

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
October 9, 2003**

Attendance: Linda Burcham, S.K. De Datta, John Dooley, Joe Eifert, Doris Kincade,
Mike Lambur, Gary Long, Doug McAlister, Glenda Scales, Judith Shrum, Richard
Sorensen, James Littlefield for Rodney Thompson, Steve Umberger

Absence: Robert Dunay, Susanna Rinehart, Ted Settle, Robert Shaffer, Tom Wilkinson

Guests: Susan Felker

1. Welcome and Introductions

Doris Kincade introduced herself as the new chair of the Commission on Outreach and International Affairs and commented that the Commission's new name change was approved through University Council and reflects the title change in John Dooley's position. Self introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 10, 2003

The May 8, 2003 Minutes were approved electronically and forwarded to University Council.

4. Chairman's Report

Doris Kincade gave an overview of the vision and goals of the work for this year in Outreach and International.

She feels the Commission needs to work toward strengthening the position of Outreach and International on campus in conjunction with John Dooley's initiatives for this year; specifically to reach towards more visibility for Outreach and International activities and increased recognition of scholarship.

Operationally, for future meetings the Commission will a) work toward aligning its charge, structure, and other governance documents with the university structure, b) improve the connections between faculty, colleges, and the commission, c) increase awareness and participation in the awards program, and d) improve understanding of what is Outreach.

5. Action Items

A copy of the Alumni Awards for the International Affairs document was shared. Jim Marchman was the recipient of last year's award. The award was established to reward individuals engaged in international education. Due to the many competitive dossiers from last year, the University Council on International Programs would like to establish an additional international award, and is asking endorsement from the Commission before making the request to the Alumni Office. A copy of the draft will be shared at the next meeting. The motion to endorse this request was unanimously approved.

Wording in the University Council Constitution and By-Laws has been modified to include the words Outreach and International as appropriate; however, other changes such as the charge of the Commission on Outreach and International Affairs, has not been updated. Further comments or changes related to wording or the charge should be forwarded to Judith Shrum to incorporate into a draft resolution that will be shared at an upcoming meeting.

6. Information Items

Strategic Plans and Organizational Charts for Virginia Tech, Outreach and International Affairs, Virginia Cooperative Extension, and Office of International Research, Development, and Education were shared as information items.

Judith Shrum discussed the Resolution for Administrative Responsibilities for Research and Faculty Endeavors Abroad, which will be forthcoming from the University Council on International Programs and shared at our next meeting.

A condensed one-page information sheet on the Alumni Awards for Outreach Excellence and College Awards was shared. Complete information will be made available on the Outreach and International Affairs home page at www.outreach.vt.edu. Ideas will be welcomed to better promote these awards. There is a March 19 deadline for nominations this year. College representatives were asked to work with their Associate Deans to establish a plan for implementation of their respective college awards. It was clarified that extension employees are eligible for these awards.

Updated listings of memberships for University Council on International Programs, Outreach Council, and Associate Deans/Programs Units with OIA Leadership Responsibilities were provided. The Outreach Council is a program coordination group and will direct policy issues to the Commission for action through the governance system. The University Council on International Programs consists of a core of college representatives consistent with the Outreach Council, and other members represent international centers or agencies that deal with international matters across the university. By-laws for UCIP will be developed this year, including procedures for directing policy-related issues for the review of the Commission on Outreach and International Affairs.

A copy of the August 1, 2003 Promotion and Tenure guidelines were distributed with outreach and international wording highlighted to show the strong presence of outreach and international in this document.

It was decided that November 20 is the rescheduled meeting due to conflicts on calendars.

7. Discussion

Members discussed ways that would facilitate the sharing of commission information with the faculty and other constituents represented by commission membership. The suggestion was made that key points be listed at the end of minutes and be shared with the Associate Deans for distribution to faculty and others interested in Commission information.

