

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
August 24, 2006

Attendance: Andrew Becker, Jan Helge Bøhn, Sarah Burkett, Jeri Childers, S. K. De Datta, John Dooley, Erin Dolan, Gene Egger, Ken Eriksson, Devi Gnyawali, Kevin Pelzer, Gerhardt Schurig, Scott Tate, Chris Thomas

Absence: Eileen Crist, Susan Hagen, Mark McCann, Ewen McLean, Jim Pease, Susan Prillaman, Ted Settle

1. Welcome and Introductions of New and Continuing Members

Gene Egger welcomed new and continuing members. Self-introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, May 11 2006

The May 11, 2006 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Connecting COIA to Other Commissions and Committees

A form was distributed and each person was asked to list their university memberships on commissions, committees, councils and other service units for this year. It is important that Commission members share reports to double efforts in initiatives and proposals going through University Council.

Andrew Becker is the new chair of the University Council on International Affairs (UCIA). Other members are welcome to give updates in the absence of the chair or to give additional comments.

The Year 2006 is designated as the Year of Study Abroad by the United States Senate.

An "Interfaith" calendar of different events for international religions is available through Gene Egger if there is interest. This calendar is culturally more comprehensive than our VT Planning Calendar.

Awards and Recognition Committee

This awards subcommittee will be identified and convened as soon as possible this year to look at eligibility questions for all outreach and international awards.

Strategic Plan

Below is the schedule for upcoming dialogues regarding the implementation issues in the three domain areas of the Strategic Plan. The COIA will need to determine if there are actions that

should be taken to help with the facilitation of the domain areas. All discussions are scheduled for 20 minutes.

- September 14 – Learning Domain discussion with Dr. David R. Ford, Vice Provost for Academic Affairs
- October 12 – Engagement Domain discussion with Dr. John E. Dooley, Vice Provost for Outreach and International Affairs
- November 9 – Discovery Domain discussion with Dr. Brad Fenwick, Vice President for Research

Dr. Karen DePauw was unable to attend the September meeting. She will be invited to an upcoming meeting.

Regular Reports from the Three Mission Areas

Gene Egger would like regular reports/dialogue from all members who serve on the commissions and committees across the three mission areas.

Purpose and Role of COIA

There was discussion on the purpose and role of the COIA. The Commission needs to continue its active role in support of international education, outreach and research.

Issues/Ideas from the COIA that Need to be Addressed this Year

There was a discussion of university support with student preparation for Education Abroad. How are we going to better prepare the university as it relates to language training? This could be discussed at the September meeting with Dr. Ford. A recommendation could be made with the UCIA to begin developing a strategy for policy.

- Disconnect between perception of activity as it relates to education abroad and the reality.
- Constrained curricula within colleges present difficulties to requiring International Education.
- Look at ways we can integrate international with traditional extension and outreach programs.

Issues coming from the COIA will be delegated to respective councils, i.e., Outreach Council, UCIA or other extension related groups, and then the issues will be brought back for recommendations from the COIA.

5. Information Items

Reports:

- **Outreach NOW 2006 & Pre-conference Workshop Planning Subcommittee**
Jeri Childers shared a copy of the flyer on Outreach NOW 2006. This is the second conference the COIA has sponsored about outreach and engagement. She encouraged everyone to register. The event will be held on September 27 at The Inn. The keynote speaker is C. Peter Magrath, president-emeritus of the National Association of State Universities and Land-Grant Colleges, senior presidential advisor of the College Board, and past president of three public universities. The afternoon conference will begin at 1:00 p.m. with faculty presentations, exhibits, an awards ceremony acknowledging outreach scholars, and reception at 5:00 p.m. The pre-conference workshop will be held in the morning, and each college will be able to bring a four-member team to this workshop, which focuses on the scholarship of engagement. The workshop leader is

Lorilee Sandmann, associate professor at the University of Georgia and director of National Clearinghouse on the Scholarship of Engagement.

