

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
October 14, 2004**

Attendance: Jennifer Abel (telecon), Shawn Baker for Robert Shaffer, Linda Burcham, Marco Caiado, Melinda Cep, S. K. De Datta, John Dooley, Gene Egger, Joe Eifert, Ken Eriksson, Jim Pease, Susan Prillaman (telecon), Curtis Novak for Joe Eifert, Cheryl Peed for Glenda Scales, Judith Shrum, Rodney Thompson, Grant Turnwald for Judi Lynch

Absence: Scott Baker, Eileen Crist, Mike Lambur, Sharron Quisenberry, Ted Settle, Pat Sobrero

Guests: Jack Davis, Susan Felker, Larry Vaughan

1. Welcome and Introductions

Judith Shrum welcomed new and continuing members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented with one change to include placing at the end of the meeting S. K. De Datta's presentation of the Virginia Tech International Strategic Plan for 2004-2011.

3. Approval of Minutes, May 6, 2004

The May 6, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

- Judith Shrum reminded the Commission that resolutions need to go through Faculty and Staff Senates and twice through University Council. Therefore, it is important that resolutions be submitted through these Senates no later than March in order to obtain final approval at University Council's May meeting.
- Judith Shrum gave some background for the current international wording for the membership of the Commission on Outreach and International Affairs. A sub-committee comprised of Melinda Cep and Gene Egger will design a resolution to present to the COIA for approval. Dr. Shrum suggested the proposed language to address the international membership:

From:

“One representative from area of International Programs appointed by President (three-year term).” (for the present until May 2006; at that time this position on COIA disappears)

To:

“One member from the area of International Affairs who shall be the chair of the University Council on International Affairs (UCIA) or his/her appointee.” (effective upon approval of resolution).

Jack Davis is an invited guest to the COIA serving as Chair of the University Council on International Affairs (UCIA) until the resolution for the change in membership has been approved. (His position as Chair of UCIA is by appointment by the Vice Provost for Outreach and International Affairs.)

- Jim Pease recommended that the 2005-2006 COIA meeting dates be coordinated better with the Faculty and Staff Senate meetings so resolutions could be action upon in a timely manner. Dates for 2004-2005 are already set, but 2005-2006 COIA meeting dates will be addressed at the April 2005 COIA meeting.

Judi Lynch, Mike Lambur, Gary Long and Jack Davis served on the COIA promotion and tenure sub-committee to review the promotion and tenure guidelines to help elevate the status of outreach and international affairs within reviews by departments, peer review committees and college committees. Suggested changes were implemented into the new promotion and tenure document which was shared electronically. Dr. Shrum noted outreach and international affairs changes within the document on page 3, section 6; and on page 8, section 6. She remarked there is a much stronger presence for outreach and international affairs, and she thanked the committee for their good work this summer. This year Ken Eriksson will replace Gary Long on the COIA's promotion and tenure sub-committee.

John Dooley thanked the committee as well, and he remarked that the revision of the promotion and tenure guidelines through COIA last year is step 1. Step 2 will be addressed this year by COIA to bring quality statements as it relates to the scholarship of outreach and international and extension work.

5. Selection of Vice-Chair of COIA

Judith Shrum read a statement from the University Council Constitution which states that "A vice chair shall be elected from among the continuing eligible members as early as possible during the academic year but no later than the end of October." She opened nominations for the position of vice chair of the Commission. Mike Lambur was nominated for vice chair by Jim Pease. There were no other nominations, and there was a motion for a closure of nominations. A motion was made to elect Mike Lambur by acclamation. The motion was seconded and unanimously approved. Dr. Shrum will notify Dr. Lambur of his appointment.

6. The Scholarship of Engagement: Where to from Here

The University community was invited to Dr. Sandmann's presentation at the end of August on the Scholarship of Engagement. A copy of her presentation was shared electronically with COIA prior to this meeting. As a part of Dr. Sandmann's presentation, she led a discussion of what does engagement or outreach mean in context to scholarship and its contribution to the scholarly activity in which faculty participate. There were three major themes defined as the barriers or inhibitors real or perceived that keep faculty from moving in this direction:

- 1) How do we reward excellence in outreach?
- 2) How do we understand or define quality indicators as it relates to scholarly activity in outreach and engagement?
- 3) How do we define the interface between teaching, outreach and research?

Dr. Dooley suggested three strategies to deal with these perceived issues:

- **Strategy 1.** Invite a faculty member to come to the next COIA meeting and briefly describe their outreach activity in context of scholarship. This invitee could be one of the winners of the University or College Outreach Awards.
- **Strategy 2.** COIA should work with the Provost in sponsoring a dialogue in the spring semester as it relates to excellence in scholarship of engagement. As a part of this, identify a couple of key academic leaders for this symposium, i.e., the President of Penn State or the President of Purdue University. Both of these individuals are part of the Kellogg Commission.
- **Strategy 3.** Dr. Dooley would like the P&T sub-committee of the COIA to look at step 2 of defining quality indicators and looking at transformative language as it relates to outreach and international affairs to bring to this Commission for recommendations and approval, and then forwarded to the governance system.

There was a recommendation that faculty associations could sponsor a forum to address these issues. The Outreach Council, which represents outreach in all the colleges, will be included in the above discussions.