Key Points to Share from the October Meeting

- Several awards for excellence in Outreach and International Affairs will be given in the spring, including:
 - Alumni Award for International Affairs
 - Alumni Award for Outreach Excellence — Individual
 - Alumni Award for Outreach Excellence — Team
 - Alumni Award for Outreach Excellence — College (one for each college)

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
November 20, 2003

Attendance: Scott Baker (telecon), Linda Burcham, S. K. De Datta, John Dooley, Doris Kincade, Mike Lambur, Gary Long, Mike Schroder, Ted Settle, Robert Shaffer, Hap Bonham for Richard Sorensen, Rodney Thompson, David Travis for Judith Jones, Mark Raby for Tom Wilkinson

Absence: Jennifer Abel, Carolina Aguilar, Robert Dunay, Joe Eifert, Judi Lynch, Susanna Rinehart, Glenda Scales, Judith Shrum, Brant Snyder

Guest: Susan Felker

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members and she asked for self introductions.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, October 9, 2003

The October 9, 2003 Minutes were approved electronically and forwarded to University Council.

4. Chairman's Report

Doris Kincade reported that she attended a President's meeting for commission chairs where she presented a plan of work for COIA, discussing the growth of the awards programs, and the need to change the outdated language in the university governance documents to include outreach and international.

The Graduate Commission sent forth a resolution for graduate certificates to University Council for first reading, requesting that process be formalized and recorded on transcripts. Graduate certificates represent a minimum of 9 hours.

5. Action Items

- **Governance Document Revisions**

At the October meeting, proposed revisions for the university governance documents as they relate to COIA were distributed. One additional revision has been received requesting that Cooperative Extension be capitalized throughout the document. The motion to draft a resolution to change the wording, charge and membership to bring this document up-to-date was unanimously approved. It was requested that this be done quickly to finalize through University Council.

6. Presentation and Discussion, Outreach Models: Three Case Studies

Ted Settle presented a PowerPoint of three case studies on outreach models from Penn State, Purdue University and Virginia Tech. Several questions were sent electronically to the Commission prior to this presentation to increase dialogue on this topic. Discussion of each model followed the presentation.

7. Information Items

- **International Strategic Directions Team**

S. K. De Datta reported that he is chair of the International Strategic Directions Team. The team has a university wide engagement to brain-storm where international will be positioned within the next few years.

- **UCIP Report**

It was reported that the following actions were on the October 30, UCIP agenda for discussion and should be finalized at their December 4 meeting.

- By-Laws
- Resolution for Administrative Responsibilities for Research Abroad
- Alumni Awards for International Affairs
 - § Alumni Awards for Excellence in International Education
 - § Alumni Awards for Excellence in International Outreach and Research.

Key Points to Share from this meeting:

- Commission members need to continue to develop his/her definition of what is outreach.
- The Commission needs to think about how outreach can be measured and how to increase its validation. Colleagues should be polled, and then bring back this information for further discussion.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
December 11, 2003**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Mike Bertelsen for S. K. De Datta, John Dooley, Joe Eifert, Brian Calhoun for Judith Jones, Doris Kincade, Mike Lambur, Gary Long, Glenda Scales, Mike Schroder, Robert Shaffer, Judith Shrum, Barry Moore for Richard Sorensen, Lance Matheson for Rodney Thompson, Tom Wilkinson

Absence: Carolina Aguilar, Linda Burcham, Robert Dunay, Judi Lynch, Susanna Rinehart, Ted Settle, Brant Snyder

Guest: Susan Felker

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members, and she asked for self-introductions.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, November 20, 2003

The November 20, 2003 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

At the last meeting of University Council, the formalization of certificates at the graduate level was approved. Six of the nine required graduate hours have to be taken for a grade at Virginia Tech.

The President has requested Commission chairs to meet again next semester. Doris Kincade will report on the Commission's definition of outreach and the Commission's work toward revamping the governance documents. Additional items that need to be reported, may be forwarded to Doris Kincade.

5. Action Items

- **First Reading: COIA Resolution 2003-2004 A, Resolution for Change in Membership of the Commission on Outreach and International Affairs**

A copy of the COIA Resolution 2003-2004 A to request changes in the University By-Laws for the membership of the Commission on Outreach and International Affairs was distributed, and discussed. The need for the resolution is based on the restructuring of the Office of Outreach and International Affairs. In addition, the last paragraph of the resolution addresses the request that was made in May 2003 to change all wording instances of "Commission on Outreach" or "Commission on Public Service and Extension" to "Commission on Outreach and International Affairs."

A third paragraph was added to the resolution to reflect the title changes of *ex officio* membership due to reorganization.