- **Outreach Council**
No report
- **University Council on International Affairs**
No report.
- **Extension**
No report.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
September 14, 2006

Attendance: Andrew Becker, Sarah Burkett, Travis Cochran, S. K. De Datta, Erin Dolan, Gene Egger, Ken Eriksson, Saul Halfon for Eileen Crist, Osama Marzouk, Jim Pease, Kevin Pelzer, Gerhardt Schurig, Chris Thomas, Richard Wokutch for Devi Gnyawali

Absence: Jan Helge Bøhn, Jeri Childers, John Dooley, Susan Hagen, Mark McCann, Ewen McLean, Susan Prillaman, Ted Settle, Scott Tate

Guest: David Ford

1. Welcome and Introductions

Gene Egger welcomed everyone to the meeting. Richard Wokutch introduced himself as representing Devi Gnyawali.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, August 24, 2006

The August 24, 2006 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Connecting COIA to Other Commissions and Committees

The results of the combined list of commissioners serving on university commissions, committees and other related areas were distributed. Commissioners were asked to respond with any changes.

Connecting COIA to National Associations of Similar Interests

Commissioners were asked to report on meetings attended at national associations on outreach and international to share best practices and contact information.

Commission Chairs Meeting with President

Commission chairs met with President Steger last week to discuss agenda items for the upcoming year. Gene Egger discussed COIA's commitment to study how outreach and international affairs is recognized in the university in terms of promotion and tenure; Outreach NOW 2006 conference, and the scholarship + pedagogy of outreach and international affairs.

Scholarship + Pedagogy of Outreach and International Affairs

There was discussion that the word pedagogy should be added when addressing domains. There are new, creative ways in outreach and international programs to deliver and evaluate courses, which are many times different from in traditional classroom settings.

Student Preparedness for Education Abroad

There was more discussion on how to prepare students for study abroad. Students need language skills so they can have a better experience abroad. Short courses could be offered, but there was concern about adding additional prerequisites. If students could do a conversational course in about six weeks, meeting two times a week, it was felt that would be adequate to get started. Students who have been abroad could serve as mentors. Andrew Becker will bring this to the University Council on International Affairs for discussion.

5. Vice Chairman's Report

This year's awards subcommittee was identified as Ken Eriksson, chair; Ted Settle, Erin Dolan and Sarah Burkett. Dr. Eriksson will invite Doris Zallen to be on the committee. She was last year's recipient of the Alumni Award for Outreach Excellence. Ken Eriksson requested the committee to review the existing outreach awards guidelines and report back to him with any suggestions for changes. This year, more people need to be encouraged to submit dossiers for these awards.

6. Information Items

Reports:

- **Outreach NOW 2006 & Pre-conference Workshop Planning Subcommittee**
Gene Egger reported for Jeri Childers that the conference is coming together very well, and there is currently a large enrollment. Commissioners were encouraged to register right away for the conference if they have not already done so.
- **Outreach Council**
There was no report. The next meeting is scheduled on September 19. 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**
Andrew Becker gave a report from the September 7 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.
- **Extension**
A first annual state training for nutrition paraprofessionals across the state is being held in Blacksburg this week.

There will be an Education Abroad Fair on the Virginia Tech Drillfield on September 26. It was also reported there will be a new program offered at the fair involving paid international internships in France, which will be 4 months in duration.

On September 25 a consultant from Canada will offer two workshops, one for faculty and one for students, on the life in working abroad/study abroad.

7. Action Item

Dr. David Ford, Vice Provost for Academic Affairs, was the invited guest speaker. He distributed handouts and discussed his view of scholarship in the domain of learning with respect to Outreach and International Affairs initiatives.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
October 12, 2006**

Attendance: Andrew Becker, Sarah Burkett, Jeri Childers, Travis Cochran, S. K. De Datta, Erin Dolan, John Dooley, Gene Egger, Ken Eriksson, Devi Gnyawali, Susan Hagen, Osama Marzouk, Jim Pease, Ellen Smith for Susan Prillaman, Ted Settle, Scott Tate, Chris Thomas

Absence: Jan Helge Bøhn, Eileen Crist, Mark McCann, Ewen McLean, Kevin Pelzer, Gerhardt Schurig

1. Welcome and Introductions

Gene Egger welcomed everyone to the meeting. Ellen Smith was welcomed as representing Susan Prillaman.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, September 14, 2006

The September 14 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

University Council – October 2 meeting

Gene Egger reported on the October 2 University Council meeting and reviewed the resolutions that were presented. He would like the COIA to stay informed about approved university actions going through the University Council.

