

University Council Minutes
September 18, 2006
3:00 – 5:00 PM
1045 Pamplin Hall

Present: James Hyatt (Presiding), Richard Benson, Randy Pelt for Erv Blythe, Lay Nam Chang, Jack Davis, Karen DePauw, Ray Plaza for Ben Dixon, John Dooley, Elizabeth Flanagan, David Ford, Zenobia Hikes, Eileen Hitchingham, Kurt Krause, Kevin McDonald, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Rodd Hall for Richard Sorensen, Tom Tillar, Judy Alford, Sumeet Bagai, Gene Egger, Francois Elvinger, Carlos Evia, Pat Hyer for Valerie Hardcastle, Frances Keene, Karen Roberto, Tom Walker, Bob Denton, Susanna Rinehart for Sam Easterling, Richard Goff, Kamal Rojiani, Fabrice Teulon, Ken Eriksson, Odendaal Hardus, Mark Anderson, John Browder, Gene Brown, Bruce Hull for Carolyn Copenheaver, Sheila Carter-Tod for Joe Eska, Leon Geyer, Muzzo Uysal, Jean Brickey, Teresa Lyons, Louellen Sharp, Lori Anne Sheppard, Chris Thomas, Betsey Waterman, Richard Shingles, Jonathan McCloud, Edward Lener, Therese Lovegreen, Ed McPherson, Laura Freeman, Antionette Stroter, Jory Ruscio, Jennifer Crook, Marc Saint Raymond, Sarah Saxton, Ryan Smith, Kerry Redican, Greg Sagstetter, Ennis McCrery

Absent: Brad Fenwick (with notice), J. Michael Kelly (with notice), Mark McNamee (with notice), Charles Steger (with notice), Jan Helge Bøhn (with notice), Karen Inzana (with notice), Delbert Jones, Donna Hamm (with notice), Duane Rollins, John Baer, Kellie Gleeson

Guests: Ron Daniel, Linda Woodard, Lisa Wilkes, Heidi McCoy, Teresa Wright

Mr. Hyatt called the meeting to order at 3:00 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. Announcement of approval and posting of minutes of May 1, 2006

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

3. New Business

Commission on Classified Staff Affairs

Resolution CCSA 2006-07A

Resolution to Change the Name of the Commission on Classified Staff Affairs
(Change to University Council Constitution and By-laws)

Ms. Judy Alford presented the resolution for first reading. This resolution proposes changes to the Commission name and charge. The Commission's charge will be revised to include the new classification of university staff, as well as classified staff and non-student wage.

Commission on Student Affairs

Resolution CSA 2006-07A

Resolution for Changes to University Policies for Student Life
Reciprocity Statement for Jurisdiction of Off-Campus Misconduct

Commission on Student Affairs

Resolution CSA 2006-07B

Resolution for Changes to University Policies for Student Life
Withholding Academic Degrees for Serious Misconduct

Commission on Student Affairs

Resolution CSA 2006-07C

Resolution for Changes to University Policies for Student Life
Sharing Information with the Undergraduate and Graduate Honor Systems.

Mr. Sumeet Bagai presented the three resolutions (CSA 2006-07A, CSA 2006-07B, and CSA 2006-07C) for first reading. Ms. Frances Keene was introduced and reviewed each resolution.

Resolution CSA 2006-07A

Ms. Keene explained that this resolution is designed to convey to students that policy violations by visitors will be referred back to their host institutions. Additionally, action will be taken against our own students for engaging in misconduct at other institutions, particularly within the Commonwealth of Virginia. Our policy already allows action to be taken when university interests are deemed to be compromised.

Resolution CSA 2006-07B

This resolution gives the university the authority to withhold an academic degree in cases of serious misconduct by students when appropriate for that particular violation.

Serious misconduct is defined as a violation that would result in suspension or dismissal from school. If a student is dismissed, that student will not be allowed to reenroll. Therefore the student will not receive an academic degree from Virginia Tech.

