

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
September 8, 2005

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Mike Barnett, Mike Bertelsen for Sharron Quisenberry, Jeri Childers, Jack Davis, S. K. De Datta, Erin Dolan, Gene Egger, Ken Eriksson, Susan Hagen, Saul Halfon for Eileen Crist, Osama Marzouk, Jim Pease, Cheryl Peed for Glenda Scales, Susan Prillaman (telecon), Judith Shrum

Absence: Linda Burcham, John Dooley, Judi Lynch, Mark McCann, Ewen McLean, Ted Settle, Rodney Thompson

Guest: Susan Felker

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, May 5, 2005

The May 5, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Judith Shrum recapped 2004-05 accomplishments:

- The COIA membership was changed to reflect the re-organization of the Office of Outreach and International Affairs. The position which represented international programs and was appointed by the President was changed to a position that represents the University Council on International Affairs: The chair of the UCIA is Jack Davis. The chair of the UCIA is appointed by the Vice Provost for Outreach and International Affairs. The other branch within Outreach and International Affairs is the Outreach Council and is comprised of deans and other outreach agencies across the university.
- The COIA focused on three strategies last year:
 - Faculty award winners were brought in to share how they integrated scholarship with their research and how they engaged the community with their research. Those invited were LuAnn Gaskill, Gary Long, Heike Mayer and Joe Scarpaci.
 - Worked with the Provost to establish a dialogue across the campus to try to change the culture at Virginia Tech so that the scholarship of outreach would be recognized and rewarded in the promotion and tenure process. The Outreach NOW event is the result of those discussions.
 - Changing the P&T document. The P&T sub-committee consisted of Judi Lynch, Mike Lambur, Gary Long, Jack Davis, Ken Eriksson, and Pat Sobrero. This committee gave recommendations to the Provost for changing the P&T document. Changes are reflected in the P&T document. There was discussion on the changes, and Ken Eriksson read from page 4 of the P&T document about the change in the definition of scholarship: "Scholarship, which is pervasive across all three mission of the university, is broadly defined at Virginia Tech as the creation of knowledge that is peer reviewed and publicly disseminated."
- Outreach and International alumni award winners were selected and will be recognized at the September 28 event.
- Ralph Byers was invited to discuss the implications of the new restructuring of higher education legislation and what it means for outreach but was unable to attend last year.
- Outreach Council reports to the COIA, and listed are last year's accomplishments as reported from Outreach Council:
 - Ralph Stanley Music Museum; Philpott Manufacturing; Sloan Industrial Center on Wood Products; The Inn at Virginia Tech and Skelton Conference Center was established; Technology Transfer and Economic Development, developing patents and assisting faculty with Intellectual Properties at Virginia Tech; Economic Developers showcase on November 3 and 4; The Outreach and International Affairs magazine was established; Business After Hours Conference directed by Susan Short was held at the Virginia Tech Roanoke Center; the Virginia Tech Roanoke Center is

working with the English Language Institute and the College of Human Resources and Education on English as a Second Language programs for students.

- University Council on International Affairs reports to the COIA, and listed are last year's accomplishments as reported from the UCIA:
 - The International Strategic Directions Team, led by S. K. De Datta, developed a university-wide international strategic plan; the presidents of the ACC established some grant possibilities and some ways that people can showcase their work; an FDI event was conducted where faculty members from Virginia Tech competed to be able to attend at the CESA Center and their charge was to establish some research relationships with other universities; began work on establishing the Biodiversity Center at Punta Cana; connections were established with Monterrey Tech in student personnel and engineering; an inventory of study abroad programs, which are available on the web; an international link on the Virginia Tech homepage; established some connections with the State of Virginia that was asking for competitive bidding on tours and study abroad programs; successful through the leadership of S. K. De Datta in receiving a number of federal grants which were outstanding; \$34M in grants received in OIRED.

