COMMISSION ON EQUAL OPPORTUNITY AND DIVERSITY
Full Membership Meeting
10:30AM, Monday, February 5th, 2018
Room B, The Graduate Life Center

AGENDA

PRESENT: Mae Hey, Christa Miller, Maria del Carmen Jimènez, Kimberley Homer, Ellington Graves, Robin Queen, Kelly Oaks, Liz Spingola, Pamela Vickers, Lia Kelinsky (for David Clubb), Chris Saunders, Josh Iorio (for Julia Ross), James Venable III, Michele Waters, Yolanda Avent, Jennifer Nardine, Tracy Newton, Patty Perillo, Menah Pratt-Clarke, Marcy Schnitzer, Deyu Hu.

ABSENT: Jim Spotila (with notice), Christine Tysor (with notice), Khaled Hassouna (with notice)

GUESTS: Kayla Smith, Liza Morris, Alexa Parsley

WELCOME

Deyu welcomed members to the meeting at 10:30 AM by introducing the meeting's agenda.

INFORMATION AND UPDATES

The December minutes were approved at 10:31 AM.

There was not time to discuss the resolutions from the Commission on Research and those will be discussed at next month's meeting.

A link to the CEOD 2017-2018 achievements and plans is attached here. CEOD has big plans in the next phase and has made large improvements this year. This is the file that was used when Deyu met with President Sands on Friday, February 2nd.

Kimberley Homer shared information that there will be an event on Difficult Dialogue, and if you want to participate, there is a link on the Canvas page. Please see Appendix A.

PRESENTATION: UNIVERSITY GOVERNANCE STRUCTURE AND PROCEDURE (1 of 3)

Kim O'Rourke, Vice President for Policy and Governance and Secretary to the Board of Visitors, and April Myers, Associate Director of Governance Administration visited CEOD and gave a presentation on University Governance Structure and Procedure. Their roles are to focus on governance policy and procedure. Please see Appendix B.

Shared governance at Virginia Tech is a priority to university administration and stakeholders. The Office of the Vice President for Policy and Governance was created in Fall 2017 and has three areas of focus: policies, shared governance, and the Board of Visitors.

The policy area focuses on administrative policies and University Council, and these policies are found in many places: numbered university policies, Presidential Policy Memoranda, handbooks, and catalogs. A Policy Advisory Committee has been established and consists of about ten people who have the capability to add/adjust as needed.

The shared governance area focuses on the balance between administration, faculty, staff, and student participation in decision-making processes, and is a collaborative effort between major groups. It also allows university constituents a share in key decision-making processes and gives major groups a voice.

The Board of Visitors area focuses on the responsibilities and expectations of members of the Board. More information can be found by following this link.

The Office of the Vice President for Policy and Governance has a new website and you can learn more here.

University Council also has a webpage where you can locate the Bylaws, Constitution, and meeting minutes of other commissions and committees. Please follow this link for more information.

PRESENTATION: VIRGINIA TECH'S SHARED GOVERNANCE STRUCTURE (2 of 3)

The need for shared governance is to reconcile managerial authority the Board has and the professional and scholarly authority of the faculty. In the late 1980s, President McComas established a taskforce to take a look at Virginia Tech's governance structure and a new constitution was approved in 1991, implemented in 1992, and in 1993 a taskforce was created to examine the bylaws.

The new University Council bylaws were implemented in 1995, CEOD was created in 2003, and President Steger appointed a taskforce in 2004 to review the University Council membership. In 2015, another level of review was implemented – review of CFA, CGSP, COR, and CUSP resolutions by Faculty Senate prior to forwarding to University Council. Currently, any resolutions that come forward from any of these groups have to go to Faculty Senate for review, and Faculty Senate has the opportunity to waive said review.

CEOD is the newest commission and the only commission to be added since the current governance structure was implemented in 1995. The resolution to establish CEOD was brought to University Council by Vice President for Multicultural Affairs Ben Dixon and Vice Provost Pat Hyer. It reflected the University Strategic Plan Update 2001-2006 and the 2000-2005 Diversity Plan.

