

Commission on Outreach
February 23, 1999

Present: Greg Boardman, Eldridge Collins, S.K. DeDatta, Peter Eyre, Lynn Gray, Clark Jones, Judith Jones (for Dave Barrett), Irene Leech, Doug McAlister, Bill Murphy, Julie Ozanne, Marie Paget, Janet Thaxton. Terry Swecker presiding.

Terry Swecker call the meeting to order. Unanimous vote taken to suspended Roberts Rules due to small number attending meeting. Agenda was accepted.

The university center proposal by the College of Human Resources and Education was rescinded at this time.

Clark Jones distributed an updated draft version of Policy and Procedures for Centers Financial and Administration Policy and Procedures (dated 1-11-99). The Board of Visitors has asked a final version be presented to them at their meeting in April '99. Clark Jones thinks there may be as many as 40 centers that will fall under Outreach with 2 new ones in process. Following discussion of changes a working group was formed: Judith Jones (chair), Eldrige Collins, Irene Leech, and S.K. DeDatta. They will be asking for electronic review and input. A refined document will be presented to Terry Swecker by March 10 which he will share with Clark Jones. Clark Jones will forward to Peggy Meszaros by March 15.

It was decided a set of guidelines will need to be developed for Outreach Centers. Policy No. 13,005 (Interdisciplinary Research Centers) will be used as a model. This will be addressed at our next meeting.

Tom Garman's center proposal (that is funded by COTA through August 2000) appears to be a College or Department Center. Terry Swecker will respond to his request and inform him of our intention of having guidelines in place by the end of the school year.

The Public Service Excellence Award Committee (consisting of Lynn Gray, Janet Thaxton, Eldridge Collins, Walden Kerns, Mike Chandler and Nancy Metz) has decided not to make an award this year. Guidelines for promoting, submitting, and awarding this award are not official. A working group was formed: Walden Kerns (chair), Doug McAlister, Lynn Gray, and Clark Jones. Judith Jones will share the procedures used by the Extension Excellence Award Committee.

Clark Jones asked that everyone share with him there opinion of what Outreach should be at the next meeting. The next meeting will be the end of March.

Meeting was adjourned.

Commission on Outreach
March 30, 1999

Present: Eldridge Collins, Lynn Gray, Clark Jones, Dave Barrett, Irene Leech, Doug McAlister, Bill Murphy, Marie Paget, Jim Johnson, Peter Sforza, Ted Settle, Mary McFerren. Terry Swecker presiding.

Terry Swecker called the meeting to order. Unanimous vote taken to suspend the rules due to lack of a quorum. (Note: a quorum was established about 15 minutes into the meeting.)

The agenda was accepted.

Clark Jones presented an amendment to minutes of last meeting. This amendment was approved and submitted.

Doug McAlister gave a progress report from the Public Service Awards working group that meet on March 29. They are working on a re-draft of guidelines that will be ready by our next meeting. It was decided that the Vice Provost for Outreach will assist in the process management in the future. It was proposed to change the name of the award to the Excellence in Outreach. This was voted on and passed. The Vice Provost for Outreach will host an award luncheon in the future for award winners with the Commission. Lynn Gray was nominated and approved as chair person of this working group. Judith Jones was added to the committee as a consultant. They welcome any suggestions during these improvements. Clark Jones will talk to Charles Steger regarding the source of funding for this award process.

Clark Jones distributed Policy #13,005: Interdisciplinary Research Centers dated 11/5/91. Terry Swecker asked the working group that was formed at the last meeting to review and revise Outreach Center guidelines by May 10.

Dave Barrett gave an update from Virginia Cooperative Extension. Since 1996 extension agents were required to have a masters degree or one to be imminent according to the AP requirements. In the future, new hires can be exceptions with the understanding they will complete a masters in six years. Also, agent specialization seems to be working. New hires will be placed for six months with a senior agent to form technical skills. The position of Director is being advertised with dossiers due June 15.

It is time to elect a new chair person for the Commission on Outreach. Terry Swecker asked for nominations or volunteers in the next two weeks. If he does not receive any, a nominating committee will be formed.

Clark Jones led a discussion of where outreach should be going in the future. He welcomes any comments for a reaction team that is forming.

The next meeting date has been changed. Instead of April 19, the Commission will meet May 10, 10-12 in 325 Burruss.

Meeting was adjourned.

Commission on Outreach May 10, 1999

Present: Ted Settle, Clark Jones, S.K. DeDatta, Peter Eyre, Judith Jones, Bill Murphy, Greg Boardman, Dan Schneck, Doug McAlister, Lynn Gray, Irene Leech, Jim Johnson, Mary McFerren, Janet Prillaman, and Peter Sforza. Terry Swecker presiding.

Terry Swecker called the meeting to order. The agenda was accepted.

Judith Jones reviewed the Outreach Center Policy and Procedures, Policy No. 13005 that was modified for Interdisciplinary Outreach Centers. Two additions were suggested under 2.4 Governance. Judith will work with Linda Price to distribute the document for review and electronic ballot within the next ten days.

Two consultants, Ed Simpson from the University of Georgia and Nick Mueller from the University of New Orleans, then joined the meeting. They are on campus to review the Outreach Division and Continuing Education. They solicited input from the commission members on how to make outreach at Virginia Tech more effective.

Doug McAlister reviewed Nomination Guidelines for the University Outreach Excellence Award prepared by a working group. Discussion followed on the section titled "Evaluation Criteria Includes". Everyone is encouraged to send comments/suggestions to Waldon Kerns, working group chair, and they will report back at next meeting.

Clark Jones distributed Attachment #1 - Annual Report Outline - Virginia Tech Instructional Center to Policy #3020 that will be used for all future centers financial reports.

Terry appointed a nominating committee to propose names for a new chair for the Commission on Outreach for 1999-2000. Bill Murphy will chair the committee. Other members will be Clark Jones, Eldrige Collins, and Gerry Cross.

An early June date will be selected later for the next meeting.

Meeting was adjourned.

COMMISSION ON OUTREACH

June 2, 1999

Present: Ted Settle, Judith Jones, Dave Barrett, Clark Jones, S. K. DeDatta, Lynn Gray, Mary McFerren (telecon), Nancy Metz, Peter Eyre, Greg Boardman, Eldridge Collins, Irene Leech, Terry Swecker presiding

Terry Swecker called the meeting to order. The agenda was accepted as presented.

Clark Jones reported that Dr. Edward Simpson will return to campus on June 3 to present the report that Drs. Gordon "Nick" Mueller and Edward Simpson have completed regarding Continuing Education and Outreach Division. They will be meeting with Peggy Meszaros, Minnis Ridenour, Outreach Council and Continuing Education personnel. A copy of the report will be available to Commission members by late summer for committee action in the fall.

Policy 130052: Interdisciplinary Outreach Centers and Policy 3020: Annual Reports were presented in final format. Ted Settle recommended another change in Policy 3020: Annual Reports, under "II. Mission and Plan", add "C. Future Challenges and Opportunities". Deletion of sentence under III "Identify potential opportunities for future funding." An updated copy will be distributed. Policies with noted changes were adopted.

Greg Boardman gave a brief report on COTA. He will need the Commission to help with selection of new fellows for fall 2000.

Congratulations were extended to Irene Leech who accepted the nomination as the new Chair of Commission on Outreach for 1999-2000.

Committee applauded Terry Swecker for a job well done as Chair of Commission on Outreach this year.

Upcoming agenda items will be: Consultants' report and University Outreach Excellence Award.

Meetings will resume in the fall unless there is a need for an additional meeting this summer.

Meeting was adjourned at 1:30.