5. Action Items

- Outreach NOW
Jeri Childers lead a discussion on the Outreach NOW 2005 event to be held on September 28. She reported that the event will begin at 1:30 p.m. and Dr. Martin Jischke, president of Purdue University will be the guest speaker. There is a target audience of 200 people. Susan Felker reviewed information pertaining to exhibits for this event. The evaluation for the event will be available online, and will be sent to participants immediately following the event. A web site containing electronic proceedings, Dr. Jischke's speech and other documents will be set up immediately following this conference. This web site will be utilized next year for marketing purposes for Outreach NOW 2006. There was discussion on how to assist Dr. Childers with the evaluation process. The COIA was invited to this event and was asked to register. Dr. Childers will send a request to Dr. McNamee to invite deans to participate in this event.

6. Information Items

- Outreach Council Report
Jeri Childers will prepare an electronic report from the last Outreach Council meeting to accompany the September COIA minutes. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/council/index.html>.
- University Council on International Affairs Report
Jack Davis gave a report from the UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.

7. Invitation to suggest topics for consideration by the Commission during this year.

Topics suggested were:

- Invite Ralph Byers to discuss restructuring of higher education implications for outreach and international affairs.
- Share data from the Outreach NOW evaluation survey at the October meeting of the COIA, possibly disseminating pertinent information to department P&T committees.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
October 13, 2005**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Mike Barnett, Jeri Childers, S. K. De Datta, Erin Dolan, John Dooley, Ken Eriksson, Will Eyestone for Judi Lynch, Susan Hagen, Osama Marzouk, Ewen McLean, Jim Pease, Susan Prillaman (telecon), Judith Shrum

Absence: Linda Burcham, Jack Davis, Eileen Crist, Gene Egger, Mark McCann, Sharron Quisenberry, Glenda Scales, Ted Settle, Rodney Thompson

Guest: Susan Felker

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, September 8, 2005

The September 8, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Judith Shrum praised the Outreach NOW plenary and panel. She said that the guest speaker, Dr. Martin Jischke gave a language, inspiration, and rationale for doing much of what is being done and for continuing with the goals and reaching to newer heights in doing scholarship of engagement at Virginia Tech. The exhibits were a good opportunity to network with those who are active in outreach and international scholarship. This year's goals will be to look at the outcomes of the Outreach NOW conference and to invite Ralph Byers to talk about the impact of recent legislation restructuring higher education.

5. Vice-Chairman's Report

Ken Eriksson gave a report from the September 19 University Council meeting.

6. Action Items

- Jeri Childers shared partial data information from the Outreach NOW 2005 conference.
 - Good comments from faculty and staff for the overall conference.
 - Statistics:
 - 253 people registered for this first-time conference; 196 attended
 - The registration list (sorted by college) was shared with members
 - All 8 colleges were represented as well as 40 departments; the Library sent a contingent of people.
 - 21 exhibitors – Very good feedback about the quality and quantity of exhibits.
 - As of October 12 there were 74 responses from the electronic survey. Feedback was discussed.
 - The speaker was ranked 4.8 (scale of 5)
 - Content ranking 4.7 (scale of 5)
 - Dr. Jischke's remarks can be found on the web site: <http://www.conted.vt.edu/outreachnow/>
- Scott Baker suggested that extension could be included to play a role with faculty in outreach.

- Judith Shrum will contact the panel speakers to ask permission to share their presentations on the web site.
- Commission members felt that a yet stronger understanding of the scholarship of engagement is needed, with emphasis on how to document the impact of the scholarship.
- Discussion of next steps:
 - The Commission voted to hold the conference again next year in late September and then annually.
 - A panelist to speak about international outreach and how their scholarship activity relates to that arena;
 - Invite a high profile person again.
 - Structure/strategy of the event, timing and space for the event needs to be identified by the next meeting since the IVTSCC is now high profile and it is harder to schedule space.
 - The second week of November is international week. It was suggested that during that week a high profile international scholar could be invited to talk about their international activity to help faculty look at linkages as it relates to their international activity and their scholarly activity.
 - A question was raised about what can be done to improve the understanding on campus of outreach scholarship, and what can be done to publicize the nature of outreach scholarship between now and the next conference. The Commission explored the ideas of reviewing departmental and college policies regarding outreach and ways to communicate with faculty members serving on the P&T committees.
 - Hispanic Awareness Month is in October, and this could be a time to combine our conference with international efforts already being held.
 - This discussion will continue at the next meeting to bring together these suggestions for next year and how to connect with the P&T committees this year by possibly inviting those P&T chairs to meet with the COIA before their next meeting. It was also suggested that a workshop could be held for P&T committees in the spring.

