

University Council Minutes
October 7, 2002
3:00 — 5:00 PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Jeb Stewart for Earving Blythe, Lay Nam Chang, Landrum Cross, Ben Dixon, Karen DePauw, Elizabeth Flanagan, Melvin Gillespie, Eileen Hitchingham, Mark McNamee, Malcolm McPherson, Jerry Niles, Kim O'Rourke, Len Peters, Lisa Wilkes for Minnis Ridenour, Raymond Smoot, Richard Sorensen, Andy Swiger, Tom Tillar, Pat Ballard, Ruth Grene, Donald Hatfield, Brian Montgomery, Eric Pappas, Bob Hendricks for Joe Pitt, Diane Zahm, Mark Barrow, JoAnn Emmel, Don Orth, Bob Tracy, Mitzi Vernon, Imad Al-Qadi, Bernice Hausman, John Hillison for Peter Kennelly, Althea Aschmann, Delbert Jones, Maxine Lyons, Jimmy Martin, Randy Stith; Marquee King, Allan Bradley, Blair Price for Christina Coukos, Sterling Daniel, Andrew Jayne, Rachel Luken, Brian Montgomery, David Ford, Pat Hyer

Dr. Steger 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 6, 2002.

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

3. New Business

First Reading

Commission on Graduate Studies and Policies

Resolution CGSP2002-03A

Resolution establishing the MS and Ph.D. in Biomedical Engineering

Elaine Scott, Director of the Center for Biomedical Engineering, introduced the resolution for first reading. Dr. Scott gave a brief presentation of the proposed graduate degree programs in Biomedical Engineering. The School was approved previously by University Council and presented to and approved by the Virginia Tech Board of Visitors in September 2002. The presentation looked specifically at the educational programs in effort to achieve the overall goal for the school and to serve as a resource for Biomedical Engineering throughout this region. The proposed graduate programs help fulfill all of these goals. Dr. Scott then went on to explain the program in further detail of offerings and the credits for each.

University Council

Resolution UC2002-03A

Resolution amending the University Council Constitution to Establish a Commission on Equal Opportunity and Diversity

University Council

Resolution UC2002-03B

Resolution amending the University Council By-Laws to Establish Membership for the Commission on Equal Opportunity and Diversity

Dr. Pat Hyer explained the minor modifications made to the membership of the proposed new commission to bring it into compliance with the recent directive from the Attorney General. Rather than naming the specific communities to be represented, thereby suggesting that the representative must be of the stated race/ethnicity/gender, responsibility has been assigned to relevant organizations, programs or offices, to conduct an open election or selection process to identify members to serve on the commission.

Dr. Ben Dixon reported that these resolutions reflect the University's Strategic Goals and Diversity Strategic Plan. The issues of diversity, inclusiveness and equity cover all parts of our university (organizations/colleges/disciplines, etc.) There needs to be a central forum within our governance system to discuss all issues of equity and diversity. It is important that as Virginia Tech moves forward into the top 30 research universities, we focus on both excellence and equity in the context of a diverse environment. This is the quality education our students need and their potential employers want.

The proposed resolutions on Equal Opportunity and Diversity are presented as two different resolutions due to the different voting requirements for each. The establishment of a commission is an amendment to the University Council Constitution and thus requires a two-thirds positive vote of University Council as well as approval by the Board of Visitors (University Council Constitution, Article XIII, Sections 1 and 2). Changes to By-Laws require only a majority positive vote of University Council members and nothing further (University Council Constitution, Article XIII, Section 3).

4. Council accepted the following Commission minutes:

- Commission on Classified Staff Affairs
April 19, 2002
- Commission on Faculty Affairs
September 13, 2002
- Commission on Graduate Studies and Policies
April 17, 2002
September 13, 2002
October 2, 2002
- Commission on Research
April 24, 2002
- Commission on Student Affairs
March 28, 2002
April 11, 2002
April 25, 2002
- Commission on Undergraduate Studies and Policies
April 22, 2002
September 9, 2002
- Commission on University Support
April 11, 2002
May 9, 2002
(References attachment Security: Progress Report for 2001-2002
dated May 6, 2002)

5. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning:
April 18, 2002
May 23, 2002
August 22, 2002
September 4, 2002
September 16, 2002

6. Discussion

Overview of each Commission's goals/agendas for the upcoming academic year

Commission on A/P Faculty

1. Replacing retired members
2. Reinstatement of grievance panels

Commission on Classified Staff Affairs

1. Continue professional development opportunities - McComas Leadership Seminar, Fiscal Bunch for Lunch and Laboratory Employees Professional Development Activities.

2. Encourage more staff to take leadership roles as they develop professionally. Promote supervisors to actively encourage staff to become involved in leadership roles.
3. Continue to provide information (legislative information, educational opportunities) for all staff employees using the Staff Senate and their website as a conduit for getting the information out.
4. Work to promote effective change where possible. In view of budget problems, increased workloads and decreased staff, change will be of critical importance in the future.
5. Work with Benefits Committee to continue to improve quality of work environment through increased or enhanced benefits (tuition, day care, group insurance for home, fire, etc. for employees)

Commission on Faculty Affairs

1. Policy on Faculty Commitment to the University
2. General updates to, and streamlining of, the Faculty Handbook
3. Faculty morale, and opportunities for non-cash compensation or other forms of appreciation
4. Faculty diversity
5. University restructuring
6. Implications of university fundraising on individual colleges
7. Hiring policies and procedures for faculty and administration
8. Tentative grades, grade submission procedures, and diplomas at graduation

Commission on Graduate Studies & Policies

1. To work with Dean DePauw to streamline procedures for evaluation of graduate student progress.
2. Review existing graduate degree requirements that are specified by the Graduate School.
3. Review the format and content of new graduate degree programs that follow changes made in SCHEV's degree review and approval format and guidelines.
4. Seek out means for more of our graduate students (individual future faculty) to be afforded opportunities to teach (i.e. seek out ways to fund more GTAships across the university).

Commission on Outreach

1. Increase the participation and influence of international programs through the Outreach Commission.
2. Continue to strengthen the rewards in the promotion and tenure process for faculty members performing outreach work.
3. Assist specific colleges in organizing outreach activities and increasing the visibility of outreach activities in those colleges.

Commission on Research

1. We will continue to provide a presentation to interested parties regarding the legal constraints under which the University must work regarding Intellectual Property in an effort both to inform the university community and to gather suggestions for the university's Intellectual Property policies.
2. We have requested of the Intellectual Property Committee that they review the current Intellectual Property policy and develop a new policy statement reflecting recent developments and areas of concern.

* Clarification of the role of the Commission on Research regarding the new research centers and institutes that are being created and their place in the university governance structure.

* We are concerned about the amount of time devoted to the 5-year review of University research centers by the Commission on Research. We will be examining the process and considering changes to expedite this activity.

Commission on Student Affairs

1. Communication about impending change in the following
 - i. Bond Referendum
 - ii. Tuition
 - iii. Fall Commencement
 - iv. Construction on Campus
 - v. Faculty and Staff reductions
2. Formation of a new Tenant Association in Blacksburg
3. Confidentiality of Student ID numbers
4. Graduate Student Health Insurance Policies
5. Fallout from new noise ordinance

7. Share reasoning for tough decisions with students, as they are acutely aware of decisions made by administration, governance. Communication is essential.

Commission on Undergraduate Studies & Policies

1. Adjusting to the restructuring of the university,
2. Adjusting to the inclusion of the Martin Luther King Holiday in our university calendar, and
3. Modifications of current undergraduate procedures and policies.

Policies being considered are:

1. Course Withdrawal Policy
2. Elimination of untaught courses

Commission on University Support

To be reported at a later date after appointment of Chair.

7. Adjournment

Dr. Steger adjourned the meeting at 4:05 p.m.