There was discussion about the number of *ex officio* positions on the Commission on Outreach and International Affairs, and the history of the *ex officio* membership with the reorganization of the Office of Outreach and International Affairs. This resolution notes five *ex officio* positions to include 1) Vice Provost for Outreach and International Affairs; 2) Associate Provost, International Affairs; 3) Director, Cooperative Extension; Director, 4) Economic Development; and 5) Director, Outreach Program Development. This listing reflects the present scope of the Commission.

- **First Reading: COIA Resolution 2003-2004 B, Resolution for Change in Charge of Commission on Outreach and International Affairs**

A copy of the COIA Resolution 2003-2004 B to request changes in the University Council Constitution for the charge of the Commission on Outreach and International Affairs was distributed, and discussed.

The following changes were recommended for wording of the Commission's charge. The word "Professional" needs to be removed from the second sentence, to be consistent with other sentences, and the second sentence is to read

Concerning the engagement of the University in service, outreach, and international

The word "and" should be inserted in the third sentence to read

programs. Areas for consideration include: Cooperative Extension, continuing and professional

6. Follow-up Presentations and Discussion on Defining Outreach at Virginia Tech

As a follow-up from Ted Settle's presentation of the three case studies from Virginia Tech, Penn State and Purdue at the November Commission meeting, Mike Lambur discussed his outreach model showing the university mission areas as teaching, research, and outreach. In this model "Outreach" is shown as a component of the teaching and research mission areas, and "Service" is shown as a component that crosses the teaching, research and outreach mission areas.

Following additional discussion of the models, Mike Lambur, Ted Settle and Gary Long were asked to work as a committee to incorporate the ideas from the Commission members and to finalize a conceptual model. They will report to the Commission at the February meeting. The next step in this process of defining Outreach is to determine how this model will be used to further the charge of the Commission and to guide Outreach at VT, including cultural and policy changes.

7. Information Items

- **OPD Survey**

At the Outreach Program Development retreat in May, 2003, a committee named the Marketing and Image Team was formed and charged to develop a marketing plan for Outreach Program Development (OPD). OPD contains the program areas of Continuing and Professional Education, Donaldson Brown Hotel and Conference Center, Hotel Roanoke and Conference Center, Service Learning Center, Upward Bound/Talent Search, the English-Language Institute, and Center for Organizational and Technological Advancement. An on-line survey was developed, and a sampling of 600 faculty was sent an e-mail message with a link to the survey, and of those faculty members, 108 responded. A copy of the survey was distributed to the Commission members, and results were discussed. The responses have been useful in terms of feedback of the level of awareness of the various outreach programs, as represented by the 108 faculty. These results can contribute to the development of the outreach model at the university.

- **UCIP Report**

The following agenda items are pending due to the UCIP meeting being canceled last week; therefore, further actions will be reported at a future Commission meeting.

- Alumni Award for Excellence in International Education
- Alumni Award in International Outreach and Research
- Resolution for Administrative Responsibilities for Research Abroad
- By-Laws

Key Points to Share from this meeting:

- Commission members should continue to visualize the outreach model, and comments and other ideas should be emailed to Mike Lambur, Gary Long, and Ted Settle.
- Commission members should encourage their constituents to prepare letters and applications for the awards given by the Commission and the Colleges to recognize publicly the terrific Outreach and International Affairs activities at the university. Materials will be due March 19, 2004 for the Commission Outreach Awards.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
February 12, 2004**

Attendance: Jennifer Abel (telecon), Kasey Martin for Carolina Aguilar, Linda Burcham, S. K. De Datta, John Dooley, Brian Calhoun for Judith Jones, Doris Kincade, Grant Turnwald for Judi Lynch, Jim Pease, Cheryl Peed for Glenda Scales, Mike Schroder, Ted Settle, Robert Shaffer, Judith Shrum, Barry Moore for Richard Sorensen, Rodney Thompson

Absence: Scott Baker, Robert Dunay, Joe Eifert, Mike Lambur, Gary Long, Brant Snyder

Guest: Susan Felker, Jack Davis

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members, and she asked for self-introductions.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, December 11, 2003

The December 11, 2003 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

With the representation of Jim Pease, the Commission representation is complete from all aspects of the university.

John Dooley attended the Spring Commission chairs meeting with the President, because Doris Kincade was unable to attend due to the ice storm. The Commission agendas for the rest of the year were discussed with the President, and he shared the COIAs action items. He also described how other commissions are going through the same procedures and language changes in the governance system as the COIA due to university restructuring. He did discuss with the President, and other commission chairs who use 325 Burruss Hall, the communication issues with the phone lines and problems with the chairs in that room.

