

**University Council Minutes**  
**February 7, 2005**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Mark McNamee (Presiding), Hassan Aref, Lay Nam Chang, Landrum Cross, Karen DePauw, John Dooley, Brad Fenwick, Elizabeth Flanagan, Michael Kelly, Paul Knox, Kurt Krause, Jerry Niles, Kim O'Rourke, Gerhardt Schurig, Dwight Shelton, Hap Bonham for Richard Sorensen, Tom Tillar, David Travis, Dawn Barnes, Jean Brickey, Virginia Fowler, Klaus Elgert, Grant Otto, Ray Plaza, Susanna Rinehart, Jim Weaver, Susan Anderson, Richard Ashley, Jack Cranford, JoAnn Emmel, Richard Goff, Kathleen Jones, Rakesh Kapania, Mark Anderson, James Berkson, Marion Ehrich, James Collier for Bernice Hausman, Peter Kennelly, Hans Rott, Muzzo Uysal, Sue Ellen Crocker, Edward Lener, Maxine Lyons, Lori Anne Sheppard, Theresa Lovegreen, Antionette Stroter, Sumeet Bagai, Brandon Bull, Lauren Good for Maya Newhagen, Matt Vepraskas, Devin Weller

**Absent:** Charles Steger, Erv Blythe, Ben Dixon, David Ford, Eileen Hitchingham, James Hyatt, Sharron Quisenberry, Judith Shrum, Don Orth, John Jay Carter, Donna Hamm, Terry Kershaw, Pankaj Gupta, Yvette Quintela, Melinda Cep

**Guests:** Pat Hyer, April Myers

Dr. McNamee 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 December 6, 2004**

Dr. McNamee 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 Outreach and International Affairs**

Resolution COIA 2004-05A

Resolution for change in membership

On behalf of Dr. Judith Shrum, Dr. John Dooley introduced the resolution to University Council for first reading. Due to the restructuring within Outreach and International Affairs, a new University Council on International Programs (UCIP) was created under that area to represent international programs. In the past the President appointed a representative from the area of international affairs to serve on the commission. The resolution proposes to replace that position with the chair of the University Council on International Programs (ex officio) or his/her designee.

### **Commission on Student Affairs**

Resolution CSA 2004-05B

Resolution requesting Latin Association of Student Organizations Representation on the Commission on Student Affairs

Mr. Grant Otto introduced the resolution for first reading. He explained that the Latin Association of Student Organizations is a newly registered University Chartered Student Organization (UCSO) and all UCSOs are given the opportunity to have representation on the commission.

### **4. Old Business**

#### **Commission on Faculty Affairs**

Resolution CFA 2004-05A

Resolution on Computer Privacy

Ms. Susanna Rinehart presented the resolution for second reading. Several Council members expressed concern with section 2.2 of the resolution not having any reference to staff or student employees. It was also stated that section 5 was incomplete.

A motion was made to defer this resolution until the following meeting in order for the Commission on Faculty Affairs to further consider the inclusion of staff and student employees in section 2.2 as well as update section 5. The motion was seconded and approved.

#### **Commission on Graduate Studies and Policies**

Resolution CGSP 2004-05A

Resolution for Establishment of a Master of Building/Construction Science and Management Degree Proposal in the Virginia Tech College of Architecture and Urban Studies (CAUS)

Dr. Rakesh Kapania presented the resolution for second reading. Due to the growth of the Construction Management Option in the M.S. in Architecture degree from 5 students in 1991 to 27 student in 2003 there is a need to establish a Master of Building/Construction Science and Management Degree in its place. Dr. Kapania indicated that the college is not asking for any additional funding for this degree program.

A motion was made for approval of the resolution. The motion was seconded and carried unanimously.

### **5. 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 A/P Faculty Affairs  
December 8, 2004
- Commission on Classified Staff Affairs  
October 28, 2004

- Commission on Equal Opportunity and Diversity  
December 6, 2004  
December 13, 2004  
January 24, 2005
- Commission on Faculty Affairs  
November 12, 2004
- Commission on Graduate Studies and Policies  
November 17, 2004  
December 1, 2004
- Commission on Outreach and International Affairs  
November 11, 2004  
December 9, 2004
- Commission on Research  
November 10, 2004
- Commission on Student Affairs  
November 4, 2004  
November 18, 2004  
December 2, 2004
- Commission on Undergraduate Studies and Policies  
October 25, 2004

## **6. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
November 4, 2004

## **7. Reports by Commission Chairs on Spring Semester Agendas**

Dr. McNamee asked each Commission Chairperson to report on their Spring Semester Agendas