University Council Minutes
October 21, 2002
3:00 — 5:00 PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Jeb Stewart for Earving Blythe, Robert Bush for Greg Brown, Lay Nam Chang, Landrum Cross, Ben Dixon, Karen DePauw, Peter Eyre, Elizabeth Flanagan, Fain Rutherford for Mel Gillespie, Paul Knox, Mark McNamee, Malcolm McPherson, Jerry Niles, Kim O'Rourke, Minnis Ridenour, Richard Sorensen, Andy Swiger, Tom Tillar, Ruth Grene, Donald Hatfield, Sharon McCloskey, Brian Montgomery, Eric Pappas, Joe Pitt, Diane Zahm, Mark Barrow, Bob Tracy, Mitzi Vernon, Karen Cronin for Randy Stith, H.P. Natha for Imad Al-Qadi, Bernard Feldman, Bernice Hausman, Philip Huang, Peter Kennelly, Robert Smith, Althea Aschmann, Maxine Lyons, Delbert Jones, Jimmy Martin, Mike Martin, Terry Kershaw, Jan van Aardt, Allan Bradley, Brant Snyder, Sterling Daniel, Andrew Jayne, Rachel Luken, Brian Montgomery, David Ford, Pat Hyer, Dwight Shelton, Ellen Plummer

Dr. Steger 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.

A motion was then made and seconded to revise agenda to include first reading of CUSP Resolution 2002-03A. The motion carried.

2. Announcement of approval and posting of minutes of October 21, 2002.

Dr. Steger noted that these minutes were revised and Dr. Pat Hyer read the amended paragraphs, which referred to Resolutions UC2002-03A and UC2002-03B. The revisions were only for clarification and did not change substance of the items. A motion was made to approve the minutes as they were amended. The motion carried. The minutes can be publicly accessed on the Governance Information System on the WEB (<http://www.governance.vt.edu>)

3. New Business

Commission on Undergraduate Studies and Policies

Resolution 2002-03A

Resolution to Rename College of Human Resources & Education to the College of Human Sciences & Education

As copies of the resolution were distributed, Interim Dean Jerry Niles introduced the resolution and explained how the term for the discipline has evolved over time from Home Economics to Human Resources and now to Human Sciences. In current usage, the term Human resources usually refers to the field of personnel management. Changing the name to the College of Human Sciences and Education will better reflect the nature of the college.

4. Second Reading

Commission on Graduate Studies and Policies

Resolution CGSP2002-03A

Resolution establishing the MS and Ph.D. in Biomedical Engineering

Elaine Scott, Director of the Center for Biomedical Engineering, introduced the resolution for second reading. A motion was made to approve the resolution. The motion was seconded and passed unanimously.

University Council

Resolution UC2002-03A

Resolution amending the University Council Constitution to Establish a Commission on Equal Opportunity and Diversity

Dr. Steger reported that he had been advised by Associate General Counsel Kay Heidbreder that the first whereas clause in this resolution could be problematic from a legal standpoint. The statement could be

construed as an admission by Virginia Tech that discriminatory practices have existed at the university in the recent past, which has not been the case. Such an apparent admission could be used against the university.

A motion was made and seconded to approve the resolution. When the floor was opened for discussion, Dr. Ben Dixon suggested new wording for the first paragraph to read, "WHEREAS, in earlier times, women, individuals of color, individuals of underrepresented groups, and people with disabilities were not integrated fully into the academic, social, and cultural life of Virginia Tech, and whereas Virginia Tech continues to work to assure there are no lingering effects of this legacy; and" A motion was made and seconded to amend the first whereas clause as proposed by Dr. Dixon. The motion passed.

Dr. Steger then called for a vote on the resolution itself as amended. The resolution passed with the required two-thirds affirmative vote; there was one vote in opposition.

University Council

Resolution UC2002-03B

Resolution amending the University Council By-Laws to Establish Membership for the Commission on Equal Opportunity and Diversity

A motion was made and seconded to approve the resolution.

When the floor was opened for discussion, a motion was made and seconded to amend the resolution by increasing the number of faculty or staff community representatives from seven to eight; the eighth representative would be elected (or selected) by the Center for Appalachian Studies. As a result, the overall commission membership would increase to 29 members. The motion to amend the resolution passed with an affirmative vote of the majority.

Another motion was then made and seconded to amend the resolution by reducing the length of the terms of **faculty and** classified staff at-large members to one year to be comparable to the length of the terms of student at-large members. Dr. Hyer raised a point of order on the basis that this amendment would be in conflict with the provisions of the University Council Constitution. Ms. O'Rourke reviewed the UC Constitution and noted that this amendment would be in conflict with the University Council Constitution, which states that the terms of **faculty and** classified staff elected to serve on commissions is three years (Article VII, Section 6). Dr. Steger stated that the point was well taken, and no vote was taken on the proposed amendment.

A third motion was then made and seconded to amend the resolution by increasing the number of representatives from the Student Government Association from one to two and specifying that one of those two will be the chair of the SGA's diversity committee (CDA). Overall membership of the commission thus would be increased to 30 members. This motion to amend the resolution passed unanimously.

With no further discussion, Dr. Steger called for a vote on the resolution itself as amended. The resolution passed with the required affirmative vote of the majority; there was one vote in opposition.

4. Council accepted the following Commission minutes:

- Commission on Student Affairs
September 26, 2002
- Commission on Undergraduate Studies and Policies
September 23, 2002

5. Adjournment

Dr. Steger adjourned the meeting at 3:40 p.m.

University Council Minutes
November 4, 2002
3:00 — 5:00 PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Jeb Stewart for Earving Blythe, Greg Brown, Lay Nam Chang, Dave Ostroth for Landrum Cross, Ben Dixon, Karen DePauw, Elizabeth Flanagan, Mel Gillespie, Eileen Hitchingham, Jack Davis for Paul Knox, Mark McNamee, Malcolm McPherson, Jerry Niles, Kim O'Rourke, Len Peters, Martin Daniel for Minnis Ridenour, Ray Smoot, Hap Bonham for Richard Sorensen, Andy Swiger, Tom Tillar, Pat Ballard, Ruth Grene, Donald Hatfield, Sharon McCloskey, Brian Montgomery, Eric Pappas, Diane Zahm, Mark Barrow, JoAnn Emmel, Jeryl Jones, Don Orth, Bernice Hausman, Philip Huang, Peter Kennelly, Maxine Lyons, Delbert Jones, Jimmy Martin, Terry Kershaw, Randy Stith, Jan van Aardt, Brandy Ellen Cowing, Allan Bradley, Brant Snyder, Sterling Daniel, Andrew Jayne, Rachel Luken, Brian Montgomery

Absent: Peter Eyre, Joe Pitt, Bob Tracy, Mitzi Vernon, Imad Al-Qadi, Bernard Feldman, Elizabeth Gilboy, Gloria Bird, Robert Smith, Althea Aschmann, Mike Martin (with notice), Myron McClees, Melinda Pomeroy, Brant Snyder

Guests: David Ford, Pat Hyer

Dr. 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. Announcement of approval and posting of minutes of October 21, 2002.

Dr. Steger 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 Student Affairs

Resolution CSA2002-03A

Resolution Concerning Smoking within the Residence Halls

Brian Montgomery, Chair of Commission on Student Affairs, introduced the resolution for first reading. Approval by University Council, the President, and the Board of Visitors is required to change the University Policies for Student Life. However, the approval would also amend Administrative Policy 1010. A health promotion task force at Schiffert Health Center sent a letter to Dr. Ed Spencer stating its recommendation to move toward smoke-free residence halls. A survey was then conducted, and there were 2,500 responses. These responses represented residences on and off campus, as well as those from Oak Lane community. Of those responding, approximately 70 percent favored smoke-free residence halls. Many of Virginia Tech's peer universities have already adopted similar smoke-free policies within their residence halls.