7. **Information Items**

- Outreach Council Report
Judith Shrum will send out a summary of the last Outreach Council meeting. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/council/index.html>.
- University Council on International Affairs Report
S. K. De Datta gave a report from the UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
November 10, 2005**

Attendance: Scott Baker (telecon), Mike Barnett, Jeri Childers, S. K. De Datta, Erin Dolan, Gene Egger, Ken Eriksson, Susan Hagen, Saul Halfon for Eileen Crist, Mark McCann, Ewen McLean, Jim Pease, Susan Prillaman (telecon), Sameer Mulani for Osama Marzouk, Glenda Scales, Ted Settle, Judith Shrum, Rodney Thompson

Absence: Jennifer Abel, Linda Burcham, Jack Davis, John Dooley, Judi Lynch, Sharron Quisenberry

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved with the removal of the UCIA report due to cancellation of their last meeting, and the discussion on the Virginia Tech Model United Nations Conference discussion, which will be postponed to a future meeting.

3. Approval of Minutes, October 13, 2005

The October 13, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Judith Shrum gave a report from the ACC/IAC conference and shared copies of the electronic agenda. Nicolas Burns, Undersecretary of State, was the guest speaker via teleconference from Washington, D. C. November 15 is the deadline for grants for summer study abroad and proposals for faculty collaboration grants.

5. Vice-Chairman's Report

Ken Eriksson gave a report from the University Council meetings on October 10 and 24, 2005.

6. Action Items

- Jeri Childers shared additional data from the Outreach NOW 2005 conference. A handout was distributed and discussed with selected results from the online Outreach NOW survey. She has reserved space at The IVTSCC for the September 27, 2006 Outreach NOW conference.
 - Milestones for Outreach NOW 2006
 - January – A keynote speaker needs to be identified.
 - April – Send out date saver
 - April – Online registration -- exhibitors and participants
 - August – Second wave marketing
 - September – Close registration
 - A subcommittee was appointed to select a topic for the next conference.
 - Jeri Childers, chair; Glenda Scales; Ewen McLean; Ted Settle; Erin Dolan; Mike Barnett.
- Ken Eriksson reported from the discussion at the Commission on Faculty Affairs on outreach and P&T discussions. He has proposed the following questions to that Commission for discussions:
 - What can be done to place more emphasis on outreach in P&T deliberations?
 - How can the impact of outreach scholarship be better documented to help with P&T?

- What can be done by the university to help departmental and college committees better understand and appreciate the importance of scholarship and outreach.

Colleges, department heads, and P&T committees need to be educated so they can emphasize to their faculty that outreach is a necessary part of their contributions to the university.

It was suggested that each member find a measure of outreach that might exist within their field of area that is represented on the COIA and share at the next meeting.

It was also suggested that a case study approach would be a good way to look at this instead of something presented in the “abstract.”

7. Information Items

- The next Outreach Council meeting is scheduled on November 29.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
December 8, 2005**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Mike Barnett, Mike Bertelsen for Sharron Quisenberry, S. K. De Datta, Jack Davis, Erin Dolan, John Dooley, Gene Egger, Ken Eriksson, Will Eyestone, Saul Halfon for Eileen Crist, Jim Riddell for Mark McCann, Sameer Mulani for Osama Marzouk, Glenda Scales, Ted Settle, Judith Shrum

Absence: Linda Burcham, Jeri Childers, Susan Hagen, Ewen McLean, Jim Pease, Susan Prillaman, Rodney Thompson

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, November 10, 2005

The November 10, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Judith Shrum gave a report from the December 5 University Council meeting. She discussed several proposals and resolutions for new programs that were submitted for first readings, and shared handouts. This information may also be found on the university web page.

