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MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
SEPTEMBER 9TH, 2024
3:00 PM
VIA ZOOM
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PRESENT: J. Tokuhisa (presiding); E. Austin; M. Dalton; K. Goyne; R. Holloway; S. Huxtable; M. Kimbrell; V. Nguyen; S. Rhinehart; C. Ruktanonchai; M. Seref; S. Shupe; N. Staley; S. Sumner; K. Tran; A. Zink-Sharp

ABSENT WITH NOTICE: S. Over; M. Pleimling; K. Thompson

ABSENT: N. Akers; J. Bedore; K. Edgar; Z. Fu; A. Phan; R. Poff; D. Thorp; J. Walker

GUESTS: L. Rose; K. Wells; N. Smith; R. Pitcher; R. Sparks; E. Anderson; Z. Tucker

J. Tokuhisa called the meeting to order at 3:01 PM. A quorum was present.

ADOPTION OF THE AGENDA

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

CHARGE OF THE COMMISSION AND GOALS FOR 2024-2025 ACADEMIC YEAR

J. Tokuhisa outlined the charge and goals of the Commission for the 2024-2025 academic year:

- Charge of the Commission for the 2024-2025 Academic Year

  Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, the Undergraduate Honor System and study environment, including approval of changes to the Undergraduate Honor Code; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

- Goals for the 2024-2025 Academic Year:

  Goal 1: Revise Policy 6305 to identify students before their cumulative GPA is below 2.0 and provide guidelines for an undergraduate roadmap to student success.

  Goal 2: Continue to identify barriers to student success present in Policies, Presidential Policy Memoranda, the Undergraduate Course Catalog, and other documents pertaining to undergraduate studies and policies.

  Goal 3: Increase knowledge of CUSP membership to policies that are relevant to the charge.

APPROVAL OF OR ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES

J. Tokuhisa noted that the minutes below have been voted on electronically and can be accessed via the University Registrar's website (http://www.registrar.vt.edu/governance.html).

- CUSP Minutes (April 22, 2024)
- Commencement Committee Minutes (April 3, 2024)

NEW BUSINESS

ACCEPTANCE AND POSTING OF COMMISSION/COMMITTEES/SUB-COMMITTEES REPORTS AND/OR MINUTES

Academic Support Committee

No report.

Academic Policies Committee

No report.

Athletics Committee

No report.

Commencement Committee

M. Kimbrell presented the minutes of the May 1st, 2024, Commencement Committee. A motion was made and seconded to accept the May 1st, 2024, minutes of the Commencement Committee.

Honor Council

No report.

Library Committee

No report.

University Curriculum Committee for General Education

No report.

Administrative and Professional Faculty Senate

No report.

Staff Senate

No report.

Faculty Senate

No report.

Undergraduate Student Senate

No report.

Graduate and Professional Student Senate

No report.

OTHER BUSINESS:

Updates from the Office of the University Registrar   Rick Sparks

R. Sparks provided high level software updates for the 2024-2025 Academic Year and explained that he would share more information as it becomes available. The following software additions and changes are outlined below:

- Accruent EMS (Schedule Optimizer)

    - This scheduling software is already being used by Events Management. Adopting this software will put the entire campus on the same system for scheduling a room. This should be available by Winter 2024.

    - CLSS
        - Department schedulers and the scheduling unit in the Office of the University Registrar will use this product to more efficiently schedule classes on campus. This project is estimated to be completed by January 2024. When the Office of the University Registrar plans to release this product, they will let campus know.

    - PATH
        - Students will be able to plan their schedule, complete course requests, view their program requirements, and add/drop courses all within this one software. This project is estimated to be completed by June 2025. When the Office of the University Registrar plans to release this product, they will let campus know.

- Banner

- Banner will convert from being managed on campus to being managed on the cloud. Ellucian (the company that owns banner) is requiring clients to make this switch.
- There are some customized features that will be lost, but this version of banner will provide better stabilization and less breakage.

ADJOURNMENT

There being no further business, a motion was made to adjourn the meeting at 4:12 PM.

Respectfully Submitted,
Evie Anderson, Office of the University Registrar