This policy was approved by the Residence Hall Federation and then by the Commission on Student Affairs. The only exception to this smoke-free policy would be lodging rooms designated as smoking rooms in the Donaldson Brown Hotel and Conference Center.

This policy would be effective fall semester of 2003.

4. Second Reading

Commission on Undergraduate Studies and Policies

Resolution 2002-03A

Resolution to Rename College of Human Resources & Education to the College of Human Sciences & Education

A motion was made and seconded to approve the resolution. When the floor was opened for discussion, a question arose as to whether there were other fields or disciplines that reference themselves as Human Sciences and that are not part of the College of Human Resources and Education. If so, would this cause

confusion? Dr. Jerry Niles stated that this resolution was open for a fifteen-day review by other departments and colleges. There was no opposition to the name change or mention of possible name duplications.

The motion was voted upon and passed unanimously.

4. Council accepted the following Commission minutes:

The following Commission minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

- Commission on Faculty Affairs
September 27, 2002
- Commission on Student Affairs
October 10, 2002
- Commission on Undergraduate Studies and Policies
October 14, 2002

5. Adjournment

Dr. Steger adjourned the meeting at 3:16 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

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University Council Minutes
December 2, 2002
3:00 — 5:00 PM
1045 Pamplin Hall

Present: Mark McNamee (Presiding), Jeb Stewart for Earving Blythe, Lay Nam Chang, Ben Dixon, Karen DePauw, Fain Rutherford for Mel Gillespie, Eileen Hitchingham, Paul Knox, Malcolm McPherson, Jerry Niles, Kim O'Rourke, Martin Daniel for Minnis Ridenour, Richard Sorensen, Tom Tillar, Donald Hatfield, Pat Hyer for Sharon McCloskey, Brian Montgomery, Diane Zahm, Mark Barrow, JoAnn Emmel, Jeryl Jones, Imad Al-Qadi, Elizabeth Gilboy, Kathleen Jones for Bernice Hausman, Peter Kennelly, Robert Smith, Maxine Lyons, Delbert Jones, Jimmy Martin, Mike Martin, Terry Kershaw, Randy Stith, Jan van Aardt, Brandy Ellen Cowing, Sterling Daniel, Andrew Jayne, Brian Montgomery, Brant Snyder

Absent: Gregory Brown, Landrum Cross, Peter Eyre, Elizabeth Flanagan, Len Peters, Ray Smoot, Andy Swiger, Pat Ballard, Ruth Grene, Eric Pappas, Joe Pitt, Wayne Durham, Don Orth, Bob Tracy, Mitzi Vernon, Bernard Feldman, Phillip Huang, Gloria Bird, Althea Aschmann, Myron McClees, Melinda Pomeroy, Allan Bradley, Rachel Luken

Guests: David Ford, Dwight Shelton

Dr. McNamee called the meeting to order at 3:01 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 November 4, 2002.

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://intra.vt.edu/govern/>).

3. New Business

There was no new business

4. Second Reading

Commission on Student Affairs

Resolution CSA2002-03A

Resolution Concerning Smoking within the Residence Halls

Brian Montgomery, Chair of Commission on Student Affairs, presented the resolution for second reading. Approval by University Council, the President, and the Board of Visitors is required to change the University Policies for Student Life.

A motion was made to approve the resolution. The motion was seconded and passed unanimously.

4. Council accepted the following Commission minutes:

The following Commission minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

- Commission on Faculty Affairs
October 25, 2002
November 8, 2002

- Commission on Graduate Studies & Policies
October 16, 2002
- Commission on Outreach
October 10, 2002
- Commission on Research
October 9, 2002
- Commission on Student Affairs
October 24, 2002
- Commission on Undergraduate Studies and Policies
October 28, 2002
November 11, 2002

5. **For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning:
October 21, 2002
October 31, 2002

5. **Adjournment**

Dr. McNamee adjourned the meeting at 3:08 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
February 3, 2003
3:00 — 5:00 PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Jeb Stewart for Earving Blythe, Gregory Brown, Lay Nam Chang, Ben Dixon, Peter Eyre, Margie Zelinski for Elizabeth Flanagan, Mel Gillespie, Eileen Hitchingham, Jack Davis for Paul Knox, Mark McNamee, Ed Henneke, Valerie Giddings for Jerry Niles, Kim O'Rourke, Len Peters, Martin Daniel for Minnis Ridenour, Ray Smoot, Hap Bonham for Richard Sorensen, Tom Tillar, Pat Ballard, Donald Hatfield, Sharon McCloskey, Eric Pappas, Joe Pitt, Diane Zahm, Mark Barrow, JoAnn Emmel, Jeryl Jones, Don Orth, Imad Al-Qadi, Elizabeth Gilboy, Bernice Hausman, Phillip Huang, Peter Kennelly, Robert Smith, Althea Aschmann, Maxine Lyons, Delbert Jones, Jimmy Martin, Terry Kershaw, Randy Stith, Allan Bradley, Sterling Daniel, Andrew Jayne, Rachel Luken, Brandon Bell for Brant Snyder

Absent: Landrum Cross, Karen DePauw, Ruth Grene, Wayne Durham, Bob Tracy, Mitzi Vernon, Bernard Feldman, Gloria Bird, Mike Martin, Myron McClees, Melinda Pomeroy, Jan van Aardt, Brandy Ellen Cowing, Brian Montgomery

Guests: David Ford, Pat Hyer

Dr. Steger called the meeting to order at 3:02 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 2, 2002.

Dr. Steger 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 Faculty Affairs

Resolution CFA2002-03A

Resolution for Faculty Commitment to the University

Diane Zahm, Chair of Commission on Faculty Affairs, presented the resolution for first reading. She noted that Mike Karmis chaired the task force on Conflict of Commitment. This resolution on Faculty Commitment complements the policy on Faculty Conflicts of Interest and Commitment passed by the Board of Visitors in June 2000. This resolution was approved by the Commission on Faculty Affairs January 24, 2003 and is scheduled for second reading by University Council on February 17, 2003.

Commission on Graduate Studies & Policies

Resolution CGSP2002-03B

Resolution for Procedures for Evaluation of the Progress of Graduate Students
(Update of Presidential Policy Memorandum No. 1)

Roger Avery presented the resolution for first reading. There was discussion that some of the wording throughout the resolution should be updated to make the document gender neutral. Prior to the scheduled second reading on February 17, Roger Avery will bring the resolution back to CGSP to consider whether non-thesis master's students should be excluded. Additionally, the document will be put into standard resolution format before it is brought back to University Council on February 17.

The question was raised why another resolution is needed when the current Presidential Policy Memorandum Number 1 already requests each department to report on the progress of its students. The intent of updating this memorandum is to create renewed visibility for this important issue and to urge compliance among all departments.

Commission on Outreach

Resolution COO2002-03A

Resolution for Administrative Responsibilities for Education Abroad Programming

Judith Shrum presented the resolution for first reading. This resolution is in response to the events of September 11, 2001. This is an effort to account for all university-related international assignments. Discussion emphasized that these assignments are university sponsored, and are to be distinguished between assignments sponsored by another agency or by personal means. The checklist accompanying this resolution refers to specific current state insurance. This wording will be changed to State Employee Health Insurance to allow for any changes in state insurance providers. According to General Counsel, this policy will not apply when students are traveling independently.

The system for managing these reports once they are submitted as well as how to delegate official responsibility among the university, colleges, departments and faculty to notify appropriate parties is yet to be determined.

4. Ongoing Business

There was no ongoing business.

5. Council accepted the following Commission minutes:

The following Commission minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://www.governance.vt.edu/>).