CEOD is the largest commission with the most complex membership process. There were originally 31 members and now there are 36; Veterans Caucus, Asian American Caucus, and three ex-officio administrators have been added.

CEOD has plans to change the membership process and the definition of a caucus.

A few highlights of CEOD's actions are: passing revisions to Policy 1025, passing resolution that all faculty members be asked to report on diversity-related accomplishments annually on their FAR, and establishing Virginia Tech Strong Together Week (now Principles of Community Week) as the week after spring break.

PRESENTATION: THE FLOW OF A RESOLUTION THROUGH THE GOVERNANCE PROCESS (3 of 3)

There are three parts to a resolution: a heading, a body, and a closing.
The heading should be the name of your commission, what you are seeking to pass, and the name of the resolution, along with the approval process (who has approved/signed).
The body consists of two-to-three "whereas" statements that identify what you really want, and are descriptive statements of what problems you are trying to solve.
The closing is your "therefore, be it resolved" statement that tells exactly what you are voting on and trying to accomplish. This is the most important piece.

WORK GROUP UPDATES AND PRESENTATIONS

The Diversity in Academic Mission workgroup is talking about white supremacy on campus, their initial focus is following through on promise to bolster campus conversation around this issue. They are working on two events that will likely happen in concert with Principles of Community week, which is the week of March 12th. One is a panel of alumni who were involved in student efforts that led to the development of the Principles of Community, talking about their roles and experiences using activism.
This workgroup is reaching out to Student Affairs and Human Resources about bias reporting and understanding how those processes work and what information is coming through there.

The Human Resources workgroup reviewed the proposed revision to the Non-Discrimination Statement and CEOD members supported the recommendations. The LGBTQ Caucus expressed a willingness to meet with anyone who has concerns about the revised statement. Please see Appendix C.

The Governance and Recognition workgroup gave a presentation and led a discussion about the Principles of Community Awards. Kelly Oaks, Robin Queen, Kimberley Homer, and Deyu Hu have volunteered to serve on the awards committee for this.

AGENDA FOR NEXT MEETING

The Commission on Graduate Studies and Policies will be presenting a resolution to incorporate an inclusion and diversity component into diversity education.

The LBGTQ+ Climate Results will be presented at next month's meeting.

The Organization/Caucus Analysis results will be presented at next month's meeting.

Folks are encouraged to nominate someone or self-nominate to serve as Vice Chair. Usually, the Chair serves for one year and the Vice Chair has a shared understanding of the governance and policy process within CEOD. The Vice Chair then assumes the position of the Chair.
Deyu has done a great amount of work for CEOD, and trying to do this work (alone, especially) is not a sequential matter.

The meeting was adjourned at 11:57 AM. Workgroups have the hour afterwards to convene in GLC Room B.

Respectfully Submitted,

Alexa Parsley
Recording Secretary, Commission on Equal Opportunity and Diversity

Controversial Topics and Difficult Dialogues:

Effectively Engaging Students in Critical Conversations in the Classroom

Libby Roderick

Director of the Difficult Dialogues Initiative, University of Alaska Anchorage

In this interactive workshop, participants will focus on strategies to effectively engage students on controversial topics in the classroom. Specifically, participants will:

- explore and practice strategies for effectively introducing the most common controversial topics in higher education classrooms;
- become aware of the broader context of the national Difficult Dialogues initiative, briefly examine the rights and responsibilities of academic freedom, and
- discuss how to effectively respond to unexpected controversy and/or disruptive students in the classroom.

The workshop is based upon the UAA publication Start Talking: *A Handbook for Engaging Difficult Dialogues in Higher Education* (2008). This publication is intended as a field manual for educators who want to strengthen their teaching and engage their students more effectively in conversations about the most important issues of our time.

