

**University Council Minutes**  
**September 20, 2004**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Ed Henneke for Hassan Aref, Jeb Stewart for Erv Blythe, Lay Nam Chang, Landrum Cross, Karen DePauw, Alicia Cohen for Ben Dixon, John Dooley, Jim Blair for Brad Fenwick, Elizabeth Flanagan, David Ford, Eileen Hitchingham, James Hyatt, Michael Kelly, Paul Knox, Kurt Krause, Mark McNamee, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Dwight Shelton, Hap Bonham for Richard Sorensen, Tom Tillar, David Travis, Dawn Barnes, Jean Brickey, Virginia Fowler, Scott Case for Klaus Elgert, Ray Plaza, Susanna Rinehart, Judith Shrum, Jim B. Weaver, Susan Anderson, Jack Cranford, JoAnn Emmel, Richard Goff, Mark Barrow, Mark Anderson, Marion Ehrich, Bernice Hausman, Hans Rott, Muzzo Uysal, John Jay Carter, Sue Ellen Crocker, Donna Hamm, Edward Lener, Widget Shannon for Scott McGee, Kimberly Philpott, Sumeet Bagai, Brandon Bull, Melinda Cep, Maya Newhagen, Matt Vepraskas, Devin Weller

**Absent:** Gerhardt Schurig, Grant Otto, Richard Ashley, Don Orth, Imad Al-Qadi, James Berkson, Peter Kennelly, Terry Kershaw, Maxine Lyons, Pankaj Gupta, Yvette Quintela, Antoinette Stroter

**Guests:** Pat Hyer, Minnis Ridenour, Stuart Mease, Teresa Wright, April Myers

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 3, 2004.**

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 Student Affairs**

Resolution CSA 2004-05A

Resolution Requesting National Pan-Hellenic Council Membership  
on the Commission on Student Affairs

Mr. Sumeet Bagai presented the resolution for first reading.

**4. Announcement of approval and posting of Commission minutes**

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

Note that the purpose of voting on Commission minutes is to accept them for filing.

University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Classified Staff Affairs  
April 21, 2004  
May 10, 2004
- Commission on Equal Opportunity and Diversity  
April 26, 2004  
May 10, 2004
- Commission Outreach and International Affairs  
May 6, 2004
- Commission on Student Affairs  
April 15, 2004  
April 29, 2004

## 5. **For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
May 27, 2004  
June 24, 2004

## 6. **Discussion**

Dr. Steger asked each Commission Chairperson to present briefly their goals for the upcoming year.

1. Commission on Administrative and Professional Faculty Affairs – Dawn Barnes, Chair
  - a. There are no issues to report at this time. Their first meeting will be in October.
2. Commission on Classified Staff Affairs – Jean Brickey, Chair
  - a. Computer Privacy Policy
  - b. Continuing initiative of getting computer access to all classified staff
  - c. Working to inform employees about Chartered University
  - d. Working on bridging gap between the administration and classified staff
  - e. Determining how many classified staff can no longer afford to live in Blacksburg
3. Commission on Equal Opportunity and Diversity – Ray Plaza, Chair
  - a. Look at the International Strategic Plan
  - b. Diversity Practices in relation to Promotion and Tenure policy
  - c. Diversity Research Initiative
  - d. Harassment Policy
  - e. Affirmative Action Plan
  - f. Workplace Violence
  - g. Exploring Student Enrollment
  - h. Climate Issues Discussion
  - i. Exit survey task force
4. Commission on Faculty Affairs – Susanna Rinehart, Chair
  - a. Computer Privacy Policy.
  - b. Review of the ADVANCE survey for existing faculty on campus climate and work life issues for faculty.

- c. Review of the faculty exit survey results.
- d. Using document that was prepared for the BOV Academic Affairs Committee for the Aug meeting by the Provost's office and Academic Affairs (McNamee, Ford, Hyer, Easterling, and Rinehart), has met and prepared this comprehensive list of affairs on the minds of faculty. This will be used as an outline to prepare the agenda for CFA for the year including the obvious issue of salaries.

Relative to computer privacy, Dr. Steger noted that wireless connections are far less secure than other methods. He asked Ms. O'Rourke to schedule Mr. Erv Blythe, Vice President for Information Technologies, or someone from that department to educate the Council on security of wireless communications. [Note: This is tentatively scheduled for November 1.]

5. Commission on Graduate Studies and Policies – Scott Case, Vice Chair
  - a. Business plan for graduate education for increasing PhD enrollment and building a strong graduate community
  - b. Institutional plan for graduate education
  - c. Review and approval process for graduate degrees
  - d. Graduate Program Review Process and Implementation Plan
  - e. Recruitment and retention issues
  - f. Impact of *Chartered University Initiative* on graduate education
  - g. Health Insurance for graduate students
  - h. Nine vs. twelve month pay for teaching assistants
  - i. Policy and procedures review including:
    - Residency requirements for doctoral students
    - Pass/fail credits for research hours
    - Quality assessment for graduate courses delivered on-line
    - Withdraw and drop policies
    - Enrollment and assistantship appointments
6. Commission on Outreach and International Affairs –Judith Shrum, Chair
  - a. Submit resolutions to adjust membership resulting from reorganization of the Office of Outreach and International Affairs.
  - b. Continue discussion of the definition of Outreach and International Affairs at Virginia Tech as it relates to scholarship of engagement, in all arenas including international affairs with a hope to have some impact on Promotion and Tenure Guidelines.
  - c. Work with the International Strategic Directions Team in finalizing the Virginia Tech International Mission.
7. Commission on Research – Jim B. Weaver, Chair
  - a. Examining university policies, practices and procedures to ascertain how they foster or impede research.
  - b. "Housekeeping" matters regarding university centers.
8. Commission on Student Affairs – Sumeet Bagai, Vice Chair
  - a. Work to educate student groups about the Chartered University Initiative so that they in turn can educate their constituent groups.
  - b. Mid-semester evaluations in classes so that students can see their suggestions take effect while they are still in those classes.

- c. Drillfield parking for undergraduates after 5:00 p.m.
  - d. Campus safety regulations specifically dealing with crosswalks.
  - e. Review of Dining hall hours on weekends and library hours during exams.
9. Virginia Fowler, Chair of Commission on Undergraduate Studies and Policies
- a. The impact of the Chartered University on undergraduate education
  - b. The impact of the international studies initiative on undergraduate education

Dr. Steger introduced David Travis as interim director of the Office for Equal Opportunity.