- Commission Classified Staff Affairs
October 11, 2002
- Commission on Graduate Studies & Policies
November 20, 2002
- Commission on Outreach
November 14, 2002
December 12, 2002
- Commission on Research
November 13, 2002
December 11, 2002
- Commission on Student Affairs
November 7, 2002
November 21, 2002
December 5, 2002
- Commission on Undergraduate Studies and Policies
December 9, 2002

6. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning:
November 12, 2002

7. Discussion

In response to a question about the status of the Commission on Equal Opportunity and Diversity that was passed by University Council on October 21, Dr. Steger reported that the Board of Visitors tabled the resolution at its November 11 meeting, and requested more information. The resolution will be brought back to the Board for consideration on March 10.

8. Adjournment

Dr. Steger adjourned the meeting at 3:32 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

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University Council Minutes
March 17, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Earving Blythe, Gregory Brown, George Crofts for Lay Nam Chang, Landrum Cross, Karen DePauw, Elizabeth Flanagan, Eileen Hitchingham, R. P. Schubert for Paul Knox, Mark McNamee, Ed Henneke, Brian Shabanowitz for Jerry Niles, Kim O'Rourke, John Wilson for Len Peters, Minnis Ridenour, Hap Bonham for Richard Sorensen, Tom Tillar, Donald Hatfield, Pat Hyer for Sharon McCloskey, Eric Pappas, Bob Hendricks for Joe Pitt, Mark Barrow, Mitzi Vernon, Gerado Funtsch for Imad Al-Qadi, Elizabeth Gilboy, Bernice Hausman, Phillip Huang, Peter Kennelly, Maxine Lyons, Delbert Jones, Jimmy Martin, Mike Martin, Terry Kershaw, Randy Stith, Jan van Aardt

Absent: Ben Dixon, Peter Eyre, Mel Gillespie, Ray Smoot, Pat Ballard, Ruth Grene, Diane Zahm, Wayne Durham, JoAnn Emmel, Jeryl Jones, Don Orth, Bob Tracy, Bernard Feldman, Gloria Bird, Robert Smith, Althea Aschmann, Myron McClees, Terry Kershaw, Melinda Pomeroy, Brandy Ellen Cowing, Allan Bradley, Sterling Daniel, Andrew Jayne, Rachel Luken, Brant Snyder, Brian Montgomery

Guests: David Ford, Dwight Shelton

Dr. Steger called the meeting to order at 3:05 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 February 3, 2003.

Dr. Steger 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>).

President Steger announced that preparations are being made in the event the United States launches an attack against Iraq. It is very important to have the appropriate counseling operations in place. There needs to be outreach to our international students and other support activities. President Steger called on Dr. Cross to give a review of the actions taken and encouraged Council members to share this information with their colleagues and to invite students to their home or find other things we can do to get through this very stressful time. Dr. Cross asked Council to refer questions and concerns to the Office of Student Affairs or the Dean of Students Office. A response team is in place and will be called together immediately if there is war or terrorist activity. The response team will consider calling a town meeting; have teach-ins to allow people freedom to express different points of view, and to give people a place to go to talk about concerns. All support staffs including Cranwell International Center, Counseling Center and Virginia Tech Police are on alert and are reviewing procedures. A web site is being established to let students know what to do if they need to miss class or go home or if the situation has caused excessive stress. President Steger will send out a letter in the next 24 hours to the university community referencing this website. In regard to student international travel, the International Students Office has the travel policy that outlines procedures in regard to

canceling programs. If there is information not on the web, let the Office of Student Affairs know and they will work to get it included. Dan O'Brien in the Office of International Research, Education and Development at 231-5888 is also working to get information on the international@vt.edu website and will field any questions. It was suggested this website be linked to website that the Office of Student Affairs is preparing. In response to a question regarding faculty travel, President Steger said that we rely on the State Department for advice on travel to countries around the world. Some airlines are changing their policies on non-refundable tickets and allowing a change in schedule. President Steger complimented Dr. Cross and others and stated that we have taken a number of steps to be prepared and we are ready to go on full alert at a moment's notice. We will do everything we can to protect all of our students. There will be protests for and against the war — everyone has the right to free speech. We will manage the situations as best we can.

3. New Business

Commission on Faculty Affairs

Resolution CFA2002-03B

Return-Service Obligation for Study-Research Leave

Pat Hyer presented the resolution for first reading. Dr. Hyer noted that in the past there has been a differential payback obligation depending on the half-pay, full-year version (study-research leave) or one-semester, full-pay version (research assignment leave). This resolution will make the return obligation one academic year no matter which leave type is chosen. In response to a question about half-pay, one-semester version (a variation of the study-research leave), Dr. Hyer said the return obligation would still be one academic year. Questions should be directed to Dr. Hyer.

Commission on Graduate Studies and Policies

Resolution CGSP2002-03C

Resolution for Establishment of a Master of Natural Resources (MNR)

Degree Program in the Virginia Tech College of Natural Resources

Don Orth presented the resolution for first reading.

The College of Natural Resources has been working on this proposal for several years. There has been a half-time person in the program in Northern Virginia for six years and a full-time person for one-and-one-half years. Courses are over-enrolled at this time. Dean Brown added that there is no duplicative program in Virginia or any adjoining state.

Commission on Undergraduate Studies and Policies

Resolution CUSP2002-03B

Resolution to Establish a Temporary Freeze on Course Proposals to

The University Core Curriculum Committee

Donald Hatfield presented the resolution for first reading. There has been a lot of restructuring in the College of Arts and Sciences. The College of Arts and Sciences is the greatest provider of core curriculum. A group is reassessing the university core. This proposal will freeze the university core until July 1, 2004 and it is anticipated that realignments will occur. In response to a question, Dr. Hatfield said the intensive writing courses are exempt. There was concern expressed regarding the immediate

implementation to which Dr. Hatfield responded that he understands the goal is to avoid having departments adding to or pulling out of the core at this time. The resolution does provide for certain exceptions.

4. Ongoing Business

Second Reading

Commission on Faculty Affairs

Resolution CFA2002-03A

Resolution for Faculty Commitment to the University

Pat Hyer presented the resolution for second reading. A motion to approve was made, seconded and passed, with one vote in opposition to this resolution.

Commission on Graduate Studies and Policies

Resolution CGSP2002-03B

Resolution for Procedures for Evaluation of the Progress of Graduate Students
(Update of Presidential Policy Memorandum No. 1)

No one was in attendance to present this resolution; therefore, action was deferred until the March 24 meeting.

Commission on Outreach

Resolution COO2002-03A

Resolution for Administrative Responsibilities for Education Abroad Programming

Eric Pappas presented the resolution for second reading. A motion to approve was made, seconded and passed unanimously.

5. Council accepted the following Commission minutes:

The following Commission minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

- Commission on Faculty Affairs
January 24, 2003
February 14, 2003
- Commission Classified Staff Affairs
December 18, 2002
- Commission on Graduate Studies & Policies
November 6, 2002
January 15, 2003
February 5, 2003
- Commission on Outreach
February 13, 2003

- Commission on Research
January 22, 2003
February 12, 2003
- Commission on Student Affairs
January 30, 2003
February 13, 2003
- Commission on Undergraduate Studies and Policies
January 27, 2003

6. **For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning:
January 30, 2003

President Steger commented that the colleges and departments have undergone an extensive process in attempting to deal with the loss of \$72 million. He complimented everyone involved in the process. It has not been easy but has been done very skillfully. Your support is appreciated.

7. **Discussion**

President Steger discussed with Council three resolutions passed by the Board of Visitors. 1) Resolution for Approval to Establish the Commission on Equal Opportunity and Diversity. 2) The resolution regarding meetings on campus was passed with the implementation conditional upon getting a ruling on its constitutionality from the Attorney General. 3) The resolution articulating the university's policy against discrimination was also passed. Resolutions two and three prompted considerable discussion about the University Council issuing a statement expressing its objection to the manner in which they were passed by the Board of Visitors and requesting rescission of these resolutions. President Steger is in the process of preparing a statement to the University community that will clarify the administration's position on these matters and provide some guidance on implementation. President Steger noted that there is a lot of discussion taking place and we want to manage it in a constructive and productive way.