5. Action Items

- **Second Reading: COIA Resolution 2003-2004 A, Resolution for Change in Membership of the Commission on Outreach and International Affairs**

COIA Resolution 2003-2004 A, Resolution for Change in Membership of the Commission on Outreach and International Affairs deals with the change in membership, and is a revision of the University Council By-Laws. **The motion to endorse this resolution was unanimously approved.**

- **Second Reading: COIA Resolution 2003-2004 B, Resolution for Change in Charge of Commission on Outreach and International Affairs**

This resolution deals with change in the charge of Commission on Outreach and International Affairs. There was a discussion about the wording in the Charge, and with minor editing, the paragraph should read:

Charge: To study, formulate, and recommend to the University Council policies and procedures concerning the engagement of the University in service, outreach and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education; economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. **The motion to endorse this resolution was unanimously approved.**

- **First Reading: Alumni Award for Excellence in International Education**
- **First Reading: Alumni Award in International Outreach and Research**

These resolutions are presented because The Alumni Award for Excellence in International Affairs will be split into two separate awards: The Alumni Award for Excellence in International Education and the Alumni Award in International Outreach and Research.

The drafts for both awards were distributed and discussed. It was suggested that “excellence” be incorporated in the language. These awards are fully endorsed by UCIA., and funding will be available from the Alumni Association beginning next year.

Information for the current Alumni Award for Excellence in International Affairs will be sent out through the DDD list after the February meeting of the UCIA.

Questions or comments may be submitted to Jack Davis at davisa@vt.edu.

- **Awards Committee**
The following volunteered to serve on the awards committee: Mike Schroder, chair; Brian Calhoun; Linda Burcham; and Jack Davis. Bill Carstensen will be asked to serve on this committee.

6. **Information Items**

- **UCIA Report**
 - **Resolution for Administrative Responsibilities for Research Abroad**
The draft Resolution for Administrative Responsibilities for Research Abroad will be forwarded to the UCIA following their February meeting, and will then be ready for first reading at COIA.
 - **By-Laws**
The UCIA has drafted their by-laws, and there has been a first reading. The second reading is scheduled for their February meeting. It will then be ready to forward to the Commission for first reading. One issue is an approval for a change in name from University Council on International Programs to University Council on International Affairs.

7. **Discussion/Dialogue**

As follow-up to Ted Settle’s and Mike Lambur’s presentations and discussions on defining outreach, Mike Lambur, Ted Settle and Gary Long were asked to finalize a conceptual model to share with the Commission. This committee will bring this model to the March meeting.

8. **Other**

The April and May meetings will be held in the President’s Board Room, 210 Burruss Hall because of a better telephone system for those connecting by phone. The PBR is unavailable for the March meeting, so the Commission will meet in 325 Burruss Hall.

Key Points to Share from this meeting:

- Commission members should continue to give more thought to the outreach model and send ideas to Mike Lambur (lamburmt@vt.edu), Gary Long (glong@vt.edu), and Ted Settle (settle@vt.edu).

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
March 18, 2004**

Attendance: Jennifer Abel (telecon), Carolina Aguilar, Scott Baker (telecon), Linda Burcham, S. K. De Datta, Jack Davis for Judith Shrum, John Dooley, Robert Dunay, Joe Eifert, Brian Calhoun for Judith Jones, Doris Kincade, Mike Lambur, Gary Long, Judi Lynch, Jim Pease, Cheryl Peed for Glenda Scales, Mike Schroder, Richard Sorensen, Rodney Thompson

Absence: Ted Settle, Robert Shaffer, Brant Snyder

Guest: Susan Felker

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members. She asked for self-introductions and updates on award nomination progress within their colleges. The following colleges reported activities underway for selection of their college level Alumni Award for Outreach Excellence: College of Liberal Arts and Human Sciences, College of Architecture and Urban Studies, College of Agriculture and Life Sciences, College of Science, Pamplin College of Business.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, February 12, 2004

The February 12, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Doris Kincade reported on a discussion at Monday's University Council meeting on the changes in the faculty handbook relating to promotion and tenure. The wording in the handbook is changing to reflect the three missions of the university as they are stated in the strategic plan. One of the three missions is outreach, which prompted an active discussion at University Council on what is outreach and the search for a definition. A resolution was tabled for lack of clear definition of outreach. Dr. Kincade stated that the Commission's work toward its own definition is needed and valued.