Dr. Steger introduced the next discussion topic: *Chartered University Initiative*. If successful, the university will have the flexibility to move faculty salaries up to the 60th percentile over the next several years and work to add 300 additional faculty back into the classroom, as well as fund other key initiatives that are important to the university. This initiative is complex and it is important that the university community understand the initiative and that everyone work together to move this through the General Assembly beginning in January.

**Handout:** *Commonwealth Chartered University Initiative – An Innovative New Funding and Management Model*

Mr. Minnis Ridenour presented an overview on the *Chartered University Initiative*. Mr. Ridenour explained that this initiative addresses the business, financial and administrative operations of the university. Academic policies will not be affected and the university's relationship with SCHEV will be unchanged. The purpose of this initiative is to create a different relationship with the Commonwealth. The university would function as a political subdivision and gain the flexibility to retain and utilize all the funds that the university generates to address the university's needs. What the university is asking for is to have our own cash management program, utilize those dollars without them being offset by indirect research dollars. What this initiative will accomplish is to give the flexibility to generate revenues to be invested in the university's missions and quality education. The University's Board of Visitors will gain the authority to set tuition under the Chartered University plan. This ensures that the university tuition and funding will be set by the group that is best able to monitor the finances and missions of the university and make decisions accordingly.

Mr. Larry Hincker, Associate Vice President for University Relations, will keep Chartered University information on the web updated <http://www.vt.edu/charter/>. These materials include:

- Current legislation
- Template for Charter Agreement
- Virginia Tech Agreement as it is being revised (to be posted in a few days)
- Proposed policies that will be going to the Board of Visitors in the November meeting.
- Other informational documents

In response to questions, Mr. Ridenour reported Virginia Tech would still continue to receive general fund appropriations for the operations of the university, and for salaries of faculty and staff, student financial aid, maintenance reserve, equipment trust fund, etc. in a substantially more efficient timetable. Dr. Steger and Mr. Ridenour have worked on this initiative for two years with legislative leadership (Governor's office and General Assembly). Senate Joint Resolution 90 was passed last winter. It authorizes the study of education, which includes the

Chartered University proposal. The first meeting of this commission is scheduled for October 12. Responses of key legislators and other public officials to briefings indicate they believe this plan deserves a fair hearing and agree this should be fully reviewed for its effectiveness for the commonwealth and higher education. The goal is to brief each legislator, key public officials, and constituency groups by the end of this fall.

Concern about reports of negative opinions by staff of other universities was expressed. Mr. Ridenour stated that at one of the three universities, a very outspoken group of staff has expressed opposition to many progressive ideas where staff is concerned. Mr. Ridenour's counterparts report that this negative view does not reflect the majority of staff. By educating faculty, staff, and student body alike, it is the goal of our university to encourage involvement from each individual for a positive outcome. The administration will work to address all concerns.

At present time, the State sets the salary adjustments for staff through the classification structure. While absolute assurance cannot be given, it is believed that if this model goes forward, staff will be under the authority of the Board of Visitors and the Board will be able to decide the salaries for staff as it does for faculty.

Changes in Virginia Cooperative Extension and Agriculture Experiment Station (Agency 229). We are asking these special relationships be fully incorporated into the charter. The proposal indicates that in the case of Agency 229 they would retain the same structure and the funding sources from federal, state and local government appropriations.

The impact on undergraduate education (i.e. tuition and fees that are currently paid). It is anticipated that tuition and fees under the Charter will not be significantly different than what tuition and fees will be if we stay under the current system. Why? Unless the state is either prepared to put a greater share of the general funds (state taxpayer dollars) into higher education or willing to restructure the tax for the Commonwealth, there will not be enough general fund monies to fund higher education. We are advocating the use of all funds available to us. Tuition and fees would be a part of that mix. This allows us to have a more precise and predictable source of revenues. The Board of Visitors will be in charge of all funds under the chartered proposal. Scenarios have been run for all funding scenarios from zero growth to 67% support by the state. For example, if there were a major recession, and the level of new general fund monies do not reach expected levels, we would still be making some progress – not at the same level as if we were receiving general fund monies, but we would still be moving the university forward. This is viewed as the only way to financially achieve the goals of the university. The demands on the general fund monies are so great from other programs of the Commonwealth that it is unlikely we will receive the percentage of monies needed from the state under our existing status.

Funding models in other states. There are a number of states that would have a greater amount of freedom than we have today. There will be some that would have more controls than we have today. There are even a couple of institutions that have moved to a chartered arrangement. One is a small college in Maryland. The University of Delaware is a better example of a chartered status university. Across the country, there are many models, and comparisons are difficult.

Reluctance by legislature to reduce control. We have made the case that under the chartered university proposal, we could fund the faculty salaries at the 60<sup>th</sup> percentile and base adequacy over a 5-year period. Further, because we believe we would realize substantial efficiencies in

the process, we are prepared to give up 10% of the new state taxpayer dollars. If the state would be committed to using those dollars for other higher education institutions that do not have the revenue capacity that we have, then the system of education as a whole can make progress. Under a strong system of accountability with management and institutional effectiveness standards and the provision for audits by external and internal auditors, the state will actually have better control than they do today.

Graduate Education will be better funded, and there is a possibility of additional graduate assistantships and better funding for stipend levels.

Appointment of the BOV members will still be made by the Governor. That process is not addressed in the proposal.

Financial Aid for students with need. Students under the chartered initiative should not have any significant change in their relative position. Financial Aid has been built into the model. The students need analysis, which is a standard process throughout the country, is what determines a student's financial need.

## **7. Adjournment**

There being no further business, Dr. Steger adjourned the meeting at 4:05 p.m.