Eric Pappas stated that the faculty, staff and students agree the latter two resolutions are an embarrassment to the University and should have been handled differently by the Board. They violate the values the university embraces. Everyone needs to work together, and there was no opportunity for university input. Eric Pappas asked that the minutes reflect the feeling of the University Council that the Board of Visitors should rescind these resolutions and start the process over, with policies originating in the commissions, being brought to University Council, and then being sent to the BOV. There was a concern raised that if University Council were to pass a resolution on the spot and violate its own procedures by not placing the resolution on the agenda in advance of the meeting, then University Council's action would be equivalent to what the Board of Visitors had done. After much discussion, it was determined that Eric Pappas would draft a formal resolution to be brought to University Council for first reading on March 24. University Council members were encouraged to share input for this resolution with Dr. Pappas. Representatives of the Faculty and Staff Senates indicated that they may draft their own resolutions or join in the University Council resolution. Several members of University Council expressed a sense of

urgency about communicating their feelings to the Board of Visitors. It was noted that University Council Bylaws do provide for a second reading to be waived and a vote to occur at the first reading if three-fourths of the members present approve the waiver.

8. Adjournment

Dr. Steger adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew:sws

University Council Minutes
March 24, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: Charles Steger (Presiding for first portion of meeting), Mark McNamee (Presiding for remainder of meeting) Jeb Stewart for Earving Blythe, Gregory Brown, Lay Nam Chang, Landrum Cross, Ben Dixon, Roger Avery for Karen DePauw, Elizabeth Flanagan, Fain Rutherford for Mel Gillespie, Eileen Hitchingham, Paul Knox, Ed Henneke, Jerry Niles, Kim O'Rourke, Len Peters, Richard Sorensen, Tom Tillar, Pat Ballard, Ruth Grene, Donald Hatfield, Pat Hyer for Sharon McCloskey, Brian Montgomery, Eric Pappas, Joe Pitt, Diane Zahm, Mark Barrow, JoAnn Emmel, Edd Sewell for Jeryl Jones, Don Orth, Bob Tracy, Mitzi Vernon, Imad Al-Qadi, Bernice Hausman, Phillip Huang, Althea Aschmann, Maxine Lyons, Delbert Jones, Jimmy Martin, Terry Kershaw, Randy Stith, Blair Price for Allan Bradley, Sterling Daniel, Andrew Jayne

Absent: Peter Eyre, Minnis Ridenour, Ray Smoot, Wayne Durham, Bernard Feldman, Elizabeth Gilboy, Peter Kennelly, Gloria Bird, Robert Smith, Mike Martin, Myron McClees, Melinda Pomeroy, Jan van Aardt, Brandy Ellen Cowing, Rachel Luken, Brant Snyder

Guests: Dwight Shelton

Dr. Steger called the meeting to order at 3:05 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 March 17, 2003.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

President Steger announced that he will begin the meeting but will be leaving for a meeting in Richmond. Dr. McNamee will then assume the chairmanship of the Council. President Steger discussed with Council several items of interest. 1) This meeting of University Council is an extra meeting that was scheduled in order to give the Council time to complete their items of business. 2) Governor Warner has announced that there will be a salary increase of 2.25%. This increase will not be contingent on the State's revenues. 3) Bill Hurd of the Attorney General's Office returned a ruling of not constitutional on the Board of Visitors' resolution of March 10 regarding meetings on campus. The university will adhere to the policy that has always been followed, which states that any chartered organization is free to invite anyone to speak. 4) There have been numerous discussions with members of the Board, and a special meeting has been scheduled for April 6 to discuss the resolutions passed on March 10 and other business. During the March 17 University Council meeting, Dr. Pappas raised the issue of bringing forth to the Board of Visitors a resolution expressing the concerns of University Council. President Steger agreed to convey that resolution to the Board in whatever form it emerges. In order for Council to waive a second reading, it will be necessary to obtain an affirmative vote of three-fourths of members present. The other option would be to process this resolution in the usual two meetings.

3. New Business

University Council

Resolution UC2002-03C

University Council Statement Regarding Board of Visitors Actions

Dr. Pappas presented for first reading a revised version of the resolution that had been distributed electronically in advance of the meeting. He distributed copies of the revised version and reviewed changes. A motion was made, seconded and passed to withdraw the resolution sent electronically and resubmit the revised version. A motion was made to accept a friendly amendment to add "advisory councils and senates" to read: "WHEREAS, the university's shared governance consists of an array of committees, commissions, **advisory councils and senates.**" The motion to accept the friendly amendment was seconded and carried.

Dr. Steger departed for another meeting and Dr. McNamee assumed chair of the meeting.

A motion was made to waive the second reading and vote to approve the resolution. The motion was seconded and passed unanimously.

In response to a question, it was determined that this resolution does not impede the ability of the Board of Visitors to act on situations they deem to be of urgent nature. There was considerable discussion concerning the language of the resolution, but it was concluded that there are no suggested changes to the language of the resolution. A motion was made and seconded to approve the presented resolution. The resolution passed with a unanimous vote.

4. Ongoing Business

Commission on Faculty Affairs

Resolution CFA2002-03B

Return-Service Obligation for Study-Research Leave

Dr. Diane Zahm stated that there was a question raised at the last University Council meeting about non-sequential leave. There has been no satisfactory clarification and it is recommended that the resolution be referred back to Commission on Faculty Affairs. Ms. O'Rourke stated that deferrals have a six-week time period from the date of the first reading in which the resolution will be accepted for a second reading. Thus, this resolution must be brought back for its second reading by the April 21 meeting.

Commission on Graduate Studies and Policies

Resolution CGSP2002-03B

Resolution for Procedures for Evaluation of the Progress of Graduate Students
(Update of Presidential Policy Memorandum No.1)

Dr. Ruth Grene presented the resolution for second reading. There was discussion of how this increases workload on faculty members and graduate committees. Dr. Grene reinforced

that this resolution provides flexibility for customized evaluations to meet the needs of the student, college or department. Research progress, grades, performance of teaching assistants, and general departmental citizenship are examples of evaluation items. The student's advisory committee would carry out this evaluation, and in cases where this is not possible, it would be appropriate for the department head or other appropriate committee to evaluate the students. Each college or department would determine an appropriate procedure and would forward this to the Graduate School to be on file. At the conclusion of the spring semester, the college or department would submit a summary report to the Graduate School to let them know that the evaluation had been carried out for each of the graduate students.

A motion was made to adopt this resolution. The motion was seconded. A concern was expressed about the wording "general departmental citizenship." This phrase was in the original Presidential Policy memorandum, resolution and it was speculated that it refers to being involved in the business of the department as would be appropriate for the student. Dr. Grene agreed this language is vague. Clarification of this term is imperative for it leaves the resolution open to individual interpretation. As a result of the discussion, Dr. Grene agreed the resolution should be referred back to the committee for clarification and resubmitted for a second reading. However, when a resolution is deferred, the second reading must occur within six weeks of the first reading. Because the first reading occurred on February 3, deferring the resolution was not an option. A vote was taken, and the resolution was defeated.

Resolution CGSP2002-03C

Resolution for Establishment of a Master of Natural Resources (MNR)
Degree Program in the Virginia Tech College of Natural Resources

Dr. Ruth Grene presented the resolution for second reading. A motion to approve the resolution was made, seconded and passed unanimously.