John Dooley, Vice Provost for Outreach and International Affairs, Discussion of the Engagement Domain

Dr. Dooley provided a PowerPoint presentation and discussed his view of scholarship in the domain of engagement with respect to Outreach and International Affairs. The four major strategies of the engagement domain are 1) PK-12 Enhancements in Science, Technology, Engineering, Mathematics (STEM), 2) Student Engagement, 3) Economic Vitality, and 4) International Education and Research. He discussed how engagement will factor into all the domain thrusts. Dr. Dooley described upcoming initiatives:

- Dr. Dooley is putting together a task group that will be charged with leading the university through a discussion and a planning process to enhance the language capabilities of faculty, staff and students. There will be credit and non-credit program opportunities.
- There is a major opportunity forthcoming to develop and implement dual/double degrees with international academic partners such as Egypt, and proposals in process with TU Darmstadt, Politecnico Di Milano, University in Switzerland, and others.

- There was a discussion this past week at Virginia Tech with faculty from Monterrey Tech, Mexico about developing an international honors learning community. As a pilot project, six institutions will be identified internationally, including Virginia Tech. A curriculum would be developed so honors students at Virginia Tech could take courses at different institutions and then receive a degree from Virginia Tech.

A question and answer session followed.

- When students return from an education abroad experience, there needs to be a continuation at the end of this experience. The international strategic plan suggests the development of an international competency certificate as a part of the undergraduate experience of which education abroad would be only one component. Dr. Dooley has requested Mr. Ron Daniel, Associate Provost for Undergraduate Education, to work with those who are involved in discussions on pathways in the core curriculum to define what competencies will be recognized as a part of their learning experience at Virginia Tech.
- When students return from study abroad experiences, follow-up sessions need to be held to mentor new students who will be coming into the study abroad.
- The UCIA will follow-up with recommendations and bring this back to the COIA.

Promotion and Tenure Discussions for Outreach and International Affairs

An excerpt of the Promotion and Tenure Guidelines for 2006-2007, was distributed and discussed. Through the leadership of the COIA, the P&T guidelines were re-designed to increase the awareness of OIA and it reflects the importance of engagement. Dr. Dooley referred to the following:

- Page 6, Item *B* – *A chronological list of non-credit courses, workshops, and other related outreach and/or extension teaching since the last promotion or the date of appointment to Virginia Tech: Activities related to non-credit related teaching.*
- Page 6, Item *I* – *Student evaluations of instruction.*
- Page 7, Item *J* – *Peer evaluations of instruction: Identify peers who can evaluate teaching for non-credit related activities*

There is a relationship to these items in the P&T documents, consistent with the Strategic Plan. Need to bring value to this to determine potential impact to the educational program. The impact should address: Did it add or contribute to the commitment to the Strategic Plan? As part of the COIA discussions this year, there needs to be a discussion about how this can be better articulated and offered as additional amendments to these directions. As a part of the introduction of the P&T document, faculty can incorporate impact of activity in context of the VT Strategic Plan into their annual reports. Faculty have had a difficult time in the past finding a place for their outreach and engagement activities, and this is helpful.

- Page 9, Item *D* – *Invited keynote presentations or lectures: Allows faculty to demonstrate their significant importance as experts within certain fields with presentations. Besides providing a listing, bring to the forefront the significance of that keynote presentation as it relates to the application of the topic.*
- Page 10, Item *F* – *Evidence of economic contribution to the Commonwealth of Virginia: Raises the point of contributions of faculty member to economic vitality.*

May want to consider this year a recommendation that this be expanded to consider ways in which research contributed to economic development.

- Page 10, Item *G* – *Intellectual properties*: Consistent with economic vitality component of the engagement strategy.
- Page 10, Item *VI* – *International and Professional Service and Additional Outreach and Extension Activities*: International and professional service is a part of an outreach and extension strategy. International and professional service was separated from university service.

Commission on Faculty Affairs Survey – Valerie Hardcastle (<http://survey.vt.edu/survey/entry.jsp?id=1159819557879>) about P&T Questions

This survey of Tenured and Tenure-Track Faculty Concerning Promotion and Tenure Procedures dated October 2006 from the Commission on Faculty Affairs is due today. Gene Egger encouraged everyone to complete the survey today. The survey should provide information regarding how many levels a single participant can be permitted to serve on, vote on, or chair tenure and promotion committees. The CFA will be discussing the results of the survey at their October 13 meeting.