Respectfully submitted,

Kim T. O'Rourke  
Chief of Staff, President's Office

tew

**University Council Minutes**  
**November 1, 2004**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Erv Blythe, Ben Dixon, John Dooley, Brad Fenwick, Elizabeth Flanagan, David Ford, Donald Kenney for Eileen Hitchingham, Lisa Wilkes for James Hyatt, Paul Knox, Denny Cochrane for Kurt Krause, Mark McNamee, Jerry Niles, Kim O'Rourke, Pat Sobrero for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Tom Tillar, David Travis, Jean Brickey, Virginia Fowler, Scott Case for Klaus Elgert, Grant Otto, Ray Plaza, Susanna Rinehart, Judith Shrum, Susan Anderson, Jack Cranford, JoAnn Emmel, Richard Goff, Don Orth, Imad Al-Qadi, Mark Anderson, Marion Ehrich, Bernice Hausman, Peter Kennelly, Hans Rott, Sue Ellen Crocker, Edward Lener, Delbert Jones for Maxine Lyons, Scott McGee, Kimberly Philpott, Brandon Bull, Melinda Cep, Maya Newhagen, Matt Vepraskas, Devin Weller

**Absent:** Hassan Aref, Lay Nam Chang, Landrum Cross, Karen DePauw, Michael Kelly, Dawn Barnes, Jim B. Weaver, Richard Ashley, Kathleen Jones, James Berkson, Muzzo Uysal, John Jay Carter, Donna Hamm (with notice), Terry Kershaw, Pankaj Gupta, Yvette Quintela, Antoinette Stroter, Sumeet Bagai

**Guests:** Randy Marchany, Information Technology; Jeb Stewart, Information Technology; Clark Gaylord, Information Technology; Phil Benchoff, Information Technology; Teresa Wright, April Myers

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 September 20, 2004.**

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/>). (Note: The University Council meetings scheduled for October 4 and 18, 2004 were cancelled.)

**3. New Business**

No new business.

**4. Old Business**

**Commission on Student Affairs**

Resolution CSA 2004-05A

Resolution Requesting National Pan-Hellenic Council Membership  
on the Commission on Student Affairs

Mr. Grant Otto presented the resolution for second reading. Concerns were raised about women's groups not being represented. In response to this concern, Grant offered to submit a report on groups that are represented on the Commission on Student Affairs.

Grant made a motion for approval of the resolution. The motion was seconded and carried.

#### **5. Announcement of approval and posting of Commission minutes**

These minutes have been voted on electronically and will be posted on the University web. Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Academic and Professional Faculty Affairs  
October 7, 2004
- Commission on Equal Opportunity and Diversity  
September 13, 2004  
September 27, 2004  
October 11, 2004
- Commission on Faculty Affairs  
September 24, 2004
- Commission on Graduate Studies and Policies  
April 21, 2004  
September 15, 2004
- Commission on Student Affairs  
September 16, 2004
- Commission on Research  
April 14, 2004
- Commission on Undergraduate Studies and Policies  
September 13, 2004

#### **6. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
September 1, 2004

#### **7. Discussion**

Dr. Steger reported that he and Provost McNamee had met that morning with a number of representatives of the minority student community to discuss the recent hate crime incident involving the NAACP offices. The incident is still under investigation and if the perpetrator is identified, the individual will be fully prosecuted. The university will not tolerate even one incident. There was helpful discussion and useful information shared during the student meeting. Further discussions of this group will be scheduled. Individuals are encouraged to share concerns of this nature to work through the

Commission on Equal Opportunity and Diversity. This Commission will then forward issues to the University Council, and then the Board of Visitors if necessary. The institutions are in place to deal with various issues and concerns effectively and should not be bypassed.

## **8. Presentation**

Dr. Steger introduced Randy Marchany, Director, Information Technology Security Lab, to discuss the security of wireless communications.

Randy explained that any e-mail received or sent by [userpid@vt.edu](mailto:userpid@vt.edu) is automatically filtered by the central mail server for known viruses to protect the university system from external viruses, and to act responsibly to protect the rest of the Internet from anything that may originate from our servers.

Approximately 85% or more of all Virginia Tech offices, labs and classroom facilities have wireless systems available to them. Wireless capability enhances mobility and supplements the wired Ethernet. The disadvantage is that it is not as fast as the wired Ethernet, and also individuals must pay more attention to security issues. Users must act responsibly for the data that is being transmitting and be aware of security issues. Wireless data can easily be intercepted and users must avoid disclosure of any sensitive information. When visiting websites, at a minimum, the user should look at bottom right screen to make sure the key icon is in a locked position if he/she intends to transmit private or sensitive information. The locked position indicates that information being transmitted is being encrypted and only those that have the knowledge to unscramble the message can interpret it. If it is not encrypted, anyone *could* potentially read data being transmitted.

Information Technology provides a CD that can be obtained at no cost from Software Distribution Group entitled "VTNet," which installs encryption tools as well as sets up e-mail accounts for you. The wireless network provides accessibility to the Internet and provides convenience to the user as the wireless user travels from one building to another. With this mobility comes responsibility of the user to discern which information is sensitive and should not be transmitted.

## **9. Adjournment**

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

Respectfully submitted,

Kim T. O'Rourke  
Chief of Staff, President's Office

tew

**University Council Minutes**  
**December 6, 2004**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Ed Henneke for Hassan Aref, Erv Blythe, Cynthia Bonner for Landrum Cross, Karen DePauw, Ben Dixon, Brad Fenwick, Angela Hayes for Elizabeth Flanagan, Eileen Hitchingham, James Hyatt, Michael Kelly, Paul Knox, Kurt Krause, Mark McNamee, Mary Ann Lewis for Jerry Niles, Kim O'Rourke, Cathy Sutphin for Sharron Quisenberry, Grant Turnwald for Gerhardt Schurig, Dwight Shelton, Hap Bonham for Richard Sorensen, Tom Tillar, David Travis, Dawn Barnes, Jean Brickey, Virginia Fowler, Grant Otto, Ray Plaza, Susanna Rinehart, Judith Shrum, Jim Weaver, Susan Anderson, Richard Ashley, Jack Cranford, Richard Goff, Rakesh Kapania for Imad Al-Qadi, Mark Anderson, James Berkson, Peter Eyre for Marion Ehrich, Bernice Hausman, Peter Kennelly, Hans Rott, Suzanne Murrmann for Muzzo, Uysal, Sue Ellen Crocker, Donna Hamm, Edward Lener, Maxine Lyons, Scott McGee, Kimberly Philpott, Melinda Cep, Maya Newhagen, Matt Vepraskas

**Absent:** Lay Nam Chang, John Dooley (with notice), David Ford (with notice), Kelly Michael, Elgert Klaus, JoAnn Emmel, Don Orth, John Jay Carter, Terry Kershaw, Pankaj Gupta, Yvette Quintela, Antoinette Stroter, Sumeet Bagai, Brandon Bull, Devin Weller

**Guests:** Pat Hyer, April Myers, Sam Easterling, Jeb Stewart, Janine Hiller, Kay Heidbreder

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 November 1, 2004.**

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/>). (Note: The University Council meeting scheduled for November 15, 2004 was cancelled.)