Commission on Undergraduate Studies and Policies

Resolution CUSP2002-03B

Resolution to Establish a Temporary Freeze on Course Proposals to
The University Core Curriculum Committee

Dr. Donald Hatfield presented the resolution for second reading. Concerns were expressed about the impact a freeze would have on the writing intensive courses, which are now under consideration by CUSP. Dr. Hatfield explained that this resolution is intended to stop incremental changes and will not affect intensive writing, as it is considered exempt. A recommendation was made that this resolution be referred back to CUSP, citing the need for a systemic discussion of the university core and how it will be funded. A motion to defer the resolution was made, seconded, and passed with one opposing vote. It must be brought back to Council for second reading no later than April 21.

5. Council accepted the following Commission minutes:

The following Commission minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

- Commission on Undergraduate Studies and Policies
March 10, 2003

8. Adjournment

Dr. McNamee adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
April 7, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: Charles Steger, Rodd Hall for Hassan Aref, Jeb Stewart for Earving Blythe, Lay Nam Chang, Ben Dixon, Karen DePauw, Peter Eyre, Margie Zelinski for Elizabeth Flanagan, Eileen Hitchingham, Denise Orden for Paul Knox, Mark McNamee, Ed Henneke, Mary Ann Lewis for Jerry Niles, Kim O'Rourke, James B. Blair, Minnis Ridenour, Ray Smoot, Hap Bonham for Richard Sorensen, Tom Tillar, Donald Hatfield, Pat Hyer for Sharon McCloskey, Eric Pappas, Joe Pitt, Diane Zahm, JoAnn Emmel, Mitzi Vernon, Imad Al-Qadi, Elizabeth Gilboy, Bernice Hausman, Phillip Huang, Robert Smith, Althea Aschmann, Maxine Lyons, Delbert Jones, Jimmy Martin, Terry Kershaw, Randy Stith, Jan van Aardt

Absent: Gregory Brown, Landrum Cross, Mel Gillespie, Pat Ballard, Ruth Grene, Brian Montgomery, Mark Barrow, Jeryl Jones, Don Orth, Bob Tracy, Bernard Feldman, Peter Kennelly, Gloria Bird, Mike Martin, Myron McClees, Wayne Durham, Melijnda Pomeroy, Brandy Ellen Cowing, Allen Bradley, Sterling Daniel, Andrew Jayne, Rachel Luken, Brian Montgomery, Brant Snyder

Guests: David H. Vaughan, Chair, Academic Support Committee; Faculty Representative for undergraduate College Agriculture and Life Sciences, CUSP

Dr. Steger called the meeting to order at 3:02 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 March 24, 2003.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

3. New Business

Commission on Undergraduate Studies & Policies

Resolution CUSP2002-03C

Resolution to Accommodate Martin Luther King, Jr. Holiday
Observance in the University Calendar Criteria

Dr. Hatfield presented the resolution for first reading. This is a resolution to accommodate the Martin Luther King, Jr. holiday that was approved during the 2001-02 academic year. The new resolution restates the number of class days for each semester as 72 days. To accommodate the 72 day restatement, Columbus Day is the proposed day to grant to students as a holiday for the fall semester. This is currently a federal holiday, and it is a university holiday for classified staff (not faculty); faculty and students have not been

granted this day as a university holiday in the past. CUSP did not address the issue of this holiday becoming a faculty holiday. It is the charge of CUSP to establish a student calendar to accommodate this holiday. CUSP concluded that there is no university-wide means of addressing classes missed on MLK Day. This will have to be managed at the course level. A question was raised about whether this will cause any change to the Thanksgiving holiday break. It will not. Dr. Steger suggested that any questions pertaining to this should be e-mailed to Dr. Hatfield (hatfield@vt.edu) before the next meeting. If necessary, Dr. Hatfield will be able to meet with administration for consultation on issues so that clarification of any questions will be resolved before second reading on April 21. Dr. Steger clarified that the resolution addresses only the cancellation of classes; it has no effect on faculty or staff. The effect of the proposed resolution is that the university will be open on Columbus Day; however, classes will not be held. For staff, it would continue to be treated as any other staff holiday. Classified staff who are required to work would earn compensatory leave.

Dr. Steger discussed the next scheduled University Council meeting for April 14. It has been suggested that this meeting be cancelled, as there will be no issues ready to come forward at that time. Any new business will have to be brought forward at the April 21 meeting in order to complete second reading at the final May 5 meeting.

4. Ongoing Business

Commission on Faculty Affairs

Resolution CFA2002-03B

Return-Service Obligation for Study-Research Leave

This resolution had been deferred; the first reading was March 17, 2003. Dr. Diane Zahm stated that Commission on Faculty Affairs will meet Friday, April 11, 2003, concerning this resolution. It is expected that the resolution will be brought back to University Council for second reading on April 21.

Commission on Undergraduate Studies and Policies

Resolution CUSP2002-03B

Resolution to Establish a Temporary Freeze on Course Proposals to
The University Core Curriculum Committee

This resolution had been deferred; the first reading was March 17, 2003. Dr. Donald Hatfield stated that Commission on Undergraduate Studies and Policies is reviewing a resolution on the writing intensive requirement, which impacts Resolution CUSP 2002-03B. The CUSP resolution will be brought back to University Council for second reading on April 21.

5. Council accepted the following Commission minutes:

The following Commission minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

- Commission on Faculty Affairs
February 28, 2003
- Commission on Graduate Studies and Policies
February 19, 2003
- Commission on Student Affairs
February 27, 2003
March 13, 2003
- Commission on Undergraduate Studies and Policies
March 24, 2003

• **For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning:
February 27, 2003

8. Adjournment

Dr. Steger adjourned the meeting at 3:16 p.m. The next meeting will be April 21. The last meeting of the academic year will be May 5.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
April 21, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: Charles Steger, Hassan Aref, Jeb Stewart for Earving Blythe, Richard Oderwald for Greg Brown, Lay Nam Chang, Ben Dixon, Karen DePauw, Peter Eyre, Margie Zelinski for Elizabeth Flanagan, Eileen Hitchingham, Paul Knox, Mark McNamee, Lu Ann Gaskill for Jerry Niles, Kim O'Rourke, James B. Blair, Daniel Martin for Minnis Ridenour, Richard Sorensen, Tom Tillar, Pat Ballard, Steve Boyle for Ruth Grene, Donald Hatfield, Sharon McCloskey, Eric Pappas, Joe Pitt, Pat Hyer for Diane Zahm, Don Orth, Bob Tracy, Imad Al-Qadi, Bernard Feldman, Elizabeth Gilboy, Bernice Hausman, Phillip Huang, Peter Kennelly, Robert Smith, Althea Aschmann, Maxine Lyons, Jimmy Martin, Terry Kershaw, Randy Stith, Jan van Aardt

Absent: Landrum Cross, Ben Dixon, Mel Gillespie, Ray Smoot, Brian Montgomery, Mark Barrow, Wayne Durham, JoAnn Emmel, Jeryl Jones, Mitzi Vernon, Gloria Bird, Mike Martin, Delbert Jones, Myron McClees, Melinda Pomeroy, Brandy Ellen Cowing, Allan Bradley, Sterling Daniel, Andrew Jayne, Rachel Luken, Brant Snyder

Guests: David Ford, Dwight Shelton, Terry Clements, Ron Daniel, David Vaughan, Beth Waggenspack, Matt McAllister, Rachel Holloway

Dr. Steger 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 April 7, 2003.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

3. New Business

First Reading

Commission on Graduate Studies and Policies

Resolution CGSP 2002-03D

Resolution for Establishment of a Master of Arts (MA) in Communication

Degree Program in the Virginia Tech College of Liberal Arts and Human Sciences

Steve Boyle presented the resolution for first reading. Matt McAllister explained that there are ten GTA positions already assigned to the program. A Master of Arts is currently an option in the department of English and students have been admitted since 1999. Since 1999, the number of applications has grown. Bernice Hausman noted that the English Department supports this resolution. No new resources or allocations are necessary.