Requests to clarify wording in item #6. The words "student/organization" are to be clarified as within the university system. The word "guilty" is to be changed to "responsible." Ms. Keene agreed to revise the wording.

A request was made to make language in items #7 and #8 consistent when referring to dismissal of the student. Ms. Keene agreed to revise the language.

CSA 2006-07C

The existing policy, which is in accordance with FERPA laws, already permits the Judicial System to share disciplinary information for matters involving athletes, international students, Corps of Cadets members, and graduate students with appropriate university offices that have a legitimate need to know.

This resolution states when judicial information may be shared with the Graduate and Undergraduate Honor system. This simply formalizes in policy instances when information will be shared.

Dean DePauw expressed concern that parts of this resolution may be in conflict with the Graduate Honor System Constitution, which is the responsibility of CGSP. The resolution does not specify how that information will be shared. There are benefits to this resolution, but also disadvantages. A suggestion was made that resolutions CSA 2006-07B and CSA 2006-07C

return to CGSP for review and in the meantime, the word "Graduate" be removed from the resolutions until further review can be done. Ms. Keene agreed to meet with CGSP.

There was a request for clarification that violation sanctions in one system would not be used to increase or worsen a violation sanction in another. Violation sanction(s) are to be used for educational purposes. One sanction would be used to complement another. Ms. Keene will work to clarify this in the resolution.

Commission on Undergraduate Studies and Policies

Resolution CUSP 2006-07A

Resolution to Change the name of the University Core Curriculum and the University Core Curriculum Committee
(Change to University Council By-laws)

Mr. Tom Walker presented the resolution for first reading. This resolution proposes changes to the committee name.

Staff Senate

Staff Senate Resolution No. 2006A

Request for Changes in the constitution of the Staff Senate of Virginia Tech

Ms. Jean Brickey presented the resolution for first reading. The changes in the constitution reflect the Restructured Higher Education Financial and Administrative Operations Act that created a new category of "University Staff" and ensure that all staff would be adequately represented. The name of "Human Resources" replaces the previous department name of "Personnel Services." The Staff Senate Constitution requires that any changes to it must be approved by University Council.

4. 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
April 28, 2006
May 5, 2006
- Commission on Equal Opportunity and Diversity
May 1, 2006
- Commission on Faculty Affairs
April 21, 2006
- Commission on Graduate Studies and Policies
April 5, 2006

On behalf of the CAPFA chair who had briefly stepped out of the meeting, Dr. Pat Hyer raised a question regarding the minutes in regards to recommendations affecting staff and A/P faculty who are pursuing graduate degrees. This may need to be presented in resolution form as a policy item rather than an item merely discussed in the minutes. Dr. DePauw stated that a policy already exists that allows faculty and staff to pursue

graduate degrees, but agrees that further review and clarification may be needed. Drs. Hyer and DePauw agreed to meet for further discussion. The chair of the Commission on Classified Staff Affairs also requested to be part of the discussion.

- Commission on Outreach and International Affairs
May 11, 2006
- Commission on Undergraduate Studies and Policies
April 24, 2006

5. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning
June 22, 2006

6. Commission Chair Reports

Mr. Hyatt asked Commission chairs to present briefly 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 in dealing with performance management.
- 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.

2. Commission on Classified Staff Affairs – Judy Alford, Chair

- a) Change the name of the Commission to Commission on Staff Policies and Affairs (CSPA).
- b) Review/develop procedures for identifying individuals for employee of the week when there are not enough to pull from in the President's award and Governor's award. The Commission will continue to support Human Resources in writing the articles for employee of the week.
- c) To work with Human Resources and Staff Senate to promote communication/publication of information regarding new Human Resources policies and obtain staff input.
- d) Work closely with Human Resources and other offices to provide input on staff training and professional development needs, promote support for staff development and publicize programs.
- e) Work with Human Resources to review current state and university policies regarding alternate work schedules, telecommuting, different types of leave and other policies or programs that support a high quality of work/life for staff; and advise on ways to promote and better utilize these programs. Staff are not familiar with the different types of leave (e.g. jury duty.)