**3. New Business**

**Commission on Faculty Affairs**

Resolution CFA 2004-05A

Resolution on Computer Privacy

Ms. Suzanna Rinehart introduced the resolution to University Council for first reading. Ms. Janine Hiller, a member of the task force created to develop a policy on computer privacy, was introduced. Ms. Hiller stated that this policy is a response to the needs of a complex university with many different administrative and academic functions, with the goal of both meeting these needs and preserving freedom of inquiry and. Recognizing that the state has a policy which states that employees who are using state equipment have no expectation of privacy, this proposal is to be Virginia Tech's high level policy regarding how and under what conditions the university will access material on an employee's computer. The university

does not routinely monitor information or communication. However, there are times when computer information must be accessed. These times can be understood under three circumstances.

1. Legally required or under emergency situations
  - a. No further authorization is needed
2. Routine monitoring
  - a. must be required by a business necessity, the department must have a written operating policy, it must be approved by the Dean or Senior Administrator, and it must be disseminated to affected employees on a regular basis.
3. Single time monitoring/access
  - a. If there is an investigation of a violation of law or policy, a written request that states the reasons for the need to access the information, and must be approved by the Dean or Senior Administrator.)
  - b. If there is a routine business need for access when someone is unavailable. No written approval is required for this situation. Reasonable attempts should be made to contact the person, and if that person is inaccessible, only the necessary material is to be accessed. Prompt notification must be made to the computer user indicating what material has been accessed and reviewed.

In response to a question, the information in brackets under section 2.1 “[Technical staff may inadvertently see or hear potentially illegal content in communications or files...] is explanatory only. It was explained that this policy is not the entire university approach to computer information. The Information Technology department has its own procedures, and is also bound by a law that if illegal material is found, the information is to be reported appropriately. This policy is not designed to supplant any other existing policies that exist, such as the Acceptable Use Policy. The explanatory material is to let employees know that if, in fact, there is information found when reviewing computer files that constitutes a violation of law, it may be the technical person’s responsibility to report those findings. Technical personnel have procedures pertaining to them and their individual workplace requirements of their job, if they see something that is potentially illegal.

Mr. Erv Blythe, Vice President for Information Technology, stated that technicians do not seek to interpret accessed material. They are also responsible for protecting the privacy of computer users. Only in extreme cases has anything been reported.

The policy does not address password access; it deals only with the authorization to access material. While it is not stated in the policy, for this policy to be successful, it must be disseminated and understood by the entire university community.

This policy applies only to university owned equipment, not personally purchased equipment.

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

Resolution CGSP 2004-005A

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

On behalf of Scott Case, Dr. Rakesh Kapania introduced the resolution for first reading.

#### **4. Old Business**

None

#### **5. Announcement of approval and posting of Commission minutes**

These minutes have been voted on electronically and will be posted on the University web. Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Classified Staff Affairs  
September 30, 2004
- Commission on Equal Opportunity and Diversity  
October 25, 2004  
November 15, 2004
- Commission on Faculty Affairs  
September 10, 2004  
October 22, 2004
- Commission on Graduate Studies and Policies  
October 6, 2004  
November 3, 2004
- Commission on Outreach and International Affairs  
October 14, 2004
- Commission on Research  
September 8, 2004  
October 13, 2004
- Commission on Student Affairs  
October 7, 2004
- Commission on Undergraduate Studies and Policies  
September 27, 2004

#### **6. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
September 23, 2004

#### **7. Presentation**

Dr. Sam Easterling presented an update from the Task Force reviewing University Council membership. The presentation reviewed previous membership committee studies. The charge to the current task force is to:

1. review ex officio membership to ensure appropriate representation of the GSA, SGA, and university administration (including deans, vice presidents, and vice provosts);
2. review groups from which elected representatives are selected
3. determine appropriate balance of representation among administrators, faculty, staff, and students;
4. identify a mechanism for automatic alignment of ex officio administrator membership with changing university structure – eliminating the need for approval of a Constitutional amendment by University Council and the BOV in each instance.

Current membership was reviewed, and significant changes under consideration were identified. The task force will report to President Steger their recommendations by January 31. The Faculty and Staff Senates and other relevant commissions and university groups will then be asked to review recommendations and make suggestions.

The first reading by University Council will be no later than April 18 and second reading and vote no later than May 2. The proposed resolution will then be presented to the Board of Visitors on June 13.

#### **8. Adjournment**

There being no further business, Dr. Steger adjourned the meeting at 4:08 p.m.

Respectfully submitted,

Kim T. O'Rourke  
Chief of Staff, President's Office

tew

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

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

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

**Guests:** Pat Hyer, April Myers

Dr. McNamee called the meeting to order at 3:00 p.m. A quorum was present.

**1. Adoption of Agenda**

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

**2. Announcement of approval and posting of minutes of December 6, 2004**

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

**3. New Business**

**Commission on Outreach and International Affairs**

Resolution COIA 2004-05A

Resolution for change in membership

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

### **Commission on Student Affairs**

Resolution CSA 2004-05B

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

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

### **4. Old Business**

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

Resolution CFA 2004-05A

Resolution on Computer Privacy

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

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

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

Resolution CGSP 2004-05A

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

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

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

### **5. Announcement of Approval and Posting of Commission Minutes**

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

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

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

## **6. For Information Only**

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

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

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

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

- c. Lee Hall recommendations
  - d. University Council realignment feedback
  - e. Student enrollment
  - f. Diversity within the various orientation processes for students, faculty, and staff
  - g. Exit survey data
  - h. Workplace violence/sexual harassment policy
  - i. Affirmative Action policy
3. Commission on Faculty Affairs – Susanna Rinehart, Chair
- a. The Business Standard Acknowledgement
  - b. Electronic faculty activities reporting system
  - c. Faculty wide Work/Life survey
  - d. Proposed SGA resolution regarding midterm faculty evaluations
  - e. “Stop - the - Clock” provisions in the tenure system
  - f. Sabbatical leave for faculty
  - g. House Bill 1726 – concern of negative attention bill has generated for faculty (“textbook bill”)
  - h. Proposed retirement benefits for part-time salaried employees
  - i. Discussion of concept of a graduate faculty
  - j. Outcome of faculty exit and Advance’s faculty Work/Life surveys
  - k. Update faculty handbook language
  - l. Child care availability and quality for Virginia Tech employees