Commission on Graduate Studies and Policies

CGSP Resolution 2002-03E

Resolution to Approve Merged and Renamed M.S. and Ph.D. of Apparel,
Housing and Resource Management

Steve Boyle presented the resolution for first reading. This is a result of the realignment of colleges, specifically the movement of Interior Design into the College of Architecture. LuAnn Gaskill, Department Head of Apparel, Housing and Resource Management, stated that these are the remaining two programs from several department restructurings. These restructurings have aligned these two programs into a position where it is possible to mainstream into one department. Current restructuring is curriculum restructuring. Pat Hyer suggested moving this resolution forward at SCHEV more quickly than Spring 04 to make it effective December 03.

Commission on Graduate Studies and Policies

CGSP Resolution 2002-03F

Resolution for Appointment of a Northern Virginia Faculty Representative to the
Commission on Graduate Studies and Policies
(Amendment to University Council By-laws)

Steve Boyle introduced the resolution for first reading. In order to best represent the considerable body of faculty and graduate students at the Northern Virginia campuses, it is proposed to appoint a faculty member to represent that area in an at-large capacity. This would particularly help with policy considerations to represent this area. Details such as who makes the appointment, length of term, etc. will need to be considered before the second reading of the resolution. Dr. DePauw expressed her support for this resolution as it answers a specific need.

Commission on Outreach

Resolution UC 2002-0B

Resolution for Name Change of Commission on Outreach
(Amendment to University Council By-laws)

Eric Pappas introduced the resolution for first reading. International Affairs is well represented in the Commission on Outreach, which has helped them gain access to the university governance system. In addition, the Vice Provost position now includes International Affairs and it is most appropriate for the commission to include same. There are no structural changes needed to accommodate this resolution.

Commission on Undergraduate Studies and Policies

Resolution CUSP 2002-03D

Resolution to Modify the Second Writing-Intensive in Major Requirement

Don Hatfield introduced the resolution for first reading. This resolution is to modify the second Writing Intensive requirement only. Beth Waggenpack, Chair of the University Core Curriculum Committee, stated that this resolution is a result of approximately two years' worth of study by a number of different groups. Writing Intensive was initially created

to encourage writing in the disciplines and has its own implementation guidelines and assessment guidelines. These procedures are not related to area one. Freshman Composition, composition or communication skills that are level one will not be affected. We also know that in last several years, demands for student competencies, in all forms of communication (i.e. written oral and visual) have increased. She cited various reports such as: SACS, our own strategic plan, SCHEV Competency, as well as various advisory boards in a number of colleges, accrediting boards, and comparable institutions. It is proposed to take the second WI requirement and transition it into a new form called "Written Oral and Visual Communications across the Disciplines." The disciplines play a strong role in defining what they are doing for their students. Each discipline has unique goals to accomplish. This particular resolution that would freeze the current second Writing Intensive so that we can develop a template for measurement on how communication is happening across the disciplines and allows our colleagues to better assess what they are doing in respect to their own communication activities. The Core Curriculum Committee is putting out a call to members of the academic community to be involved in a summer study that would look at this new template for trying to implement new ways of looking at communication (written, oral and visual). The Core Curriculum Committee unanimously supported this resolution. Commission on Undergraduate Studies and Policies passed this resolution with a vote of 17-5. It is also noted that the dean of each college is a member of the CUSP and has been a part of this process.

In response to a question, Beth explained that area 1 has two different sections to it. This does not impact freshman composition or communication skills. Those are the true area 1. Several years ago Writing Intensive was "tacked-on" to area 1, but it has its own separate implementation guidelines, assessment guidelines; and indeed, the freshman composition and communication skills are not even Writing Intensive courses. They are not counted as Writing Intensive, nor are they considered as Writing Intensive; they do not fall under those guidelines. It is not the intent to "freeze" the second Writing Intensive to take away writing from students. University colleagues are requiring more writing across the disciplines in courses that are not currently designated as Writing Intensive as well as in Writing Intensive classes. There is ample data that supports that this is the case. This recognizes within the disciplines that perhaps they need to approach written, oral and visual communication in a broader fashion than simply a Writing Intensive. This goes back to all previously mentioned competency reports. It is not feasible to simply keep adding courses. This is a means to take what we have, and hold the line in the disciplines because they are having difficulty meeting two Writing Intensive requirements. This is partly a resource issue though it did not begin as a resource issue. It began as a need to expand what we are currently doing and to increase standards to meet what others are doing.

This does not stop people from taking courses that have writing. Many of colleagues have students doing a lot of writing. Beth has done 77 assessment letters of WI classes. People are meeting the demands of the WI. The guidelines are very specific and assume one set of guidelines meets all courses' needs. This does not allow the disciplines to determine according to their accrediting boards, and others, where we need to take this.

In reference to the recently passed freeze on the Core, that resolution allows for Writing Intensive courses to be added. This resolution is a means of transitioning into something

different for that section of the Core. It is a realistic way to view where we are, assess where we know we need to go, and determine the way to get there.

Comments about the resolution to modify the WI requirement questioned (1) the advisability of removing the second WI course requirement when there is nothing firmly in place to take its place, (2) the Core Committee's assertion that the WI requirement was not really a part of Area 1, (3) the idea that the WI requirement had matured, as stated in the resolution, and (4) the notion that Virginia Tech students need to do less writing than they already do in the course of the general curriculum.

Commission on Undergraduate Studies and Policies

CUSP 2002-03E

Resolution to Approve New Degree Bachelor of Science in Interior Design

Don Hatfield introduced the resolution of a new degree. Dean Knox stated that this is a consequence of restructuring. Interior design was a program within Near Environments and is now a part of Architecture and Urban Studies. It has its own accreditation, and a healthy student demand. This curriculum should stand with its own degree and no new resources are required.

Commission on Undergraduate Studies and Policies

CUSP 2002-03F

Resolution to Approve Merged and Renamed Bachelor of Science for Apparel, Housing, and Resource Management

Don introduced the resolution for first reading. It is parallel to the Masters Program.

4. Old Business

Commission on Faculty Affairs - deferred

Resolution CFA 2002-03B

Return-Service Obligation for Study-Research Leave
(First Reading March 17, 2003)

Pat Hyer presented the resolution for second reading. It was explained that when faculty take the year-long Study-Research leave over non-sequential semesters, they owe a year at the end of the last semester. This resolution was not in effect at the time that leave was approved for the Fall 2003. Pat stated that it would be preferable if it were possible to have an effective date for any leave beginning Fall 2003. This is something people would welcome not something they would be concerned about.

Dr. Steger stated that the Board has approved those leaves and has already acted with a different set of conditions in place; but if possible, we will do that.

A motion to approve this resolution was made, seconded and passed, with effective date to be determined.

Commission on Undergraduate Studies & Policies - deferred

Resolution CUSP2002-03-B
Resolution to Establish a Temporary Freeze on Course Proposals to
The University Core Curriculum Committee
(First Reading March 17, 2003)

Don Hatfield presented the resolution for second reading. Dr. McNamee stated that he understood both sides of the issue and believed there would be benefit from stabilizing before making changes. A motion to approve this resolution was made, seconded and passed with one abstention.

Commission on Undergraduate Studies & Policies

Resolution CUSP2002-03-C
Resolution to Accommodate Martin Luther King, Jr. Holiday
Observance in the University Calendar Criteria

Don Hatfield presented the resolution for second reading. Dr. Steger stated that a resolution was passed last year allowing the university to recognize Martin Luther King Day. The committee was charged to look at how to accommodate this loss of a class day in the academic calendar. They have come forward with resolution that adheres to rule of having the same number of class days in each semester. In order to keep the same number of days in the fall, the suggestion is to have a break in October on Columbus Day.