7. **Information Items**

• **UCIA Report**

- Jack Davis reported that UCIA has summarized accomplishments from the previous year, particularly the updating of the promotion and tenure guidelines, and new alumni sponsored awards.
- Future agenda items have been discussed, including ACC initiatives and how to coordinate facilities abroad; develop new program areas; and study education abroad with other ACC university students.
- S. K. De Datta presented an update on the ISDT subcommittee.
- Ron Daniel and John Dooley gave an update on the 10 year celebration of CESA from July 2004.
- A centralized point on the international web page for listing education abroad programs throughout the university has been discussed. This would facilitate possible communication across different programs.
- A representative from the Virginia Tech Purchasing Department will be invited to a UCIA meeting to address the issue of competitive bidding from foreign tour services. A request has been received from Richmond that education abroad programs need to have two competitive bids from tour services.
- A faculty development institute initiative has been announced which will involve two faculty from each college to travel to CESA as a part of the Provost's Academy of Academic Excellence.

• **International Strategic Directions Team Report**

S. K. De Datta discussed the International Strategic Directions Team Report on the Virginia Tech International Strategic Plan 2004-2011. Handouts and a PowerPoint presentation were provided. Recommendations from Glenda Scales via Cheryl Peed for information technology inclusion were presented to Dr. De Datta. Even though the deadline for the document is October 15 this document is open for updates, and further input will be welcomed.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
November 11, 2004**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Marco Caiado, Mike Bertelsen for S. K. De Datta, Melinda Cep, Jeri Childers, Gene Egger, Ken Eriksson, Mike Lambur (also representing Pat Sobrero), Jim Pease, Cheryl Peed for Glenda Scales, Susan Prillaman (telecon), Ted Settle, Robert Shaffer, Judith Shrum, Rodney Thompson, Lynn Young for Judi Lynch

Absence: Linda Burcham, Eileen Crist, John Dooley, Joe Eifert, Sharron Quisenberry

Guest: LuAnn Gaskill

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, October 14, 2004

The October 14, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

- Judith Shrum gave a brief report from the November 1 University Council meeting. The Commission on Student Affairs has submitted a resolution to change their membership to add a permanent representative of the National Pan-Hellenic Council. Randy Marchany gave a presentation on wireless security.
- She distributed a copy of the university and college awards recipients from last year and asked members to vote on who they would like to have invited to the December meeting to continue discussions on the scholarship of engagement. A junior faculty member will be invited to the January meeting. The Commission was in agreement with Dr. Shrum to invite Minnis Ridenour to attend a future Commission meeting to discuss how the Charter University will relate to the Commission's charge, and only from that perspective.

5. Action Items

- a. Dr. Shrum clarified that the COIA P&T subcommittee members include Jack Davis, Mike Lambur, Judi Lynch, and Ken Erikssen. Dr. Shrum appointed Pat Sobrero to this committee with no objections from the Commission. If others are interested in serving on the subcommittee, they should let Dr. Shrum know.
- b. Dr. LuAnn Gaskill, winner of the college award for Outreach Excellence in Liberal Arts and Sciences, gave a presentation of her research and discussed how it relates to scholarship in outreach and international affairs. She shared a copy of "A Compendium of International Initiatives, 2003-2005 in the College of Liberal Arts and Human Sciences." This document can be found at the college's webpage, <http://www.clahs.vt.edu> under the faculty heading. There was further dialogue of how outreach as scholarship is viewed at the university. Dr. Shrum shared e-mail questions from John Dooley based on Lorilee Sandmann's presentation: "How do we reward engagement? What are the quality indicators? How do we define the interface between teaching, research and outreach?" Dr. Shrum said she feels the questions that were asked during this discussion were along these lines.
- c. Dr. Shrum reviewed the three strategies for the Commission's work adopted in the October meeting.

- **Strategy 1.** Invite a faculty member to come to the next COIA meeting and briefly describe his/her outreach activity in context of scholarship. This invitee could be one of the winners of the University or College Outreach Awards.

Dr. Shrum said that the first strategy has been accomplished by inviting a faculty member, Dr. LuAnn Gaskill, to come to the meeting today to describe her outreach activity in context of scholarship.

- **Strategy 2.** COIA should work with the Provost in sponsoring a dialogue in the spring semester as it relates to excellence in scholarship of engagement. As a part of this, identify a couple of key academic leaders for this symposium, i.e., the President of Penn State or the President of Purdue University. Both of these individuals are part of the Kellogg Commission.

The second strategy will be to sponsor a dialogue in the spring, and identify key academic leaders, i.e., Graham Spanier, the President of Penn State, or Martin Jischke, the President of Purdue University (members of the Kellogg Commission). Mike Lambur recommended Hiram Fitzgerald, the Assistant Provost for University Outreach and Engagement, and University Distinguished Professor of Psychology at Michigan State. Other key figures suggested were: Brady Deaton, Chancellor, University of Missouri.; Kevin Reilly, President, University of Wisconsin; Jim Votruba, President, Northern Kentucky University. Dr. Shrum asked for suggestions for the type of forum that might be established for the spring dialogue, i.e., a panel, a key-note speaker, an on-going discussion or other forum. Dr. Shrum also asked for suggestions about what would be needed from an expert in the field at that point to help come to some resolution about the scholarship of engagement and its relationship to promotion and tenure decisions at Virginia Tech. Commission members recommended that the forum be a university-wide panel discussion, including members of the panel from the various departmental P&T committees, as well as members of P&T committees at other institutions.