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

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

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

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

#### 8. Commission on Student Affairs

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

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

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

### **8. Discussion**

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

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

### **9. Adjournment**

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

**University Council Minutes**  
**February 21, 2005**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Hassan Aref, Jeb Stewart for Erv Blythe, Sheryl Ball for Lay Nam Chang, Landrum Cross, Karen DePauw, Ben Dixon, Brad Fenwick, Angela Hayes for Elizabeth Flanagan, David Ford, Eileen Hitchingham, James Hyatt, Michael Kelly, Paul Knox, Kurt Krause, Mark McNamee, Jerry Niles, Kim O'Rourke, Dwight Shelton, Richard Sorensen, Tom Tillar, David Travis, Dawn Barnes, Jean Brickey, Virginia Fowler, Klaus Elgert, Kim Beisecker for Ray Plaza, Susanna Rinehart, Judith Shrum, Jim Weaver, Susan Anderson, Jack Cranford, JoAnn Emmel, Richard Goff, Kathleen Jones, Robert Tracy for Mark Anderson, James Berkson, Marion Ehrich, Bernice Hausman, Rakesh Kapania, Delbert Jones for Sue Ellen Crocker, Donna Hamm, Edward Lener, Therese Lovegreen, Maxine Lyons, Lori Anne Sheppard, Antionette Stroter, Sumeet Bagai, Brandon Bull, Melinda Cep, Lauren Good for Maya Newhagen, Matt Vepraskas, Devin Weller

**Absent:** John Dooley, Sharron Quisenberry, Gerhardt Schurig, Grant Otto, Richard Ashley, Don Orth, James Berkson, Peter Kennelly, Hans Rott, Muzzo Uysal, John Jay Carter, Terry Kershaw, Myrna Callison, Yvette Quintela,

**Guests:** 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 February 7, 2005**

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. Old Business**

**Commission on Faculty Affairs**

Resolution CFA 2004-05A (deferred from February 7, 2005)

Resolution on Computer Privacy

Ms. Susanna Rinehart presented the resolution for second reading reviewing changes to section 2.2 as approved by the Commission on Faculty Affairs. A motion was made to approve revisions. The motion was seconded and passed. The motion was then made for approval of the resolution as amended. The motion was seconded and passed with one abstention.

**Commission on Outreach and International Affairs**

Resolution COIA 2004-05A

Resolution for change in membership

Dr. Judith Shrum, introduced the resolution to University Council for second reading with the revision of the last word to "designee" rather than "appointee," as only the President can make appointments. A motion was made and seconded to approve the revision. The motion carried.

Dr. Shrum then made motion for adoption of the revised resolution. The motion was seconded and carried unanimously.

#### **Commission on Student Affairs**

Resolution CSA 2004-05B

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

Mr. Sumeet Bagai made a motion to adopt the resolution. This simply adds the 28<sup>th</sup> member to the Commission on Student Affairs. The motion was seconded and the resolution approved 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 (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Equal Opportunity and Diversity  
January 31, 2005
- Commission on Graduate Studies and Policies  
January 19, 2005
- Commission on Outreach and International Affairs  
January 20, 2005
- Commission on Research  
December 8, 2004
- Commission on Student Affairs  
January 20, 2005

#### **5. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
January 20, 2005

Dr. Steger responded to a question requesting clarification of a statement in section 5, "The state will require more accountability in return for granting universities greater autonomy." Citing the capital outlay process as an example, he explained that the state will eliminate many pre-approval procedures, and instead will act in a post-audit capacity. Post-audits are something that the university already experiences. The post-audit process will likely be more comprehensive than the pre-approval processes have been.

#### **6. Discussion**

Dr. Steger reported on the favorable progress on the restructuring legislation. The House voted positively today, and the Senate will now review the legislation before consideration by the Governor.

Enrollment projection parameters will be negotiated with the intent to take an additional 1,000 students transferring from community colleges over the next several years. We will keep our in-state/out-of-state ratio the same (70/30).

## **9. Adjournment**

There being no further business, Dr. Steger adjourned the meeting at 3:17 p.m.

Respectfully submitted,

Kim T. O'Rourke  
Chief of Staff, President's Office

tew

**University Council Minutes**  
**March 21, 2005**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Mark McNamee (Presiding), Ed Henneke for Hassan Aref, Jeb Stewart for Erv Blythe, Lay Nam Chang, Elizabeth Flanagan, Eileen Hitchingham, James Hyatt, Paul Knox, Kurt Krause, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Dwight Shelton, Lud Eng for Gerhardt Schurig, Richard Sorensen, Tom Tillar, David Travis, Dawn Barnes, Jean Brickey, Virginia Fowler, Ray Plaza, Susanna Rinehart, Judith Shrum, Jack Cranford, JoAnn Emmel, Richard Goff, Kathleen Jones, Mark Anderson, Marion Ehrich, Rakesh Kapania, Peter Kennelly, Sue Ellen Crocker, Donna Hamm, Edward Lener, Maxine Lyons, Lori Anne Sheppard, Sumeet Bagai, Brandon Bull, Melinda Cep, Lauren Good for Maya Newhagen, Matt Vepraskas, James Tyger for Devin Weller

**Absent:** Landrum Cross, Karen DePauw, Ben Dixon, John Dooley, Brad Fenwick, David Ford, Michael Kelly, Charles Steger, Klaus Elgert, Grant Otto, Jim Weaver (with notice), Susan Anderson, Richard Ashley, Don Orth, James Berkson, Bernice Hausman, Representative for Hans Rott, Muzzo Uysal, John Jay Carter, Terry Kershaw, Therese Lovegreen, Myrna Callison, Yvette Quintela, Antionette Stroter

**Guests:** Pat Hyer, John Hillison

Dr. McNamee called the meeting to order at 3:00 p.m. A quorum was present.

**1. Adoption of Agenda**

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

**2. Announcement of approval and posting of minutes of February 21, 2005**

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

**3. New Business**

**Commission on Undergraduate Studies and Policies**

Resolution CUSP 2004-05A

Resolution to Approve Bachelor of Science in Agricultural Sciences

Dr. Virginia Fowler introduced the resolution for first reading. Dr. John Hillison explained that this is a new bachelor's degree that has a unique combination of breadth and depth. It is modeled after the Interdisciplinary Studies major with a series of minors offered. Industry is supportive of this degree. No new resources would be required.