5. Vice Chairman's Report

COIA Awards Committee Update

Ken Eriksson reported that the awards committee consisting of Ken Eriksson, Sarah Burkett, Erin Dolan, Ted Settle and Doris Zallen is in place. A draft awards handout containing feedback for changes was shared and discussed. Dr. Eriksson asked the COIA to review the suggestions and he will share the revised draft at the next meeting. He will also send this out electronically. At the next meeting there will be a discussion about creating a functioning academy, and, in particular what would be the value of having the academy and how could that be put into operation. It was requested that awardee citation statements be shared with the COIA, and it needs to be decided how this information will be shared.

Faculty Senate Resolution 2006-VTSET, Virginia Tech Student Evaluation of Teaching (VTSET), second reading by Senate was September 22

Ken Eriksson reported from the September 22 Faculty Senate meeting on the second reading of the resolution for the VT Student evaluation of teaching. The student evaluation of teaching has been in place for 40 years. The next system would be a course specific approach by faculty using the web and creating a template for the student evaluations, thus giving faculty on-going feedback that could be viewed anytime during the semester. One of the concerns is that students may be less inclined to complete an on-line evaluation. Another question is the uniformity of the system for P&T purposes. Now every course gets an overall rating, and if faculty members are responsible for their own questions, how is one faculty compared to another?

There will be a discussion at the next CFA meeting about the evaluations and whether they should remain anonymous or if this should be an opportunity for department heads to view evaluations on a non-anonymous basis. It is anticipated that this proposal will be brought to University Council in the spring.

6. Information Items

Reports:

- **Outreach NOW 2006 & Pre-conference Workshop Planning Subcommittee**
Due to the meeting time constraints, this item will be deferred to the next meeting.
- **Outreach Council**
There was no report. 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**
Due to the meeting time constraints, Andrew Becker will share the UCIA report electronically with the minutes. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.
- **Extension**
There was no report.

7. **Other Business**

Training for P&T committees with the respect to the changes for outreach scholarship will be discussed at the next meeting.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
November 9, 2006

Attendance: Ray Ali for Mark McCann, Andrew Becker, Jan Helge Bøhn, S. K. De Datta, Erin Dolan, John Dooley, Ken Eriksson, Devi Gnyawali, Susan Hagen, Ewen McLean, Jim Pease, Susan Prillaman, Scott Tate, Ted Settle, Chris Thomas

Absence: Sarah Burkett, Jeri Childers, Travis Cochran, Eileen Crist, Gene Egger, Osama Marzouk, Kevin Pelzer, Gerhardt Schurig

Guest: Susan Felker

1. Welcome and Introductions

Ken Eriksson welcomed everyone to the meeting. Ray Ali was welcomed as representing Mark McCann. Brad Fenwick was welcomed as the guest speaker for today's meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, October 12, 2006

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

4. Action Item

Dr. Brad Fenwick, Vice President for Research, was the invited guest speaker. He shared a PowerPoint presentation and discussed his view of scholarship in the domain of discovery with respect to Outreach and International Affairs. A question and answer session followed.

5. New Business

A first reading of a proposal to create a university outreach center, Institute for Policy Governance, was distributed and discussed. Three institutes, namely the Institute for Policy Outreach (IPO), the Institute for Public Policy Research (IPPR), and the Institute for Governance and Accountabilities (IGA), will be housed under this Center. Suggestions from today's meeting will be incorporated into the proposal and brought back at the December meeting for a second reading. Once approved by the COIA, this will be the last step in the approval process.

6. Vice Chairman's Report

University Council – There was no October meeting.

Discussion of the COIA Awards Document and Proposed Academy for Outreach Excellence

An updated awards document was distributed and there was a short discussion. There will be further discussion at the December meeting.

At the next meeting, the issue of the purpose and goals of the Academy for Outreach Excellence will be revisited.

7. **Information Items**

Outreach NOW – 2006 Conference Assessment – Pre-Conference Workshop on Promotion and Tenure

This agenda item was postponed to the next meeting.

Outreach Council

The Outreach Council meets bi-monthly. The next meeting is scheduled on November 28. 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

The next meeting is scheduled on November 28. Approved UCIA minutes will be posted at the Outreach and International Affairs web site at http://www.outreach.vt.edu/ucip/min_index.html.