3. Commission on Equal Opportunity and Diversity – Carlos Evia, Chair
 - a. The Commission will define a task force to work with the office of Multicultural Affairs to revise diversity strategic plan.
 - b. Recommendations for incorporating compliance of diversity in the FARs.
 - c. To support the Provost's Task Force on Race and the Institution.
 - d. Coordinate among all groups to diversity summit.
 - e. Planning of Diversity Summit, Multicultural Luncheons, and functions from Black History and Hispanic Heritage months replicating the successful format used for Martin Luther King Day.

4. Commission on Faculty Affairs – Pat Hyer for Valerie Hardcastle, Chair
 - a. Survey faculty concerning promotion and tenure procedures, such as committee membership and voting, and make recommendations for changes as needed and supported by faculty.
 - b. Address the lack of consistency in annual performance evaluations for faculty members. The faculty handbook designates that all faculty are to have annual reviews, but there are differences in the consistency and quality of reviews.
 - c. The ADVANCE policy work group is working to develop a resolution around part-time tenure-track opportunities.
 - d. Develop a rank structure and career path for instructors, with defined steps and promotions.
 - e. Redesign 40-year old instrument to measure student perceptions of instruction. (Faculty Senate task force).
 - f. Revise list of valid grievable issues
 - g. Address policy/procedures for two and four year reviews for tenure track faculty in Faculty Handbook.

5. Commission on Graduate Studies and Policies – Francois Elvinger
 - a. Ethics and professional conduct related to discovery, learning and engagement.
 - b. Inclusion of Principles of Community throughout graduate education and recommendations from the Diversity Think Tank.
 - c. Quality advising and mentoring (eAdvising and eMentoring).
 - d. Discussion of the role of research at VT, coursework-only degrees, master's and doctoral degrees.
 - e. Review and approval of new and extended graduate degrees identified through the IPGD.
 - f. Review of results from exit and entry surveys.
 - g. Policy and procedures reviews, including
 - Admissions requirements: three-year degrees from international institutions; provisional admission status
 - Summer enrollment and status of graduate students
 - Residency requirements for doctoral degrees
 - Quality assessment for graduate courses
 - others

6. Commission on Outreach and International Affairs – Gene Egger, Chair
 - a. 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.

- b. Continued work with giving awards to Faculty for outstanding contributions in Outreach and International Affairs.
 - c. *Outreach NOW2006, Inventing the Future through Engagement*
 - d. Work to strengthen collaboration between the Commission and University Council, and other significant Commissions, Councils and Committees within University Governance.
7. Commission on Research – Karen Roberto, Chair
- a. Review of Faculty Scholarship and Research Integrity Procedures and Policies
 - b. Center reviews – selected center reviews
 - c. Review and approval of charters
 - Institute for Critical Technology and Applied Science (ICTAS)
 - Institute for Biomedical and Public Health Sciences (IBPHS)
 - Third Institute
 - d. Review of 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)
8. Commission on Student Affairs – Sumeet Bagai, Chair
- a. Continue to improve interaction and response from students. There are 26,000 students. How do we get feedback?
 - b. Review of Student Activity Fee
 - c. Review of the Student Budget Board allocation decision process
 - d. Use of Student Center and allocation of space within that student center
 - e. Review process for selection of Undergraduate Representative to the Board of Visitors
9. Commission on Undergraduate Studies and Policies – Tom Walker, Chair
- a. Review and approval of undergraduate programs, courses, and new policies affecting those programs.
 - b. Participating in assessment of student perceptions of instruction process.
 - c. Review of distance learning policies and tools. Encourage participation.
 - The concept of using “virtual seats” to release large classroom space for other needs
 - Interface with community colleges to offer VT courses via VTCCS
 - How to deal with students with documented disabilities in a Blackboard or Scholar environment
 - How does it affect teaching load?
 - Intellectual Property policies as they apply to faculty members
10. Commission on University Support – No one in attendance to present report.

7. Adjournment

There being no further business, Mr. Hyatt adjourned the meeting at 3:45 p.m.