

**COMMISSION ON OUTREACH
MINUTES
October 10, 2002**

Attendance: Scott Baker (telecon), Judith Jones for Dave Barrett, S. K. De Datta, Bob Dunay, Dylan Jenkins, Clark Jones, Doris Kincade, Mike Lambur, James Littlefield, Doug McAlister, Eric Pappas, Ted Settle, Judith Shrum, Richard Sorensen, Tom Wilkinson

Absent: Sarah Burkett, Joe Eifert, Kelly Massie, Blair Price, Susanna Rinehart, Dee Whittier, Deb Williams, Jeannete Steeves

Guests: John Dooley, Susan Felker

1. Welcome and Introductions

Eric Pappas welcomed everyone to the October meeting and asked those present to introduce themselves.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, May 9, 2002

The May 9, 2002 Minutes have been voted on, approved electronically, and forwarded to University Council.

4. Restructuring of University Outreach and International Affairs

John Dooley provided each member a copy of the University Outreach and International Affairs organizational chart. Clark Jones and he discussed the reorganization of University Outreach and International Affairs discussing additional areas which have been added including the European Center, Service Learning Center, Extended Campus and direct reporting lines for each. Clark Jones discussed an upcoming merger of University Office of International Programs and Office of International Research and Development.

5. University Council – Eric Pappas

Eric Pappas reported on his attendance at the October 7 University Council meeting and gave an overview of its activities and resolution approvals.

6. Commission Committee Structure

Eric Pappas will convene meetings on a monthly basis this year, using any available time after meetings to meet with ad hoc committees.

7. Internal/External Marketing of Outreach

John Dooley introduced Susan Felker as staff writer for University Outreach and International Affairs, reporting to Clara Cox, Director of Publications and University Communications.

8. Other – All

Judith Shrum shared a copy of the University Council on International Programs membership for 2002-2003, and a University Council for International Programs Resolution for Administrative Responsibilities for Education Abroad Programming, October 3, 2002. This will be forward to University Council after Commission approval.

Respectfully submitted,

Linda Price
Recording Secretary

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

Attendance: David Travis for Dave Barrett, Sarah Burkett, Mike Bertelsen for S. K. De Datta, Joseph Eifert, Dylan Jenkins, Clark Jones, Doris Kincade, Mike Lambur, Doug McAlister, Ted Settle, Judith Shrum, Richard Sorensen, Jeannette Steeves

Absent: Eric Pappas, Scott Baker, Robert Dunay, Kelly Massie, Blair Price, Susanna Rinehart, Dee Whittier, Tom Wilkinson, Deb Williams

Guests: John Dooley, Lyn Gray, Dan O'Brien

1. Welcome and Introductions

Doris Kincade welcomed everyone to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, October 10, 2002

The October 10, 2002 Minutes were approved as presented.

4. Study Abroad Resolution

Copies of the University Council for International Programs Resolution for Administrative Responsibilities for Education Abroad Programming were distributed by Judith Shrum for discussion. She introduced Lyn Gray, Interim Director, and Dan O'Brien, Assistant Director of Education of the University Office of International Programs that recently merged with the Office of International Research and Development to now become the Office of International Research, Education, and Development. The motivation to start the resolution occurred during September 11, 2001 when the Provost asked the University Office of International Programs to provide a listing of all faculty and students who were studying abroad. This resolution is applicable for education abroad programming or those who are officially registered for university credits.

This is a first reading which is open for discussion and voting will take place at the next Commission on Outreach meeting.

5. Faculty Recognition Program

- Outreach Awards – Doug McAlister

Doug McAlister shared the updated version of the Alumni Awards for Outreach Excellence outlining both the individual and team awards. Clark Jones explained that the cash sponsorship for the team award has been designated from the Alumni Association. Linda Price has managed the process and supported the awards committee in the past and has been asked to continue her support of the subcommittee. The call for these two awards will be forwarded to Deans, Directors, and Department Heads. This year's committee will consist of Doris Kincade, chair; Sarah Burkett; Jeannette Steeves; and Mike Lambur. Doris Kincade will ask a past award recipient to serve as stated in the guidelines. Nominations will be due the end of January and names of recipients will be forwarded to the Commission on Outreach by late spring.