Jeri Childers was introduced as Director of Outreach Program Development, and a new member of the Commission. Dr. Childers has chaired the National Outreach Scholarship Conference at Penn State since its inception in 1999. She heard Hiram Fitzgerald's presentation on culture and systems that are required to support the P&T process. She pointed out that he used a case study of his institution as well as other institutions of higher education in order to show what procedures are working and what needs to be in place to ensure faculty success. A committee on institutional cooperation (CIC) is looking at this issue. Please send other suggestions to Dr. Shrum.

- **Strategy 3.** Dr. Dooley would like the P&T sub-committee of the COIA to look at step 2 of defining quality indicators and looking at transformative language as it relates to outreach and international affairs to bring to this Commission for recommendations and approval, and then forwarded to the governance system. The third strategy is the one that will be continued to be worked.

6. **Information Items**

- National Outreach Scholarship Conference 2005
 - Jeri Childers shared copies of the National Outreach Scholarship Conference 2005, focusing on outreach and the scholarship of engagement. This conference started in 1999 and has been offered annually, focusing on faculty and university administrators. Dr. Childers chaired the October 2004 conference at Penn State. The title of this year's conference is Transformation Through Engagement and will be hosted by the University of Georgia. This conference will focus on documenting and evaluating outreach scholarship, rewarding outreach scholarship and fostering global connections and service learning, infusing change in the curriculum. It is an opportunity for faculty to share how they are transforming universities and transforming communities. She encouraged Commission members to share the

brochure with faculty and encouraged them to submit proposals. The deadline is in February.

- Report of the Sub-committee on Membership Resolution (**First reading**)
 - Melinda Cep and Gene Egger shared a draft copy of the COIA Resolution 2004-2005, Resolution for Change in Membership of Commission on Outreach and International Affairs (Revision of University Council Bylaws) for first reading.

It is recommended that the current wording,

“One representative from area of International Programs appointed by President (three-year term)”

be changed to

“One member from the area of International Affairs who shall be the chair of the University Council on International Affairs (UCIA) or his/her appointee”

- International Strategic Directions Team Report
 - The International Strategic Directions Team Report will be presented formally to the President and Provost on December 7. All the members of the ISDT are welcome to participate.
- UCIA Report
 - At the November 2, UCIA meeting, guest speakers from the Virginia Tech Purchasing and Controllers offices were invited to discuss policy changes on competitive bidding for foreign tour services for study abroad. There was discussion and concern expressed about safety of students dealing with unknown foreign services. If there is an agency that has been used and trusted, then that agency’s name and contact information should be reported to the Controller’s office to get this information added to the current list of approved vendors.
 - Discussions are ongoing to find a way to organize departments and colleges that have study abroad programs to get them centrally located on the international web site.
- Outreach Council Report
 - Dr. Settle reported that the Outreach Council met on September 28. There were several hires reported: Jeri Childers, Director of Outreach Program Development, and Dave Nutter in the area of Economic Development. The Economic Development Leadership Council, which includes vice presidents and deans, meets monthly and focuses on future economic development priorities.

7. **Other**

Dr. Egger asked why international has been linked with outreach, other than reorganization of the vice provost for outreach and international affairs. There will be further discussion with John Dooley at the next meeting.

The next meeting date is December 9, 3:30-4:30 p.m., 325 Burruss Hall.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
December 9, 2004**

Attendance: Marco Caiado, Linda Burcham, Melinda Cep, Jeri Childers, S. K. De Datta, John Dooley, Ken Eriksson, Mike Lambur, Judi Lynch, Jim Pease, Ted Settle, Judith Shrum

Absence: Jennifer Abel, Scott Baker, Eileen Crist, Gene Egger, Joe Eifert, Sharron Quisenberry, Glenda Scales, Susan Prillaman, Robert Shaffer, Pat Sobrero, Rodney Thompson

Guests: Jack Davis, Susan Felker, Gary Long

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, November 11, 2004

The November 11, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Judith Shrum gave a brief report from the December 6 University Council meeting. She shared electronic copies of resolutions with the Commission from the Commission on Faculty Affairs' Resolution on Computer Privacy, and the Commission on Graduate Studies and Policies' Resolution to Establish a Master of Building Construction, Science and Management. Feedback should be forwarded to Dr. Shrum for the February 7, University Council meeting.

5. Vice-Chairman's Report

Mike Lambur reported from the November 30 Outreach Council meeting. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/council/index.html>.

6. Action Items

- a. Featured invited guest: Dr. Gary Long and Dr. Barbara Bunn, winners of the Alumni Award for Outreach Excellence (Team)

Dr. Gary Long, co-winner with Dr. Barbara Bunn, of the Alumni Award for Outreach Excellence (Team), gave a PowerPoint presentation of the Mobile Chemistry Lab program. There was a discussion about scholarship and how it relates to outreach. He shared several articles on the scholarship of engagement from North Carolina State University and Michigan State University, which were sent out electronically prior to this meeting:

- "Editor's Corner: The Scholarship of Extension and Engagement: What Does It Mean in the Promotion and Tenure Process?" *The Forum for Family & Consumer Issues*, May 2003, Vol. 8, No. 2, North Carolina State University
- "Measuring Scholarly Outreach at Michigan State University-Definition, Challenges, Tools," In Press, *Journal of Higher Education Outreach and Engagement*, November 15, 2002, Revised January 23, 2003.

