1. Adoption of Agenda
   Dr. Timothy Sands

2. Announcement of approval and posting of minutes of September 17, 2018
   Dr. Timothy Sands
   These minutes have been voted on electronically and will be posted on the University web.

3. Old Business
   Dr. Timothy Sands
   - Commission on Graduate Studies and Policies
     Resolution CGSP 2018-19A
     Resolution to Establish a Master of Science Degree in Nutrition and Dietetics
     Dr. Rajesh Bagchi
   - Commission on Staff Policies and Affairs
     Resolution CSPA 2018-19A
     Resolution to Remove Board of Visitors Approval for Changes to the Staff Senate Constitution
     Ms. Tammie Smith

4. Announcement of acceptance and posting of Commission Minutes
   Dr. Timothy Sands
   These minutes have been accepted for filing by electronic vote 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 Administrative and Professional Faculty Affairs
   September 12, 2018
   Commission on Graduate Studies and Policies
   September 5, 2018
   Commission on Undergraduate Studies and Policies
   September 10, 2018

5. Presentation
   University Libraries
   Dr. Tyler Walters

6. Adjournment
   Dr. Timothy Sands
Dr. Clarke 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. The motion carried.

2. **Announcement of approval and posting of minutes of May 7, 2018**

Dr. Clarke 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. **Commission Chair Reports**

Dr. Clarke asked the Commission chairs to present briefly their goals for the academic year.

1. Commission on Administrative and Professional Faculty Affairs – Ms. Monika Lawless, Chair

   a. Working on revising and updating the A/P Faculty Grievance Submission Form to clarify what is grievable, what relief can be requested, and to ensure the language matches the Faculty Handbook.

   b. Working on developing ways to increase awareness of CAPFA in order to communicate general governance information and increase engagement.
2. Commission on Equal Opportunity and Diversity – Ms. Kimberley Homer, Chair
   a. Working on ways to attract and make welcome persons who might not fit in the traditional stereotype, including friends, families, and cultures.
   b. Considering ways to recognize the work of the faculty, staff, and students who make Virginia Tech a Diversity Champion.

3. Commission on Faculty Affairs – Professor Bob Hicok, Chair
   a. Will complete work on a substantial revision to the Promotion and Tenure section of the Faculty Handbook.
   b. Will begin work on a revision to the promotion guidelines and procedures for collegiate faculty.

4. Commission on Graduate Studies and Policies – Dr. Rajesh Bagchi, Chair
   a. Working on renaming the Commission on Graduate Studies and Policies and the Graduate Student Assembly to embrace MD and DVM (Commission on Graduate and Professional Studies and Policies and Graduate and Professional Student Assembly).
   b. Considering new status for senior PhD students that reduces enrollment while maintaining full-time status.
   c. Exploring use of National Academies’ report that defines “outcomes” for Master’s and Doctoral degrees.
   d. Considering expansion of graduate (post-baccalaureate) education (e.g., badges, certificates, IGEP, etc.) and how to increase enrollment.
   e. Considering a digital PhD portfolio, expanding beyond the dissertation.

5. Commission on Outreach and International Affairs – Dr. Brett Shadle, Chair
   a. Collecting information from across the university about current international and outreach efforts.
   b. Gaging what initiatives are in the works and what resources and assistance different units need.

6. Commission on Research – Ms. Ginny Pannabecker, Chair
   a. Review of and Revision to Policy 13005, Centers and University Institutes: Establishment, Governance and Programmatic Oversight.
   b. The Committee on Research Competitiveness continues looking at different ways to support faculty and others connecting research through administrative support or other facilitation of research funds.
   c. The Open Access Policy is in development.
   d. Reviewing items related to Research Faculty in the Faculty Handbook.
   e. Reviewing college and department policies for facilities and administrative costs for grants.
   f. Would like to reach out to the CFA to learn more about updates to P&T Dossier, especially research components.
   g. Looking for opportunities to contribute to research areas of Strategic Planning process.
   h. May work with the Office of the Vice President for Research and Innovation to review current intellectual property policies at Virginia Tech.
7. Commission on Staff Policies and Affairs – Ms. Tammie Smith, Chair
   a. Exploring childcare issues.
   b. Revisiting mandatory holiday closing.
   c. Finding ways to improve upon the President’s endorsement of shared governance participation.
   d. Training for new staff on how to develop themselves professionally.
   e. Considering new benefits for University Staff under the Restructuring Act.
   f. A Taskforce was established this past summer (co-chaired by Human Resources and the chair of CSPA) to address barriers to attracting, recruitment, and retention of staff.

8. Commission on Student Affairs – No representative was present.

9. Commission on Undergraduate Studies and Policies – Dr. Mary Kasarda, Chair
   a. The Academic Policy Committee will review and establish policy and procedures for Medical Withdrawal. This review will include criteria, authority, the potential need for re-enrollment, and scope of the withdrawal.
   b. The Academic Support Committee will propose academic calendars through 2025.
   c. The Commission will study and formulate any needed policy changes and/or additions in order to support Destination Areas, Strategic Growth Areas, Strategic Enrollment Management, and/or the Pathways to General Education.
   d. Possible CUSP involvement in working with University Libraries on creating Virginia Tech guidelines for Open Educational Resources (OER).

10. Commission on University Support – Dr. Jonathan Bradley, Chair
    a. The Energy and Sustainability Committee is considering potential updates to University Policy 5505, Campus Energy, Water, and Waste Reduction Policy for this year.
    b. The Campus Development Committee will continue to receive updates on the Campus Master Plan as we move toward a final draft and Board of Visitors approval in November. Updates and drafts will be shared publicly on the Facilities website.
    c. The Information Technology Services and Systems Committee will be creating a procedure for people to more easily participate in commission and committee work remotely in order to better involve our employees working at branch locations.
    d. We will be looking at software acquisition policy changes and trying to figure out ways to make them more efficient in order to better facilitate research and learning on campus while maintaining a secure network.

4. New Business

Commission on Graduate Studies and Policies
Resolution CGSP 2017-18A
Resolution to Establish a Master of Science Degree in Nutrition and Dietetics

Dr. Rajesh Bagchi presented this resolution for first reading. This new degree will reside in the Department of Human Nutrition, Foods, and Exercise in the College of Agriculture and Life Sciences. This new degree will help to prepare dietitian nutritionists for careers in hospitals, outpatient clinics, etc. As of the year 2024, to sit for the registered Dietetics examination, one needs a graduate degree. This will be the first graduate degree in the Commonwealth to meet the accreditation requirements. The program will have 51 credits, 20 of which will be supervised experiential learning. Dr. Bagchi introduced Kristen Chang from the Department of Human
Nutrition, Foods and Exercise to answer any questions. Professor Cheng indicated that service learning will be stressed as part of the internship, and community nutrition will be one aspect of the experiential learning realm.

