

COMMISSION ON OUTREACH  
MINUTES  
November 9, 2000

Attendance: Irene Leech, Susan Sumner, John Arbogast, David Travis for Dave Barrett, Della Baker, Greg Boardman, Sarah Burkett, Mike Bertelsen for S. K. De Datta, Jim Johnson, Clark Jones (telecon), James Littlefield, Nancy Metz, Eric Pappas, Jim Parkhurst, Janet Prillaman (telecon), Andy Swiger, Dee Whittier, Tom Wilkinson, Deb Williams

Absence: Joe Marcy, Doug McAlister, Marie Paget, Ted Settle, Dylan Eastman

1. Welcome and Introductions

Irene Leech welcomed everyone to the meeting. Clark Jones and Janet Prillaman participated by phone.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, October 12, 2000

The October 12, 2000 minutes were approved as presented.

4. Continuing Business

\* Outreach Strategic Action Plan Resolution

At the request of Jim Bohland, Irene Leech drafted an outreach vision statement and strategic action steps resolution for University Council approval. One change has been made in the fifth paragraph correcting a typographical error from "TO" to "to".

\* Awards Letter

Nancy Metz reported that the call for the Alumni Award for Outreach Excellence was sent out early in November with a nomination deadline of January 17, 2001. This award is sent out at approximately the same time as the Virginia Cooperative Extension Alumni Association for Extension Excellence Award. Recipients of these awards will be inducted into the Academy of Outreach Excellence.

The call for the Alumni Award for Outreach Excellence was sent to Deans, Directors and Department Heads. Deb Williams asked that the call be sent electronically to the presidents of the Staff and Faculty Senates, for a broader university distribution.

\* Symposium Committee

The function of this committee is to help showcase outreach efforts by individual colleges to all interested faculty, especially for faculty who are coming up for tenure. Suggestions included trade fairs with booths where faculty can make presentations, or all day functions with a guest speaker for a luncheon. Costs for this type of function were discussed with suggestions that individual colleges may be asked to assist. Advertising through the Virginia Tech web page was suggested.

\* Southside Project

Two job announcements are being advertised at this time to begin staffing a new higher education center in Danville, to be built within the next two years. The director of university outreach programs will report to Clark Jones, and the director of economic development, knowledge based economy will report to John Phillips. Screening of applications will begin this month. More than twelve applications have been received for the director's position and at least five for the economic development position. More applications are anticipated to follow. These positions will be filled between January and

March, 2001.

5. New Business

\* Southwest Outreach and Economic Council

This is the first council to be used as a pilot project to assist Virginia Tech west of the New River Valley. There are plans to have 5 or 6 councils in place. Twenty people have been invited to serve on this council to define needs, one-half from the private sector and one-half from the public sector. Public Service Programs will manage this council.

\* Meeting with Outreach Council

Clark Jones will invite the Outreach Council, consisting of associate

deans from each college, to attend the December Commission on Outreach meeting to help the commission with outreach planning. Presentations will be given by Mr. Earving L. Blythe, Vice President for Information Systems, "Enhancing Regional Competitiveness through Early Access to Advanced network Technology," and Dr. Leonard A. Ferrari, Vice Provost for Special Initiatives, "Institute for Information Technology in Northern Virginia and Virginia Tech." Dr. Ferrari is shaping this concept now. Both projects are high outreach initiatives.

6. Presentation

Della Baker presented "The Entrepreneurial Institution as an Engaged Institution: Meeting the Seven-Part Test."

Respectfully submitted,

Linda Price  
Recording Secretary

COMMISSION ON OUTREACH  
MINUTES  
December 14, 2000

Attendance: Irene Leech, Susan Sumner, John Arbogast, Dave Baret, Greg Boardman, Sarah Burkett, Mike Burtelsen for S. K. De Datta, Jim Johnson, Clark Jones, Joe Marcy, Doug McAlister, Jim Parkhurst (telecon), Janet Prillaman (telecon), Ted Settle, Andy Swiger, Dee Whittier, Tom Wilkinson

Absence: Della Baker, James Littlefield, Nancy Metz, Marie Paget, Eric Pappas, Deb Williams, Dyland Eastman

Guests: Linda Leffel, Valerie Giddings, Jeanne Garon

1. Welcome and Introductions

Irene Leech welcomed everyone to the joint meeting of the Commission on Outreach and Outreach Council. Janet Prillaman and Jim Parkhurst participated by phone.

2. Agenda Approval

The agenda was approved as presented.

3. Presentations

Mr. Earving L. Blythe, Vice President for Information Systems, gave a presentation on "Enhancing Regional Competitiveness Through Early Access to Advanced Network Technology," and Dr. Leonard A. Ferrari, Vice Provost for Special Initiatives, gave a presentation on "Institute for Information Technology in Northern Virginia and Virginia Tech."

4. Resolution - Technical Assistance Program Agreement

The Technical Assistance Agreement Resolution was distributed to the committee. This document has been discussed with Kay Heidbreder, and will be taken to the Commission on Faculty Affairs in January as well as bringing it back to the Commission on Outreach in January.

The meeting was adjourned.

Respectfully submitted,

Linda Price  
Recording Secretary

COMMISSION ON OUTREACH  
MINUTES  
January 18, 2001

Attendance: Irene Leech, Susan Sumner, John Arbogast, S. K. De Datta, Lynn Gray, James Littlefield, Joe Marcy, Doug McAlister, Eric Pappas, Janet Prillaman (telecon), Ted Settle, Andy Swiger, Tom Wilkinson

Absence: Dave Barrett, Della Baker, Greg Boardman, Sarah Burkett, Jim Johnson, Clark Jones, Nancy Metz, Marie Paget, Jim Parkhurst, Dylan Eastman, Dee Whittier, Deb Williams

Guests: Linda Leffel, Ed Nelson, John Phillips

1. Welcome and Introductions

Irene Leech welcomed everyone to the meeting. Lynn Gray has been appointed by President Steger to the International position so she was welcomed back. Janet Prillaman participated by phone.