Dr. Long suggested that the National Clearinghouse Review Board for Scholarship of Engagement could help candidates prepare P&T dossiers. A handout about the Clearinghouse was distributed: The URL is <http://www.scholarshipofengagement.org/>.

Dr. Long was asked if he could help the Commission by giving thought to what he could have done as a faculty member so that his research with the MCL could have been more valued in the context of his department. In addition, the Commission members asked him to explain the measures and indicators of quality in his department. Dr. Long replied that the measure of quality were publications in refereed

journals ranked according to the level of respect accorded each journal among scholars in chemistry. He would assist the Commission members by providing thoughts about what actions he might have taken to increase the value of his work as perceived by his departmental colleagues.

b. The Scholarship of Engagement: discussion on how to implement these strategies:

- **Strategy 1.** Invite a faculty member to come to COIA meetings to briefly describe their outreach activity in context of scholarship; Gary Long and Barbara Bunn for December; Joe Scarpaci for January; Heike Meyer for February.

Joe Scarpaci will be the speaker for the January 20 COIA meeting. Mike Schewel, Secretary of Commerce and Trade, and Heike Meyer will also be invited to attend an upcoming meeting.

- **Strategy 2.** COIA/Provost sponsor a dialogue in the spring semester; identify a couple of key academic leaders for this workshop.

Judith Shrum asked the Commission to share their ideas about the workshop.

The workshop subcommittee members are Jeri Childers, chair; Ted Settle and Judith Shrum.

- **Strategy 3.** P&T subcommittee of the COIA defines quality indicators and transformative language as it relates to outreach and international affairs to be submitted to and approved by COIA, and then forwarded to the governance system.

Dr. Shrum asked the subcommittee to come together before January 20 to designate a chair and draft an outline. She will also ask the associate deans for models of good outreach and scholarship combinations. The subcommittee was asked to bring their concepts to the March COIA meeting.

c. Report of the Sub-committee on Membership Resolution (**Second reading**)

- Melinda Cep reviewed the draft copy of the COIA Resolution 2004-2005, Resolution for Change in Membership of Commission on Outreach and International Affairs (Revision of University Council Bylaws) for second reading.

It is recommended that the current wording,

“One representative from area of International Programs appointed by President (three-year term)”

be changed to

“One member from the area of International Affairs who shall be the chair of the University Council on International Affairs (UCIA) or his/her appointee”

The COIA Resolution 2004-2005 was unanimously approved.

7. **Information Items**

- **Awards Committee**

A draft letter to deans, directors and department heads announcing the alumni and college awards for outreach excellence, and a summary of the nominations process was distributed and discussed. Comments should be sent to Dr. Shrum. The awards nomination information can be found at the OIA web page at http://www.outreach.vt.edu/coo/awards_doc.pdf.

The Commission will authorize the University Council on International Affairs (UCIA) to manage the international awards process.

- **Update on Link Between Outreach and International Affairs and University’s Strategic Efforts**

There was a question from the last meeting about why international was linked with outreach. John Dooley responded that the university went through restructuring two years ago. A report

from an International Task Force chaired by former Dean Robert C. Bates suggested that the international profile needed to be raised within the university. The Provost decided to link outreach and international affairs in filling the position of Vice Provost for Outreach and International Affairs. The University Council of International Programs (UCIP—now UCIA) was an advisory group set up by the Provost as a coordination and communications group that did not have a linkage into university governance. Therefore, it was decided as a part of the restructuring, a direct link would be created so UCIA actions can be brought through COIA to university governance.

International relationships are being developed with Mexico and Germany. An MOU was signed earlier this year with Monterrey Tech, Mexico. An MOU is being developed with CONACYT, Mexico, and they will provide support for up to 10 graduate students at Virginia Tech on an annual basis. Dr. Dooley recently traveled to Europe for initial conversations with the University of Darmstadt, for collaboration with nine technical universities in Germany. A research initiative is being developed in China with support from the Chinese government.

- **UCIA Report**

Jack Davis gave a report from the UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.

- **International Strategic Directions Team Report**

S. K. De Datta reported that The International Strategic Directions Team Report was presented formally to the President and Provost on December 7. The next step will be an implementation plan for priorities and source allocations.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
January 20, 2005**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Linda Burcham, Jeri Childers, S. K. De Datta, John Dooley, Gene Egger, Ken Eriksson, Mike Lambur, Jim Pease, Cheryl Peed for Glenda Scales, Susan Prillaman (telecon), Ted Settle, Judith Shrum, Pat Sobrero, Rodney Thompson, Lynn Young for Judi Lynch

Absence: Marco Caiado, Melinda Cep, Eileen Crist, Joe Eifert, Sharron Quisenberry, Robert Shaffer

Guests: Jack Davis, Susan Felker, Joe Scarpaci

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, December 9, 2004

The December 9, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

- There was no report from University Council since it has not met since the last COIA meeting. Heike Mayer, representing untenured faculty, was invited to attend the February COIA meeting to discuss her outreach activity at Virginia Tech in context of scholarship. Due to her teaching schedule, she is unable to attend. Dr. Shrum requested that Commission members send her via email the names of other untenured faculty members who are involved in scholarship of engagement so she can invite one of them to the February meeting.

