

**COMMISSION ON OUTREACH
MINUTES
September 6, 2001**

Attendance: John Arbogast, Dave Barrett, S. K. De Datta, Robert Dunay, Amy Emerson, Louis Helfrich, Clark Jones, Doris Kincade, James Littlefield, Joe Marcy, Doug McAlister, Ed Overton (telecom), Susanna Rinehart, Beth Schroder for Ted Settle, Christine Jarchow for Judith Shrum, Susan Sumner, Andy Swiger, Dee Whittier, Tom Wilkinson

Absent: Greg Boardman, Sarah Burkett, Eric Pappas, Tammy Strand, Deb Williams

Guests: Linda Leffel, John Dooley

1. Welcome
Susan Sumner welcomed everyone to the September meeting, and asked those present to introduce themselves.
2. Agenda Approval
The agenda was approved as presented.
3. Approval of Minutes, May 10, 2001
The minutes were approved as presented.
4. Brief Orientation of Outreach Council
 - Doug McAlister gave a brief overview of the Outreach Council. The role of the Outreach Council is to look at program issues and opportunities to strengthen the outreach concept, and consider ways to strengthen the economic and development areas at the local, state, regional and international levels. Council also needs to think about the University Strategic Plan and the conceptual framework approved by the Board of Visitors.
5. Continuing/New Business
 - Outreach/Extension Matrix
The evaluation matrix/example was submitted by the rewards sub-committee last year and has been reviewed through the Commission on Outreach, Outreach Council and approved by University Council. This is an area that needs to be refined. The intent is for the Outreach Council to take the matrix to their colleges, department heads, and faculty. The Commission will work with Colleges to get information needed to improve the matrix.

- Outreach Excellence Awards
The awards committee will need to meet to revise the time frame to send out the call for nominations for the Outreach Excellence Awards. This year the Commission on Outreach wants to establish a team award.

6. New Business

- Commission chairs will meet with Drs. Steger and McNamee on September 13 to discuss the agenda of each commission for this academic year.
- The working agenda for 2001-2002 was discussed. It was suggested that speakers be invited to the meetings this year:
 - Betsy Flanagan — campaign issues
 - Mark McNamee — vision on outreach
 - Dwight Shelton — degree programs
- The symposium/forum was postponed last year since there were so many on-going activities last fall. This needs to be revisited and implemented this year. This activity would bring prestige to the outreach area and will showcase outreach excellence.

7. Announcements/Other Discussion

- Strategic Planning was discussed. The conceptual framework has been approved by the Board of Visitors. This document will incorporate graduate, undergraduate, outreach and research missions.
- A handout on Faculty Compensation for Credit Continuing Education Courses was distributed and discussed. Department heads will determine what is overload and faculty must stay within the consulting policy guidelines of one day per week or no more than five days in a five-week period. Overload compensation will only be approved in cases involving credit instruction at a remote site or via distance learning. Compensation will come through sponsored contracts with a company for credit. Faculty members on calendar-year appointments may earn up to an additional 33 1/3 percent during the 12-month period. Faculty on academic-year appointments may earn up to an additional 33 1/3 percent of their AY salaries during the academic year, and/or 33 1/3 percent during summer from all university sources combined.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH
MINUTES
November 8, 2001**

Attendance: John Arbogast, David Travis for Dave Barrett, Greg Boardman, Sarah Burkett, S. K. De Datta, Chris Dula, Robert Dunay, Amy Emerson, Clark Jones, Doris Kincade, Joe Marcy, Doug McAlister, Ed Overton (telecon), Eric Pappas, Ted Settle, Judith Shrum, Susan Sumner, Andy Swiger, Dee Whittier

Absent: Louis Helfrich, James Littlefield, Susanna Rinehart, Tammy Strand, Andy Swiger, Tom Wilkinson, Deb Williams

Guests: Linda Leffel, John Dooley

1. Welcome

Susan Sumner welcomed everyone to the November meeting, and asked those present to introduce themselves.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, September 6, 2001

The September 6, 2001 Minutes were approved as presented with an addition to the end of the last sentence in item #7, second bullet from all university sources combined.

4. Electronic Voting of Minutes

Minutes need to be approved electronically by the Commission. This process will begin with the November 8 Minutes. This is especially important since meetings are scheduled on a bi-monthly basis, and thus will shorten the period of approval time.