2. Agenda Approval

The agenda was approved as presented.

3. Continuing Business

Ted Settle presented the Technical Assistance/Consulting Resolution. He and John Phillips answered members' questions. A motion was made, seconded and passed to approve the resolution with one change in the supporting documents. Agreements will be signed by the Dean rather than an Associate Dean. This resolution is also before the Commission on Faculty Affairs. After they approve it, it will be forwarded to University Council.

4. Announcements

Irene Leech reminded members of the schedule for meetings the remainder of the academic year.

The meeting was adjourned.

Respectfully submitted,  
Irene Leech, Chair

COMMISSION ON OUTREACH  
MINUTES

February 8, 2001

Attendance: Irene Leech, Susan Sumner, John Arbogast, David Travis for Dave Barrett, Greg Boardman, S. K. De Datta, Jim Johnson, Clark Jones, James Littlefield, Lynn Gray, Doug McAlister, Judy Robinson for Eric Pappas, Louis Helfrich for Jim Parkhurst, Jennifer Bowen for Janet Prillaman (telecon), Andy Swiger, Tom Wilkinson

Absence: Della Baker, Sarah Burkett, Joe Marcy, Nancy Metz, Marie Paget, Dylan Eastman, Ted Settle, Dee Whittier, Deb Williams

Guests: Linda Leffel

1. Welcome and Introductions

Irene Leech welcomed everyone to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes

The minutes of November 9, 2000, December 14, 2000, and January 18, 2001 were approved as presented.

4. Continuing Business

Æ The Technical Assistance/Consulting Resolution will be placed on the February 14, 2001 Dean's Council agenda for discussion. There is still ongoing discussion about overhead rates.

Æ The Outreach Vision Statement and Strategic Action Steps, 2000-2001 Resolution was reviewed at the February 5, University Council meeting. The Outreach Vision Statement was the only portion that needed to go on record, so it was reviewed and approved without the Strategic Action Steps.

5. Rewards Committee

Jim Johnson reported that the committee was charged with looking at outreach projects and how faculty can package outreach in their dossiers for promotion and tenure. The committee

is using a condensed matrix from Michigan State and is currently testing this. The committee will report its findings once data is collected.

6. New Business

Clark Jones discussed the first reporting of the state budget.

7. Announcements

Lyn Gray reported from the Awards Committee that nine very strong applications were submitted and reviewed for the Alumni Award for Outreach Excellence. Other funding needs to be found so more than one award can be given next year.

Greg Boardman moved to establish a ~~Team~~ Award and then seek funding. The motion was seconded and passed, with the notation that state funds may not be used for this award.

°Respectfully submitted,  
Linda Price  
Recording Secretary

COMMISSION ON OUTREACH  
MINUTES

May 10, 2001

Attendance: John Arbogast, Dave Barrett, Greg Boardman, Sarah Burkett, S. K. De Datta, Jim Johnson, Clark Jones, Irene Leech, Eric Pappas, Jim Parkhurst, David Waterman for Ted Settle, Susan Sumner, Andy Swiger

Absent: Della Baker, Lyn Gray, James Littlefield, Joe Marcy, Doug McAlister, Nancy Metz, Marie Paget, Janet Prillaman, Dee Whittier, Tom Wilkinson, Deb Williams, Dylan Eastman

Guests: LuAnn Gaskill, Wayne Patty

1. Welcome

Irene Leech welcomed all to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 12, 2001

The minutes were approved as presented with the change that Louis Helfrich replaces Jim Parkhurst and is the permanent representative.

4. Continuing Business

\* Alumni Award for Outreach Excellence

The Commission on Outreach held a reception at their May 10 meeting to honor Wayne Patty, Department of Mathematics, recipient of the 2000-2001 Alumni Award for Outreach Excellence. The nomination guidelines will need to be revisited in the fall to discuss the date for the call for nominations as well as the deadline for submission. John Arbogast suggested that marketing materials should be added to bullet 3. He also recommended that the call be published in local newspapers.

\* Rewards Committee

Jim Johnson discussed the outreach evaluation matrix that the ad hoc committee drafted to assist faculty with documenting outreach for promotion and tenure and annual activity reports. He is planning to use this in the College of Natural Resources in the spring. Jim Johnson will share a draft copy with Andy Swiger to take to his college for their use this spring. It will be presented at the Outreach Council. Next year the Commission should take it to the faculty via presentations in each college and other means.

\* Nomination of Officers

Jim Johnson nominated the following to serve as officers for 2001-2002 Commission on Outreach: Susan Sumner, Chair and Eric Pappas, Vice Chair. The vote was unanimous to approve the nominations.

5. New Business

\* Meeting Dates for 2001-2002

The proposed meeting dates for 2001-2002 were distributed and will be revisited in the fall. Susan Sumner recommended that the Commission on Outreach should meet every other month.

6. Discussion Topics for Next Year

\* The following are topics that need to be addressed:

add a team award, Alumni Award for Outreach Excellence -

include students

Promote P&T Outreach Matrix

Invite new Provost to a meeting

Set an outreach goal to be top 10

Ensure that outreach is properly represented as Strategic Planning

continues in departments and colleges

within their colleges Invite deans to share outreach programs

(15 minute presentations at meetings)

7. Announcements

Clark Jones thanked Irene Leech for her leadership and support to the Commission on Outreach for the last two years, and presented her with flowers from the Commission.

Respectfully submitted,

Linda Price

Recording Secretary

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