Report from the P&T Sub-Committee

- Jack Davis is coordinating the P & T subcommittee which has been unable to meet at this time.

Report from the Workshop Planning Sub-committee

- Jeri Childers reported that the Workshop Planning Subcommittee has met twice. Their goal was to look at the feasibility of launching an event or workshop activity with a dialogue on outreach scholarship. The subcommittee recommended the following:
 - Have an annual signature event to be held in the fall instead of the spring.
 - Call the event the "2005 Outreach Summit" or a similar name that would signify a focus on outreach. Invite a President of a university to speak about research and outreach at his/her institution, and how that is working and benefiting the research agenda and individual faculty. Several Commission members gave very favorable comments about the qualifications of Dr. Martin Jischke, President of Purdue University. It was noted that Dr. Jischke is active in the Kellogg Commission's report on engagement. The Commission and subcommittee authorized Dr. Shrum to immediately work with President Steger to invite Dr. Jischke to the fall event.
 - Hold the event in the afternoon or full day.
 - The invited President could speak about stories of success and lessons learned in outreach and research, followed by a panel of Virginia Tech faculty who could continue that momentum discussing synergies of outreach and the research agenda at Virginia Tech.
 - Conclude with a reception.
 - Consider aligning the fall signature event with the awards cycle beginning in '06-'07.

Judith Shrum thanked the subcommittee for their work and laid out the next steps. At the February 10 meeting there will be a discussion among the Commission members about how to continue with the signature event, and she asked Jeri Childers to coordinate that discussion. She also asked the Commission to be thinking about matters for that discussion, i.e., inviting various college P & T committees into the planning: Should they be members of the panel that the subcommittee has suggested or should they be involved in other ways. The Commission P & T subcommittee needs to be involved in extensive planning as well.

5. **Action Items**

- a. Featured invited guest: Dr. Joe Scarpaci, winner of the Alumni Award for Excellence in International Education

Dr. Shrum introduced Dr. Joe Scarpaci as the winner of the Alumni Award for Excellence in International Education. He thanked the Commission for the award he received last year. He spoke with the Commission about ways in which scholarship and international education worked for him in shaping his career, and then answered questions from the Commission.

- b. The Scholarship of Engagement: discussion on how to implement these strategies:
 - **Strategy 1.** Invite a faculty member to come to COIA meetings to briefly describe their outreach activity in context of scholarship; Gary Long and Barbara Bunn for December; Joe Scarpaci for January; Heike Mayer for February.
 - **Strategy 2.** COIA/Provost sponsor a dialogue in the spring semester; identify a couple of key academic leaders for this workshop.
 - **Strategy 3.** P&T subcommittee of the COIA defines quality indicators and transformative language as it relates to outreach and international affairs to be submitted to and approved by COIA, and then forwarded to the governance system.
- c. COIA Resolution 2004-2005
Linda Burcham said the Staff Senate is voting electronically on this resolution, and no problems have been reported. Jim Pease said Faculty Senate had no problems with the resolution; however, the Faculty Senate president questioned if the Senate needed to approve it since the changes are for the By-Laws. It was clarified that the Commission wanted to have both the Faculty and Staff Senates approve this resolution which contained additional edits to the By-Laws, thus considered as a continuation from last year's changes in membership. The resolution will be sent to University Council for first reading on February 7.

6. **Information Items**

- **Awards Committee**
Dr. Shrum said the call for nominations for the Alumni Awards for Outreach Excellence is being sent out today to Deans, Directors, and Department Heads. The call for the Alumni Awards for Excellence in International Education and Alumni Award for Excellence in International Outreach and Research will be sent out within the next week.
- **UCIA Report**
Jack Davis gave a report from the UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
February 10, 2005

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Melinda Cep, Jeri Childers, S. K. De Datta, John Dooley, Gene Egger, Joe Eifert, Ken Eriksson, Gordon Groover for Jim Pease, Mike Lambur, Judi Lynch, Glenda Scales, Robert Shaffer, Pat Sobrero, Rodney Thompson

Absence: Linda Burcham, Marco Caiado, Eileen Crist, Susan Prillaman, Sharron Quisenberry, Ted Settle, Judith Shrum

Guests: Jack Davis, Susan Felker, Heike Mayer

1. Welcome and Introductions

Mike Lambur welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, January 20, 2005

The January 20, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Featured Invited Guest: Dr. Heike Mayer, College of Architecture and Urban Planning (tenure-track)

Dr. Lambur introduced Dr. Heike Mayer as the featured invited guest speaker to continue the dialogue on scholarship of outreach. She was asked to comment from the perspective of a pre-tenure track faculty member, and she answered questions from the Commission.