**Commission on Staff Policies and Affairs**

Resolution CSPA 2017-18A

Resolution to Remove Board of Visitors Approval for Changes to the Staff Senate Constitution

Ms. Tammie Smith presented the resolution for first reading. This resolution will allow University Council and the President to have final approval to changes to the Staff Senate Constitution, and will eliminate the need to have approval by the Board of Visitors in the future. This resolution, however, would go to the Board of Visitors for approval, following approval by University Council and the President.

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 Administrative and Professional Faculty Affairs
  
  April 11, 2018
  
  May 9, 2018

- Commission on Equal Opportunity and Diversity
  
  September 15, 2017
  
  November 9, 2017
  
  March 19, 2018
  
  April 9, 2018

- Commission on Graduate Studies and Policies
  
  April 18, 2018
  
  May 2, 2018

- Commission on Outreach and International Affairs
  
  April 19, 2018
  
  May 10, 2018

- Commission on Research
  
  April 11, 2018

- Commission on Staff Policies and Affairs
  
  November 28, 2017
  
  January 23, 2018
  
  February 27, 2018
  
  March 27, 2018

- Commission on Undergraduate Studies and Policies
  
  April 23, 2018
6. **Remarks**

Dr. Clarke introduced the new Senior Vice President for Operations and Administration, Dr. Dwayne Pinkney. Dr. Pinkney then gave brief remarks regarding his vision for Virginia Tech. Dr. Pinkney indicated that due to the fact that Virginia Tech’s current operations are good, it is his vision is for Virginia Tech to be the best run and managed university in higher education. Because of Virginia Tech’s core, Ut Prosim, even though things work well, we will examine ways to make things work better.

7. **Announcement**

Dr. Clarke introduced the new Vice President for Human Resources, Mr. Bryan Garey. Mr. Garey will be given an opportunity at a later University Council meeting to give remarks regarding his vision.

8. **Presentation**

Mr. Ross Mecham gave an update on the Climate Survey that will be distributed to employees this fall and to students next spring. (presentation attached).

9. **Adjournment**

There being no further business, a motion was made to adjourn the meeting at 3:44 p.m.
2018-19 Campus Climate Survey

- Climate survey introduction

- What is a climate survey?
  - A tool to measure the current attitudes, behaviors, and standards of faculty, staff, administrators, and students.

- Why conduct a climate survey?
  - To understand the perceptions of employees and students as it relates to diversity, inclusion, leadership, work and learning environment, and job satisfaction.

- What will we learn from a climate survey?
  - Data will be used to develop strategies and make informed decisions that inspire positive change in our campus climate over time.
  - We will have a better understanding of the difference in our campus experience for different groups of people across all locations.
This year’s survey ... we’ve made some changes

- For the first time:
  - Whole university will take the same survey.
    - Employees to complete during fall semester.
    - Students to complete during spring semester.
  - All university locations will be able to participate, including National Capital Region, VTCSOM, research institutes, campus centers, and extension offices.
  - Survey results will be available to university leaders through a dashboard where they will be able to see high-level employee results for their area.
    - Full results will be analyzed and reported out after survey closes.
- Survey questions are new.
  - Targeted to our current environment and university vision/mission.
  - Fewer questions to complete; 20 minutes estimated completion time.

Understanding our campus engagement

- Some questions will help us understand employee engagement.
- Engagement is a new metric for Virginia Tech.
- **What is engagement?**
  - Definitions vary, but generally, an engaged student or employee is fully absorbed and enthusiastic about their work or learning and takes positive action to further the university’s reputation and goals.
• Climate survey details for employees

  • Survey open for four weeks; Oct. 15 – Nov. 9.
  • Employees will receive a direct link by email to complete the survey.
    - In order to populate the leader dashboard and in order to look at results from a variety of angles, some demographic and organizational information from Banner will be used.
    - Individual responses are absolutely confidential!
    - Employees without email will complete a paper survey.
  • Communications to begin soon through daily email and on vt.edu to all employees

• How you can help

  • Encourage participation. Every opinion matters!
  • Communicate with your teams and groups; remind them to take the survey.
  • Assure employees their responses are confidential.
We look forward to your feedback!
WHEREAS, the Department of Human Nutrition, Foods and Exercise proposes a master’s degree administered from Blacksburg VA, and focused on preparing competent, graduate-trained registered dietitian nutritionists who are prepared to work in a variety of practice areas and contribute to advancing the professional practice; and

WHEREAS, the degree prepares students for careers in nutrition counseling, promotion of dietary guidelines and healthy dietary behaviors, and utilizing emerging evidence-based practices to develop interventions and programs with significant impact at the individual, community, and population levels. This includes employment as a registered dietitian nutritionist in hospitals and other health facilities, research centers, government agencies, non-profit organizations, schools, restaurants and other food-related retail outlets, and marketing and public relations firms; and

WHEREAS, the US population of elderly, obese, and patients with chronic disease has grown dramatically in the last 10-15 years, with a concomitant demand for additional professionals in the field qualified to reduce chronic diseases through food and nutrition with an emphasis on preventive care and personalized nutrition; and

WHEREAS, starting in 2024 a graduate degree will be required to sit for the Commission on Dietetics Registration credentialing exam; and Virginia Tech is uniquely suited to offer such a degree program through its proven capacity to prepare professionals in this sector as evidenced by sustained enrollment in the award-winning undergraduate degree program and dietetic internship; and

WHEREAS, the preparation of future dietetics professionals is a natural fit with a public land-grant university serving the Commonwealth of Virginia, nation, and world community to improve quality of life; and this will be the first graduate level Accreditation Council for Education in Nutrition and Dietetics Future Education Model program in the Commonwealth of Virginia; and

THEREFORE, BE IT RESOLVED, that the Master of Science Degree in Nutrition and Dietetics be established, effective Fall, 2019.
## General Information

<table>
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<tr>
<td>Dean and/or Departmental Contact</td>
<td>Madlyn Frisard</td>
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<tr>
<td>Contact Phone</td>
<td>231-9994</td>
<td>Contact E-Mail <a href="mailto:Frisardm@vt.edu">Frisardm@vt.edu</a></td>
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## Check ONLY ONE of the following boxes

- □ New Undergraduate Checksheet
- □ Revised Checksheet (Revision > 20%  
  Attach copy of current APPROVED checksheet  
  Revision < 20% )
- □ Discontinued Minor
  Attach Transition Plan
- □ New Minor
  Attach copy of current APPROVED checksheet
- □ Revised Minor
  Attach copy of current APPROVED checksheet
- □ Discontinued Pathways Minor
  Attach Transition Plan
- □ New Pathways Minor
  Complete Part II
  Attach copy of current APPROVED checksheet
- □ Revised Pathways Minor
  Attach copy of current APPROVED checksheet
- □ Discontinued Option
  Attach Transition Plan
- □ New Option
  Attach copy of current APPROVED checksheet
- □ Revised Option
  Attach copy of current APPROVED checksheet
- □ Discontinued University Concentration
  Attach Transition Plan
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- □ Revised University Concentration
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- □ Discontinued Concentration
  Attach Transition Plan
- □ New Concentration
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- □ Revised Concentration
  Attach copy of current APPROVED checksheet
- □ Discontinued Degree
  Attach Transition Plan
- □ New Graduate Certificate
  Attach copy of current APPROVED checksheet
- □ Revised Graduate Certificate
  Attach copy of current APPROVED checksheet
- □ Discontinued Degree
  Attach Transition Plan