5. Vice-Chairman's Report

Ken Eriksson gave a report on P&T discussions from the December 1 meeting of the Commission on Faculty Affairs. He welcomed guidance on what should be included in the *Faculty Handbook*.

6. Action Items

There was discussion on measures of outreach/scholarship of engagement from Commission members. The discussion will continue at the January meeting.

- Erin Dolan shared information from the Science Education Promotion and Tenure Committee from the University of Arizona. This information will be attached to the minutes.
- Jim Riddell, Jennifer Abel, and Scott Baker shared information about impact reports used in Extension.
- Gene Egger suggested documenting impact of study abroad programs.
- There are two areas that need attention in outreach:
 - Helping people to identify impact.
 - Look creatively at how we engage others in peer review to look at best practices.
- Handouts of information were shared from the Clearing House and National Review Board for the Scholarship of Engagement that conducts reviews for faculty. This will also be shared electronically.
- Juried presentations could be sponsored at the Outreach NOW 2006 conference where faculty can demonstrate those presentations on their P&T documents.
- Valerie Hardcastle will share a case study for the College of Liberal Arts and Human Sciences at an upcoming Commission meeting. A committee of faculty will be working with other faculty in her college to look at how the college will communicate, quantify, and evaluate

outreach efforts. Judith Shrum will invite her to come to a future meeting. The case study stemmed from the Outreach NOW 2005 conference.

Glenda Scales reported on milestones from the subcommittee on the Outreach NOW 2006 conference.

- The keynote speaker needs to be either a major university person that understands the direction of engagement or a person from a major funding agency. There was discussion and examples shared of potential speakers. A keynote speaker needs to be identified quickly in order to ensure their participation.
 - The following were proposed as the top speakers:
 - William C. Richardson, President and CEO of the W. K. Kellogg Foundation
 - The Howard Hughes Medical Institute
 - Peter McGrath, retired past president of NASULGC
 - Congressman Rick Boucher

William Richardson was selected as the keynote speaker. The official invitation will be sent from President Steger. The subcommittee will contact back-ups if needed.

7. Information Items

- University Council on International Affairs Report
Jack Davis gave a report from UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.
- Outreach Council Report
Judith Shrum reported on the November 29 Outreach Council meeting. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/council/index.html>.
- Virginia Tech Model United Nations Conference
Mike Barnett discussed this student project, which is both international and outreach. The goal is to get 500 high school students an international perspective while not leaving the country.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
January 19, 2006**

Attendance: Mike Barnett, Mike Bertelsen for Sharron Quisenberry, Jeri Childers, S. K. De Datta, Jack Davis, Erin Dolan, John Dooley, Gene Egger, Ken Eriksson, Will Eyestone, Susan Hagen, Saul Halfon for Eileen Crist, Judith Shrum, Rodney Thompson

Absence: Jennifer Abel, Scott Baker, Linda Burcham, Osama Marzouk, Mark McCann, Ewen McLean, Jim Pease, Susan Prillaman, Glenda Scales, Ted Settle

Guest: Susan Felker

1. Welcome and Introductions

Judith Shrum welcomed members to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, December 8, 2005

The December 8, 2005 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

At the February 9 COIA meeting, Valerie Harcastle will give a presentation of how the College of Liberal Arts and Human Sciences is presenting the OIA activities of their faculty.

Ralph Byers will attend the April 13 COIA meeting to discuss the effect of the restructuring of higher education (Charter University) and the implications for OIA.

Upcoming meetings are: February 9, March 16, April 13, and May 11.

This is the year of study abroad, which is a congressional proclamation.

5. Vice-Chairman's Report

The College of Science now has an outreach committee. Ken Eriksson is on the college committee and will represent COIA. The first meeting will be within the next two weeks.

He reported on outcomes from the January 17 Faculty Senate meeting.

6. Action Items

There was continued discussion on measures of outreach/scholarship of engagement from Commission members.

There was discussion from the materials that Judith Shrum sent out electronically from the Driscoll and Lynton book, Making Outreach Visible: A Guide to Documenting Professional Service and Outreach. This was a major national project in which faculty from top 30 major research universities were brought together to look at models to make outreach visible. These models may be used at the Outreach NOW 2006 workshops.