Tuesday, February 13, 2018

1:30PM-4:30PM

Torgersen Hall, Rm. 1120

Register today at www.nli.tlos.vt.edu

Sponsored By: The Center for Excellence in Teaching and Learning (formerly CIDER)

Overview of Shared Governance at Virginia Tech

Kim O'Rourke

Vice President for Policy and Governance

Shared Governance at Virginia Tech

- Office of the Vice President for Policy and Governance
- Virginia Tech's shared governance structure
- How the Commission on Equal Opportunity and Diversity fits in
- Responsibilities of governance roles
- The flow of resolutions through the governance process
- How to write an effective resolution
- Submitting committee, commission, and council meeting minutes
- Recording Keeping Responsibilities

Office of the Vice President for Policy and Governance

- Created Fall 2017
- Three areas of focus
  - Policies
    - Process oversight
    - Official repository/archive
  - Shared governance
  - Board of Visitors

www.vppg.vt.edu

Office of the Vice President for Policy and Governance

Policies
- Two general types (Policy 1000: Policy on Policies)
  - Administrative (created by vice presidents)
  - University Council
- Polices are found in many places
  - Numbered university policies
  - Presidential Policy Memoranda
  - Handbooks
  - Catalogs
- Consistency of Terminology
  - Policies
  - Procedures
  - Standards
  - Guidelines
  - Protocols
- Policy Advisory Committee

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Virginia Tech's Governance Structure

Board of Visitors
13 appointed by the Governor
President of the Board of Agriculture & Consumer Services
President of Faculty and Staff Senates, undergrad and grad reps
(non-voting representatives)

Executive	**Finance & Resource Management**
Academic, Research & Student Affairs	**Compliance, Audit & Risk Management**
Buildings & Grounds	**Governance & Administration**

President

University Advisory Council on Strategic Budgeting and Planning

University Council
Approximately 75 members, 6 non-Voting

Commission on Faculty Affairs

Commencement
Employee Benefits
Faculty Honorifics

Commission on Administrative and Professional Faculty Affairs

Commission on Student Affairs

Commission on Staff Policies and Affairs

Employee Benefits

Commission on Outreach and International Affairs

Commission on Equal Opportunity and Diversity

Commission on Undergraduate Studies and Policies

Academic Support
Athletics
Honor Council
Library
Undergraduate Curriculum
UCC General Education

Commission on Research

Intellectual Property
Library

Commission on University Support

Commission on Graduate Studies and Policies

Graduate Curriculum
Library

Campus Development
Computing & Communications Resources
Energy and Sustainability
Transportation and Parking

The Office of the Vice President for Policy and Governance ensures the integrity of the university's governance framework.

Other constituent groups involved in the shared governance process: Student Government Association, Graduate Student Assembly, Faculty Senate, Staff Senate, College Faculty Associations, Representative Groups (e.g. caucuses, content experts such as ADA, police)

VIRGINIA TECH

What is shared governance?

- Balance between administration, faculty, staff, and student participation in decision-making processes

- Collaborative effort between major groups

- Allows university constituents a share in key decision-making processes

- Gives major groups a voice but not necessarily final authority
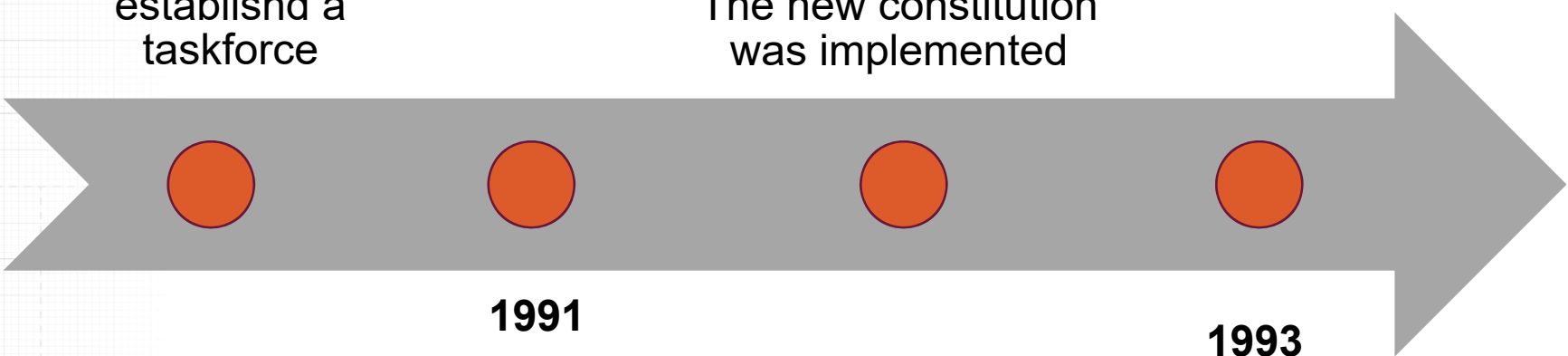
Virginia Tech's Governance Structure