## Effective Date

For all Checksheets (NEW and REVISED)  
Attach statement from Dean or Departmental Representative outlining the changes from the currently APPROVED Checksheet and method(s) of communication to students impacted by these changes.  
Attach appropriate letters of support from affected Departments and/or Colleges  
Revised checksheets with 20% or less revision can be forwarded directly to the Office of the University Registrar (0134) for Administrative Approval. Supporting documentation should be attached.

## Revision Summary

## Approval Signatures

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Virginia Tech Degree Proposal
Master of Science Nutrition and Dietetics
(CIP: 51.3101 (Dietetics/Dietitian))

**Type of degree action (circle one):** New Spinoff Revision Discontinuance

**Program Description**
Virginia Polytechnic Institute and State University (Virginia Tech) requests approval for a new Master of Science (MS) Degree in Nutrition and Dietetics to commence in the fall 2019 semester. This new degree will be housed within the Department of Human Nutrition, Foods, and Exercise (HNFE), located in the College of Agriculture and Life Sciences. Other programs and departments involved in sponsoring this request include the Department of Statistics, the School of Education Counseling Education Degree Program, and Carilion Clinic Dining and Nutrition Services. These joint efforts will enable the applied degree in Nutrition and Dietetics to fulfill its mission of preparing HNFE graduate-trained RDNs to be effective practitioners in a variety of positions as well as to advance professional practice.

Chronic diseases (heart disease, stroke, cancer, type 2 diabetes, obesity, and arthritis), are among the leading causes of morbidity and mortality in the United States and globally. As of 2012, about half of all adults—117 million people—had one or more chronic health conditions and in 2014 in the United States, the direct costs of medical treatment for these and other health conditions causally related to obesity and overweight totaled $427.8 billion. These lifestyle-related diseases, whose etiology, prevention and treatment are influenced primarily by diet, physical activity, and use of alcohol and tobacco products, impose a tremendous financial burden on the health care system. More importantly, the effects of these conditions could be effectively mitigated with the appropriate changes to the built environment and interventions that encourage population-wide behavioral change. However, in order for this to happen, there must be experts in the field in the areas of food and nutrition, dietary guidelines and dietary behaviors, nutrition counseling and behavior modification, nutritional pharmacology, nutritional genomics, food and nutrition policy, all of which are included as key competencies in the proposed graduate program in Nutrition and Dietetics.

The current pathway for individuals pursuing a career in the nutrition and dietetics field includes earning a minimum of a Bachelor’s degree, completing a Verification Statement from an Accreditation Council for Education in Nutrition and Dietetics (ACEND)-accredited program, completing 1200 hours or more of supervised practice from an ACEND-accredited program, passing the Commission on Dietetic Registration Examination for Dietitians, and following appropriate state laws that regulate the practice of dietetics. Currently, students must earn a Bachelor’s degree as well as a verification statement to be eligible to sit for the exam for dietitians. In 2012, the Academy of Nutrition and Dietetics’ Council on Future Practice recommended that the level of educational preparation for dietitians be elevated to a graduate level to provide a greater depth of knowledge and skills needed for future practice in the profession. As a result, in 2013 the Commission on Dietetic Registration changed the entry level registration eligibility education requirements for dietitians, beginning in 2024, from a baccalaureate

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1 https://www.cdc.gov/chronicdisease/overview/index.htm
degree to a minimum of a graduate degree. In response to this change, the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics, developed the Future Education Model (FEM), a new model for education in nutrition and dietetics with the purpose of advancing the profession and protecting the public. ACEND’s Future Education Model moves the educational preparation of entry level dietitian nutritionists to the graduate degree level and incorporates new competencies and standards designed to address areas where dietitians could benefit from advanced knowledge and skills.

In response to these needs and changes; and a desire by the faculty in the department to continue to evolve the dietetics offerings at VT, the Department of Human Nutrition, Foods and Exercise in the College of Agriculture and Life Sciences has developed the Master of Science in Nutrition and Dietetics Degree Program to align with the new ACEND FEM graduate requirements. This coursework-only degree program with a planned start date of August 2019 is designed to prepare competent graduate-trained registered dietitian nutritionists (RDNs) who are prepared to work in a variety of practice areas and contribute to advancing professional practice. The program combines coursework with supervised experiential learning activities (supervised practice) to meet the ACEND’s FEM standards and will enable graduates of the program to be eligible to sit for the Commission on Dietetic Registration (CDR) RDN national registration exam.

The skill set for RDNs is based on evidence-informed practice, critical thinking and analysis, interpersonal communication, nutrition, and management skills. Dietitians must be prepared to manage the nutrition care of clients/patients, provide nutrition and health information, manage projects, develop and implement programs, lead interprofessional teams, conduct research, direct foodservice operations, and educate future dietetic professionals. Job settings and positions for Master degree prepared Registered Dietitian Nutritionists (RDNs) focus on medical nutrition therapy, food and nutrition research, client/patient counseling, community programming, food service operations, and population and global health programming and initiative development. Graduates are expected to be competitive for employment as a RDN in the following settings: hospitals, ambulatory care/outpatient clinics, group care facilities, long-term care facilities, home health, or hospice programs; research centers, government agencies, non-profit organizations, or schools (elementary, middle, high school, college, university); restaurants and cafeterias, food companies (including manufacturing and distribution), food service equipment and supply companies, pharmaceutical companies, grocery and other retail, commodity groups, or marketing and public relations firms. The proposed program is designed to prepare dietitians to work in these various settings.