Awards description

Ken Eriksson described the three awards in outreach:

- Alumni Award for Outreach Excellence (individual)
 - \$2,000 award and a plaque
- Alumni Award for Outreach Excellence (team)
 - \$2,000 shared award with team and a plaque
- College Awards for Outreach Excellence (8 college awards – individual or team)
 - \$500 per award and a plaque

When the awards announcement is sent to colleges this year, it will be modified to include a paragraph to state that college awards are funded by the Vice Provost for Outreach and International Affairs and the program is managed by the Commission on Outreach and International Affairs. Susan Felker will notify college public relations personnel of the correct wording for their press releases.

The deadline to submit nominations will be set for Monday, March 20. Judith Shrum will send out to members of the Commission the language for the nominations for this year, and she asked for feedback by January 24. Ken Eriksson will prepare the call for nominations that will go out to the DDD list.

The Academy for Outreach Excellence needs to be better displayed of those who have received alumni awards. It was suggested that last year's recipients be added to the awards announcement.

Appointing Awards Committee

An awards committee was selected for the Alumni Awards for Outreach Excellence: Ken Eriksson, and Jeri Childers. Leon Geyer, last year's award recipient will be asked to serve on the committee. If others are interested, they need to contact Ken Eriksson.

International awards are administered by the University Council for International Affairs (UCIA).

- Alumni Award for Excellence in International Education (individual)
- Alumni Award for Excellence in International Outreach and Research (individual)

These announcements will be sent out at the same time, and there will be an April deadline. UCIA will select an awards committee. A past awards recipient will be added to the awards committee.

Report from the Sub-Committee on Outreach NOW 2006

Jeri Childers distributed and discussed an update on the plans for the fall conference. The date has been chosen as Wednesday, September 27. The proposed design will start with a pre-conference workshop targeted to a small group of 30 participants. The conference will begin again this year after lunch and end at 6:00 p.m. after a reception. The invited keynote speaker is Mr. Sterling Speirn, President and CEO of the Kellogg Foundation. The target audience will be 250 with 35 exhibits/posters. The Commission supported break-out sessions. It was decided that undergraduate and graduate student work will be accommodated for the exhibits/posters. It was suggested that the pre-conference workshop be specifically targeted for P&T members or deans or whoever is managing the selection process with 4-5 people from each college. It was suggested that additional workshops could be held at times throughout the year when P&T committees are meeting.

7. **Information Items**

- Virginia Tech Model United Nations Conference
Mike Barnett reported they have not met their numbers for attendance for high school students, but they are visiting schools to recruit attendance. The conference is scheduled on March 17-19, 2006.
- Outreach Council Report
There was no report from Outreach Council, which will meet next week.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
February 9, 2006**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Mike Barnett (telecon), Osama Marzouk, S. K. De Datta, Jack Davis, John Dooley, Ken Eriksson, Will Eyestone, Susan Hagen, Saul Halfon for Eileen Crist, Susan Prillaman (telecon), Glenda Scales, Ted Settle, Judith Shrum, Rodney Thompson

Absence: Linda Burcham, Jeri Childers, Erin Dolan, Gene Egger, Mark McCann, Ewen McLean, Jim Pease, Sharron Quisenberry

Guests: Susan Felker, Valerie Hardcastle

1. Welcome and Introductions

Judith Shrum welcomed members and guests to the meeting. Self-introductions were made.

2. Agenda Approval

The agenda was approved with minor changes:

- #3 below, change to “Announcement of approval and posting of minutes of January 19, 2006”
- Ted Settle will lead the discussion from the Sub-Committee on Outreach NOW 2006.

3. Approval of Minutes, January 19, 2006

The January 19, 2006 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman’s Report

Judith Shrum reminded members finishing their terms on COIA in 2006 to contact their representative groups to seek replacements for next year on the COIA. The COIA membership was reviewed for those finishing terms this spring.

Dr. Shrum reported from the University Council meeting on February 6.