Dr. Steger noted a couple of concerns: 1) When classes are cancelled, it has a significant impact on ability of faculty to accomplish their objectives. 2) When the college closes, we lose \$1.8m a day in productivity. Canceling classes in spring semester to accommodate MLK day will allow activities to be attended by faculty, but this is not the same thing as declaring a university holiday. It would be preferable to spend more time conferring, understanding and bring back other solutions at the next meeting. Other institutions do not necessarily require same number of class days in both semesters.

A motion was made, seconded and passed with one abstention to postpone this resolution until additional options can be considered.

Dr. Ford re-stated that this issue of implementation would not affect the 05-06 the calendar. The calendar will reflect no classes on MLK Day. If classes are cancelled one day in the fall to balance the semesters, the effect on academic-year teaching faculty is the same as the vacation days prior to Thanksgiving. If calendar-year or A/P faculty take the day off, they would have to use annual leave. Canceling class on Columbus Day in order to balance the semesters was proposed because Columbus Day is already a staff holiday. Joe Pitt added that faculty and students greatly need a short break in the fall prior to Thanksgiving.

5. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically and will be posted on the University web.

- Commission on Faculty Affairs
March 14, 2003

- Commission on Graduate Studies and Policies
March 19, 2003
- Commission on Research
March 12, 2003
- Commission on Student Affairs
March 27, 2003
- Commission on Undergraduate Studies and Policies (Revised)
March 24, 2003

8. Adjournment

Dr. Steger adjourned the meeting at 3:41 p.m. The last meeting of the academic year will be May 5.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
May 5, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: Mark G. McNamee (Presiding), Hassan Aref, Ranson Pelt for Earving Blythe, Richard Oderwald for Greg Brown, Lay Nam Chang, Karen DePauw, Peter Eyre, Elizabeth Flanagan, Melvin Gillespie, Eileen Hitchingham, Paul Knox, Mark McNamee, Jerry Niles, Kim O'Rourke, John Wilson for James B. Blair, Minnis Ridenour, Raymond D. Smoot, Richard Sorensen, Hap Bonham for Richard Sorensen, Tom Tillar, Ruth Grene, Donald Hatfield, Pat Hyer for Sharon McCloskey, Eric Pappas, Joe Pitt, Diane Zahm, Mark Barrow, Bob Tracy, Bernard Feldman, Bernice Hausman, Phillip Huang, Peter Kennelly, Althea Aschmann, Maxine Lyons, Jimmy Martin, Mike Martin, Randy Stith

Absent: Charles Steger, Landrum Cross, Ben Dixon, Peter Eyre, Pat Ballard, Brian Montgomery, Wayne Durham, JoAnn Emmel, Jeryl Jones, Don Orth, Mitzi Vernon, Imad Al-Qadi, Elizabeth Gilboy, Gloria Bird, Robert Smith, Myron McClees, Terry Kershaw, Melinda Pomeroy, Jan van Aardt, Brandy Ellen Cowing, Allan Bradley, Sterling Daniel, Andrew Jayne, Rachel Luken, Brant Snyder

Guests: David Ford, Dwight Shelton, Terry Clements, Ron Daniel, David Vaughan, Beth Waggenspack, Matt McAllister, Rachel Holloway

Dr. Steger 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 April 21, 2003.

Dr. McNamee noted that there has been a written request for modification of the minutes. The minutes will be modified and sent again for electronic voting. (<http://intra.vt.edu/govern/>).

3. Old Business

Second Reading

Commission on Graduate Studies and Policies

Resolution CGSP 2002-03D

Resolution for Establishment of a Master of Arts (MA) in Communication

Degree Program in the Virginia Tech College of Liberal Arts and Human Sciences

Ruth Grene presented the resolution for second reading. A motion to approve this resolution was made, seconded and passed unanimously.

Commission on Graduate Studies and Policies

CGSP Resolution 2002-03E

Resolution to Approve Merged and Renamed M.S. and Ph.D. of Apparel,
Housing and Resource Management

Ruth Grene presented the resolution for second reading. A motion to approve this resolution was made, seconded and passed unanimously.

Commission on Graduate Studies and Policies

CGSP Resolution 2002-03F

Resolution for Appointment of a Northern Virginia Faculty Representative to the
Commission on Graduate Studies and Policies
(Amendment to University Council By-laws)

The resolution was presented for second reading. Ms. Kim O'Rourke proposed a friendly amendment: There is currently one representative of the off-campus centers appointed by the Provost; similar to that, it is proposed that the last paragraph be amended to read: **WHEREFORE** be it resolved that a tenure-track faculty member from a northern Virginia campus be appointed by the Provost to the Commission on Graduate Studies and Policies for a three-year term to represent the faculty and graduate student constituency of the Washington-Alexandria Center. This is to be consistent with the other appointment. The motion to amend was seconded and passed unanimously.

A motion to approve this resolution as amended was made, seconded and passed unanimously.

Commission on Outreach

Resolution UC 2002-03B

Resolution for Name Change of Commission on Outreach
(Amendment to University Council By-laws)

The resolution was presented for second reading. A motion to approve this resolution was made, seconded and passed unanimously.

Commission on Undergraduate Studies & Policies — tabled

Resolution CUSP2002-03C

Resolution to Accommodate Martin Luther King, Jr. Holiday
Observance in the University Calendar Criteria

Don Hatfield presented the resolution for second reading. The motion was seconded. The phrase "Columbus Day weekend" has been dropped to a long weekend break in October. Hatfield explained that the reference to Columbus Day was dropped so that the statement in the resolution now reads, "include a long weekend break in October to allow a short break in fall semester."

Dr. McNamee stated that there would be a cancellation of classes sometime in October for the purpose of having a mini-break in the fall semester for the students. It is not considered a holiday for faculty or staff. This body does not have the authority to declare a holiday for

faculty or staff. This will also bring the fall and spring semesters into alignment with regard to the number of class days.

A motion to approve this resolution was made, seconded and passed with one opposition and seven abstentions.

Commission on Undergraduate Studies and Policies

Resolution CUSP 2002-03D

Resolution to Modify the Second Writing-Intensive in Major Requirement

Don Hatfield presented the resolution for second reading. A motion to approve this resolution was made and seconded. Beth Waggenpack, Chair of the University Core Curriculum Committee, stated that this resolution recognizes the importance of writing. There was considerable discussion about the issue of whether it is productive to eliminate the second WI requirement before a coherent program is developed to replace it. If this in reality is a resource issue, then it should be stated as such in the resolution. A vote was then taken. The motion was lost with the following votes:

Approve: 11

Oppose: 16

Abstentions: 5

Commission on Undergraduate Studies and Policies

CUSP 2002-03E

Resolution to Approve New Degree Bachelor of Science in Interior Design

Don Hatfield presented the resolution for second reading. A motion was made, seconded and passed unanimously.

Commission on Undergraduate Studies and Policies

CUSP 2002-03F

Resolution to Approve Merged and Renamed Bachelor of Science for Apparel, Housing, and Resource Management

Don Hatfield presented the resolution for second reading. A motion was made, seconded and passed unanimously.

4. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically and will be posted on the University web.

- Commission on Administrative and Professional Faculty
November 18, 2002
February 24, 2003
March 27, 2003
- Commission on Classified Staff Affairs
December 18, 2002

February 19, 2003

- Commission on Faculty Affairs
April 11, 2003
- Commission on Graduate Studies and Policies
April 2, 2003
- Commission on Student Affairs
April 10, 2003
- Commission on Undergraduate Studies and Policies
April 14, 2003
April 28, 2003

8. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning
March 27, 2003

9. Adjournment

Dr. McNamee adjourned the meeting at 3:31 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

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