Curriculum Summary

The Master of Science in Nutrition and Dietetics comprises 51 credits within the Department of Human Nutrition, Foods, and Exercise with support from the Department of Statistics and the School of Education Counselor Education Degree Program. A prescribed set of courses is required as part of the core program designed to achieve the competencies established in the ACEND FEM and to prepare HNFÉ graduate-trained RDNs to be effective practitioners in a variety of positions as well as to advance professional practice.
The core program will consist of courses comprising 31 credit hours in the following required courses: HNFE 5125G and HNFE 5126G Advanced Medical Nutrition Therapy (6), HNFE 5154 Research Methods in Nutrition and Physical Activity (3), STAT 5615 Statistics in Research (3), HNFE 5314 Business of Dietetics and Healthcare (3), EDCO 5214 Theories of Counseling and Consultation (3), HNFE 5344 Nutrition Counseling for Behavior Change (3), HNFE 5354 Food for Optimal Health (3), HNFE 5324 Public Health Nutrition Policies and Programs (3), HNFE 5334 Clinical Nutrition Care Applications (2), HNFE 5304 Principles of Dietetics and Nutrition Practice (1), and HNFE 5464 Professional Practice in Nutrition and Dietetics (1). The coursework has been designed to provide the foundation necessary for students to be able to achieve the standards and competencies outlined in the future education model. After successfully completing the laddered coursework, students will have developed the knowledge and skills necessary to be able to enter into the required 20 credits of supervised experiential learning in clinical, management, and community settings.

**Relevance to University Mission and Strategic Planning**

The Virginia Tech Mission Statement states, “Virginia Tech is a public land-grant university serving the Commonwealth of Virginia, the nation, and the world community. The discovery and dissemination of new knowledge are central to its mission. Through its focus on teaching and learning, research and discovery, and outreach and engagement, the university creates, conveys, and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.”

The mission of the college of Agriculture and Life Sciences is to create, integrate, and share knowledge to enhance: Life sciences, food, and agricultural systems, the economic prosperity and life quality of the greater community, the stewardship and health of land, water, and air for future generations, and student learning through diverse, hands-on, experiential opportunities. The mission of the Department of Human Nutrition, Foods and Exercise is to discover, translate, and disseminate health-related advances in the nutrition, food, and exercise sciences.

The program’s mission of preparing HNFE graduate-trained RDNs to be effective practitioners in a variety of positions as well as to advance professional practice aligns well with the missions of Virginia Tech, CALS, and HNFE. Preparation of future dietetics professionals is a natural fit with a public land-grant university serving the Commonwealth of Virginia, nation, and world community to improve quality of life. The university, college and department missions emphasize the discovery and sharing (dissemination) of knowledge to enhance student learning, communities, and environments, all characteristics of a successfully prepared dietetics program graduate. The MS Nutrition and Dietetics degree program fits well within the college mission areas related to life sciences, food, and life quality of the greater community as many program graduates will move forward into employment in these areas, and may pursue additional graduate programs (doctoral programs) and advanced certifications such as the Dietetics Board Certified Specialist in Sports Dietetics or Certificate of Training in Weight Management.

Improvement of health, well-being, and/or quality of life are specifically included in each mission statement, which is consistent with a career as a RDN. The theme of
advancement through discovery and hands-on learning is also consistent with the program’s mission of advancing professional practice with graduate trained RDNs. Outreach through service are key to Virginia Tech’s mission and to RDN’s as well. The MS Nutrition and Dietetics program can achieve successful preparation of students within a college with a mission valuing student learning through diverse, hands-on, experiential opportunities. The other organizational mission statements identify and place value on outreach, extension, and interdisciplinary efforts, all foundational components to dietetics practice. Through the innovative educational curricula, the use of experiential and service learning models to incorporate novel content with training and practice, unique collaborations with Carilion Clinic and other local and regional organizations, and the dissemination of evidenced-informed practice to the community, this new program is in direct alignment with Virginia Tech’s focus of teaching and learning, research and discovery, and outreach and engagement.

Finally, this new graduate degree in the Department of Human Nutrition, Foods and Exercise is ideally suited to contribute to two of Virginia Tech’s new thrust areas: 1) the Adaptive Brain and Behavior destination area, and 2) Health Science and Technology Innovation District, both of which are aimed at employing innovative, transdisciplinary, translational approaches to improve our understanding of the links between the adaptive brain and behaviors that affect metabolism and obesity, and overall human health across the lifespan.

**Justification for the Proposed Program**

The proposed Master of Science in Nutrition and Dietetics degree program is a direct response to the evolving needs of the healthcare and dietetics field. The degree will meet the new FEM requirements of entry level generalist dietitian nutritionists at a graduate degree level set forth by CDR, the credentialing agency for RDNs. This change from CDR was based on the expanding scope of practice for those working in the profession resulting in an emergence of many non-traditional practice settings for the field of nutrition and dietetics. The Master of Science in Nutrition and Dietetics at Virginia Tech will provide such training that will address these needs and lead its graduates to excellent job opportunities. The logic for the new degree is based on the following arguments.

1. **There is a need for master’s level graduate training in nutrition and dietetics to accommodate the expanding scope of practice of RDN’s.**

   The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is recognized by the United States Department of Education as a Title IV gatekeeper and operates to serve and protect students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. For the past 50+ years ACEND registered dietitian nutritionist (RDN) educational standards have required that individuals complete specified coursework and earn a minimum of a baccalaureate degree to be eligible to apply for and complete a 1200+ hour supervised practice dietetic internship. Once the supervised practice internship is successfully completed, an individual has achieved eligibility to sit for the Commission on Dietetic Registration (CDR) national Registration Examination for Dietitians. As the credentialing agency for
the profession of dietetics, CDR is charged with the establishment of registration eligibility requirements for its certifications. In April of 2013, the CDR Board voted to change the entry-level registration eligibility education requirements for registered dietitian nutritionists (RDNs), beginning in January 2024, from a baccalaureate degree to a minimum of a graduate degree. This decision was based on the recommendations of the Academy of Nutrition and Dietetics Future Practice and Education Task Force, along with professional practice audits. The task force identified areas where entry level RDNs could benefit from more advanced knowledge and skills including research and technological skills, behavioral counseling skills, ability to collaborate as part of an interdisciplinary team, prescriptive authority, case management, knowledge of coding and billing, nutritional genomics, nutritional pharmacology, and food and nutrition policy. Additionally, the changing landscape of health care systems, administration, and delivery in the United States have created the need to include additional core knowledge content in dietetics education.

In recent years, the scope of dietetics’ practice has expanded to include foci and settings beyond the traditional settings of acute and long-term clinical care, food service, and community and public health education and management. There is an increased focus in the health profession on disease prevention and integrative healthcare and the need for more knowledge in emerging areas such as genomics, telehealth, behavioral counseling, diet order writing, and informatics. As a result, this work requires that health care professionals work more interprofessionally with improved communication skills and an improved ability to understand the patient’s community and cultural ecosystem. A need for graduate level skills related to organizational leadership, project management, and communication has also been highlighted. Furthermore, practitioners need to be able to read, apply, interpret, and communicate scientific knowledge to their patients and the public.

