2006
- Commission on University Support
September 21, 2006
October 19, 2006

7. Commission Chair Reports

Dr. Steger asked Commission chairs to present their goals for the upcoming year.

1. Commission on Administrative and Professional Faculty Affairs – Frances Keene, Chair

CAPFA conducted a survey during the last academic year to identify themes among A/P faculty that could produce work items. Action items this year include:

- a) Best practices for performance management for both the A/P faculty and their supervisor.
- b) To educate A/P faculty on the process of compensation decisions and salary comparisons within the university and outside of the university.
- c) Higher Education Restructuring may create the need to expand the definition of A/P faculty.
- d) Based on the survey conducted in November 2005, CAPFA has identified performance evaluation for A/P faculty as an area of focus. We have gathered data on campus from A/P faculty who supervise other A/P faculty and SCHEV peer institutions for best practices. CAPFA is hoping to put together some models/templates/best practices this spring for dissemination and use by A/P faculty supervisors. The process will not be as standardized as the staff evaluation process but will provide supervisors with good tools to use in the evaluation process. After completing this project, will examine whether we can address some of the concerns regarding knowledge of and frustration with the compensation.

2. Commission on Equal Opportunity and Diversity – Carlos Evia, Chair

- a) The Commission's top priority is to finish the revised version of the Diversity Strategic Plan. We are developing relevant, realistic goals that can be measured and evaluated, and we are paying attention to connections with the Provost's Taskforce on Race in the Institution and work from the offices of Multicultural Affairs and Equal Opportunity that affect and are affected by the Diversity Plan.
- b) Recommendations will be made on how to report diversity-related activities for faculty and staff. This semester, CEOD will release a document with recommendations for including diversity-related items in FARs and reports.
- c) Continuation of work on projects related to academic and policy issues to avoid language and accent discrimination against international graduate students, measures to enforce or support the Principles of Community, and overall campus climate concerns and improvements.

3. Commission on Faculty Affairs –Valerie Hardcastle, Chair

- a) Resolution on P&T committees: voted on in Faculty Senate in February; should be presented to University Council for first reading in March.
- b) Resolution on annual evaluations: voted on in Faculty Senate in February; should be presented to University Council in March.
- c) Resolution on instructor career ladder and policies for non-tenure track appointments: general university discussion now; will possibly be presented to University Council in April.
- d) Resolution on professors of practice: general university discussion now: will possibly be presented to University Council in April.
- e) Resolution on part-time tenure track appointments: general university discussion starting next week; maybe arrive in UC by April.

- f) Resolution on scholarly misconduct: Still in sub-committee, maybe arrive in UC by the end of the semester (jointly sponsored with COR).
4. Commission on Graduate Studies and Policies – François Elvinger
- a) Ethics and Integrity Committee: 6 members, including undergraduate and graduate chief justices and Dean DePauw; has met four times to date; further meetings scheduled
 - i. What is an ethical community, an ethical graduate program; definitions
 - ii. Policing vs. culture; ethical decisions and actions
 - iii. Responsible conduct of research, responsible mentoring
 - iv. Proposed workshop on ethics for campus community (targeted invitations, faculty at large, open to all?)
 - b) Retreat (1/10/07):
 - i. Strategic plan review and discussion on implementation and expansion of Transformative Graduate Education – Preparing Future Professoriate, Graduate Education Development Institute, Citizen Scholar Experience
 - ii. Sizing and uniformity of programs; power of departments, interdisciplinary programs
 - iii. Communities of learners – who is a learner; ‘set up University today for tomorrow’s Academe’ in light of internet, distance learning, satellite campuses, altered residency requirements
 - iv. Action items – create ‘Quality Advising and Mentoring Program’ (Dean DePauw); what is a VT graduate alumnus (committee or retreat)
 - c) Review of proposals
 - i. Establishment of the Virginia Tech-Georgetown University Master of Science Degree in Biomedical Technology Development and Management
 - ii. ASPECT Ph.D.; M.S. in Biomedical Technologies; Ph.D. in Building Construction
 - d) Review policies for changes on admissions, residency requirements, and statistical support of graduate student research projects.
5. Commission on Outreach and International Affairs – Gene Egger, Chair
- a) The Commission is working closely with Council on International Affairs to review policies that affect student abroad and education abroad, mainly exchange programs. We feel that practices have evolved and need to become policy.
 - b) Continued work will focus on the scholarship and pedagogy of Outreach and International Programs with respect to faculty recognition during the promotion and tenure process.
 - c) The commission selects two university alumni association awards: Alumni Outreach Excellence, and the Alumni Outreach Excellence Team. The deadline for nominations for these awards has been changed from March 19 to March 8.
 - d) *Outreach NOW2007* is being worked on. There is no theme at this point.
 - e) Approval has been given for establishment of the major university Institute for Policy in Governance (IPG), which will be directed by Dr. Max Stephenson, Chair, CPAP.
6. Commission on Research – Karen Roberto, Chair
- a) University Centers – Five Year Review