Board of Visitors

- A public corporation under the control of the General Assembly of the Commonwealth of Virginia
- 14 members, including 13 appointed by the Governor and one ex officio – the President of the Board of Agriculture and Consumer Services
- At least six of the 13 must be alumni; a maximum of three may reside out of state
- Four non-voting representatives – faculty (1988), staff (2006), graduate student (1995), and undergraduate student (1983)
- Either the Rector of the Vice Rector must be a Virginia resident
- No compensation
- Code of Ethics

Virginia Tech's Governance Structure

Board of Visitors Committees (restructured 2017)

- Academic, Research, and Student Affairs

- Buildings and Grounds

- Compliance, Audit and Risk

- Finance and Resource Management

- Governance and Administration

1995

The new University Council By-laws were implemented

2004

President Steger appointed a taskforce to review the University Council membership
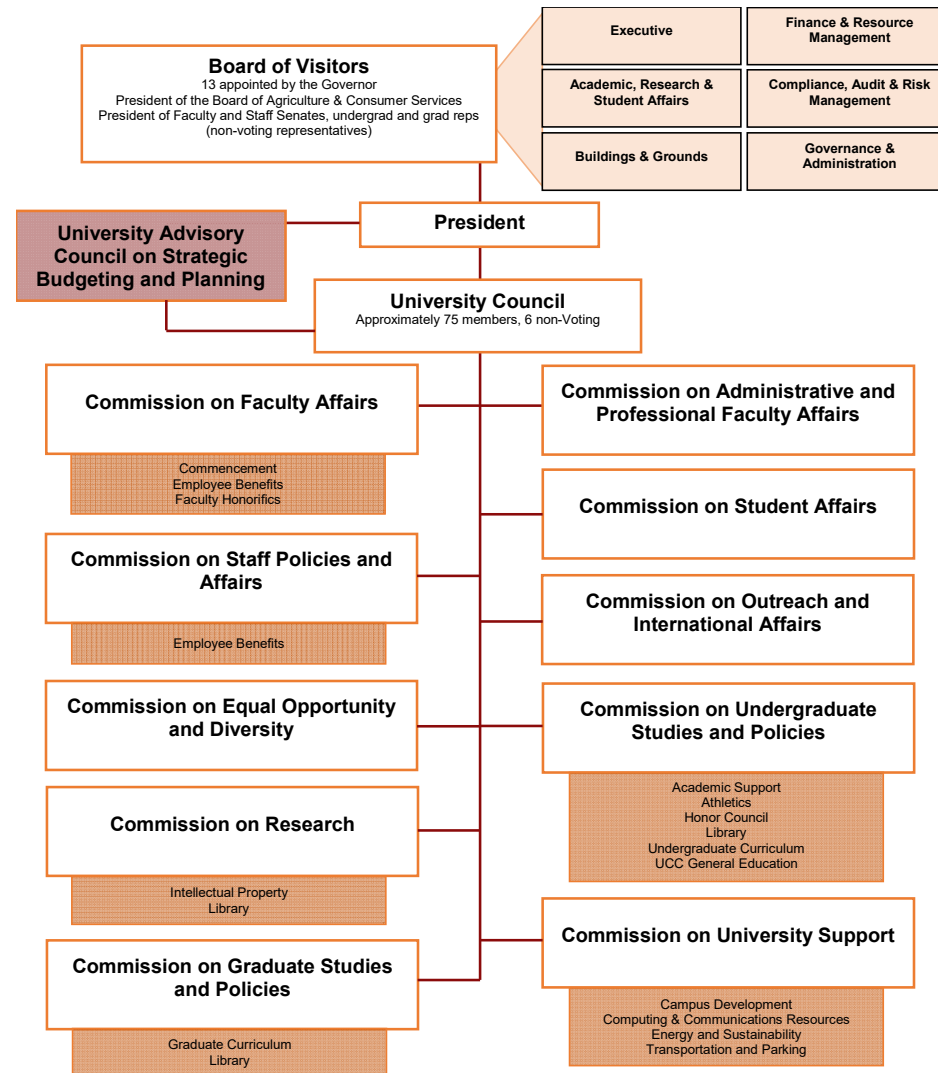
2003