The Accrediting Council for Education in Nutrition and Dietetics (ACEND) conducted a competency gap analysis to examine current RDN competencies and projected skills required for the successful future of RDNs and several themes emerged. It was determined that competency-based Master-level training could address gaps in skills such as nutritional genomics, telehealth, nutritional pharmacology, case management, behavioral counseling, prescriptive authority, coding and reimbursement, interprofessional work, evidence-based practice, and nutrition informatics. This resulted in the development of the future education model (FEM) designed to address these gaps in knowledge and skills related to the future of dietetics practice. The MS in Nutrition and Dietetics degree incorporates advanced training in the referenced skill gaps along

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7 Rationale for Future Education Preparation of Nutrition and Dietetics Practitioners
with numerous other competencies and skills outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Future Education Model (FEM).

Additionally, as a result of a 2014 Centers of Medicare and Medicaid Services ruling, RDNs now have order writing privileges including diet orders for modified diets and medical nutrition therapy including vitamin/ mineral supplementation, enteral and parenteral nutrition and can order nutritional laboratory tests. A complex knowledge of pharmacotherapy is needed to carefully select and time medical nutrition therapy in patients also receiving medication therapy. These new skills and competencies require advanced training in the referenced areas.

Finally, the worldwide population is expected to exceed nine billion by the year 2050 and as a result the protection of natural resources and sustainable initiatives have been a significant focus to ensure the availability of safe and healthy food and water. This relatively new practice area for future nutrition and dietetics professionals requires focused knowledge, systems analysis, and environmental change strategies addressing quality, quantity, and safety on human, environmental, economic, and social health.

2. There is an increased demand for registered dietitian nutritionists.

According to an analysis conducted by the Lewin Group, a professional consulting firm, in conjunction with the Academy of Nutrition and Dietetics and Commission on Dietetics Registration, “if current supply factors and limitations persist there will be a shortfall between demand for services and the capacity of the dietetics workforce. By 2020, a projected shortfall of approximately 18,000 full-time workers (or more) may exist.” There are a variety of reasons for the increase in demand. An increase in the population of elderly, obese, and patients with chronic disease in addition to a greater number of insured individuals is part of the explanation. Emphasis on preventive care, personalized nutrition, an increase in disposable income, and expansion of RDN services to non-traditional venues may also be factors. Data from CDR also reveal that 51% of the approximately 81,000 RDNs credentialed in 2010 were 45 years or older, indicating that a substantial portion of the RDN workforce may be retiring within 10-20 years. The Master of Science in Nutrition and Dietetics will work toward a national professional goal of increasing the supply of RDNs.

In addition, the U.S. Bureau of Labor Statistics (2010) has projected a significant growth in demand for diabetes educators due to an expansion of federally qualified health centers and other community health centers. As RDNs are one of the few professions eligible to become “certified diabetes educators”, graduates of this program will be uniquely situated to serve many of these new roles.

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3. The changing landscape of the medical health profession and professional degree maturation.

The medical and educational landscapes have changed greatly and continue to change. Over that time, the practice of medicine has become increasingly complex in three main areas: new knowledge (e.g. genetics and implications of therapy); new skills (e.g., use of information and medical technology); and professional attitudes, which are taking on greater importance in ensuring public trust in medical professionals. These increasing complexities have mandated curriculum reform and the development of objective assessment tools to measure student knowledge, skills and attitudes, as well as the need to prepare students to be self-directed critical thinkers who can adapt to changes in the field.

As a result of this change, a number of health professions have recently increased degree requirements including audiology, occupational therapy, pharmacy, physical therapy, and physician assistant. Furthermore, other health professions are considering increased degree requirements, such as dental hygiene. Dietetics professionals theorize that an advanced degree accompanied by enhanced competencies will impact responsibilities and scope of practice for RDNs in the workplace, reimbursement landscape, and in salary/compensation. 13

Student Demand

Evidence of student demand comes from two sources: 1) a survey of demand among Virginia Tech and Radford University undergraduate students and Virginia Tech Graduate Students, and 2) inquiries from prospective students.

Student Survey

In the spring and summer 2017, the Department of Human Nutrition, Foods, and Exercise conducted a survey of undergraduate students at Virginia Tech and Radford University and Graduate students at Virginia Tech. The survey was sent to undergraduate students taking courses in the dietetics option within the HNFE department at Virginia Tech, undergraduate students taking courses in the department of Health and Human Performance at Radford University, and students in the graduate program in the HNFE department and Virginia Tech. We focused on undergraduate students who were in the Dietetics option/ major at both universities and graduate students who were completing the undergraduate dietetics curriculum while in the graduate program in the HNFE department at Virginia Tech. A total of 34 undergraduate and graduate students completed the survey. Of these, 11 were graduate students, 13 were seniors, and 10 were juniors. Of the 23 seniors and juniors, 13 were very interested, 4 were moderately interested, and 6 were mildly interested in pursuing the degree if Virginia Tech offered a Master of Science (MS) in Nutrition and Dietetics. Seven of the 11 graduate students were very interested in pursuing the degree if Virginia Tech offered a Master of Science (MS) in Nutrition and Dietetics. Three graduate students stated they would not be interested in pursuing the degree if offered.

Inquiries from prospective students

The department began receiving inquiries from prospective graduate students about completing the undergraduate dietetics curriculum while completing a graduate degree in 2004. Students wanted to complete the dietetics curriculum simultaneous with the graduate program for the following reasons: 1) for a change in career path, 2) to provide necessary knowledge needed in the workplace, particularly for those with degrees in the health professions; 3) changes in accreditation requirements and new job positions requiring advanced degrees, and 4) to conduct nutrition related research and continue on to a PhD program. We have had about ~30 inquiries/year from 2004-2015. Since 2015, this has increased to ~80 per year.

Market/Employer Demand

All indications are that strong training in Nutrition and Dietetics will benefit the graduates in obtaining jobs. Employment demand was evaluated through web-based job searches, the Bureau of Labor Statistics (BLS), and the Virginia Employment Commission (VEC) and is summarized in Tables 1 and 2 below. The tables provide information on the relevant labor category, dietitians and nutritionists, which currently requires a Bachelor’s degree. As of 2024, a Master’s Degree will be required to be eligible to sit for the Dietetic Nutritionist National Registration exam. As a result, there will be an increased need for Master’s level training in Nutrition and Dietetics. The proposed program will directly respond to this increased need by providing graduate level training in Nutrition and Dietetics. Graduates of the proposed program will be eligible to sit for the CDR exam and for job positions as a RDN in various settings.