- i. Recommended that the Center for Human Computer Interaction be continued for another five years and that Frances Quek be reappointed as Director
- ii. Centers currently being reviewed:
 - Virginia Center for Housing Research
 - Virginia Water Resources Research Center
- b) Scholarly Research Integrity Procedures and Policies
 - iii. Task Force appointment
 - iv. Intent is to present the proposed policy changes to University Council before the end of the Spring semester
- c) Institutes - Charters
 - v. Institute for Critical Technology and Applied Science (ICTAS)
 - vi. Institute for Biomedical and Public Health Sciences (IBPHS)
 - vii. Institute for Society, Culture, and Environment (ISCE)
- d) Review - Policy 3020: Centers Financial and Administrative Procedures and Policies
- e) Review – Policy 13000: Policies on Intellectual Properties
- f) Review – Principles and Procedures for Research Space Allocations (CRC)

7. Commission on Staff Policies and Affairs – Judy Alford, Chair

- a) Staff Employee of the Week – Members of the commission will continue to support HR in writing the articles for employee of the week. Review / develop procedures for identifying individuals for employee of the week when there are not enough to pull from the President’s award and Governor’s award. (Ongoing – Staff Senate officers and staff associations will be recognized after the nominations are featured so we will have features for every week of the year. Next year the write-ups will be included in the nomination packet to streamline the process for the commission and Human Resources.)
- b) Publicity/Awareness – Work with HR and Staff Senate to promote communication /publication of information regarding new HR policies and obtain staff input. (Ongoing – Judy Alford is serving on the Staff Senate steering committee. This committee is charged with identifying individuals to serve on the Employee Advisory Committee. She will also serve on the EAC in role of commission chair.)
- c) Staff Development -- The commission will work closely with Human Resources to provide input on staff training and professional development needs, promote support for staff development and publicize programs. (Ongoing. The Director of Leadership and Employee Development met with the commission in the fall.)
- d) Work with HR to promote / review policy for flex work schedule, alternate work schedule as well as leave policies. Staff are not familiar with the different types of leave (e.g. jury duty). (Ongoing. We plan to ask several commission members to serve on a small working group.)
- e) New – Introduced a resolution to add Staff Senate president to University Council as a non-voting member. This is to keep in alignment with the student and faculty representatives to the BOV. This resolution was approved earlier today in this meeting.
- f) New – Working with HR to introduce the implementation of the staff leadership award.

8. Commission on Student Affairs – Scott Cheatham, Vice-Chair

- a) CSA is working closely with the Office of Student Activities, the Budget Board, the SGA Budget Board, and the GSA Budget Board to get student input with new policies and procedures. Student organization funding requests were due two weeks ago, and they have begun the process of evaluating all of the UCSOs and the registered student organizations. Once the budget has been finalized, the Budget Board, SGA and GSA Budget Boards will meet with student representatives to communicate budget items, and address concerns.
- b) The process for selecting the next Undergraduate Student Representative to the Board of Visitors has been started.
- c) CSA is addressing concerns expressed from representatives of the Undergraduate Honor System. Recommendations will be made once the issues have been fully reviewed.

9. Commission on Undergraduate Studies and Policies – Tom Walker, Chair

- a) The main focus for CUSP is working with restricted programs. There are no anticipated resolutions at this time.

10. Commission on University Support – Jan Helge Bøhn, Chair

- a. The newspaper distribution policy is undergoing revision. It will primarily address the outdoor newspaper distribution system on campus.
- b. The purpose and need for the various University committees that report to the Commission will be evaluated. Examples include the Computing and Communications Resources Committee and the Building Committee.
- c. The commission will continue to work with the Vice Presidents to identify areas of collaboration where the Vice Presidents can more effectively seek communications with a representative cross-section of the university community as represented on the commission.
- d. Subject to the immediate response being formulated by the university administration to address the Governor's new smoking ban in state buildings and vehicles, a more long-term plan will be evaluated.

6. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:55 p.m.