CEOD was Created

2015

Another level of review was implemented
Review of CFA, CGSP, COR, & CUSP resolutions by Faculty Senate prior to forwarding to University Council

VIRGINIA TECH

Virginia Tech's Governance Structure

Executive	**Finance & Resource Management**
Academic, Research & Student Affairs	**Compliance, Audit & Risk Management**
Buildings & Grounds	**Governance & Administration**

Board of Visitors
13 appointed by the Governor
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(non-voting representatives)

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Commission on Faculty Affairs

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Computing & Communications Resources
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How the CEOD Fits In

CEOD is the newest commission and the only commission to be added since the current governance structure was implemented in 1995

Resolution to establish commission brought to University Council by Vice President for Multicultural Affairs Ben Dixon and Vice Provost Pat Hyer. Reflected University Strategic Plan Update 2001-06 and Diversity Plan 2000-05

- October 2002 – University Council passes resolution
- December 2002 – BOV approves commission in concept
- March 2003 – BOV approves resolution changing University Council constitution to add CEOD
- April 2015 – University Council passes updated charge
- August 2015 – BOV approves updated charge

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How the CEOD Fits In

CEOD is largest commission with the most complex membership process

Originally 31 members, now 36
- Added Veterans and Asian American Caucuses (April 2016)
- Added 3 ex officio administrators (Sept. 2009, April 2016)

CEOD Plans
- Changing membership – University Council By-laws (UC change)
- Definition of caucus – University Council (PPM)

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How CEOD Fits In

CEOD Actions

- Passed revisions to Policy 1025: Anti-Discrimination and Harassment Prevention Policy
  - March 2005
  - February 2009
  - March 2010
  - April 2014

- Passed resolution that all faculty members be asked to report on diversity-related accomplishments annually on their FAR – March 2006 (endorsed by CFA)

- Established Virginia Tech Strong Together Week as the week after spring break to recognize the establishment of the Principles of Community – April 2014

- Passed a resolution affirming CEOD's role within InclusiveVT; CEOD will be engaged on policy modifications, additions, and opportunities to advance EO/AA, diversity, and inclusion at Virginia Tech – February 2015