Table 1. Degree-related employment projections 2016-2026 (U.S. Bureau of Labor Statistics)

<table>
<thead>
<tr>
<th>Occupational Title</th>
<th>SOC Code</th>
<th>Employment 2016</th>
<th>Projected Employment 2026</th>
<th>Total Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietitians and Nutritionists</td>
<td>29-1031</td>
<td>68,000</td>
<td>77,600</td>
<td>9,600</td>
<td>14.1</td>
</tr>
</tbody>
</table>

Table 2. Degree-related employment projections 2014-2024 (Virginia Employment Commission)

<table>
<thead>
<tr>
<th>Occupational Title</th>
<th>SOC Code</th>
<th>Employment 2014</th>
<th>Projected Employment 2024</th>
<th>Total Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietitians and Nutritionists</td>
<td>29-1031</td>
<td>1375</td>
<td>1614</td>
<td>239</td>
<td>17.4</td>
</tr>
</tbody>
</table>

Issues of Duplication

There are no issues of duplication with the proposed program. To our knowledge, there are no other programs in the state designed to meet the ACEND FEM standards. There are four programs in the state that have programs with similar CIP codes (51.3101/51.3102). These include Hampton University, Virginia State University, Liberty University, and George Mason University. There is no publically available information on Hampton University’s program. Virginia State University’s program is a post baccalaureate certificate program in nutrition and dietetics that allows students who have already earned a baccalaureate degree to take dietetics coursework in the ACEND
accredited undergraduate program. Liberty University offers two graduate degree programs: MPH – Nutrition, and MS, Exercise Science – Nutrition. George Mason offers a MS, Nutrition degree. These programs provide nutrition related coursework, however they are not designed or accredited to meet the current ACEND education standards or the FEM and therefore do not contribute to the pathway for students to be eligible to sit for the registration exam for dietitians.

While there are common courses among programs (medical nutrition therapy, nutrition counseling), Virginia Tech’s MS Nutrition and Dietetics degree program is specifically designed to meet the ACEND Future Education Model Accreditation Standards for Graduate Degree Programs. This includes incorporation and integration of graduate level coursework designed to address current gaps in competencies, with supervised experiential learning activities to achieve the required competencies. This program is also designed to include a compact, streamlined design which takes advantage of year-round course offerings (summer and winter semesters) to allow students to complete the program in 17 months. By designing the program to be completed in this fashion, students are able to take the registration exam for dietitians and enter the workforce in expedited time and with less financial burden. In addition, the program addresses nutrition counseling, disease prevention, genetics, integrative health care, evidence-based practice, coding and reimbursement, and other areas of dietetics practice recognized as having increased importance for the emerging RDN. Finally, this is the only such program in the Southwest Virginia Region. Therefore, the proposed program fills a growing need in the area.

**Resource Needs/Savings**

Virginia Tech, CALS, and the Department of Human Nutrition, Foods and Exercise have the resources needed to initiate and sustain the proposed MS degree program in Nutrition and Dietetics. The department will have the faculty, staff, equipment, space, and library resources to launch and maintain the proposed program. There are 13 students completing dietetics requirements as part of either the HNFE graduate program (9) or other graduate programs (4) in the university. It is expected that a percentage of these students would have completed the MS Nutrition and Dietetics degree had it been an option. However, this will not have a significant impact on these programs. In addition, some of the courses included in the proposed program will also be open to students in the current Human Nutrition, Foods and Exercise Master of Science and Doctoral degree programs. Finally, the proposed program is a professional degree program with students able to enter the workforce immediately upon graduation provided they pass the registered dietitian credential exam. As such, students will be expected to self-fund their program and therefore the program is expected to be self-sustaining. The proposed program allocates 1.0 FTE of instructional effort for every 7.0 FTE of enrollment. The proposed program will therefore require a total of 2.0 FTE of instructional effort in 2019-2020, rising to 3.5 FTE by the target year 2023-2024.

Five (5) faculty currently in the Department of Human Nutrition, Foods and Exercise will teach in the proposed program. Three faculty will dedicate 50% or more of their teaching load to the proposed degree program. This equates to 0.8 FTE in 2019-2020 and this will be maintained for the target year 2023-2024.

The Dean of the College of Agriculture and Life Sciences has committed resources for three additional faculty members who will be available to teach in the
proposed MS in Nutrition and Dietetics degree program. Two of the faculty members will be hired in 2017-2018. One faculty member will be a tenure track, Associate Professor level position who will serve as the Program Director. This individual will devote 30% of their time to the program. The second faculty member will be a 12-month instructor level position and will serve as the Assistant Director of the program and will devote 100% of their time to the program. The third faculty member will be a 9-month collegiate assistant level position and will devote 60% of their teaching load to the proposed degree program. This equates to 1.9 FTE in 2019-2020 and this will be maintained for the target year 2023-2024.

The Department is also collaborating with the Carilion Clinic (VT will support 40% of the position) in support of a supervised learning experiences site director who will assist the Assistant Director with all internship (HNFE 5754 Internship in Human Nutrition, Foods, and Exercise) content and curriculum. The program will devote .40 FTE for the program as this will be maintained for the target year 2023-2024.

Faculty from the Department of Statistics and the School of Education have agreed to teach required courses in the proposed degree program. It is anticipated that two faculty members (one from each department) will teach a required course as part of the already established curriculum. The program will require 0.20 FTE to initiate the program in 2019-2020 and this will be maintained for the target year. This equates to 0.4 FTE in 2019-2020 and this will be maintained for the target year 2023-2024.

An administrative assistant currently employed by the Department will support the proposed degree program. The program will require 0.50 FTE of classified support to initiate the program and this level of effort will remain constant through the target year 2023-24. Salary for the administrative assistant will be $20,000 and benefits $7,000.

No graduate assistants are necessary for the initiation or maintenance of this degree program.

Office furniture is already available for the new hires. In the initial year, equipment will be purchased by the department for the new hires. A computer system (~$2,000 per computer) will also be provided. The Department will allocate a total of $4,000 for these purposes.

No new library resources are needed for the initiation or maintenance of this degree program. A library catalog search located all of the top 10 impact journals publishing in Nutrition and Dietetics currently held by the Virginia Tech library.

New resources will be needed to provide telecommunications support for the new hires. Each of the new faculty members will be provided with a telephone system. The Department will allocate $1,000 to establish telephone service for the new hires.

No new space is needed to initiate and sustain the proposed degree program. Office space is available in the Department of Human Nutrition, Foods and Exercise for the new hires.

No other resources will be required to initiate or maintain this degree program and no new state resources will be required to sustain the proposed program.

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>$458,800</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>$27,000</td>
</tr>
<tr>
<td>Graduate Teaching/Graduate Research Assistants</td>
<td>$0</td>
</tr>
<tr>
<td>Category</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------</td>
<td>------</td>
</tr>
<tr>
<td>Space</td>
<td>$0</td>
</tr>
<tr>
<td>Library</td>
<td>$0</td>
</tr>
<tr>
<td>Equipment</td>
<td>$5,000</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
</tbody>
</table>
December 1, 2017

To: Members of Virginia Tech Governance:

We would like to offer our support for the new degree program, Master of Science in Nutrition and Dietetics. No additional resources are required for this course. The HNFE faculties have unanimously voted in support of this new degree program. The program has received preliminary approval from the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics.