Extension Report

Ray Ali reported that faculty district agents throughout the Commonwealth have been recognized and rewarded for their contributions in Virginia Cooperative Extension. The winners for each district will be entered into a state competition.

The meeting was adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
December 7, 2006**

Attendance: Ray Ali for Mark McCann, Andrew Becker, Jan Helge Bøhn, Sarah Burkett (telecon), Jeri Childers, S. K. De Datta, John Dooley, Gene Egger, Ken Eriksson, Devi Gnyawali, Susan Hagen, Osama Marzouk, Jim Pease, Nikki LaNore for Susan Prillaman (telecon), Scott Tate, Nammalwar Sriranganathan for Gerhardt Schurig, Chris Thomas

Absence: Travis Cochran, Eileen Crist, Erin Dolan, Ewen McLean, Kevin Pelzer, Ted Settle

Guest: Susan Felker, Max Stephenson

1. Welcome and Introductions

Gene Egger welcomed everyone to the meeting and there were self introductions. Max Stephenson was welcomed to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, November 9, 2006

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

4. Old Business

At the November Commission meeting, a draft proposal to Create a University Outreach Center, Institute for Policy and Governance was introduced and discussed. The revised proposal was distributed for the first reading, and Dr. Max Stephenson, Chair, Center for Public Administration and Policy and Director, Institute for Policy and Governance, lead the discussion. Additional edits should be forwarded to Dr. Stephenson.

5. Chairman's Report

Dr. Egger reported on the November 28 Outreach Council meeting and the December 7 UCIA meeting.

6. Vice Chairman's Report

University Council – Ken Eriksson reported from the November 13 and December 4 University Council meetings.

COIA Awards Document – Dr. Eriksson distributed a revised COIA awards guidelines document. The final nominations document will be sent to deans, directors and department heads in December with a reminder in January. There was discussion about inclusion of retired faculty for this award. A motion to make emeritus faculty eligible for the outreach awards was defeated.

There was a motion to accept the following language:

“The alumni awards recognize sustained outstanding contributions of university employees who are engaged in strategic partnerships that enhance the economic and social well-being of individuals, families, businesses, and communities around the commonwealth, the nation, and the world, and enrich and strengthen the university’s discovery and learning missions.

Successful nominees should demonstrate their success with implementing relationships with communities and partners that are: (1) bi-directional and reciprocal; (2) partnership-based (i.e., both parties make investments in and receive benefits from specific projects); and (3) mutually respectful of the strengths and needs of all parties and involved in a regular, exchange of ideas.”

A question was raised concerning the difference between (1) and (2) in the above paragraph. Ted Settle informed Eriksson that he took these items as well as item (3) from the engagement scholarship domain of the university's strategic plan.

The Academy for Outreach Excellence will be discussed at the next COIA meeting.

7. Information Items

Outreach NOW – 2006 Conference Assessment – Pre-Conference Workshop on Promotion and Tenure – Jeri Childers shared a handout and discussed the Outreach NOW 2006 conference assessment and pre-conference workshop on promotion and tenure. The themes emerging for this years Outreach NOW 2007 conference are economic vitality and the connectivity with the university’s strategic plan, and the commitment of engagement. There is an interest to invite Mark Warner to talk about the role of a research university as it relates to economic vitality of the state. Additional comments or suggestions for themes and speakers should be forwarded to Dr. Childers.

Outreach Council

Dr. Egger reported that Outreach Council met on November 28. Minutes will be forwarded to the Commission as part of the December 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

S. K. De Datta reported from the December 7 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.

Extension Report

Ray Ali reported that VCE is continuing to promote diversity and pluralism in programming and staff development. Cultural competency workshops were conducted in the northwest district. Faculty participation will be promoted in a Spanish education program. They are continuing to work with the citizens in the commonwealth and are offering diversity training for selection committees for new faculty.

John Dooley distributed and discussed a handout on “Carnegie Selects Colleges and Universities for New Elective Community Engagement Classification.” Notification was

received last week from the Carnegie Foundation that Virginia Tech is one of 62 institutions nationally that received the highest ranking as it relates to three different levels of community engagement. Susan Felker is working on the press release.

The next meeting is scheduled on January 25.