**4. Announcement of Approval and Posting of Commission Minutes**

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

- Commission on Equal Opportunity and Diversity  
February 14, 2005  
February 28, 2005
- Commission on Faculty Affairs  
January 28, 2005  
February 18, 2005
- Commission on Graduate Studies and Policies  
October 20, 2004  
February 2, 2005  
February 16, 2005
- Commission on Outreach and International Affairs  
February 10, 2005
- Commission on Student Affairs  
February 3, 2005  
February 17, 2005
- Commission on Undergraduate Studies and Policies  
October 25, 2004  
January 24, 2005

## **5. Adjournment**

There being no further business, Dr. McNamee adjourned the meeting at 3:04 p.m.

Respectfully submitted,

Kim T. O'Rourke  
Chief of Staff, President's Office

tew

**University Council Minutes**  
**April 4, 2005**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Hassan Aref, Jeb Stewart for Erv Blythe, Sheryl Ball for Lay Nam Chang, Lanny Cross, Karen DePauw, Ben Dixon, John Dooley, Angela Hayes for Elizabeth Flanagan, Eileen Hitchingham, James Hyatt, Michael Kelley, Jack Davis for Paul Knox, Kurt Krause, Mark McNamee, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Tom Tillar, David Travis, Pat Hyer for Dawn Barnes, Jean Brickey, Klaus Elgert, Virginia Fowler, Grant Otto, Marilyn Kershaw for Ray Plaza, Susanna Rinehart, Jim Weaver, Susan Anderson, Jack Cranford, Richard Goff, Kathleen Jones, Mark Anderson, Marion Ehrich, Bernice Hausman, Muzzo Uysal, Sue Ellen Crocker, Edward Lener, Sumeet Bagai, Brandon Bull, Melinda Cep, Matt Vepraskas, James Tyger for Devin Weller

**Absent:** Brad Fenwick, Judith Shrum, Richard Ashley, JoAnn Emmel, Don Orth, James Berkson, Rakesh Kapania, Peter Kennelly, Representative for Hans Rott, John Jay Carter, Donna Hamm (with notice), Terry Kershaw, Maxine Lyons, Lori Anne Sheppard (with notice), Myrna Callison, Yvette Quintela, Antoinette Stroter, Maya Newhagen

**Guests:** Sam Easterling, John Hillison

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 March 21, 2005**

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 CSA 2004-05C

Resolution for Changes to University Policies for Student Life

Mr. Grant Otto introduced the resolution for first reading. Ms. Frances Keene of Judicial Affairs explained the three major points of the resolution as follows:

**I. University Judicial Procedures**

This amendment applies only to cases in which the sanctions would be less severe than deferred suspension, suspension, or dismissal. In this situation, a student may request a formal hearing within seven business days after notification of sanction. If he/she does not do so, such inaction will be taken as agreement with the action, and the student will forfeit his/her right to appeal the administrative action decision.

**II. Stalking Policy**

This section emphasizes the importance of addressing unwanted, repeated contact. Across the nation, institutions have adopted this sort of policy.

### **III. Inclusion of a Formal Organization Event Definition for Student Organizations**

By direction of Dr. Cross, Vice President for Student Affairs, a task force was appointed to examine policies and procedures related to the adjudication of student organizations. It was determined that there must be clear criteria for student organizations so that members will understand when their organization may be accountable for the conduct of individuals. There are five criteria for an organization's potential responsibility. Existence of two of the five criteria may result in accountability by the organization. This does not mean they are automatically responsible for any alleged misconduct. Through the judicial process, it will determine whether a policy was violated by the organization. This part of the resolution formalizes practices of Judicial Affairs over the last year.

In response to a question, Ms. Keene explained that the "*Virginia Tech Principles of Community*" is not viewed by Judicial Affairs as a policy that is enforceable under the Student Code of Conduct as it currently exists. Misconduct such as abuse (verbal or non-verbal assault), damage, destruction or battery is already addressed under that code. If the organization is supporting, facilitating, or participating in conduct that may create a hostile environment, they could potentially be accountable. There are many variables that must be taken into consideration, and each case will be addressed on an individual basis.

It was noted that some of the members of the Commission on Student Affairs were concerned with the criterion about six or more members of an organization being involved in an event. The issue is whether six is an appropriate number for all organizations.

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

Resolution CGSP 2004-05B

Resolution to Amend University Council By-Laws to Increase the Membership of the University Library Committee

Dr. Klaus Elgert introduced the resolution for first reading. Dean Hitchingham explained that the proposal would facilitate communication between the University Library Committee and the three most relevant commissions in two ways. First, the by-laws would be amended to show the University Library Committee also reporting to the Commission on Research (COR) in addition to CUSP and CGSP. Second, the three library representatives who have positions on the relevant commissions would now be members of the University Library Committee. This is a net addition of two members to the Committee since the Dean of the Libraries is already an ex officio member of both the Committee and CGSP.

#### **Commission on Undergraduate Studies and Policies**

Resolution CUSP 2004-05B

Academic Distinction for Agriculture Technology

Dr. Virginia Fowler introduced the resolution for first reading.

#### **University Council**

Resolution UC 2004-05A

Resolution to Amend the University Council Constitution and By-laws

To Accommodate Organizational and Administrative Changes of the University

Dr. Sam Easterling introduced the resolution for first reading. The resolution was reviewed and changes to membership were explained. A two-thirds affirmative vote of all members of the Council will be required to pass this resolution at the next meeting.

#### **4. Old Business**

##### **Commission on Undergraduate Studies and Policies**

Resolution CUSP 2004-05A

Resolution to Approve Bachelor of Science in Agricultural Sciences

Dr. Fowler presented the resolution for second reading. After comments by Drs. Hiller and McNamee, a motion was made and seconded to adopt the resolution. The resolution passed unanimously.

#### **5. Announcement of Approval and Posting of Commission Minutes**

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

- Commission on Classified Staff Affairs  
February 1, 2005
- Commission on Equal Opportunity and Diversity  
March 21, 2005
- Commission on Graduate Studies and Policies  
March 2, 2005
- Commission on Research  
February 9, 2005
- Commission on Student Affairs  
March 17, 2005
- Commission on Undergraduate Studies and Policies  
February 14, 2005

#### **6. Discussion**

Dr. Steger updated the Council on the status of the restructuring bill.