Sincerely,

Matthew W. Hulver, PhD
Department Head, HNFE
Dear Colleagues,

As Program Leader of the Counselor Education program in the School of Education, I offer my support for the new MS in Nutrition and Dietetics degree program. I am willing to arrange a section of EDCO 5214: Theories of Counseling and Consultation for students in the new program as needed. I also approve the use of EDCO 5214 as a prerequisite for the course Nutrition Counseling for Behavior Change (HNFE 5344). If there is additional information I can provide in support of the program, please do not hesitate to ask.

Sincerely,

Laura E. Welfare, PhD, LPC, NCC, ACS
Associate Professor and Program Leader
Counselor Education
Virginia Tech
Blacksburg, VA 24061
Mobile: 540-819-7551
welfare@vt.edu
July 18, 2017

To whom it may concern:

This letter is written in support of the Department of Human Nutrition, Foods, and Exercise’s Master of Science in Nutrition and Dietetics. This new degree will require students to take either Biometry I (STAT 5605) or Statistics in Research I (STAT 5615). We currently have the capacity to support the expected 20 students who would take one of these courses each fall term.

It is important to note that STAT 5615 currently fills to capacity (250 students) every fall, so it will likely be more difficult for students to get into this class, but there is sufficient room in STAT 5605 to support the program. Also, we are now offering STAT 5615 in the summer with plenty of capacity to support these students.

That said, we are excited to be a part of this new educational initiative that promises to produce graduates with skills valuable to the advancement of human health and societal well-being. We offer our support to the program and we look forward to the opportunities for research collaboration between Department of Statistics faculty and the Human Nutrition, Foods, and Exercise faculty.

Sincerely,

R.D. Fricker, Jr.
Professor and Head
WHEREAS, the Constitution of the Staff Senate serves as a self-governing document; and

WHEREAS, changes reflected in the Constitution of the Staff Senate are served with sufficient oversight by University Council.

THEREFORE BE IT RESOLVED, that Article 10, number 6 of the Virginia Tech Staff Senate Constitution be amended as follows:

10. Amendments: The approval process of amendments to the Constitution shall be
   1. A proposal for an amendment must be submitted to the Executive Committee for review and clarification.
   2. A notice that an amendment is to be proposed must be given by the Executive Committee to all members of the Staff Senate at least thirty days before the meeting when the amendment will be proposed. The notice shall contain the proposed amendment in context or general nature of the matter.
   3. A proposed amendment may be discussed at the regular meeting the amendment is proposed.
   4. Proposed amendments shall not be voted on until at least one regular meeting after the introduction of the amendment.
   5. A proposed amendment shall first be approved by simple majority vote of the Staff Senate.
   6. Amendments to the Constitution shall become effective upon approval by a simple majority vote of the staff associations' voting members and by the University Council and President of the University.
CAPFA Minutes
Commission on Administrative and Professional Faculty Affairs
September 12, 2018 – 1:30pm – 2400 North End Center/Zoom

Present:

Absent: Janice Austin (with notice), Mary Christian, Margaret Radcliffe (with notice), Cayce Meyers, Jennifer Hundley (with notice)

Guests: Amanda Covey

Monika Lawless called the meeting to order at 1:30pm. A quorum was present.

Note of Approval of Minutes from May 2018 done electronically
Ms. Lawless reported the minutes were sent out for review and were approved electronically. They have since been forwarded to the University Council.

Old Business
There was no old business to report.

New Business
Ms. Lawless discussed the appointment of a Vice Chairman and asked for nominations or volunteers. At the end of the meeting, Greg Fansler agreed to be considered.

Ms. Lawless asked for a volunteer to record meeting minutes. Ms. Greene-Havas agreed to serve as minutes recorder.

The Commission discussed the goal of developing ways to increase awareness of CAPFA. Discussion ensured regarding the use of a listserv and using VT News. Concerns regarding the types of traffic a listserv would incur were raised. The desire to communicate with AP Faculty regarding general governance information and engagement was stated. The commission agreed to revisit this topic during the October meeting.
Ms. Lawless noted the goal to review and revise the AP Faculty Grievance Submission Form to better define what is grievable and what relief can be requested. Ms. Hogan noted the current form is low tech and we should consider updating it to a fillable PDF. Mr. Daniel cautioned that sometimes high tech forms are actually more difficult to complete. Mr. Daniel also noted that the wording on the current has not been updated to reflect changes in the Faculty Handbook and the VT logo is not current. In addition, we may want to add language regarding mediation to complement the ombudsman program. Ms. Hogan said the university is about to launch a search for an ombudsman who will serve the university and report to President Sands. Ms. Lawless volunteered to lead a working group to review the form. Ms. Greene-Havas agreed to participate in the group.

Next item of discussion were commission representative reports. Terri Pecora (Rep from Commission on Student Affairs) reported that currently student organizations have a line item for Security Fees if they have an event. VT is now removing this line item and creating a security financial pool. The organization will have to apply for funds to cover security. The costs are no longer passed onto student organizations. Additionally, VT is looking at lighting on campus, including near the Duck Pond.

Martin Daniel, AVP for HR Strategic Engagement, reported on the climate survey. He indicated that the University is relaunching the survey in fall 2018 for faculty and staff at all on- and off-campus locations. The survey is on a new platform which will enable access to real time results and more robust reporting capabilities. Dissemination of the results is under discussion. In addition, Mr. Daniel noted that there is an effort to better recruit and retain AP faculty as it takes an average of 97 days to fill a position on campus.

The meeting concluded with an announcement of the next meeting to be held on October 10, 2018 at 1:30 PM.
MINUTES
Commission on Graduate Studies & Policies
September 5, 2018
3:30 – 5:00 p.m.
Graduate School Conference Room

Present: Rajesh Bagchi (Chair), Lujean Baab, Nancy Bodenhorn, Karen DePauw (ex officio), Samantha Fried, Madlyn Frisard, Cynthia Hampton, Lesa Hanlin, John Hole, Sarah Karpanty, Kathy Lu, Xin Luo, Anurag Mantha, Hannah Parks, Annie Pearce, Martina Svyantek, Veronica Warda, and Zhiwu Xie.

Absent with notification: Rachel Holloway (ex officio) and Robert Sumichrast.

Absent without notification: Paul Emmons, Alan Abrahams, and Tyler Walters (ex officio).

Visitors and invited guests: Zo Amani, Janice Austin, Kevin Edgar, Cathy Grimes and Bill Huckle.

Call to Order

The meeting was called to order by Dr. Bagchi at 3:30 p.m.

Approval of the Agenda

The agenda was approved as modified with the Graduate Honor System report following the approval of the minutes.

Approval of the Minutes

The minutes of May 2, 2018 were approved with corrections.