5. Action Items

- **Second Reading: COIA Resolution 2003-2004 A, Resolution for Change in Membership of the Commission on Outreach and International Affairs**

This resolution was approved at the February 12, COIA meeting and then forwarded to the Faculty and Staff Senates for approval. Faculty Senate did not pass this resolution at their February 17 meeting, but as per an email from Diane Zahm, chair of Faculty Senate, the Faculty Senate recommended the following amendment:

“membership should include at least 2 faculty with study abroad experience.”

Using the Faculty Senate's proposed amendment to this resolution, Doris Kincade led the discussion, and reviewed the COIA membership structure. There was a motion with a second that, in the process of approving members to the Commission, the overall membership be examined and determined that at least 2 of the faculty have study abroad experience, and if not, sufficient appointment/s be made on an annual appointment basis to ensure study abroad representation in the membership. This motion took the form of an additional paragraph in COIA Resolution 2003-2004 A to be inserted before the last paragraph, as follows:

“Further, Let It Be Resolved that at least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.”

The motion to endorse COIA Resolution 2003-2004 A as amended was unanimously approved.

- **Second Reading: COIA Resolution 2003-2004 B, Resolution for Change in Charge of Commission on Outreach and International Affairs**

This resolution was approved at the February 12, COIA meeting and then forwarded to the Faculty and Staff Senates for approval. Faculty Senate did not pass this resolution at their February 17 meeting. Doris Kincade discussed their feedback, as per the email of Diane Zahm, chair of Faculty Senate, which requested the following addition to the “Charge.”

Charge: To study, formulate, and recommend to the University Council policies ... and other matters affecting service, outreach, and international affairs; **“and, along with the Commission on Undergraduate Studies and Policies, study abroad and international exchange programs.”**

It was moved and seconded that the charge be amended and would read as follows:

Charge: To study, formulate, and recommend to the University Council policies and procedures concerning the engagement of the University in service, outreach and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education; economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. **“The Commission on Outreach and International Affairs will liaison with the Commission on Undergraduate Studies and Policies with issues regarding study abroad and international exchange programs.”**

The motion to endorse the COIA Resolution 2003-2004 B as amended was unanimously approved.

- **Second Reading: Alumni Award for Excellence in International Education**
The motion to endorse the Alumni Award for Excellence in International Education was unanimously approved.
- **Second Reading: Alumni Award in International Outreach and Research**
The motion to endorse the Alumni Award for Excellence in International Outreach and Research was unanimously approved.
- **First Reading: UCIA By-Laws**
Jack Davis presented the UCIA By-Laws and requested comments from the Commission. John Dooley gave an overview of the formation of this Council and how it is critical in helping the Commission on Outreach and International Affairs guide the university in its efforts to become more active as a “world class” university.
- **First Reading: Resolution for Administrative Responsibilities for Research Abroad**
Jack Davis presented this resolution from UCIA. This resolution is targeted toward research faculty. This is a way of tracking faculty and students abroad when there are international travel warnings.

It was reported that through the drafting of this resolution, questions have been generated for future agenda items for the UCIA to address. Next year UCIA would like to bring to COIA a more formal approach on how international activities can be centralized on the web, i.e., storing names of faculty and locations where faculty have traveled abroad.

6. Follow-up Presentations and Discussion on Defining Outreach at VT

Mike Lambur, chair of the *ad hoc* Committee for Outreach Model Development, and committee members, Mike Schroeder, Gary Long and Ted Settle reported on the work of their committee to finalize a conceptual model of outreach. Drs. Lambur and Long distributed their graphic model of outreach for discussion. Suggestions for wording of the core of the model included: scholarship, outreach, the individual, and other wording. COIA members also suggested the inflow of information to be shown by double arrows on outreach or an additional set of arrows. The committee recommended that the next step be an overlay of specific activities. There will be further discussion of this model at the next meeting. Dr. Kincade recommended that the University Strategic Plan and the COIA 2001-2006 Strategic Plan (available in the COIA notebook) be reviewed for their inclusion of outreach.