5. Vice-Chairman's Report

Report of meeting with President Steger on Jan. 31

- Mike Lambur met with President Steger and other commission chairs on January 31, and in that meeting he gave an update on the COIA's three strategies. He said President Steger briefed them on the Charter University. Dr. Lambur asked Dr. Dooley to update the COIA on this initiative.

Report of University Council Meeting (Feb. 7)

- Dr. Dooley represented Judith Shrum at the February 7 University Council meeting. He reported that the COIA Resolution 2004-2005A, Resolution for Change in Membership of Commission on Outreach and International Affairs, was on the agenda for first reading. There was a request to change the last word of the document from "appointee" to "designee." Thus, the last sentence would read "One member from the area of International Affairs who shall be the chair of the University Council on International Affairs (UCIA) or his/her designee." ***There was a motion from COIA to endorse this change, and it was unanimously approved.*** This change will be made and sent to University Council for second reading.

Report from the P&T Sub-Committee

- Jack Davis shared some discussion from the P&T Sub-Committee.
 - Equivalencies (i.e., If someone is doing an action that is not a clear-cut, publishable report, etc. isn't there value there?)
 - How to use the promotion and tenure guidelines, other than a rule structure, to successfully promote outreach, and how that can lead to a change in the culture. How can an associate dean for outreach become a significant player?
 - Outreach involving a critical reflection and integration of the spheres of engagement. How do they look at the three missions as integral and inherent within outreach as opposed to outreach being separate?

Discussion ensued about the promotion and tenure process.

Report from the Workshop Planning Sub-Committee

- Jeri Childers reported from the Workshop Planning Sub-Committee and distributed a handout. Judith Shrum and members of the sub-committee met with Dr. Steger to share the recommendation for the annual signature event, and he was in agreement to invite Dr. Martin Jischke, President of Purdue University as the speaker. Dr. Jischke will be asked to speak on how Purdue University has been able to affirm all three missions: learning, discovery and engagement/outreach. The sub-committee has a draft invitation list and they developed a draft invitation letter for the President to forward to Dr. Jischke. Jeri Childers will lead the discussion at the March COIA meeting on how to continue with the signature event.

6. Action Items

a. The Scholarship of Engagement: discussion on how to implement these strategies:

- **Strategy 1.** Invite a faculty member to come to COIA meetings to briefly describe their outreach activity in context of scholarship; Gary Long and Barbara Bunn for December; Joe Scarpaci for January; Heike Mayer for February.
- **Strategy 2.** COIA/Provost sponsor a dialogue in the spring semester; identify a couple of key academic leaders for this workshop.
- **Strategy 3.** P&T subcommittee of the COIA defines quality indicators and transformative language as it relates to outreach and international affairs to be submitted to and approved by COIA, and then forwarded to the governance system.

7. Information Items

- **Outreach Council Report**

John Dooley gave a report from the Outreach Council. Approved minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/awards.html>.

- **UCIA Report**

Jack Davis gave a report from the UCIA. Approved minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/awards.html>.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
March 17, 2005**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Brian Calhoun for Pat Sobrero, Melinda Cep, Jeri Childers, Jack Davis, S. K. De Datta, John Dooley, Ken Eriksson, Jim Pease, Mike Lambur, Judith Lynch, Glenda Scales, Judith Shrum

Absence: Linda Burcham, Marco Caiado, Eileen Crist, Gene Egger, Joe Eifert, Susan Prillaman, Sharron Quisenberry, Ted Settle, Robert Shaffer, Rodney Thompson

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, February 10, 2005

The February 10, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Vice-Chairman's Report

Judith Shrum reported that the COIA Resolution 2004-2005A was approved at the University Council meeting on February 21. With the approval of the resolution, Dr. Shrum acknowledged that Jack Davis is now a voting member of COIA. The membership roster will be updated to reflect his membership.

We had talked earlier about inviting someone from the President's Office to discuss the HB2866, the Restructured Higher Educational Financial and Administrative Operations Act, formerly known as the Charter University Initiative. Some of that staffing has been changed since originally discussed. Mike Lambur presented it to President Steger to see whether the Commission should explore this, and there are some implications of this bill for Outreach and International Affairs. Dr. Shrum will circulate the bill to the Commission as an e-mail attachment, and Ralph Byers will be invited to either the April or May COIA meeting for further discussion. Jim Pease will forward a shortened version of the bill to the Commission.

The President's Office is requesting names of the COIA chair and vice chair for next year. Dr. Shrum asked Glenda Scales and Marco Caiado to serve on the nominations sub-committee. Mike Lambur has agreed to serve as chair of the nominations sub-committee. The charge will be to prepare a slate of nominations for chair and vice chair from eligible members of the COIA and present it at the April meeting. Elections will be held at the May meeting, and the outreach and international awards winners will also be announced. John Dooley observed that at least five COIA members' terms will end this year. He suggested that these individuals go back to the groups/organizations that elected them, and remind them that their terms are ending, so the elections process can begin for these vacancies.

5. Action Items

a. Facilitated discussion on the Scholarship of Engagement.

Dr. Shrum lead discussions on the following questions: 1) What have we learned from the visits of award-winning faculty? 2) What common themes have emerged? 3) What are the real or perceived inhibitors to aligning outreach with the research and teaching agendas of the University? 4) How do we respond to these themes to help faculty in the future? 5) Which invitees should be included in our fall signature event to help us address these themes?