- International Awards – Judith Shrum

Judith Shrum shared a copy of the Alumni Association Award for Excellence in International Programs. She currently serves as chair of this selection committee. Dan O'Brien discussed other award opportunities within international programs, including a ten-year recognition plaque which was awarded to faculty with ten years or more of continued international service and education.

6. Budget Update

Clark Jones and Richard Sorensen discussed the university budget situation.

7. Other

Clark Jones commented on restructuring since Joe Merola was not available to attend. Doris Kincade reported that faculty are willing to allow more students in their classes, but they cannot find classrooms big enough to hold the classes.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH
MINUTES
December 12, 2002**

Attendance: Eric Pappas, Scott Baker (telecon), Dave Barrett, Mike Bertelsen for S.K. De Datta, Joe Eifert, C. Clark Jones, Doris Kincade, Mike Lambur, Doug McAlister, Ted Settle, Judith Shrum, Richard Sorensen, Dee Whittier, Tom Wilkinson

Absent: Sarah Burkett, Robert Dunay, Dylan Jenkins, James Littlefield, Kelly Massie, Blair Price, Susanna Rinehart, Jeannete Steeves, Deb Williams

Guests: John Dooley, Dan O'Brien, Joe Merola, Pat Hyer

1. Welcome and Introductions

Eric Pappas welcomed everyone to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Restructuring with Joe Merola

Joe Merola shared information on how the university has been restructured in the past, status of the restructuring, and the implications on Outreach in terms of the Outreach mission in the university. A chart, which will give a broad sense of the restructuring, can be downloaded from the website. Joe Merola asked that any comments, questions or suggestions be sent to him.

4. Makeup of Commission (possible name change and what is involved) with Pat Hyer

The name of the Commission on Outreach is part of the University Council's constitution, and a change to the constitution requires a resolution. Once the Commission on Outreach has passed the resolution, it has to be ratified by both the Faculty and Staff Senates, approved by at least two readings of the University Council and have 2/3 vote of all members of the Council. Changing the membership is an act of changing the bylaws and would not require ratification by the Faculty and Staff Senates; however, the University Council must pass another resolution. This will be an agenda item for the next Commission meeting.

5. Second Reading of the Study Abroad Resolution

Judith Shrum distributed amended copies of the University Council for International Programs Resolution for Administrative Responsibilities for Education Abroad Programming and discussed the cosmetic changes that were made. A motion was made to amend the original motion, seconded and unanimously approved. An

amendment was made to the resolution, there was a motion to move the amended motion, seconded and unanimously approved.

6. College Level Awards

Eric Pappas discussed having an individual college award in addition to the two awards that the Commission already gives out. This could further the Outreach influence on the college level. The target start date would be this next year. Judith Shrum agreed to find out which of the colleges are doing international and Outreach awards.

Respectfully submitted,

Holly Meadows
Recording Secretary

**COMMISSION ON OUTREACH
MINUTES
February 13, 2003**

Attendance: Eric Pappas, Scott Baker (telecon), Sarah Burkett, S.K. De Datta, Robert Dunay, Clark Jones, Doris Kincade, Mike Lambur, James Littlefield, Maxine Lyons, Doug McAlister, Ted Settle, Judith Shrum, Jeannette Steeves

Absent: Dave Barrett, Joe Eifert, Kelly Massie, Blair Price, Susanna Rinehart, Robert Shaffer, Richard Sorensen, Dee Whittier, Tom Wilkinson

Guests: John Dooley, Susan Felker

1. Welcome and Introductions

Eric Pappas welcomed everyone to the meeting, and self introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, December 12, 2002

The December 12, 2002 Minutes have been voted on, approved electronically, and forwarded to University Council.

4. Makeup of Commission/International Programs

Eric Pappas, S. K. De Datta, and Judith Shrum will draft a resolution to change the name of the Commission on Outreach and its membership with a target date for review at the April meeting, approval at the first fall meeting of the Commission on Outreach, and forwarded to University Council for adoption.

5. Promotion and Tenure

Promotion and Tenure guidelines were distributed from the Provost web page dated July 24, 2002 and noted that in February 1999 the guidelines were updated to include the Outreach component. There was discussion how the Commission on Outreach can better assist faculty with Outreach documentation during promotion and tenure reviews.