5. Continuing/New Business

- Outreach Faculty Development Program

An outreach faculty development program was proposed which will strengthen outreach by engaging the entire university. One of the steps is the development of an outreach magazine. The first publication, funded by Outreach, will be targeted for September 2002, and ideas are welcomed for the magazine. An action plan and committee structure for the development of an event needs to be planned through the Commission on Outreach and Outreach Council. It is important that all partners, including customers, be included in the development of the new program. A question was raised how the Commission can assist faculty with outreach programming. There

were several discussions which included a How-to Notebook that could be used university-wide; creation of a faculty task force from each college; a mentoring process for new faculty to assist them with finding resources and understanding organizational structures at the university; the Commonwealth Connection which is a one-week bus tour to visit alumni chapters, extension areas, the General Assembly, etc., organized through Pat Hyer's office; and utilizing technology through videos and/or web site advertising.

- History of Commission on Outreach

Doug McAlister has been a member of the Commission on Outreach for over a decade, and through his knowledge and understanding of the issues presented through the Commission, he discussed the historical overview of the Commission on Outreach. He provided handouts in which he captured the Commission focus areas from 1990-2000, the membership from 1994-2000, and the Outreach strategy matrix from 1996-97.

- Strategic Plan: College Visits

The University Strategic Plan, chaired by Rosemary Blieszner, has been completed, approved by the Board of Visitors, and is ready for implementation within colleges. Visits to the colleges are underway to discuss ways to shape and execute the plan at the college level through research, outreach and teaching missions. This is the first of a series of visits with colleges.

- Promotion and Tenure

A copy of the letter dated September 10, 2001, and the attached report to college deans dated August 15, 2001, from Mark McNamee regarding the Promotion and Tenure Ad Hoc Committee's Final Report were distributed. There was discussion about the sentence in bullet 2 on page 5, "Make explicit that promotion from associate professor to professor requires evidence of genuine excellence in two areas, one of which is research and scholarship." This is an area that needs to be discussed with Provost McNamee when he attends the January 10, 2002, Commission on Outreach meeting.

- Committees

Please e-mail Linda Price at lindapr@vt.edu if you wish to serve on the following committees:

Awards Committee — Joe Marcy will chair the awards sub-committee this year. A team award is recommended in addition to the individual award. These awards will be given out in the fall. Sarah Burkett has volunteered to serve on this committee.

Rewards Committee — The Promotion and Tenure Matrix that was developed last year will need to be visited at the college level this year.

Symposium/Forum Committee — John Dooley will chair this committee and will proceed with activities this year. Ted Settle has volunteered to serve on this committee.

Policy Committee — Judith Shrum will chair this committee.

6. Announcements/Other Discussion

- It was suggested that the director from the Service-Learning Center be invited to speak about service learning expansion to other colleges. It was reported that the Graduate Student Assembly established a community service committee to seek outreach opportunities for students. Their committee has identified the Habitat for Humanity and a blood drive as their special projects.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH
MINUTES
January 23, 2002**

Attendance: John Arbogast, Dave Barrett, Greg Boardman, Sarah Burkett, Mike Bertelsen for S. K. De Datta, Robert Dunay, Louis Helfrich, Doris Kincade, Doug McAlister, Ed Overton (telecon), Eric Pappas, Judith Shrum, Susan Sumner, Andy Swiger, Dee Whittier, Tom Wilkinson

Absent: Amy Emerson, Clark Jones, James Littlefield, Joe Marcy, Susanna Rinehart, Ted Settle, Deb Williams, Chris Dula, Tammy Strand