6. Information Items

Reports:

• **Awards Committee**

○ Outreach

Judith Shrum appointed Melinda Cep, Susan Prillaman, Ted Settle, Gary Long and Ken Eriksson to serve on the awards sub-committee for the outreach awards. The outreach

awards are due tomorrow. So far, five individual nominees and 3 team nominees have been received.

- International
Jack Davis reported that only one nomination has been received for international. He expects more to come in by tomorrow's deadline. The deadline may have to be extended. A sub-committee of five has been appointed.
- **Outreach Council** (no report, next meeting is March 29)
- **UCIA**
Jack Davis gave a report from the UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/awards/html>.
- **P&T Sub-Committee**
Jack Davis gave a report from the P&T Sub-committee. The sub-committee met and drafted a document for their review. They plan to meet at least once again to summarize and discuss the changes to the document. Recommendations will go to John Dooley for distribution to the COIA, Outreach Council and UCIA for further review. The intent is in rediscovering our land-grant outreach mission, and trying to promote scholarship through outreach, teaching and research throughout the P&T document, not just within certain areas of the document.
- **Workshop Planning Subcommittee**
Jeri Childers reported on the Workshop Planning Sub-committee. She distributed an updated handout with a section added, and gave an overview of the fall signature event. Dr. Childers asked for additional feedback from the Commission. Additional groups were that will need to be notified of the event, i.e., Extended Campus directors, student organizations, alumni, Board of Visitors. There will be additional discussion at the April meeting. There was a suggestion that the event be titled, The Scholarship of Outreach: Rediscovering our Land-Grant Mission.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
April 14, 2005**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Mike Barnett for Melinda Cep, Marco Caiado, Jeri Childers, Jack Davis, John Dooley, Gene Egger, Ken Eriksson, Mike Lambur, Judi Lynch, Susan Prillaman, Robert Shaffer, Judith Shrum, Rodney Thompson

Absence: Linda Burcham, Eileen Crist, S. K. De Datta, Joe Eifert, Jim Pease, Sharron Quisenberry, Glenda Scales, Ted Settle, Pat Sobrero

Guest: Gary Long

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, March 17, 2005

The March 17, 2005 Minutes were approved electronically with one correction of the composition of the outreach awards committee, and have been forwarded to University Council for approval.

4. Vice-Chairman's Report

Judith Shrum reported that at the University Council meeting on March 21, a proposal for a new bachelor's degree in Agricultural Sciences received its first reading. At the April 4 meeting, there was a second reading for the bachelor's degree in Agricultural Sciences, which was approved. Also on April 4, Grant Otto from the Commission on Student Affairs presented a resolution on university judicial procedures on a stalking policy, and on a definition of a formal organization event for student organizations. Klaus Elgert made a presentation from the Commission on Graduate Studies and Policies for their resolution for expanding the membership of the Library Committee. Virginia Fowler presented a resolution from the Commission on Undergraduate Studies and Policies for the bachelor of Agriculture Technology degree and for what "distinction" means in Agriculture Technology. Sam Easterling presented on behalf of University Council a resolution for changing the membership of the University Council, which is the result of President Steger's commission of a task force to study the membership of University Council to make sure it is representative. Dr. Shrum provided copies of these resolutions.

Mr. Ralph Byers, director of Government Relations at Virginia Tech will be invited to attend the May meeting of the COIA to discuss the new restructured Higher Educational Financial and Administrative Operations Act, which is formally the Charter University proposal that was passed by the Legislature. It will have some interesting aspects that will affect outreach. Elections will also be held at the May meeting. The awards recognition, which has traditionally been held at the May meeting of the COIA, will be held in the fall as part of Founder's Day which is September 29.

5. Action Items

- Planning for Signature Event in Fall
Dr. Jeri Childers reported from the Fall Workshop Planning Subcommittee, which consists of Ted Settle, John Dooley, Judi Lynch, with Jeri Childers as Chair of the Subcommittee. Jeri shared a copy of their updated report, which incorporated information from the flip chart discussions from the March COIA meeting, and discussed the new document. Dr. Martin Jischke, President of Purdue University, has accepted President Steger's invitation to participate at the fall signature event. It was proposed that the Plenary session should start earlier at 1:30 p.m. to give more time for the keynote speaker and Q&A session; the reception would be at 5:00 p.m. There were discussions and suggestions about panel selection, invitations to university community, and marketing. A communiqué to save the date should be sent out before the end of the semester. The formal invitation should not be sent out until the week prior to the first week of class. September 28 is the date for the signature event, and members were asked to mark calendars.
- Presentation of Slate of Officers from Nominating Committee

Mike Lambur reported from the nominating committee consisting of Glenda Scales, Marco Caiado, and Mike Lambur. Dr. Lambur presented the slate as Judith Shrum, chair; and Ken Eriksson, vice chair. Since there were no other nominations, the nominations were closed, seconded and approved as presented.