6. Awards

Nominations for the Alumni Awards for Outreach Excellence were sent out the end of January with a March 1 deadline. Eric Pappas introduced a revised awards draft which includes the College Awards for Outreach Excellence targeting either an

individual or team award for each of the eight colleges. Dr. Pappas feels this is a good avenue to increase visibility within colleges and would like to see this implemented next year. Judith Shrum distributed a copy of the call for nominations for the Alumni Award for Excellence in International Programs with an April 14 deadline. This award will also include an individual or team award. She also shared information from colleges that she polled who are offering international and Outreach awards.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH
MINUTES
April 10, 2003**

Attendance: Eric Pappas, Scott Baker (telecon), Mike Burtelsen for S.K. De Datta, Robert Dunay, Joe Eifert, Clark Jones, Doris Kincade, Mike Lambur, James Littlefield, Doug McAlister, Robert Shaffer, Dan O'Brien for Judith Shrum, Steve Umberger

Absent: Sarah Burkett, Maxine Lyons, Kelly Massie, Blair Price, Susanna Rinehart, Richard Sorensen, Ted Settle, Jeanette Steeves, Dee Whittier, Tom Wilkinson

Guests: John Dooley, Susan Felker

1. Welcome and Introductions

Eric Pappas welcomed everyone to the meeting, and recognized new members and substitutes.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, February 13, 2003

The February 13, 2003 Minutes have been voted on, approved electronically, and forwarded to University Council.

4. Resolution for Commission Name Change

The Resolution Regarding Name Change for Commission on Outreach was drafted to include international affairs into the commission name. The proposed new name will be Commission on Outreach and International Affairs. The motion to approve the resolution was passed. The motion, to waive the second reading by the Commission, was also passed. With this approval by the Commission on Outreach, the resolution will be forwarded to both the Faculty Senate on April 15 and Staff Senate on April 17 for approval. If passed by both Senates, then it will be forwarded to University Council for the first reading on April 21.

5. Center for European Studies and Architecture (CESA) Update

With the resignation of Thanasi Moulakis at the Center for European Studies and Architecture (CESA) in Switzerland, Scott Hurst, University Architect; Paul Knox, Dean in the College of Architecture and Urban Studies and Clark Jones visited CESA in February 2003 to establish plans to revitalize both the operation and the facility. A five facet plan has been developed. 1) Hire a new half-time director with Virginia Tech experience. Ronald Daniel, named as the new director effective April 10, has spent a long period of time in Europe and within CESA. In addition to his current role as associate provost, he will devote a quarter time on site at CESA, and one quarter time devoted at VT for CESA. 2) Increase presence of on-site management, Daniela Doninelli, is currently an employee on-site, and she will be given more responsibility for the day-to-day management and operation of the facility; therefore, her title will change to managing director, and she will have full responsibility for the management of the facility. 3) Revitalize/refurbish facilities, which are in need of maintenance. The estimated cost of refurbishing is \$1,000,000. 4) Provide a dedicated position for the operations of CESA at VT. A half-time operations position will be dedicated from the Office of International Research, Education, and Development (OIREED) budget. 5) Provide leadership at the dean's level. Paul Knox has agreed to serve as lead dean to build support for the operations, program and facility itself.

6. Resolution for Administrative Responsibilities for Education Abroad Programming

The Resolution for Administrative Responsibilities for Education Abroad Programming has passed two readings at University Council and will be sent to the Board of Visitors meeting in June for approval.

7. Officers for 2003-2004

There was discussion about officers for the Commission on Outreach for 2003-2004. Doris Kincade served as vice-chair of the Commission on Outreach this past year and has agreed to serve as chair, and Judith Shrum will serve as vice-chair, contingent on reappointment to the Commission. The motion to approve the slate of officers was approved as presented.

8. Awards

Alumni Award - The awards committee met and reviewed the nine nominations for the individual award; however, there were no nominations for the team award. An individual was selected and will be honored at the May 8 meeting of the Commission on Outreach. This award is offered to the university community and accepts nominations from those with teaching, research and extension appointments.