Guests: John Dooley, Mark McNamee, Michele James-Deramo

1. Welcome
Susan Sumner welcomed everyone to the January meeting, and asked those present to introduce themselves.
2. Agenda Approval
The agenda was approved as presented.
3. Approval of Minutes, November 8, 2001
Susan Sumner noted that the November 8, 2001 Minutes have been voted on and approved electronically. She encouraged everyone to bring copies of the agenda with them to save on paper copies.
4. Outreach Discussion with Mark G. McNamee
Mark McNamee was invited to the Commission on Outreach meeting to give his thoughts on University Outreach and how the mission area fits into the University.
5. Continuing/New Business
 - Alumni Award for Outreach Excellence/Alumni Award for Team Outreach Excellence
Susan Sumner, Joe Marcy, Clark Jones and Tom Tillar met in December to discuss the proposal and funding for the Alumni Award for Team Outreach Excellence. Tom Tillar will take this proposal to the Alumni Board which meets this spring. Susan Sumner noted that the team award was not included in this year's call for nominations, and she reminded everyone that March 1 is the deadline to return nominations for the Alumni Award for Outreach Excellence.
 - Staff Development
John Dooley presented the group with an outline of the Outreach Faculty Development Program Task Group recommendations which includes a new faculty orientation program, college/department-based programs, university program and identifying supporting resources. The membership includes John Dooley, Judith Jones, Jim Johnson, Susan Sumner, and Ted Settle.
6. Service-Learning Discussion with Michele James-Deramo
Michele James-Deramo, director of the Service-Learning Center at Virginia Tech, discussed the scope of the Service-Learning Center, and the benefits of faculty and graduate students working with the Center.
7. Announcements/Other
Dave Barrett reported that Virginia Cooperative Extension will share in the cost of the outreach magazine.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH
MINUTES
March 14, 2002**

Attendance: John Arbogast, David Travis for Dave Barrett, S. K. De Datta, Chris Dula, Robert Dunay, Amy Emerson, Clark Jones, Doris Kincade, James Littlefield, Joe Marcy, Doug McAlister, Ed Overton (telecon), Eric Pappas, Ted Settle, Judith Shrum, Tom Wilkinson

Absent: Greg Boardman, Sarah Burkett, Louis Helfrich, Susanna Rinehart, Susan Sumner, Andy Swiger, Dee Whittier, Deb Williams, Tammy Strand

Guest: John Dooley

1. Welcome
Eric Pappas, Vice Chair, welcomed everyone to the March meeting, and asked those present to introduce themselves.
2. Agenda Approval
The agenda was approved as presented.
3. Approval of Minutes, January 23, 2002
The January 23, 2002 Minutes have been voted on, approved electronically, and forwarded to University Council.
4. Continuing/New Business
 - Alumni Award for Outreach Excellence — Joe Marcy reported that a committee of five consisting of Joe Marcy, chair; Robert Dunay; Doris Kincade; Greg Boardman; and Sarah Burkett; will review 12 nominations for the Alumni Award for Outreach Excellence. The rankings will be summarized, and the award recipient will be reported to the chair within a month. The award recipient will be recognized at the May 9, 2002 Commission on Outreach meeting.
 - Alumni Award for Team Outreach Excellence — As discussed at last month's Commission on Outreach meeting, Tom Tillar will take the proposal for an Alumni Award for Team Outreach Excellence to their spring meeting of the Alumni Association Board for action.
 - Committee to Study Promotion and Tenure
Eric Pappas, Judith Shrum, Joe Marcy and John Dooley will serve on a committee to further define scholarship, and to explore faculty contributions in outreach that can be used as models or examples of outreach. Faculty, deans and department heads as well as other commissions and Faculty Senate need to be involved. This committee will make contacts with Pennsylvania State University, Michigan State University and North Carolina State

University to find out how outreach is valued in their promotion and tenure processes.

- Staff Development

The Outreach Faculty Development Program Task Group with membership of Judith Jones, Jim Johnson, Susan Sumner, Ted Settle and John Dooley recommended the creation of a staff development program as it relates to outreach. An interim report was shared at the last meeting of the Commission on Outreach and the same report was taken to the Outreach Council, since this was a joint effort of the two groups. Outreach Council feels there is a need to look at partnering in research as well as teaching and bringing forth an annual major scholarship event that represents all three missions of teaching, research and outreach with a target date of Spring 2003. This will be an on-going agenda item for the upcoming Outreach Council meeting as well as to bring this to other Commissions to begin a dialogue to pursue this agenda. John Dooley invited further input for the development of the program.

5. Restructuring

A committee is being appointed to address restructuring by the Provost. A motion was made, seconded and unanimously approved to nominate Eric Pappas, Vice Chair of the Commission on Outreach, to serve on this committee. The Provost Office will be notified this afternoon.

Respectfully submitted,

Linda Price
Recording Secretary