Following up on the earlier discussion of the "Principles of Community," Dr. Dixon requested a clarification of the status of the Principles at the next meeting.

#### **7. Adjournment**

There being no further business, Dr. Steger adjourned the meeting at 3:40 p.m.

Respectfully submitted,

Kim T. O'Rourke  
Chief of Staff, President's Office

tew

**University Council Minutes**  
**April 18, 2005**  
**3:00 - 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Hassan Aref, Jeb Stewart for Erv Blythe, Sheryl Ball for Lay Nam Chang, Lanny Cross, Karen DePauw, Ben Dixon, John Dooley, Brad Fenwick, Angela Hayes for Elizabeth Flanagan, David Ford, Eileen Hitchingham, Lisa Wilkes for James Hyatt, Michael Kelley, Paul Knox, Kurt Krause, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Tom Tillar, David Travis, Pat Hyer for Dawn Barnes, Jean Brickey, Klaus Elgert, Virginia Fowler, Ray Plaza, Susanna Rinehart, Judith Shrum, Susan Anderson, Richard Ashley, Jack Cranford, JoAnn Emmel, Richard Goff, Kathleen Jones, Don Orth, Mark Anderson, James Berkson, Marion Ehrich, Bernice Hausman, Peter Kennelly, Muzzo Uysal, Sue Ellen Crocker, Edward Lener, Maxine Lyons, Lori Anne Sheppard, Myrna Callison, Antoinette Stroter, Sumeet Bagai, Brandon Bull, Melinda Cep, Lauren Good for Maya Newhagen, Matt Vepraskas, Devin Weller

**Absent:** Mark McNamee, Grant Otto, Jim Weaver, Rakesh Kapania (with notice), representative for Hans Rott, John Jay Carter, Donna Hamm (with notice), Terry Kershaw, Therese Lovegreen, Yvette Quintela,

**Guests:** Sam Easterling, Tom Walker, Frances Keene, Kay Heidbreder

Dr. Steger called the meeting to order at 3:02 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made to amend the agenda to allow for the first reading of the Commission on Student Affairs Resolution 2004-05D. The motion was seconded and carried. A motion was then made and seconded to adopt the agenda as amended. The motion carried.

**2. Announcement of approval and posting of minutes of April 4, 2005**

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 Equal Opportunity and Diversity**

Resolution CEOD 2004-05A

Policy 1025 Anti-Discrimination and Harassment Policy

Mr. Ray Plaza introduced the resolution for first reading. In response to discussion of the term "gender" substituting for the term "sex," Kay Heidbreder for Legal Counsel explained that "sex" was the term stated in the law in 1972. However, many institutions are now using the term "gender" in lieu of sex. The courts do not make a distinction and it is the preference of the university that determines the term used. The Principles of Community adopted by the Board of Visitors in their March 14, 2005 meeting did use

“gender” instead of “sex.” It is the recommendation of Legal Counsel to use “gender” in order to be consistent. Mr. Plaza stated that the Commission on Equal Opportunity and Diversity will have another meeting before the second reading of this resolution and will consider the terms.

### **Commission on Undergraduate Studies and Policies**

Resolution CUSP 2004-05C

Resolution for Revision to Presidential Policy Memorandum 196,  
Course Withdrawal Policy for Undergraduates

Dr. Ginny Fowler introduced the resolution for first reading. The resolution addresses perceived problems with the current withdrawal policy. Tom Walker was introduced to further explain that this procedure gives students more time to clear any registration problems.

### **Commission on Student Affairs**

Resolution CSA 2004-05D

Resolution Amending the Constitution of the  
Virginia Tech Student Government Association

Mr. Sumeet Bagai distributed the resolution for first reading. SGA has grown significantly, and therefore, it was necessary to critically review some of their practices and procedures. They felt a need to amend their constitution to keep it consistent with what they do but also make necessary changes to legislative bodies and the executive committee. Changes to the constitution require a three-fourths affirmative vote of the voting members of the Student Government Association. These changes did pass SGA by the necessary vote percentage and passed in referendum to the student body and the Commission on Student Affairs. The amendment to the SGA Constitution will become effective upon approval (majority of those voting) of University Council. The actual constitution and summary will be sent to UC members. There are four major areas where changes were made:

1. Function of SGA Secretary
  - a. Currently responsible for taking Senate and Executive minutes.
  - b. Adds the responsibility of taking minutes at Student House meetings
2. Function of the Vice President
  - a. Currently, the Vice President presides over the Student Senate
  - b. Changes the Vice President's role to be primarily executive
  - c. Responsible for working with the speakers of both legislative houses in creating reports on legislative accomplishments to be distributed to other groups in the university governance system
3. Creation of the Speaker of the Senate
  - a. Creates a Speaker of the Senate to preside over Senate meetings and represent the interests of the Senate on the executive committee
  - b. Parallels the function of the Speaker of the House
  - c. Elected from the old senate at the last meeting before Inauguration (also implemented for the Speaker of the House)
  - d. Eliminates the position of President Pro Tempore

- e. Speaker of the Senate assumes all of the previous responsibilities that the Vice President had for the Student Senate
4. Changes in the function of the Judicial Branch and elimination of the Elections and Credentials Committee
- a. Current responsibilities of the Elections and Credentials committee are placed under the responsibilities of the Judicial Branch.
  - b. Checks and balances maintained

#### **4. Old Business**

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

Resolution CGSP 2004-05B

Resolution to Amend University Council By-Laws to Increase the Membership of the University Library Committee

Dr. Klaus Elgert introduced the resolution for second reading and reviewed the proposed amendments to the by-laws and the reporting structure. A motion was made and seconded, and the motion carried.

##### **Commission on Student Affairs**

Resolution CSA 2004-05C

Resolution for Changes to University Policies for Student Life

Ms. Frances Keene of Judicial Affairs was available for questions and explanations of points of concern. A motion was made to accept the resolution. Mr. Devin Weller proposed an amendment to section "e" under "Criteria for Determining an Organization Event." The proposed amendment would read, "The event involves six or more members of the organization; should the organization be composed of more than 30 members, this number will increase to approximately 20 percent of the organization's membership, at the discretion of the Judicial Committee." The proposed amendment was seconded. Following discussion, Ms. Keene explained that the number is set at six to be a standard, and she offered to speak to student groups to help them understand the intent of the number.