- Passed resolution stipulating review of Pathways Curriculum during 2016-17 to review the ways in which intersectional diversity could be incorporated – April 2016. Resulted in a resolution passed by CUS&P in spring 2017.
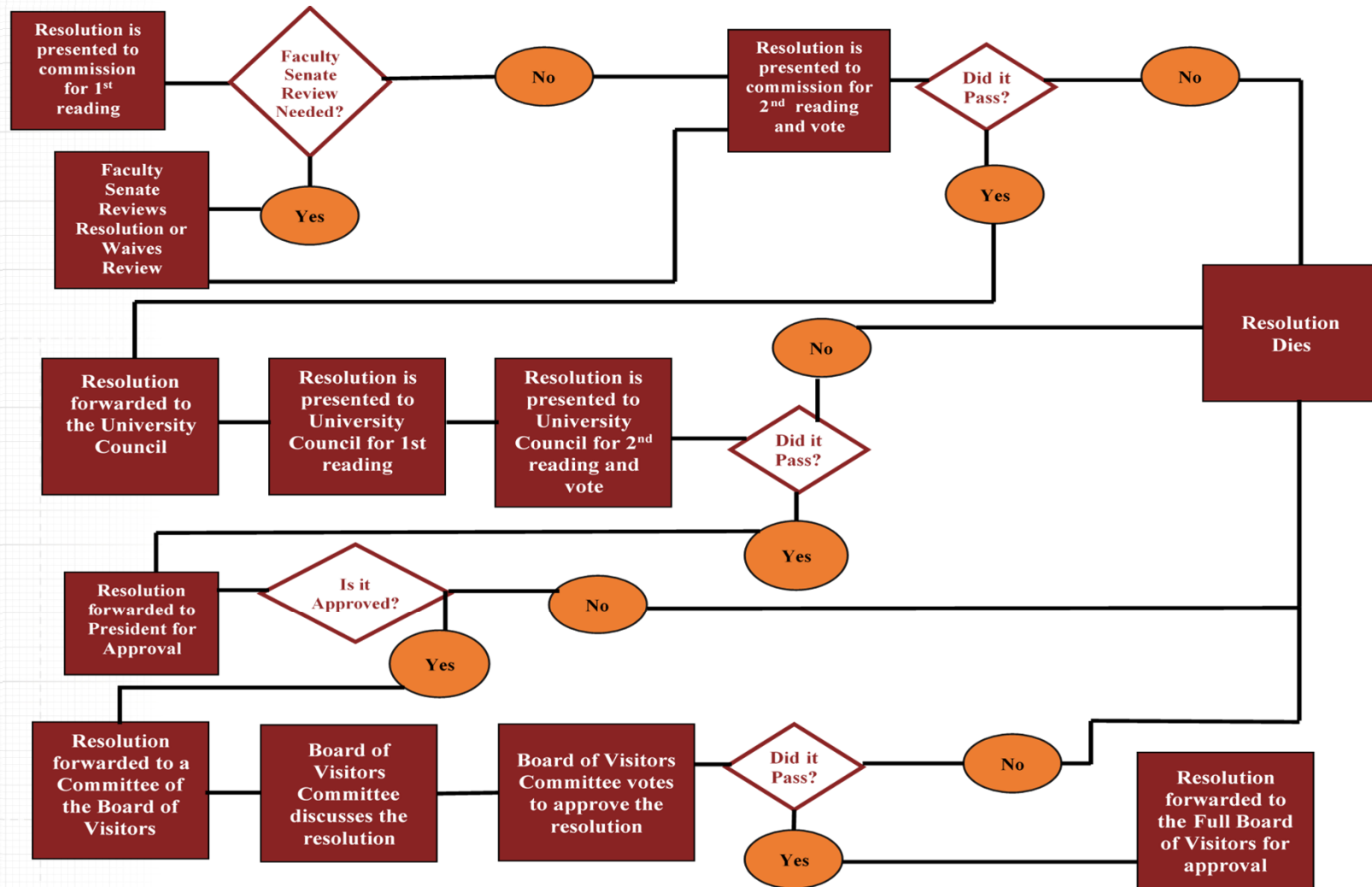
Responsibilities of Governance Roles

- Responsibilities of Chairs
    - Agenda planning
    - Meeting with the President, Provost, VPPG, and commission chairs each semester
    - Chairing meetings and being familiar with parliamentary procedures
    - Posting meeting dates
    - Writing resolutions and sharing with Faculty Senate, Staff Senate, GSA, & SGA
    - Be mindful of financial and legal implications of proposed resolutions; seek guidance.
    - Writing meeting minutes and forwarding to Secretary of UC after approval
    - Forwarding items needing UC action to Secretary of UC by deadline
    - Mentoring new chair
    - Record-keeping

- Responsibilities of Constituent Representatives
    - Two-way communication
    - Reviewing materials
    - Getting input

Responsibilities of Governance Roles

- Responsibilities of the University President
  - Chair University Council meetings
  - Decide on policies
  - Make appointments, appoint most committee chairs

- Responsibilities of Constituent Organizations
  - Conducting annual election/nomination process and submitting representative names to Secretary of UC by deadline

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The Flow of a Resolution Through the Governance Process

Resolution is presented to commission for 1st reading

Faculty Senate Review Needed?

No

Yes

Faculty Senate Reviews Resolution or Waives Review

Resolution is presented to commission for 2nd reading and vote

Did it Pass?

No

Yes

Resolution Dies

Resolution forwarded to the University Council

Resolution is presented to University Council for 1st reading

Resolution is presented to University Council for 2nd reading and vote

Did it Pass?

No

Yes

Resolution forwarded to President for Approval

Is it Approved?

No

Yes

Resolution forwarded to a Committee of the Board of Visitors

Board of Visitors Committee discusses the resolution

Board of Visitors Committee votes to approve the resolution

Did it Pass?

No

Yes

Resolution forwarded to the Full Board of Visitors for approval

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How to Write an Effective Resolution

How do you know if a resolution is needed?

- A commission is proposing a new policy
- A commission is making significant revisions to existing policy statements
- Approval of new degree programs
- General rule, if it is something important, it should probably be presented to University Council as a resolution

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How to Write an Effective Resolution

Resolution Format

Heading:

Resolution to Discontinue the Master of Science in Hospitality and Tourism Management
Commission on Graduate Studies and Policies
Resolution 2016-17B

Approved, Commission on Graduate Studies and Policies	May 5, 2016
Faculty Senate Review:	Waived
First Reading, University Council	September 19, 2016
Approved, University Council	October 3, 2016
Approved, President	October 3, 2016
Approved, Board of Visitors	November 7, 2016
Effective Date:	May, 2018

VIRGINIA TECH.

How to Write an Effective Resolution

Resolution Format

WHEREAS statements:

WHEREAS, the M.S. in Hospitality and Tourism Management was flagged by the State Council of Higher Education for Virginia (SCHEV) in 2013 as being below the minimum numerical standards for enrollment or degrees awarded, in accordance with SCHEV guidelines for program viability; and

WHEREAS, the M.S in Business Administration offers similar educational objectives as the M.S in Hospitality and Tourism Management; and

WHEREAS, any students enrolled in the M.S. in Hospitality and Tourism Management degree program who return to complete their degree after the discontinuance date shall be accommodated by the M.S. in Business;

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How to Write an Effective Resolution

Resolution Format

THEREFORE BE IT RESOLVED statement:

NOW, THEREFORE, BE IT RESOLVED, that the M.S. in Hospitality and Tourism Management be discontinued effective May, 2018.

Resolution to Discontinue the Master of Science in Hospitality and Tourism Management
Commission on Graduate Studies and Policies
Resolution 2016-17B

Approved, Commission on Graduate Studies and Policies	May 5, 2016
Faculty Senate Review:	Waived
First Reading, University Council	September 19, 2016
Approved, University Council	October 3, 2016
Approved, President	October 3, 2016
Approved, Board of Visitors	November 7, 2016
Effective Date:	May, 2018

WHEREAS, the M.S. in Hospitality and Tourism Management was flagged by the State Council of Higher Education for Virginia (SCHEV) in 2013 as being below the minimum numerical standards for enrollment or degrees awarded, in accordance with SCHEV guidelines for program viability; and

WHEREAS, the M.S in Business Administration offers similar educational objectives as the M.S in Hospitality and Tourism Management; and

WHEREAS, any students enrolled in the M.S. in Hospitality and Tourism Management degree program who return to complete their degree after the discontinuance date shall be accommodated by the M.S. in Business;

NOW, THEREFORE, BE IT RESOLVED, that the M.S. in Hospitality and Tourism Management be discontinued effective May, 2018.

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Submitting Committee, Commission, and Council Meeting Minutes

1. Minutes are to be drafted at the earliest possible time after the meeting

2. Have the chair proof the minutes

3. The content of the minutes should include information affecting items on the approved agenda and should be recorded in the same order

4. Be concise with recording the minutes

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Submitting Committee, Commission, and Council Meeting Minutes

5. It is helpful to have a draft of the minutes prepared prior to the meeting

6. Any items requiring action (motions & amendments) should have a motion to approve, are seconded, and approved by vote

7. Discussion items are to be recorded as other items and only include pertinent information

Submitting Committee, Commission, and Council Meeting Minutes

8. Distribution of approved minutes

   - Committee minutes should be forwarded to the appropriate commission for information and to the secretary of University Council for posting to governance website

   - Commission minutes should be forwarded to the secretary of University Council for placement on the agenda of the next University Council meeting, and upon acceptance by University Council, will be posted on the governance website

   - University Council minutes will be voted on and approved electronically and posted to the governance website

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Record Keeping Responsibilities

1. The secretary of University Council is responsible for University Council records and posting them to the governance website

2. The chairs of commissions are responsible for commission records and forwarding them to the secretary of University Council for posting to the governance website

3. The chairs of the committees are responsible for committee records and forwarding them to the appropriate commission and to the secretary of University Council for posting to the governance website

"All voices are important at Virginia Tech. Through shared governance, we can work together to advance our vision for the university."

-President Tim Sands

VIRGINIA TECH

Resources

www.vppg.vt.edu

www.bov.vt.edu

www.governance.vt.edu

http://www.policies.vt.edu/index.php

TO: Commission on Equal Opportunity and Diversity

FROM: CEOD HR Workgroup

DATE: February 1, 2018

RE: Review of university non-discrimination statement

In November 2017, the university received a request to review our non-discrimination statement. At the CEOD HR Workgroup ("workgroup") meeting on December 4th, we reviewed the concerns that were raised. To ensure we had a complete review of our current statement, federal and state law, statements at our peer institutions, and broad input from the campus community, we formed a workgroup subcommittee.

Dr. Kelly Oaks, Assistant Vice President for Equity and Accessibility, chaired this subcommittee. Extensive outreach efforts were conducted, and input was gathered from the current, on-campus LGBTQ+ community, including faculty, staff, and students. There was a unanimous consensus among the stakeholders most affected by this proposed change that the proposed language change is not wanted. A summary of the comprehensive review by the workgroup subcommittee, including findings and recommendations, is attached.

On Wednesday, January 31, 2018, the workgroup had a thorough and thoughtful discussion regarding the work of the subcommittee. The themes generated from the discussion include:

- While concern was expressed about the university's non-discrimination statement and request was made that the university add to "sex, sex identity, and sex expression", there is no common definition or understanding of the terms sex identity or sex expression.

- There are some references to the trans community, in the received request, that could be interpreted as being offensive and divisive and could potentially hinder the university's Inclusive VT efforts rather than help advance this very important work.

- The trans students and LGBTQ+ community at Virginia Tech were asked about the current non-discrimination statement. They expressed no concerns and felt the current statement is inclusive.

The workgroup accepts the recommendations outlined in the subcommittee's report and recommends that the Commission on Equal Opportunity and Diversity affirm these recommendations, including adding sex to the university's non-discrimination statement.

The revised statement, adding sex as a protected class, would read as follows:

> *Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, <u>sex</u>, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees, or applicants; or any other basis protected by law.*

With the addition of sex to our non-discrimination statement, our statement will mirror state and federal law. Since we are bringing consistency to our statement with the law, there is no requirement for this change to move through the governance system for approval.

Given the significant work and discussion that has occurred over the last two months, the workgroup felt it was important to bring this report to the full CEOD and request the Commission provide a letter also supporting the subcommittee recommendations.
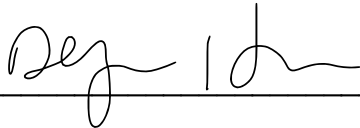
TO: Commission on Equal Opportunity (CEOD) HR Workgroup
FROM: Commission on Equal Opportunity and Diversity
DATE: February 20, 2018
RE: Review of university non-discrimination statement

On February 1, 2018, the CEOD HR Workgroup ("workgroup") provided a review of the university non-discrimination statement. This document was shared with all members via email and on the CEOD Canvas site on February 3, 2018. In this document, the workgroup described a request to review the university non-discrimination statement and the work completed as part of the review, including benchmarking with peer institutions, mirroring federal and state law, and extensive outreach to campus communities. Based on thorough reviews and extensive discussions, the workgroup presented recommendations regarding the university non-discrimination statement.

On February 5, 2018, the workgroup presented the recommendations to CEOD members in its full membership meeting and answered questions. All CEOD members present expressed support for the recommendations. As such, the CEOD endorses the workgroup's recommendations regarding the university non-discrimination statement.

Yours in solidarity,

Deyu Hu
Chair, The Commission on Equal Opportunity and Diversity

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