College Award — The proposed College Award was discussed. The intent of this award is to confer an award in each of the colleges of \$500 to increase outreach visibility. It was recommended that input is needed from the Outreach Council before further discussion with the Commission.

International Award — The nomination deadline for this award is April 14.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
May 8, 2003**

Attendance: Eric Pappas, Scott Baker (telecon), S.K. De Datta, Clark Jones, Doris Kincade, James Littlefield, Maxine Lyons, Doug McAlister, Judith Shrum, Richard Sorensen, Judith Jones for Steve Umberger

Absent: Sarah Burkett, Robert Dunay, Joe Eifert, Mike Lambur, Kelly Massie, Blair Price, Susanna Rinehart, Ted Settle, Robert Shaffer, Jeanette Steeves, Dee Whittier, Tom Wilkinson

Guests: John Dooley, Laurence Carstensen, Lawrence Grossman

1. Welcome and Introductions

Eric Pappas welcomed everyone to the meeting, and recognized John Dooley as Vice Provost for Outreach and International Affairs effective May 15, 2003.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 10, 2003

The motion to approve the April 10, 2003 Minutes was passed and will be forwarded to University Council.

4. Award Recipient for 2002-2003

Doris Kincade, chair of the awards sub-committee, introduced Laurence Carstensen as this year's recipient of the Alumni Award for Outreach Excellence, and she gave an overview of his accomplishments in outreach. She also introduced Lawrence Grossman, Department Chair of Geography, and asked him to speak on behalf of Carstensen's accomplishments. The official awards recognition will be held in the fall.

5. Officers for 2003-2004

Doris Kincade will serve as chair and Judith Shrum will serve as vice-chair next year on the Commission on Outreach and International Affairs. Judith Shrum will be reappointed by the President for a three-year term. Judith served the remainder of this year in Lyn Gray's position.

6. Resolution for Name Change for Commission on Outreach

Effective immediately the name of the Commission on Outreach is officially changed to Commission on Outreach and International Affairs to more accurately reflect our mission and our activities. The Resolution for Name Change of the Commission on Outreach was passed at the April 15 Faculty Senate meeting and April 17 Staff Senate meeting, then forwarded to University Council for first reading on April 21 and second reading on May 5 where it was unanimously approved as an amendment to university by-laws with no discussion. Since it was presented as an amendment, it does not need the Board of Visitors' approval.

7. Discussion Topics for Next Year

- Governance Documents — The university governance documents need to be reworked to better reflect the mission and restructuring within outreach. Judith Shrum will chair the sub-committee this summer. It was recommended that Pat Hyer be consulted, and John Dooley offered to provide input.
- Alumni Awards for Outreach Excellence — Eric Pappas will consolidate the awards information into a one-page format this summer to bring to the Commission this fall for approval. It will also provide a link to the Outreach and International Affairs web page for expanded information.
- College Award — The proposed College Award was discussed. The intent of this award is to confer an award in each of the colleges of \$500 to increase outreach visibility. It was recommended that input is needed from the Outreach Council before further discussion with the Commission.
- International Award — A recipient has been selected for the International Award, and the name will be announced at the fall awards ceremony. Suggestions have been made that the Alumni Award for Excellence in International Programs be redefined to make the intent of the award clearer, and consider having an additional award or splitting this amount into two different awards to recognize work that's going on in international programs within the university. The Alumni Association funds this award. It was suggested that the University Council for International Programs (UCIP) ask the Alumni Association to fund an additional award once the new award criteria is defined.
- Meeting Dates for 2003-2004 — Proposed meeting dates for 2003-2004 were distributed with discussion to shift the meetings for January 8 and March 11 to one week later, and move the May 13 meeting one week earlier.

8. Other

- The Resolution for Administrative Responsibilities for Education Abroad Programming has passed two readings at University Council and will be sent to the Board of Visitors meeting in June for approval.
- Judith Shrum informed the group that the University Council for International Programs (UCIP) is now working with a resolution that would deal with faculty study and research abroad. It will be forwarded to the Commission for discussion after the document has been modified.
- There were acknowledgements of individuals retiring from the university and others whose terms have been completed on the Commission.

Respectfully submitted,

Linda Price
Recording Secretary