The amendment was on the floor, the question called, and a vote taken. The amendment was defeated. Dr. Steger encouraged discussion of further modification in the future to reach a more agreeable number or standard. Judicial Affairs is willing to address any student group to explain this resolution. It is meant to clarify and amendments may be made in the future.

The original motion was seconded and carried.

##### **Commission on Undergraduate Studies and Policies**

Resolution CUSP 2004-05B

Academic Distinction for Agriculture Technology

Dr. Virginia Fowler introduced the resolution for second reading. A motion was made, seconded and carried with one vote in opposition.

##### **University Council**

Resolution UC 2004-05A

Resolution to Amend the University Council Constitution and By-laws  
To Accommodate Organizational and Administrative Changes of the University

Dr. Sam Easterling introduced the resolution for second reading and briefly reviewed changes to the membership. A motion was made and seconded. A two-thirds affirmative vote of all members of the Council is required to pass this resolution, and abstentions have the effect of an opposing vote. The resolution passed with one vote in opposition and one abstention.

#### **5. Announcement of Acceptance and Posting of Commission Minutes**

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

- Commission on Equal Opportunity and Diversity  
March 28, 2005
- Commission on Graduate Studies and Policies  
March 16, 2005
- Commission on Outreach and International Affairs  
March 17, 2005
- Commission on Student Affairs  
March 3, 2005
- Commission on Undergraduate Studies and Policies  
March 14, 2005  
March 28, 2005

#### **6. For Information Only**

Minutes of the University Advisory Council on Strategic Budgeting and Planning  
March 17, 2005

#### **7. Adjournment**

There being no further business, Dr. Steger adjourned the meeting at 3:40 p.m.

Respectfully submitted,

Kim T. O'Rourke  
Chief of Staff, President's Office

tew

**University Council Minutes**  
**May 2, 2005**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Hassan Aref, Jeb Stewart for Erv Blythe, Lay Nam Chang, Landrum Cross, Karen DePauw, John Dooley, Brad Fenwick, Elizabeth Flanagan, Eileen Hitchingham, Michael Kelly, Paul Knox, Kurt Krause, Mark McNamee, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Tom Tillar, David Travis, Dawn Barnes, Jean Brickey, Klaus Elgert, Virginia Fowler, Ray Plaza, Susanna Rinehart, Judith Shrum, Susan Anderson, Richard Ashley, Jack Cranford, JoAnn Emmel, Richard Goff, Rakesh Kapania, Mark Anderson, Marion Ehrich, Bernice Hausman, Peter Kennelly, Sue Ellen Crocker, Donna Hamm, Edward Lener, Lori Anne Sheppard, Theresa Lovegreen, Antionette Stroter, Sumeet Bagai, Brandon Bull, Melinda Cep, Lauren Good for Maya Newhagen, Matt Vepraskas, Devin Weller

**Absent:** Ben Dixon, David Ford, James Hyatt, Grant Otto, Jim Weaver, Kathleen Jones, Don Orth, James Berkson, Hans Rott, Muzzo Uysal, John Jay Carter, Terry Kershaw, Maxine Lyons, Myrna Callison, Yvette Quintela

**Guests:** Pat Hyer, April Myers, Dhaval Shah

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 December 6, 2004**

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 CSA 2004-05E

Resolution Amending the Membership of the Commission on Student Affairs

Mr. Bagai asked that the University Council approve a request for first reading and action on Resolution CSA 2004-05E by a \_ affirmative vote of the membership present. The commission would like for this change to take effect immediately in order to have accurate rosters for the fall semester. Dr. Steger reminded the Council that this is the last meeting of the year, and if this resolution is not acted on the process will have to start over at the first meeting next year. A motion was made and seconded for first reading and action at this meeting. The motion passed with one vote in opposition. A motion was then made and seconded to approve the Commission on Student Affairs Resolution CSA 2004-05E. The motion was passed unanimously.

#### **4. Old Business**

##### **Commission on Equal Opportunity and Diversity**

Resolution CEOD 2004-05A

Policy 1025 Anti-Discrimination and Harassment Prevention

Mr. Plaza presented the resolution for second reading. In response to a request made at the May 3, 2005, meeting, the commission reviewed the use of the term "gender" in lieu of sex, and decided to use the term "gender" for the following reasons:

1. The interpretation of Legal Counsel
2. The adoption of language consistent with the Virginia Tech Principles of Community
3. More peer institutions are using the term "gender"
4. The term "gender" is becoming much more of an industry standard
5. The term "gender" is more inclusive than the term "sex"

It was suggested by a member of Council that if the term "gender" is more inclusive than the term "sex," a clarification needs to be made as to whether this is a policy change or just a substitution of terms. Dr. Steger clarified that because there is no legal distinction between the two terms, this is not a policy change.

After discussion, a motion was made, seconded and carried, with one abstention.

##### **Commission on Student Affairs**

Resolution CSA 2004-05D

Resolution Amending the Constitution of the Virginia Tech Student Government Association

Mr. Bagai introduced the resolution for second reading. With no discussion, the motion was seconded and carried.

##### **Commission on Undergraduate Studies and Policies**

Resolution CUSP 2004-05C

Resolution for Revision to Presidential Policy Memorandum 196, Course Withdrawal Policy for Undergraduates

Dr. Fowler introduced the resolution for second reading. A motion was made and seconded.

In response to a question, Dr. Fowler indicated that the commission had considered moving the withdrawal period back a week or two, but decided against it. The subcommittee decided that it is important to give the students enough time close to the end of the semester to drop the course. Another concern brought forth was the impact of the resolution on classes that involve group work and projects. Dr. Fowler noted that the commission had not considered this situation. The resolution passed unanimously.

#### **5. Announcement of Approval and Posting of Commission Minutes**

These minutes have been voted on electronically and will be posted on the University web (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to

accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on A/P Faculty Affairs  
February 9, 2005
- Commission on Classified Staff Affairs  
March 24, 2005
- Commission on Equal Opportunity and Diversity  
April 11, 2005
- Commission on Faculty Affairs  
April 8, 2005
- Commission on Graduate Studies and Policies  
April 6, 2005
- Commission on Research  
March 16, 2005
- Commission on Undergraduate Studies and Policies  
April 11, 2005  
April 25, 2005

## **6. Adjournment**

There being no further business, Dr. Steger adjourned the meeting at 3:15 p.m.