1. Commission on Classified Staff Affairs – Jean Brickey, Chair
  - a. Computer Access for all employees
  - b. Classified Staff Employee of the week initiative
  - c. Working with finding ways to add steps between contributor and extraordinary in the evaluation process
  - d. Working on finding a way to keep communication open between administration and staff
  - e. Working on ideas for retention after review of exit survey
  - f. Determine how many Classified Staff employees can no longer afford to live in Blacksburg
2. Commission on Equal Opportunity and Diversity – Ray Plaza, Chair
  - a. Virginia Tech Principles of Community
  - b. Diversity Summit

- c. Lee Hall recommendations
- d. University Council realignment feedback
- e. Student enrollment
- f. Diversity within the various orientation processes for students, faculty, and staff
- g. Exit survey data
- h. Workplace violence/sexual harassment policy
- i. Affirmative Action policy

3. Commission on Faculty Affairs – Susanna Rinehart, Chair
  - a. The Business Standard Acknowledgement
  - b. Electronic faculty activities reporting system
  - c. Faculty wide Work/Life survey
  - d. Proposed SGA resolution regarding midterm faculty evaluations
  - e. “Stop - the - Clock” provisions in the tenure system
  - f. Sabbatical leave for faculty
  - g. House Bill 1726 – concern of negative attention bill has generated for faculty (“textbook bill”)
  - h. Proposed retirement benefits for part-time salaried employees
  - i. Discussion of concept of a graduate faculty
  - j. Outcome of faculty exit and Advance’s faculty Work/Life surveys
  - k. Update faculty handbook language
  - l. Child care availability and quality for Virginia Tech employees

A concern was brought forth addressing anonymity of the Work/Life Survey. Dr. Pat Hyer addressed the concern by indicating the surveys were assigned code numbers so the Center for Survey Research (CSR) could send reminders to non-responders. However, CSR will strip all identifiers before they send the survey results to the work group. Therefore, responses will be confidential.

4. Commission on Graduate Studies and Policies – Klaus Elgert, Chair
  - a. Graduate Program review process and implementation plan
  - b. Review and approval of new and extended graduate degree process
  - c. Recruitment and retention issues
  - d. Language in the graduate handbook
5. Commission on A/P Faculty Affairs – Dawn Barnes, Chair
  - a. Addressing issues that may affect cooperative extension with the new travel process and regulations
  - b. Update on Business Conduct Standards
  - c. Principles of Community developed by the Commission on Equal Opportunity and Diversity
6. Commission on Outreach and International Affairs – John Dooley for Judith Shrum
  - a. Proposal to change membership
  - b. Formation of subcommittee to review concept of scholarship and how it relates to Outreach and International Affairs
  - c. Working with the Council on Outreach and International Affairs for the implementation of the report of the International Strategic Directions Team.
7. Commission on Research
  - a. Review of University practices and policies for University research centers
  - b. Review changes in Intellectual Properties

- c. Study of the Research Compliance Office
- d. Review of library resources for research

A question was raised as to why a report from Dr. Fenwick on overhead distribution was not on the agenda for the Commission on Research. Dr. Fenwick clarified that this issue will be addressed once all data is received.

#### 8. Commission on Student Affairs

- a. The addition to membership from the NPHC and LASO
- b. Monitor the rec. centers in order to determine ways to alleviate congestion
- c. Update on campus master plan - concerned with construction sites
- d. Investigate why some housing in Oak Lane is vacant and not being filled
- e. Investigate why many residence halls do not have trash cans at main entrances
- f. Update on why laundry prices have increased
- g. Working with SGA on athletic issues such as the lotto system
- h. Looking into the need for more lighting on Washington St.
- i. Investigate the possibility of having opposite sex bathrooms for visitors added to single sex dorms

#### 9. Commission on Undergraduate Studies and Policies – Virginia Fowler, Chair

- a. Working on gaining clarity about the Communication and Writing Intensive requirements
- b. Working to identify underlying reasons for the Commission on Student Affairs' resolution regarding midterm evaluations of faculty
- c. Want to explore how to generate more student interest in study abroad
- d. Gathering information on how the Charter Initiative will impact the quality of student life

### **8. Discussion**

In response to a question, Dr. McNamee clarified that the Statement of Business Conduct Standards is a way for the University to have a process in place to communicate University policies and procedures and to gain assurance that all employees have an opportunity to know what the policies are and where to find them. Mr. Dwight Shelton added that this Statement of Business Conduct Standards deals with business and management policies, not academic policies. When questioned about the penalty for not signing the statement, Dr. McNamee indicated that he did not know. There has not been any discussion of penalties; rather, it is hoped that everyone will sign.

In regards to the Work/Life survey a question arose as to whether or not there will be any statistics on the number of faculty that do not respond to the survey because they do not believe it is confidential. Dr. Pat Hyer indicated that it will be possible for the Center for Survey Research to determine the non-response rate, but there will be no way of knowing the reason(s) why people did not respond. (Also see earlier discussion.)

### **9. Adjournment**

There being no further business, Dr. McNamee adjourned the meeting at 3:47 p.m.