7. Information Items

- UCIA Report
 - Jack Davis reported that UCIA could not find a university policy on international travel and questioned whether a policy should be developed by UCIA or COIA.
 - A searchable database will be under development by UCIA to log international faculty travel.
 - Questions have arisen on liability and insurance for international travelers in an event of a terrorist attack against faculty or students. What is the role of the University? What is the Risk Management Plan? Several documents exist that will be reviewed by UCIA.
 - “International” is now a prompt on the University Homepage web site.

8. Other

The deadline for the Alumni Awards for Outreach Excellence is 5:00 p.m. Friday. Three individual and two team nominations have been received at this point.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
April 8, 2004**

Attendance: Carolina Aguilar, Scott Baker (telecon), Linda Burcham, Jack Davis for Judith Shrum, Brian Calhoun for Judith Jones, Doris Kincade, Mike Lambur, Gary Long, Ed Nelson for Mike Schroder, Jim Pease, Cheryl Peed for Glenda Scales, Richard Sorensen, Rodney Thompson, Puraj Patel and Matt Vepraskas for Brant Snyder

Absence: Jennifer Abel, S. K. De Datta, Robert Dunay, Joe Eifert

Guest: Susan Felker

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members and asked for self-introductions.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, March 18, 2004

The March 18, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

The two resolutions that were passed at last month's COIA meeting were electronically reviewed and passed by the Faculty and Staff Senates. Doris Kincade thanked Linda Burcham and Jim Pease who were instrumental in getting these resolutions reviewed at the two senates. These resolutions have been forwarded to University Council for their next meeting. University Council will meet a second time before the end of the academic year, which will allow for first and second readings.

5. Action Items

o **Second Reading: UCIA By-Laws**

Jack Davis reported there were no further comments or changes to the UCIA By-Laws and made a motion for approval, which was seconded. *The motion was unanimously approved to accept the UCIA By-Laws.*

o **Second Reading: Resolution for Administrative Responsibilities for Research Abroad**

Jack Davis reported this resolution from UCIA had an editorial change in section B as noted below.

*In accordance with the Faculty handbook, solicit ~~official~~
~~travel approval~~: prior written approval from the
administrative home unit on the standard 'VT Travel
Estimate and Approval Form';*

He made a motion that the resolution be accepted as changed, which was seconded. *The motion was unanimously approved to accept the resolution as changed.*

6. Follow-up Presentations and Discussion on Defining Outreach at VT

Mike Lambur distributed a copy of the updated outreach model from the previous meeting. The arrows for outreach were converted to double arrows indicating the information flow back to the university as well as outreach to the community.

An additional outreach model was distributed, which John Dooley submitted. In examination of the two models the members discussed the need for details as shown in the Dooley model to assist faculty with promotion and tenure documentation. In addition, there was a discussion of the meanings and interrelationships between outreach and service and then need for a decision or position statement from

the commission about these definitions. Following this discussion, the charge for the members was to review the models and be prepared to take action with John Dooley's leadership at the May meeting.

7. **Information Items**

○ **UCIA Report**

Jack Davis reported that UCIA reviewed and discussed past reports dealing with liability and risk management. At the next UCIA meeting, agenda items will be discussed for next year that will include risk management and web site development for international affairs.

8. **Officers for 2004-2005**

Judith Shrum is currently serving as vice chair of the Commission on Outreach and International Affairs, and she has indicated that she would accept the chair if nominated. A motion was made and seconded to accept Judith Shrum as chair for next year. ***This motion was unanimously approved.*** Following a discussion of the requirements for selecting a vice chair, a motion was made and seconded that Judith Shrum (the newly elected chair for 2004-2005) bring the recommendation for the vice chair to the Commission on Outreach and International Affairs no later than the first fall meeting. ***This motion was unanimously approved.*** This action allows the new chair to propose the vice chair from current members with continuing appointments or from members who will be newly elected for fall. Dr. Kincade will inform Dr. Shrum.

9. **Awards**

○ **Alumni**

Linda Burcham reported that 12 nominations were reviewed for the Alumni Award for Outreach Excellence individual award, and 2 nominations were reviewed for the team award. There were winners for the individual and the team award. Names of the winners will be announced at the university fall awards ceremony.

A discussion followed this announcement about the award's process. An action item to be considered next year is whether faculty on 100 percent outreach or Cooperative Extension appointments should be considered equally for awards with faculty on other appointments.

○ **College**

According to the award's criteria that had been previously given to the members, to the Outreach Council, and to other distributions on campus, the selection of the college awards was within the purview of each college. A handout was distributed indicating college award winners that have been reported. The colleges that have awards this year are: Pamplin College of Business, Natural Resources, Liberal Arts and Sciences, and Architecture and Urban Studies. Other colleges reported their award processes are "under construction" for next year.

Plaques will be given to college winners at the May 6 COIA meeting. Contact Linda Price if names should appear differently on the plaques than what is listed on the handout.

○ **International**

The deadline for the Alumni Award for International is April 14. Two award nominations have been received at this time.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
May 6, 2004

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Linda Burcham, Jack Davis for Judith Shrum, S. K. De Datta, John Dooley, Doris Kincade, Joe Eifert, Mike Lambur (also representing Judith Jones), Judi Lynch, Robert Schaffer, Gary Long, Mike Schroder, Richard Sorensen, Rodney Thompson

Absence: Carolina Aguilar, Robert Dunay, Jim Pease, Glenda Scales, Ted Settle, Brant Snyder

Guest: Susan Felker

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 8, 2004

The April 8, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

The two COIA resolutions for change in membership and change in charge were approved at the May meeting of University Council. There were no questions and no discussion on the resolution for the change in charge, which was passed. There was one question on the resolution for the change in membership where public service still appeared. The wording for the three people who serve as representatives of extension was corrected to reflect the university's wording of Cooperative Extension, without public service being added. It is also in compliance with how extension members are listed at University Council. With the editorial change, the change in membership was also approved.

5. Discussion on Defining Outreach at VT: Where To From Here

John Dooley discussed that the COIA has reaffirmed the communication of the three mission areas of the university, which are teaching, research and outreach. Similar conversations have been on-going with University Council and other departments. One of the major outcomes through this dialogue was to demonstrate that outreach is a process (the third mission), as well as an outcome of the integration of teaching and research as it relates to an added value to society.

An excerpt of the promotion and tenure guidelines was distributed and discussed. Although Outreach has been integrated into the promotion and tenure language, it has not been effectively translated into how faculty should itemize their outreach activities in their dossiers for promotion and tenure. In addition, scholarship needs to be viewed more broadly in the university community covering both teaching and outreach as well as research.

Gary Long, Mike Lambur, Jack Davis and Judi Lynch will work with John Dooley this summer to give additional detail and definition to the outreach component of the promotion and tenure language for presentation to the COIA at the September meeting.

6. Information Items

- UCIA Report
 - Jack Davis has a PDF file from *The Chronicle of Higher Education* on study abroad programs that was shared at the last UCIA meeting for those who wish to view it.
 - The UCIA subcommittee distributed the mission and vision statements to select department heads and UCIA members for their input. This will continue to be an agenda item for next year.

- The Asia Venture Partners are working together with Virginia Tech and governments and businesses in South Korea. An exchange program will exist in the College of Architecture and Urban Studies, and 12 students are scheduled to go to Korea in September. University presidents from Korea will arrive in June to visit Virginia Tech.
 - An emergency evacuation plan has been drafted for guidance on when to withdraw a study group from a country that is experiencing difficulty. The cost of the evacuation would be underwritten by the university.
 - Ongoing discussions on liability and risk management will continue into next year.
 - The Alumni Association is supporting a second international university award in international outreach and research, with an award of \$2,000 for next year. This is in addition to the existing alumni award in international education.
 - Gerald Berkley-Coates, assistant director for international support services, has been hired to work with VISA paperwork for faculty.
 - On the VT Homepage “International” is easily accessible.
 - CESA is having a 10th anniversary on July 22-23, and an invitation was extended for COIA members to attend.
- International Student Applications
 - A copy of an article from the March edition of the NASULGC *Newsline* was distributed. Due to slow processing of student VISA applications and other reasons, enrollments are sharply declining in top institutions. It was suggested that the UCIA could look at this and bring recommendations to COIA.

7. COIA Meeting Dates, 2004-2005

A draft of meeting dates for next year was distributed. Meetings are scheduled for the second Thursday of the month with several exceptions due to academic calendar conflicts.

8. Other

Flowers were presented to Doris Kincade for her leadership as chair of the COIA. A motion was made that Dr. Kincade be commended for her service as chair of the Commission on Outreach and International Affairs. The motion was seconded, and unanimously approved.

Respectfully submitted,

Linda Price
Recording Secretary