A draft handout was distributed on the Engagement strategy of the university plan, which contained the goal, definition and four strategies. The language from Dr. Martin Jischke’s speech is included in this draft from Outreach NOW 2005. The Provost has convened a university-wide task force to look at the university’s strategic plan. The major program components of the strategic plan will be built around the domains of learning, discovery and engagement. A subcommittee of the task force is looking at the engagement language and is being shared with different audiences for input. Feedback is welcome from COIA. The final draft will be shared with the BOV the end of March.

5. Vice-Chairman’s Report

Ken Eriksson reported from the outreach committee of the College of Science, which met today for the first time. Their next meeting will be on a discussion of the P&T guidelines that should lead in to revisions of the faculty activity reports in that college.

The announcement of the alumni and college awards for outreach excellence has been sent out to the university community. A copy of the announcement will be forwarded to the COIA. The awards

subcommittee is Ken Eriksson, chair; Jeri Childers; Jennifer Abel; Susan Hagen; and Leon Geyer. Nominations are due March 20.

6. Action Items

Valerie Hardcastle, associate dean for outreach/faculty development and university initiatives in the College of Liberal Arts and Human Sciences, lead a discussion on how the College of Liberal Arts and Human Sciences elevates the importance of scholarship of engagement by their faculty members.

Ted Settle distributed a draft handout for the call of proposals for presentations and posters for Outreach NOW 2006, which was compiled by the sub-committee. Commission members reviewed and suggested changes. Ted Settle will take changes back to Jeri Childers.

It was proposed that the following members will serve on the nominating committee for COIA Chair and Vice Chair: Glenda Scales, Rodney Thompson, Mike Barnett and Scott Baker.

7. Information Items

- **University Council on International Affairs Report**

Jack Davis gave a report from UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.

The announcement for the international alumni awards has been sent out to the university community. A copy of the announcement will be forwarded to the COIA. The awards subcommittee is Andrew Becker, Miriam Rich, Tarun Sen, Jack Davis and Victoria Fu.

- **Outreach Council Report**

Judith Shrum reported on the January 31 Outreach Council meeting. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/council/index.html>.

Judith Shrum conveyed Mike Barnett's thanks for the Commission's support for the model UN program. He is in D. C. today for the conference and has reported that the conference is going well. He plans to be involved in the conference again next year.

Meeting adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
March 16, 2006**

Attendance: Scott Baker (telecon), Mike Barnett, Jeri Childers, S. K. De Datta, Jack Davis, John Dooley, Ken Eriksson, Will Eyestone, Susan Hagen, Saul Halfon for Eileen Crist, Osama Marzouk, Ewen McLean, Jim Pease, Judith Shrum, Rodney Thompson

Absence: Jennifer Abel, Linda Burcham, Erin Dolan, Gene Egger, Mark McCann, Susan Prillaman, Sharron Quisenberry, Glenda Scales, Ted Settle

1. Welcome and Introductions

Judith Shrum welcomed members. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, February 9, 2006

The February 9, 2006 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Judith Shrum will forward the University Council minutes to the Commission electronically.

There are several on the COIA membership with expiring terms this May: Mike Bertelsen, Jim Pease, Rodney Thompson, Glenda Scales, Scott Baker, Jennifer Abel, Linda Burcham, Mike Barnett, Osama Marzouk. Judith Shrum asked that they contact their areas about their replacements for next year.

5. Vice-Chairman's Report

Ken Eriksson reported that outreach award nominations are due on Monday, March 20. One nomination for individual and one nomination for team have been received. The awards sub-committee members are Ken Eriksson, chair; Jeri Childers; Susan Hagen, Leon Geyer, and Jennifer Abel.

Names of college outreach excellence award winners should be sent to Linda Price as soon as the winners are identified for processing of plaques so they can be distributed to colleges for their award ceremonies.

Ken Eriksson reported on the March 14 Faculty Senate meeting.

6. Action Items

Jeri Childers shared an information update from the sub-committee on Outreach NOW 2006. She distributed a flyer on the event to be held on September 27, which contained deadlines for proposals, exhibits and registration. There was a discussion on the proposal, exhibits and registration processes. This year there will be an on-line registration. For the pre-conference event, three-member teams from each college will be invited to participate. Due to Mr. Sterling Speirn's unavailability as keynote speaker, another speaker will need to be invited. Several names were identified. A panel to review proposals for the pre-conference event needs to be identified: Ewin McLean volunteered to serve on

the panel, and it was suggested that participants from last year's Outreach NOW conference could be invited to participate on the proposal review team.

7. **Information Items**

- **University Council on International Affairs Report**

Jack Davis gave a report from the March meeting of the UCIA. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at

http://www.outreach.vt.edu/ucip/min_index.html.

Sarah Mitchem will send out the reminder for the international awards announcement. April 3 is the nomination deadline.

- **Outreach Council Report**

Judith Shrum will send out the Outreach Council minutes electronically. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at

<http://www.outreach.vt.edu/council/index.html>.

- **Report from Nominating Committee for Slate of COIA Chair and Vice-Chair**

Committee: Rodney Thompson (Chair), Scott Baker, Glenda Scales and Mike Barnett

Rodney Thompson presented to the committee the slate of officers for next year as: Gene Egger, Chair; Ken Eriksson, Vice Chair. Judith Shrum asked for other nominations, but there were none. The slate will be voted on at the next meeting.

- Ralph Byers will be invited to the April meeting to discuss the impact on outreach and international affairs of the legislative actions for this year, as well as the restructuring of higher education.
- Mike Barnett reported that the Model UN conference will be held on March 17. He feels that attendance will be greater next year, and thanked the COIA for their assistance.

There being no further business, Judith Shrum asked for a motion to adjourn the meeting. Mike Barnett made a motion for adjournment. The motion was seconded, and the meeting was adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
April 13, 2006

Attendance: Mike Barnett, Mike Bertelsen for S. K. De Datta and Sharron Quisenberry, Jack Davis, Erin Dolan, John Dooley, Gene Egger, Ken Eriksson, Will Eyestone, Susan Hagen, Saul Halfon for Eileen Crist, Osama Marzouk, Jim Pease, Judith Shrum

Absence: Jennifer Abel, Scott Baker, Linda Burcham, Jeri Childers, Mark McCann, Ewen McLean, Susan Prillaman, Glenda Scales, Ted Settle, Rodney Thompson

Guests: Ralph Byers, Travis Cochran, Susan Felker

1. Welcome and Introductions

Judith Shrum welcomed members. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, March 16, 2006

The March 16, 2006 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Judith Shrum reported from the April 3 University Council meeting. Copies of resolutions were sent around the table for review and have been sent via email attachment.

5. Vice-Chairman's Report

Ken Eriksson reported there were 7 nominations for the Alumni Award for Outreach Excellence (individual) and 3 nominations for the Alumni Award for Outreach Excellence (team) award. The awards subcommittee has identified a winner for the individual award. The name was not reported at the meeting pending the awards ceremony in the fall. The Alumni Award for Outreach Excellence (team award) rankings has not been finalized.

The International awards subcommittee will be meeting about the two international alumni awards on April 17.

Some colleges have reported their college outreach award winners; however, the names were withheld at the meeting pending college announcements. The colleges of Science, Veterinary Medicine and Agriculture and Life Sciences have not reported their college awards, and Judith Shrum asked representatives on the commission to check on the status with their individual colleges.

Ken Eriksson reported on the April 11 Faculty Senate meeting.

6. Action Items

Ralph Byers was the invited guest speaker. He distributed handouts and discussed the restructuring of higher education and recent legislative initiatives for this year, and how it will affect Outreach and International Affairs and the university.

7. Information Items

- **Report from the Sub-Committee on Outreach NOW 2006**

There was no report from the subcommittee for Outreach NOW 2006.

- **Election of Chair and Vice-Chair for 2006-2007**

Judith Shrum reviewed the proposed slate of officers for the 2006-2007 terms, which was presented at last month's meeting. The slate included Gene Egger, chair and Ken Eriksson, vice chair. As there were no other nominations, Judith Shrum asked for a motion to close the nominations. A motion was made to approve the slate as presented. The motion was seconded, and the slate was unanimously approved.

- **University Council on International Affairs Report**

Jack Davis gave a report from the April 6 UCIA meeting. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at

http://www.outreach.vt.edu/ucip/min_index.html.

- **Outreach Council Report**

Judith Shrum gave a report from the March 28 Outreach Council meeting. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at

<http://www.outreach.vt.edu/council/index.html>.

- Mike Barnett distributed a copy of the accomplishments, future objectives and acknowledgements of thanks for assistance for this year's Virginia Tech Model United Nations Conference.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
May 11, 2006**

Attendance: Jennifer Abel (telecon), Scott Baker (telecon), Mike Barnett, Jeri Childers, S. K. De Datta, Jack Davis, Gene Egger (telecon), Ken Eriksson, Osama Marzouk, Jim Pease, Glenda Scales, Ted Settle, Judith Shrum, Rodney Thompson

Absence: Linda Burcham, Eileen Crist, Erin Dolan, John Dooley, Will Eyestone, Susan Hagen, Mark McCann, Ewen McLean, Susan Prillaman, Sharron Quisenberry

Guests: Susan Felker

1. Welcome and Introductions

Judith Shrum welcomed members. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 13, 2006

The April 13, 2006 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's and Vice Chairman's Reports

Judith Shrum reported from the April 17 and May 1 University Council meetings.

Judith Shrum shared the names of the nominees for the Alumni Award for Outreach Excellence, and announced the winners of the individual and team awards. Jack Davis shared names of the winners of the Alumni Award for Excellence in International Education and the Alumni Award for Excellence in International Outreach and Research. Dr. Shrum requested that the names of the winners be withheld from the minutes pending the fall awards ceremony.

Ken Eriksson reported from the May 2 Faculty Senate meeting.

5. Action Items

Judith Shrum recognized Commission members with expiring terms and presented each with a gift.

Proposed meeting dates were discussed for 2006-2007: August 24, September 14, October 12, November 9, December 7, January 25, March 8, April 12, and May 10. It was decided there will be no February meeting since the January date falls late within the month.

6. Information Items

• Outreach NOW 2006 & Pre-conference Workshop Planning Subcommittee

Jeri Childers gave an update on the planning for the Outreach NOW 2006 conference.

- Invitations have been mailed to the associate deans and directors responsible for outreach and international affairs in each college. They were asked to identify and invite four members in each of their respective colleges to participate in the pre-conference workshop.

- The pre-conference workshop will be held on September 27 from 10:00-12:00. The purpose of the event is to bring teams together whose roles are in outreach and international, P&T or other issues related to outreach in general.
 - The leader of the workshop is Dr. Lorilee Sandmann, professor at the University of Georgia, and director of the National Clearinghouse on the Scholarship of Engagement. She will explore with these teams a broad definition of engagement and how to document it.
 - Commission members were asked to make recommendations to their college deans to invite members of their college P&T committees to the workshop.
 - Dr. Childers will report at the next meeting the colleges' registration responses.
 - Invitations have been sent out to seek a keynote speaker.
 - Mike Barnett will forward the name of a potential speaker to Dr. Childers.
 - There was discussion about a follow-up session after the pre-conference. Additional feedback should be forwarded to Dr. Childers.
- Susan Felker shared a copy of the *Outreach NOW Magazine* that will be coming out within a few days to the university community.
 - **University Council on International Affairs Report**
Jack Davis gave a report from the May 4 UCIA meeting. Andrew Becker will chair the UCIA next year. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.
 - **Outreach Council Report**
Outreach Council will meet on May 30. Gene Egger will attend that meeting as the new chair of COIA. Approved Outreach Council minutes will be posted at the Outreach and International Affairs web site at <http://www.outreach.vt.edu/council/index.html>.

7. **Planning for Next Year**

As the new chair of the COIA for next year, Gene Egger discussed planning for next year. He would like to increase awareness of international associations with similar interests as the Commission and set up a line of communication with them. He will give further input by e-mail due to problems with his telephone connection.

The Commission applauded Dr. Shrum's leadership as chair of the Commission for the last two years and presented her with a thank-you card and a plant.

Respectfully submitted,

Linda Price
Recording Secretary