Graduate Honor System

Anurag Mantha introduced himself. He is a Ph.D. student serving as Chair of the Graduate Honor System this year. The changes in the constitution have included changing the title of Chief Justice to Chair of the Graduate Honor System. Mr. Mantha was ratified as the Chair of the Graduate Honor System by the Commission membership. His report will be shared on the CGS&P SharePoint site. He also shared the following announcement with the membership. The Graduate Honor System is seeking new faculty members to serve as panelists to review evidence and determine the outcome of GHS cases. The time commitment is about 3-4 hours a year based on the number of cases and availability to participate in scheduled hearings, in addition to a 30-45 minute training session. If you are interested in serving, contact GHS Chair Anurag Mantha (ghs@vt.edu), to set up a brief meeting to discuss the role. If multiple faculty volunteer from one department, a departmental training can be arranged as well.

Overview of CGS&P, including Committee Structure and Charge to CGS&P

Dr. Bagchi provided an overview of the Commission and the reporting of its actions to the University Council. He summarized the representation of the membership. Additional detailed information is available on the VT governance website.
Committee Reports

Graduate Curriculum Committee

Dr. Hole announced the first meeting will be held next week.

Graduate Student Appeals Committee

There was no report.

Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee

Dr. Bagchi called for nominations for the DRSCAP Committee. Martina Svyantek, Nancy Bodenhorn, Lujean Baab, Madlyn Frisard, and Anurag Mantha have volunteered to serve as committee members. The DRSCAP members will select a chair at a later date.

Vice President & Dean’s Progress Report & Priorities for 2018-19

Dr. DePauw presented her annual progress report and reviewed her priorities for 2018-19. The priorities will continue to be reviewed and addressed by CGS&P throughout the year. She welcomed the three new hires at the Graduate School including Dr. Kevin Edgar, Dr. Shernita Lee, and Dr. Justin Grimes. Dr. DePauw requested the membership serve as an advisory group to the Graduate School. The full report and the slide presentation are available on the CGS&P SharePoint site.

Constituency Update

Graduate Student Assembly

There was no report.

University Library Committee

There was no report.

Faculty Senate

There was no report.

Student Government Association

There was no report.

Board of Visitors

There was no report.

University Council and Commission Updates
There was no report.

There were no other commission updates.

**Announcements**

There were no announcements.

**Adjournment**

The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

/s/

Marilynn R. King
On behalf of Karen P. DePauw, Ph.D.
Vice President and Dean for Graduate Education
Present: M. Kasarda (Chair); K. Albright; M. Andrews; V. Fowler; S. Sumner for A. Grant; T. Hammett; S. Johnson; L. Khansa; J. Loferski; J. Orr; K. Redican; B. Watford for J. Ross; J. Sible; S. Tatum; D. Thorp; L. Zietsman

Absent with Notification: R. Holloway; A. Knoblauch; C. Leeth; S. Metko; R. Panneton for S. Morton

Absent without Notification: G. Daniel; K. Hosig; C. Johnson

Visitors: N. Akers; G. Costello; M. Coulter; R. Sparks

Call to Order

The meeting was called to order at 3:00 PM by M. Kasarda.

Adoption of the Agenda

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

Welcome and Remarks from the Chair

M. Kasarda welcomed new and returning members of the Commission. Commission members and guests then performed self-introductions.

M. Kasarda outlined the charge and goals of the Commission on Undergraduate Studies and Policies for the 2018-2019 Academic Year:

- Review of the Charge of the Commission
  - To study, formulate, and recommend to University Council policies and procedures concerning on- and off-campus undergraduate academic matters. Areas for consideration include: library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, curricula, courses, advising, and instruction; student honors and awards; financial aid, scheduling, registration and other matters affecting the undergraduate student academic environment.

- Goals for the 2018-2019 Academic Year
  - The Academic Policies Committee will review and establish policy and procedures for Medical Withdrawal. This review will include criteria, authority, the potential need for re-enrollment, and scope of the withdrawal.
o The Academic Support Committee will propose academic calendars through 2025.
o The Commission will study and formulate any needed policy changes and/or additions in order to support Destination Areas, Strategic Growth Areas, Strategic Enrollment Management, and/or the Pathways to General Education.

It was discussed that other projects and goals may be initiated if the Commission wishes. One potential area is the Library Open Access.

M. Kasarda explained the communication expectations for the Commission with two main points:

- Two-way communication: Requesting that Commission members share information back to their colleges, as well as, bring their respective college’s input to the Commission.

- Committees or sub-committees that report to the Commission: Requesting that the minutes/reports of any meetings held be brought before the Commission for acceptance/approval.

**ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES**

M. Kasarda announced the April 23, 2018 minutes were electronically approved and can be accessed via the University Registrar’s website: [http://registrar.vt.edu/content/dam/registrar_vt_edu/documents/Updates/governance/2017-2018/apr23/minutes_cusp_4_23_18.pdf](http://registrar.vt.edu/content/dam/registrar_vt_edu/documents/Updates/governance/2017-2018/apr23/minutes_cusp_4_23_18.pdf)

**REPORTS AND MINUTES FROM COMMISSION COMMITTEES/SUB-COMMITTEES**

**COMMITTEE REPORTS**

**Academic Support Committee**

No Report.

**Academic Policies Committee**

No Report.

**Athletics Committee**

S. Sumner reported that the Athletics Committee will hold its first meeting of the 2018-2019 Academic Year on September 20, 2018. There are still a few student representative spots open, but they are close to a final roster.

**Commencement Committee**

No Report.
Honor Council

M. Andrews shared that the Honors System had 788 cases reported in 2016-2017, 1,100 in 2017-2018, and that cases have already been initiated this semester. He further noted that the numbers do not reflect more students cheating but instead reflect that faculty believe the system is working. M. Andrews reported that the system has a fast turnaround time and many cases are resolved in approximately two weeks.

M. Andrews announced that the Honor Council hosted an interactive training titled “Understanding the Code,” and over 1,000 students attended.

M. Andrews clarified that the Turnitin-Feedback Studio, a plagiarism prevention and checking tool available in Canvas, is not automatically turned on for faculty. Faculty must opt in to use it when setting up assignments in Canvas.

Library Committee

No Report.

Undergraduate Curriculum Committee

M. Kasarda reported that the April 27, 2018 report of the Undergraduate Curriculum Committee was approved electronically by the Commission on May 8, 2018.

University Curriculum Committee for General Education

M. Kasarda reported that the minutes of the April 4, 2018 University Curriculum Committee for General Education were accepted electronically by the Commission on May 8, 2018.

M. Kasarda reported that the April 25, 2018 report of the Pathways Ad Hoc Review Committee was approved electronically by the Commission on May 8, 2018.

Constituent Reports

Commission on Administrative and Professional Faculty Affairs

J. Orr reported that the Commission on Administrative and Professional Faculty Affairs will meet on September 19, 2018.

Staff Senate

No report.
Faculty Senate

No report.

Student Government Association

No report.

Graduate Student Assembly

No report.

**ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 3:10 PM.

*Respectfully Submitted,*
*Megan Coulter, Office of the University Registrar*