6. Information Items

Reports:

- **Awards Committee**
 - Outreach
Gary Long reported that the sub-committee for the Alumni Awards for Outreach Excellence consisted of Gary Long, chair; Ted Settle; Ken Eriksson; Melinda Cep, and Susan Prillaman. The group found that the nominations were outstanding and recommends that the nominees who were not chosen this year should re-apply for next year. There were 9 nominations for the individual award and 3 nominations for the team award. The committee recognized winners for both the individual and team awards. Awards winners will be formally recognized in the fall as part of Founder's Day celebrations.
 - International
Jack Davis reported that the sub-committee for the Alumni Awards for International Education and Alumni Award for International Outreach and Research consisting of Gene Egger, Kathleen Stadler-Thompson, Tarun Sen, Kim Beisecker and Jack Davis, met on April 4 and reviewed 12 nominees. The committee recognized winners for both awards. Awards winners will be formally recognized in the fall as part of Founder's Day celebrations.
- **Outreach Council**
The Outreach Council met on March 29 and toured The Inn at Virginia Tech and Skelton Conference Center, which will open on July 10.
- **UCIA**
UCIA will meet on April 15.
- **P&T Sub-Committee**
Jack Davis gave a report from the P&T Sub-committee: Ken Eriksson, Pat Sobrero, Jeri Childers, Gary Long, John Dooley and Jack Davis. A draft report was sent out electronically to the Commission. Dr. McNamee has reviewed this document and suggested several minor changes. We are looking at the recognition of outreach activities in context of teaching, research and international activity. The committee has moved the concept of scholarship to the forefront of the document as research and creative activity. The committee will not meet again this year. Other comments will be welcomed at the May 5 meeting for additional editorial changes.

The next meeting is scheduled on May 5, 3:30-4:30 p.m., President's Board Room (210 Burruss).

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
May 5, 2005**

Attendance: Scott Baker (telecon), Melinda Cep, Jeri Childers, Jack Davis, John Dooley, Gene Egger, Joe Eifert, Ken Eriksson, Jim Pease, Susan Prillaman (telecon), Glenda Scales, Ted Settle, Judith Shrum, Rodney Thompson

Absence: Jennifer Abel, Linda Burcham, Marco Caiado, Eileen Crist, S. K. De Datta, Mike Lambur, Judi Lynch, Sharron Quisenberry, Robert Shaffer, Pat Sobrero

Guest: Susan Felker

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 14, 2005

The April 14, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Vice-Chairman's Report

Judith Shrum will forward the April 29 Outreach Council meeting report electronically. She attended the April 18 and May 2 University Council meetings, and she reported that all resolutions that were presented were approved at the May 2 meeting.

5. Action Item

The nominations for the approved slate of officers were presented: Judith Shrum, chair; and Ken Eriksson, vice chair. A motion was made to approve the slate of officers as presented, and it was seconded and approved.

6. Information Items

Judith Shrum presented a certificate and token gift to Melinda Cep, Marco Caiado, Robert Shaffer, Mike Lambur, and Joe Eifert who are completing their term with the COIA.

Reports:

- **UCIA**

Jack Davis reported from UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/awards.html>. Melinda Cep asked if Virginia Tech could work toward a broader showcasing of international programs. Jack Davis was requested to bring this request to UCIA for discussion. Dr. Dooley said he would like to see the fall education abroad program activities expanded. It was suggested that the Virginia Tech Homepage could showcase a country of the day or week with links to descriptions of that country's people, customs, politics, number of students, collaboration, and faculty and alumni who are affiliated with Virginia Tech who are within that country.

- **P&T Sub-Committee**

The COIA P&T sub-committee will not meet again this year. Additional comments should be forwarded to Jack Davis. Suggestions from the sub-committee will be incorporated into the University P&T document.

- **Workshop Planning Sub-Committee**

Jeri Childers reported that she shared a draft of the planning information for the September 28 fall signature event with Outreach Council, and they concurred that the sessions and Q&A should be expanded. They also recommended that department heads should be contacted to identify two people in their departments to participate in the event as a way to ensure faculty participation in the event. Melinda Cep will contact leaders of student organizations. A date saver will be sent out as well as

reminders in the fall. The event will take place on Wednesday, September 28 at 1:30 p.m. with a reception at 5:00 p.m. Dr. Childers encouraged the Commission to give her further recommendations. After much discussion, it was decided the event will be called "Outreach NOW 2005," a university forum on the scholarship of outreach. Dr. Shrum asked the Commission to identify types of exhibits to be shared at this event and forward that information to Dr. Childers. Panel members will be identified over the summer. Jim Pease suggested that Dr. Dooley should be invited to the September Faculty Senate meeting to make a presentation about the event. Dr. Pease will make this request to the Faculty Senate president.

- **COIA Meetings for 2005-2006**

Judith Shrum discussed next year's meeting dates for the COIA. Last year Jim Pease had suggested that the COIA meeting dates should be set prior to the meetings of the Faculty and Staff Senate. This would ensure that resolutions from the COIA could be reviewed by these Senates in a timely manner, especially toward the end of the spring semester. A handout with several options for meeting dates was shared and discussed. After discussion, the majority voted by show of hands to keep the meetings on the second Thursdays. It was decided that any resolutions would have to be finalized at the February meeting of the COIA to make sure that all changes could be forwarded in a timely manner to both Senates and University Council. COIA meeting dates will be scheduled on September 8, October 13, November 10, December 8, January 19, February 9, March 16, April 13 and May 11.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary