

Commission on Public Service and Extension
Minutes of Meeting on September 6, 1995
Room 400D, Burruss Hall

Members Present: Ralph Badinelli, Doug McAlister, Pat Edwards, Norman Marriott, Lee Skabelund, Kevin Fenton, Ann Hertzler, Terry Swecker

Alternate: Jerry Jones for Clark Jones, Linda Leffel for Ted Settle

Not represented: Bill Mashburn, Fred Krimgold, James Jones, Steve Parson, Fred Lamb, Sharon Diggs, Deb Williams, Kermit Kwan, SGA, two members representing Extension/public service non-ex officio A/P faculty

1. The meeting was convened and chaired by Ralph Badinelli. Terry Swecker requested that the agenda be amended by adding two discussion items: a) that the Commission consider a motion to disband itself in consideration of its lack of influence or usefulness b) that faculty serving on Commissions should be compensated with payments from administrative funds for the time they spend serving. As the original agenda for this meeting was full, the Chair elected to place these two proposals on the agenda for a future meeting.

2. As a quorum was not present, the Commission did not vote on approval of the minutes of the May 2 meeting.

3. The Chair asked for volunteers to assume officer and committee duties of the Commission. First, a call for someone to assume the role of Chair was ignored by all present. Consequently, Ralph Badinelli will continue in this role.

4. The University Public Service Award Selection Committee was formed with Norm Marriott, Ann Hertzler, Deb Williams and the two winners of last year's award. Terry Swecker said that he would serve on this Committee if Deb Williams was unable to.

5. The letter to the Provost that was authorized by the Commission last spring was discussed for the final time. After much discussion about the letter, the Commission members agreed that the letter may be misinterpreted, and the very fact that we express our concerns through a letter may have the effect of sounding negative and critical to its readers. These misunderstandings are to be avoided at all costs. Consequently, the Chair agreed to schedule a meeting with the Provost at which time he will show her the letter and discuss its content at length. Furthermore, the Chair agreed to invite the Provost to the October meeting of the Commission so that we can have a dialogue about the issues raised in the letter.

6. The Chair explained the purpose of the Commission meeting scheduled for September 27 as an exercise for developing the University's core values. There will be no other agenda item for this meeting.

7. Upcoming meetings were discussed. The October meetings will feature the Provost. Other agenda items may have to be put off until the November meeting.

The meeting adjourned at 3:30.

Commission on Public Service and Extension
Minutes of Meeting on October 16, 1995
Room 1060, Pamplin Hall

Members Present: Ralph Badinelli, Steve Parson, Lee Skabelund, Bill Mashburn, Ann Hertzler, Terry Swecker, Norman Marriott, Deb Williams, Kermit Kwan, Pat Edwards

Alternate: David Barrett for Clark Jones

Not represented: Ted Settle, Doug McAlister, Fred Krimgold, Kevin Fenton, Fred Lamb, Sharon Diggs, SGA, two members representing Extension/public service non-ex officio A/P faculty

1. The meeting was convened and chaired by Ralph Badinelli. The purpose of the meeting was to preview the partnering presentation developed by the Division of Continuing Education. Harold Kurstedt, supported by Yvette Grant and Gene Gardner, made the presentation and asked for comments. Harold stated that the current plan for the partnering presentation is to release the program sometime in November. Six people will be trained as presenters. They will travel around the Commonwealth and into neighboring states to make the presentation to a variety of industry and civic groups. Eventually, these six people will make two presentations per week, on average. Assuming each presentation reaches 30 people, on average, this promotion will reach a level of approximately 360 contacts per week.

Harold further explained that the focus of the efforts of Continuing Education is in building long-term relationships and that the presentation is not intended to sell anything specific. Instead, this presentation is intended to share information with people outside the University and to initiate dialogue with potential partners.

After Harold's presentation there was a lively discussion of potential difficulties arising from the plan reflected in the partnering program.

Terry Swecker questioned the failure of the plan to integrate Virginia Cooperative Extension into the role of representing the University to the outside world. This point is particularly important as the Commission has discussed at length the idea of making the Extension offices the "front door of the University".

Deb Williams questioned whether or not Harold was suggesting that faculty are not responding to requests for continuing education. Harold replied that he expects that 2/3 to 3/4 of the requests for continuing education services will have to be met with people outside the University, because of the low priority that continuing education has among Virginia Tech faculty. He anticipates that this condition will change over time as priorities change.

Deb Williams remarked that in the wake of budget cuts, early retirements and increasing demands most departments are already operating at full capacity. There is little room left for responding to requests for continuing education.

Pat Edwards expressed the concern that people outside the University may get the idea that Virginia Tech faculty are incompetent if 2/3 - 3/4 of their requests are referred elsewhere. She asked Harold to talk to units on campus that are active in outreach in order to find out what capabilities they have.

Harold made it clear that the partnership program that he plans to introduce is guided by the principle of responding to customers of continuing education services as opposed to finding outlets for providers of such services. This responsiveness is expected to require the referral

of customers to other universities and to individuals outside of Virginia Tech in most cases.

Bill Mashburn argued for a focused marketing strategy that would seek out customers who could make use of the Continuing Education strengths that already exist at Virginia Tech as opposed to a "shotgun" approach. Harold replied that, to some extent, we can focus on certain markets by suggesting particular kinds of partnerships.

Ann Hertzler and Norm Marriott questioned the proposal in Harold's plan to contact the top 100 corporations in Virginia. This plan appears to serve only some of the Colleges and only some of the clients in the Commonwealth who need continuing education services. Ann also questioned the need for social marketing techniques in the development of the presentation so the viewer's interpretation of the pictures could be considered. The images of men in white coats, test tubes and the Hotel Roanoke could be interpreted as evidence of high spending, and thus, result in presenting a negative image.

Harold also made it clear that a purpose of his plan is to avoid the duplication of outreach efforts that currently exists. He cited the example of three different people from Virginia Tech showing up at APCO headquarters on the same day without knowing of one another's actions. The claim that the partnering program would alleviate this problem led to more debate.

Norm Marriott asserted that the partnering program would only exacerbate the problem by adding one more player to the field. Terry Swecker supported this view. Pat Edwards wondered how many personnel would be needed to support the partnering program and whether or not this allocation of resources would be viewed as duplication of effort.

Harold responded by saying that he is under intense pressure from the legislature to demonstrate results from COTA in the near term. He feels compelled to announce several COTA "relationships" before the end of the year.

The Commission recommended a few specific changes to the presentation itself.

In conclusion, the Commission Chair summarized the sentiments of the Commission into two themes.

1) Harold is operating under a paradigm that dictates response to the customer is the principal performance measure of his organization. Although this approach is well-recognized as a TQM-based plan, its implementation in the continuing education mission of the University without a careful review of who our customers are runs the risk of overselling in some markets while ignoring other clients with unmet needs. If the majority of requests for services are referred to outsiders, the long-term plan for the University's continuing education program is not well served. Furthermore, many customers of the University's outreach programs are not those who can afford to pay for profit-generating services. These clients are likely to be left out of the "new continuing-ed program".

2) The University currently does not have the capacities, capabilities or administrative structure to mount a coordinated, non-duplicative and quick response to the partnering requests that Harold will stimulate. In particular, Virginia Cooperative Extension is left out of the picture, and no safeguards against further duplication of effort are incorporated in the program. Until these shortcomings are overcome or accommodated, the partnering plan will lead to an embarrassing failure of the University to present its technology-transfer role to the Commonwealth.

The meeting adjourned at 3:30.

Commission on Public Service and Extension
Minutes of Meeting on October 23, 1995
Room 400D, Burruss Hall

Members Present: Ralph Badinelli, Kevin Fenton, Ted Settle, Deb Williams, Ann Hertzler, Doug McAlister, Clark Jones, Norman Marriott, Pat Edwards, Terry Swecker, Lee Skabelund

Alternate:

Not represented: Fred Krimgold, Fred Lamb, Sharon Diggs, SGA, two members representing Extension/public service non-ex officio A/P faculty Steve Parson, Bill Mashburn, Kermit Kwan

1. The meeting was convened and chaired by Ralph Badinelli. Guests included Provost Peggy Meszaros and Andy Swiger, Dean of the College of Agriculture and Life Sciences. The purpose of the meeting was to hear the Provost's ideas about the outreach mission of the University and her response to the issues raised by the Commission Chair in his meeting with the Provost on October 12.

The Provost opened with a review of her conversation with the Commission Chair on October 12. She summarized her viewpoints by saying that she thinks that she and the Commission should take a proactive approach to solving the problem of the role of the Commission in policy making. She added that this is a good time to re-energize and re-vitalize the Commission as there is a nationwide trend in higher education that is heightening attention on outreach of universities.

2. The floor was opened for questions and comments.

Norm Marriott lead off with a question about the potential duplication of extension efforts with other outreach efforts such as those of Continuing Education.

The Provost responded that this question, and many others regarding the direction of the University's Outreach Mission, are unsettled at the present time. She advocated some patience as there is a Committee for the Implementation of the Outreach Study headed by Greg Brown that will make recommendations in January about how the outreach activities of the University should be managed. She claimed that this report should go a long way toward clearing up confusion and resolving inconsistencies.

Ralph Badinelli, who has been asked to serve on the implementation committee along with Deb Williams from the Commission, raised the issue of the proper role of faculty and governance-system bodies like the Commission in the setting of policy and the implementation of policy. He expressed concern over his impression that a "role reversal" was creeping into the use of faculty and staff in governance and administration.

The Provost stated that the Administration of the University is getting very direct messages and mandates from the Governor's office and from the Legislature. This has meant very short lead time to implement actions. It has also meant very direct guidance such as the recent General Assembly directive to reshape Virginia Cooperative Extension.

Several comments about the role of the Commission followed this statement. Terry Swecker made it clear that he and everyone else on the Commission are interested in helping the outreach mission, but that we are ineffective in trying to do so by the unilateral actions of the Administration. He said that we end up feeling that we are wasting our time. Doug McAlister claimed that the Governance System is designed well, but that it is not implemented properly. He said there is a need to share agendas between the executive academic offices and the commissions. Ralph Badinelli countered

Doug's claim by saying that without legislation that forces certain policy decisions to be made by the commissions, the same commissions will be left without a significant role to play. He also mentioned the suggestion to disband the Commission on Public Service and Extension that was raised in a previous meeting.

Norm Marriott and Pat Edwards strenuously argued against any further discussion of disbanding.

Pat Edwards questioned Harold Kurstedt's use of the term "outreach" in connection with his activities, instead of the more restrictive term "continuing education". She wondered if the program designed to offer faculty assistance to local groups and industry would duplicate some Virginia Cooperative Extension activities and asked how this new program would promote continuing education. In response to Pat's question the Provost and Andy Swiger reviewed some of the history of organizational changes that have affected outreach including the decision of President McComas to place Virginia Cooperative Extension activities under the umbrella of agriculture as opposed to the larger university mission of outreach. The result of this discussion was general confusion about what had happened over the last several years, but a rather clear viewpoint among the Commission that Outreach is an over-arching mission that includes, as specific components, Continuing Education, Public Service, International Programs and Virginia Cooperative Extension.

After the discussion about organizational structure and responsibilities, the Commission and its guests engaged in a discussion of the actual workings of the Commission and the Governance System as contrasted with the intentions behind the design of the Governance System. Ralph Badinelli was curious about what constituted policy as the Commission is charged with setting policy. Pat Edwards gave some examples of the kinds of policy issues that the Commission on Graduate Studies and Research dealt with. Deb Williams opined that task forces, such as the ones that have recently studied Outreach and Virginia Cooperative Extension, should report to Commissions. Andy Swiger drew a parallel between the failure of the University's Governance System to work effectively and governance problems experienced in the College of Agriculture and Life Sciences. He questioned how one can define policy when policies look more and more like administrative decisions. Terry Swecker expressed satisfaction with the hierarchical management structure that places faculty in departments, departments in colleges and colleges within the University. He asked why we can't set up a governance system along the same lines. Pat Edwards argued that the advantage of Commissions is that they represent a cross section of the university community. Clark Jones and Doug McAlister reported that the Commission worked most effectively in the early 1980's when the Provost at that time sat in on Commission meetings.

Provost Meszaros volunteered to attend the meetings of the Commission over the next 6 - 8 months in order to stay in touch with the its deliberations and to facilitate its role in the governance of outreach. She noted that the November meeting presented a conflict given the land grant meetings.

In response to the need for a secretary to take minutes of Commission meetings, Ted Settle and Clark Jones agreed to share the responsibility of providing secretarial support at future meetings.

The meeting adjourned at 3:30.

Commission on Public Service and Extension
Minutes of Meeting on November 15, 1995
Room 400-D Burruss

Members Present: Ralph Badinelli, Kevin Fenton, Kermit Kwan, Deb Williams, Norman Marriott, Pat Edwards, Ted Settle, Terry Swecker, Ann Hertzler, Lee Skabelund, Bill Mashburn, Doug McAlister, and Dawn Barnes and Fred Krimgold via conference call.

Alternates: Gerry Cross for James Parkhurst, Dave Barrett for Clark Jones, Eldridge Collins for James Jones

Members not Represented: Sharon Diggs, Jim Littlefield, Betsy Campbell, College of Education, SGA

1) The meeting was convened and chaired by Ralph Badinelli. The agenda was adopted with one addition by Pat Edwards regarding a proposal to establish COTA fellows.

2) The chair announced that minutes of the last meeting had been approved.

3) The following changes have been made to the Commission: the undergraduate student representative has resigned due to a conflict in his schedule and he is working on securing a replacement; Steve Parson from the College of Education has resigned, - as long as the College of Education exists, we expect a representative from this college will be appointed; and Fred Lamb from the College of Forestry and Wildlife has been replaced by James Parkhurst.

4) COTA information - Pat Edwards relayed information from the last Dean's Meeting regarding the COTA program. The General Assembly provided funding to support 5.0 FTE named professorships associated with COTA. Harold Kurstedt and Minnis Ridenour have proposed to use these funds to develop a COTA Fellows Program. Fellows would be expected to design and implement continuing education programs and would receive supplements to their salary for summer pay or hire behind costs.

A proposal is being developed by a committee from the Dean's Meeting to suggest a process for selecting COTA Fellows. The committee has proposed a Selection Committee composed of four members from the Commission on Public Service and Extension and four members from the Continuing Education Academic Council. The proposal is currently under review by the Provost's office.

Ted Settle indicated that there is \$225,000 endowment for COTA operation costs. Approximately \$400,000 has been used for incentive funds over the past two years. These funds have been awarded by the Academic Council to faculty who responded to a call for proposals to develop continuing education programs. Ralph Badinelli requested a list of these recipients be distributed to the Commission. The question came up as to the location of the continuing education programs. Ted stressed that Hotel Roanoke and/or Donaldson Brown Hotel and Conference Center were not mandatory but were encouraged.

Ralph Badinelli expressed a concern as to how involvement in COTA will effect promotion and tenure process. Pat Edwards said it is handled individually by each college but suggests it should be weighed as strongly as on-campus teaching.

Ralph Badinelli committed the Commission to work fully with this program and encourage its use on campus.

5) Public Service Awards - Deb Williams reported she is awaiting

funding approval from Dixon Hanna for the mailing. She has determined it will cost \$4200 for honorarium, plaques and letters. The Commission advised her to send them out because of the late date.

6) Distance learning and continuing education - Fred Kringgold feels the Commission for Outreach should focus its attention on the effective exploitation of distributed education technologies to accomplish the goals of University Outreach. Our current satellite system was cutting edge 15 years ago. We have many assets on campus and the Commission should be concerned that they are directed appropriately toward the outreach mission. We need to define outreach audiences and services in light of dramatically enhanced communications capability. This has implications for the organization of faculty time and activities. The Commissions could provide some constructive leadership in this area. It could collaborate with Erv Blythe and Tom Head.

Terry Swecker disagreed with the statement that "faculty don't want to change and take advantage of telecommunication available today". Faculty are interested but the hardware is not available at many sites.

Pat Edwards requested that Virginia Cooperative Extension inform the Commission on what they are doing with telecommunication.

7) Ted Settle explained Commonwealth College which has now been approved by University Council. They offer graduate courses in NVa so people who live in the area can take courses without applying for a specific degree program. They submit an application with \$25 and pay normal tuition. The tuition is administered by the Graduate School and split several ways (to dept., for marketing, etc.). The only pre-requisite is a bachelors degree. This is separate from taking continuing education courses for CEU credits. Due to the late hour, discussion on this topic will be continued at the next meeting.

Doug McAlister just returned from checking with Provost Office regarding Public Service Awards. Dixon advised to move forward with mailing of letters promising the commitment is there.

The meeting was adjourned at 3:40 pm. The next meeting will be Monday, December 11 @ 2:00 in 400-D Burruss.

Commission on Public Service and Extension Minutes of Meeting on December 11, 1995
Room 400-D Burruss

Members Present: Ralph Badinelli, Ted Settle, Doug McAlister, Kermit Kwan, James Parkhurst, Terry Swecker, Bill Mashburn, Norm Marriott, Pat Edwards, Ann Hertzler, Lee Skabelund, Kevin Fenton and James Jones, Judith Hall (for Fred Krimgold), Dawn Barnes, Betsy Campbell via conference call.

Alternates: Nancy Gruber for Deb Williams, Jerry Jones for Clark Jones

Visitors: Bruce Chaloux and Peggy Meszaros

Members not Represented: Sharon Diggs, Jim Littlefield, College of Education, SGA

1) The meeting was convened and chaired by Ralph Badinelli. The agenda was adopted with one addition by Ralph regarding meeting schedule for 1996.

2) Final draft of minutes will be approved from November 15 meeting if no other corrections received by Wednesday, December 20.

3) Ralph Badinelli requested everyone send him via e-mail (ralphb@vt.edu) their most convenient times for meetings in 1996. After discussion, Monday's at 2:00 seemed to work for everyone and next meeting was agreed to be Monday, January 22, 1996 at 2:00 pm, in 400-D Burruss.

4) Awards Program - Deb Williams was unable to attend this meeting. Discussion proved that Deans/Directors/Dept. Heads have not received award information. Awards Selection Committee will meet February 2. Norm Marriott agreed to talk with Deb regarding distributing information to the university before that date.

5) Senate Governance System Proposal - Ralph Badinelli reported that the Faculty Senate was proposing to dissolve several commissions and reform them in one Faculty Council. Some being considered are Commission on Graduate Studies, Commission on Undergraduate Studies, Commission on Research, and CFA (Commission on Faculty Affairs). This Commission needs to consider whether we think we should be absorbed or not. Ralph feels that outreach should be integrated into all aspects of the university.

6) Extended campus, distance learning and outreach - Ralph Badinelli informed the Commission that Erv Blythe will attend the January meeting to share with us what is in the works in infrastructure and technology.

Ralph Badinelli passed out a handout prepared by Harold Kurstedt showing where distance learning is going by the year 2005.

Bruce Chaloux, Associate Dean of the Extended Campus Graduate Program, informed the Commission of the graduate programs available outside of Blacksburg. There are centers in Roanoke (with UVA and Radford), Abington (with UVA), Falls Church (with UVA and CU), and Hampton Roads/Virginia Beach. Many of these sites are connected via satellite and hopefully in the future via compressed video. Compressed video will enable several sites to link up audio and video facilities and teach one class to various locations. At present Randolph Hall and Whittemore Hall have the only compressed video access on campus and is quite costly. (For example, Ralph Badinelli found that it would cost approximately \$1,000 per meeting to link the Commission meetings up for members to participate from around the state.)

Bruce Chaloux said the university is serving 2,000 students per semester on extended campuses, half of which are part time students pursuing graduate studies. Revenue Sharing has been in operation since Spring '95. This enables activities above a set base to capture graduate activities and reward these programs and encourage their future use.

Commonwealth Campus has been approved and will be operational Spring '96. This will allow students to pursue courses without declaring a degree program. They will be allowed to take up to 12 hours providing they have a bachelor's degree in appropriate di

cipline or bachelor's degree with comparable work experience. Concerns of the future are possible breaking up into portions of classes for general information or mixing classes with students sitting in for graduate credits with those that just want to au it. Then the questions arises as to how participants will earn continuing education credits for portions of a class. Hopefully more information will be available in the spring.

The meeting was adjourned at 3:25.

Commission on Public Service and Extension Minutes of Meeting On January 22, 1996
Room 400-D Burruss

Members Present: Ralph Badinelli, Deb Williams, Kermit Kwan, Jim Parkhurst, Norman Marriott, Clark Jones, James Littlefield, Ted Settle, Kevin Fenton, Terry Swecker, Pat Edwards, Lee Skablund, Bill Mashburn, Ann Hertzler and Dawn Barnes, Sharon Diggs, and Judith Hall (for Fred Krimgold) via conference call.

Visitors: Peggy Meszaros, Pat Hyer, Harold Kurstedt, Dixon Hanna, Neal Vines, Earv Blythe, Jeff Crowder, Joanne Eustis

Members not Represented: Doug McAlister, James Jones, Betsy Campbell, College of Education, SGA

1) The meeting was convened and chaired by Ralph Badinelli. The agenda was adopted as stated.

2) Final draft of minutes will be approved for December 11 meeting if no additional corrections are received by Friday, January 26.

3) Deb Williams stated that today is the deadline for nominations to the Awards Selection Committee. They will meet February 2 to review applications and awards will be made by February 29. Dixon Hanna's office will be contacted to proceed with ordering the plaques. In the future, it was suggested this information needs to be sent out no later than November 1.

4) Pat Hyer explained the e-mail information she had previously sent out to members of this Commission regarding the COTA Fellow Program and how selections will be made. It is the responsibility of the Commission to form a selection committee and move forward with the selection of recipients. Harold Kurstedt stated the committee should form immediately and a decision made by July 1. Peggy Meszaros clarified the application information will be distributed by Harold Kurstedt and Continuing Education. She suggested that the sub-committee review the application materiel before it is sent out to make sure is what we are seeking and what we can support. Terry Swecker made the motion we adopt the program, supply a reviewing sub-committee, draw up proceedings, and select COTA Fellows. Deb Williams seconded and was passed.

5) Ralph Badinelli reported the implementation plan was almost finished from the Outreach Implementation Committee. They have been bold in making suggestions. Implementation plan will be to the Provost by early February.

6) Ralph Badinelli reported that he had attended several meetings that dealt with distance learning and the flexibility that it can offer continuing education students. He stated that a future agenda item for the Commission would be the consideration of ways to allow non-degree students more opportunities to take classes with degree-seeking students. These opportunities are important to the continuing education effort but spark controversy when considered from a broader perspective. In considering the expansion of course offerings to non-degree students, we must be careful not to dilute or even to give the appearance of diluting the quality of our courses.

7) Earv Blythe (with the help of Jeff Crowder and Joanne Eustis) made a presentation on the State of Virginia Infrastructure. This is made up of VT, ODU, Va. community colleges, Va. Dept. of Information Technology and Va. Council on Information Management. Jeff explained the broadband

(high capacity) wide area network is trying to improve the system and open up to more participants. There are four sites now and five more will open up in the next year. The scheduled pilot network implementation is Spring 1996. Joanne Eustis explained the pilot project that is being perfected and will make plans to demonstrate it to this Commission in the near future.

The meeting was adjourned at 3:35.

The next meeting will be Monday, February 12 @ 2:00 in 400-D Burruss.

Commission on Public Service and Extension Minutes of Meeting on
February 12, 1996
Room 400-D Burruss

Members Present: Ralph Badinelli, Doug McAlister, Ted Settle, Jim Littlefield, Norman Marriott, Jim Parkhurst, Terry Swecker, Pat Edwards, Kevin Fenton, Ann Hertzler, Lee Skablund and Fred Krimgold, Betsy Campbell, Sharon Diggs and Dawn Barnes via conference call

Visitors: Dixon Hanna and David Conn

Members not Represented: James Jones, Deb Williams, Kermit Kwan, Clark Jones, Bill Mashburn, College of Education, SGA

1) The meeting was convened and chaired by Ralph Badinelli. The agenda was adopted as stated.

2) Fred Krimgold noted that he was represented at January 22 meeting via conference call by Judith Hall. Pending this addition, the final minutes from the January 22 meeting were approved.

3) Deb Williams was not able to attend so Norman Marriott gave a report on the Public Service Excellence Award. There were 8-10 applicants and one award was made to Clifford Randall of Civil Engineering. Ralph Badinelli has responded to everyone that applied. Dixon Hanna stated the plaque has been order and will be presented at Founder's Day. It is hoped that in the future more awards can be made at \$2,000 each, pending approval from Peggy Meszaros.

4) David Conn explained that he has been asked by Peggy Meszaros to devise a new faculty development program. He stated that we now have breakfasts and lunches with new faculty. The numbers have been disappointing due to other commitments. He will be adding a tour of the campus to include service areas (motor pool, etc.), black studies center, and research facilities. The week after graduation in May a tour of the state is being devised. One bus (44 passenger) and one state car (2 passenger) will make the week long trip. He may offer the trip to all faculty with inverse order of service deciding who participates. A very tentative schedule was passed out for suggestions on route and points of interest and many were received. Norman Marriott stressed that objectives and themes should be firmed up or the tour may be looked at unfavorably. He was concerned that the image conveyed to the general public may be of faculty "joy riding" around the state at tax-payers expense. Thus, if we have a clear and purposeful criteria and objectives we may avoid or at least minimize potential complaints from primarily the off-campus constituency by showing the advantage gained by the University and the Commonwealth. Ralph Badinelli suggested four objectives: 1) distance learning 2) continuing education opportunities 3) extension services 4) opportunities for public service and non-profit services. He suggested that possibly in the future sub-tours could be incorporated into different areas of interest. Doug McAlister suggested notebooks and videos be used during the bus ride for background information. Any other suggestions should be sent to David Conn via e-mail to CONN@vt.edu.

5) Ralph Badinelli reported that the Implementation Committee was ready to submit their report to the Provost. He will e-mail their recommendations to the Committee for their comments.

Ralph Badinelli initiated a discussion of the possibility of allowing continuing education students to take all or part of a degree-program undergraduate class. He asked if any University rules would be violated by doing this. No one identified a rule violation. Ted Settle and Ralph Badinelli agreed to work on a proposal to offer such a course using the

ATM network.

The meeting was adjourned at 3:25. The next meeting will be February 26 @ 2:00 in 400-D Burruss.

Commission on Public Service and Extension
Minutes of Meeting on February 26, 1996 Room 400-D Burruss

Members Present: Ralph Badinelli, Doug McAlister, Ted Settle, Jim Littlefield, Norman Marriott, Kevin Fenton, Kermit Kwan, Jim Parkhurst, Dave Barrett (for Clark Jones), Pat Edwards, Deb Williams, Ann Hertzler, Lee Skablund and Sharon Diggs and Dawn Barnes via conference call

Members not Represented: Terry Swecker, Fred Kringgold, Betsy Campbell, James Jones, Bill Mashburn, College of Education, SGA

- 1) The meeting was convened and chaired by Ralph Badinelli. The agenda was adopted as stated.
- 2) Final minutes of February 12 meeting were approved. Doug McAlister encouraged input to David Conn on the Commonwealth Tour be forwarded as soon as possible.
- 3) Ralph Badinelli introduced the idea of diverting a percentage of profits from Continuing Education programs to subsidize non-profit outreach programs (i.e., nutrition, gardening, low income families). This so-called "Robin-Hood proposal" led to a discussion of where support money comes from for non-profit outreach. Pat Edwards stated that in the past her college had received money through Charles Steger's office (when he was Vice President for Outreach) for the Community Design Assistance Center. Ted Settle stated he was allotted \$240,000 for two years to be used in public service programs in continuing education. It was not known if future monies exist and agreed to have Dixon Hanna attend next meeting if possible to explain the future of this support.

Dave Barrett explained how the Virginia Cooperative Extension made choices of how money is distributed. Presently commercial agriculture is targeted but in the future the need will be in consumer and family science. He suggested that we have Clark Jones make a presentation of his goals for the VCE, budget figures, and where it stands.

- 4) Ralph Badinelli stated that at the last meeting it was decided no University rules would be broken if continuing education students took all or part of a degree-program undergraduate class. He asked if any other issues should be reviewed since there is no written policy. Kermit Kwan was concerned what priority would be followed for enrollment.

Alumni Extension Awards were previously announced: Charles Swann and Jerry Swisher.

Meeting was adjourned at 3:15. The next meeting will be April 8 @ 2:00, 400-D Burruss.

Commission on Public Service and Extension
Minutes of Meeting on April 8, 1996 Room 400-D Burruss

Members Present: Ralph Badinelli, Jim Littlefield, Kevin Fenton, Sharon Diggs, Dawn Barnes, Bill Mashburn, Ted Settle, Kermit Kwan, Lee Skabelund, Jim Parkhurst, Norman Marriott, Deb Williams, Pat Edwards, Ann Hertzler, Terry Swecker and Betsy Campbell and Judith Hall (for Fred Krimgold) via conference call.

Members not Represented: Doug McAlister, Clark Jones, James Jones, College of Education, SGA.

- 1) The meeting was convened and chaired by Ralph Badinelli, Chairman. The agenda was adopted as stated.
- 2) Final minutes of February 26 meeting were approved and will be submitted to University Council after April 12.
- 3) Ralph Badinelli lead discussion on change of name for this Commission to Commission on Outreach as recommended by the Outreach Implementation Task Force report. Terry Swecker made a motion to change name as recommended, Bill Mashburn seconded the motion. A vote was taken and passed.
- 4) Ralph Badinelli stated that no program is underway or being considered to teach degree students and continuing education students in the same class.

Ralph Badinelli explained the Robin Hood proposal; taking 13-15% of continuing education profits to be used in non-extension programs that are not subsidized (e.g., dietetics for the elderly, family financial planning). Ted Settle stated that \$240,000 has been provided by the Provost office from E & G money for this purpose. He explained that any faculty member interested in these funds should contact the Academic Council member in their college to reach the appropriate faculty contact in Continuing Education. Ted also explained how profits are distributed and offered to share the Division of Continuing Education budget with this commission.

- 5) Ralph Badinelli gave an overview of what is contained in the Implementation Committee Task Force report; name change of this commission, possible continuing education profit sharing, and faculty accountability.

Next year's membership roster was reviewed. Members who would not be returning are Kermit Kwan, Ralph Badinelli, and James Jones. A representative from the SGA never attended last year. Hopefully these positions will be filled by the next meeting in the fall.

A new chair will be elected at the first meeting in the Fall '96. Terry Swecker will convene this meeting.

Ted Settle thanked Ralph Badinelli for all of his efforts as chair of the committee during the last year.

The meeting was adjourned at 3:25.