The meeting was adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
January 25, 2007

Attendance: Ray Ali for Mark McCann, Andrew Becker, Jan Helge Bøhn, Jeri Childers, S. K. De Datta, Erin Dolan, John Dooley, Gene Egger, Ken Eriksson, Devi Gnyawali, Osama Marzouk, Ewen McLean, Jim Pease, Kevin Pelzer, Gerhardt Schurig, Ted Settle, Scott Tate, Chris Thomas

Absence: Sarah Burkett, Travis Cochran, Eileen Crist, Susan Hagen, Susan Prillaman

Guests: Max Stephenson, Karen DePauw

1. Welcome and Introductions

Ken Eriksson welcomed everyone to the meeting and there were self introductions. Max Stephenson and Karen DePauw were welcomed to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, December 7, 2006

The December 7 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Presentation by Karen DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Dr. Karen DePauw was the invited guest speaker. She discussed her view of scholarship in the learning domain with respect to Outreach and International Affairs. A question and answer session followed.

5. Old Business

The second reading of the revised proposal to create a university outreach center, Institute for Policy Governance, which was distributed electronically prior to the meeting was presented Dr. Max Stephenson, Chair, Center for Public Administration and Policy. He discussed proposal revisions, which incorporated edits by the COIA. There was a motion for acceptance of the proposal and creation of the Center. The motion was seconded and unanimously approved.

6. Chairman's Report

Gene Egger met with President Steger and commission chairs last week and reviewed this year's initiatives of the COIA.

Dr. Egger revisited the initiatives as outlined from the September 14, 2006 Minutes.

- COIA's commitment to study how outreach and international affairs is recognized in the university in terms of promotion and tenure and the scholarship + pedagogy of

outreach and international affairs. There was a recommendation to invite college P&T committee chairs to an upcoming COIA meeting.

- Language courses for faculty and staff.
- Student preparedness for education abroad.

There are several faculty who have requested a policy review regarding exchange programs. There is a problem with some transfer students who want to participate in exchange programs, but have not been at Virginia Tech for a year, thus, they do not meet the criteria. Andrew Becker will take this to the UCIA for review and then bring back recommendations to the COIA.

7. Vice Chairman's Report

Update on COIA Awards Program

The outreach alumni awards call for nominations was sent out to deans, directors and department heads on January 10 with a deadline of March 19 to receive nominations. Within the same week, the University Relations Office made a request to receive the names of the alumni awards recipients by March 1. The University Relations Office is producing a nice publication addressing the excellence of scholarship in relation to the public announcement of the Capital Campaign on April 28. There was a motion to move the deadline to March 8. The motion was seconded and approved. The chair of the awards sub-committee will be out of the country during this process; therefore, Gene Egger agreed to chair the awards sub-committee. A revised announcement with the March 8 nominations deadline will be resent immediately to the deans, directors and department heads list.

Discussion of the Function of the Existing Academy for Outreach Excellence

This discussion item was postponed until the next meeting.

8. Information Items

Reports:

Outreach NOW 2007 – This report was postponed until the next meeting.

University Council on International Affairs

The international alumni awards call for nominations was sent out on January 24 to deans, directors and department heads with a deadline of February 21 to receive nominations.

Extension Report

This report was postponed until the next meeting.

The meeting was adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
March 15, 2007

Attendance: Ray Ali for Mark McCann, Andrew Becker, Sarah Burkett, Erin Dolan, John Dooley, Gene Egger, Osama Marzouk, Will Eyestone for Kevin Pelzer

Absence: Jan Helge Bøhn, Jeri Childers, Travis Cochran, Eileen Crist, S. K. De Datta, Ken Eriksson, Devi Gnyawali, Susan Hagen, Ewen McLean, Jim Pease, Susan Prillaman, Gerhardt Schurig, Ted Settle, Scott Tate, Chris Thomas

Guests: Susan Felker

1. Agenda Approval

The agenda was approved as presented.

2. Approval of Minutes, January 25, 2007

The January 25 Minutes were approved electronically and have been forwarded to University Council for approval. The Commission did not meet in February.

3. Chairman's Report

Gene Egger said he will be working on a nominating committee to appointment a chair and co-chair for the Commission next year.

Dr. Egger reported there were five nominations received for the individual outreach award and three received for the outreach team award.

4. Outreach NOW 2007

John Dooley reported for Jeri Childers on Outreach NOW 2007. Notification was received last week that former Governor Mark Warner is not available as the keynote speaker. Nominations for a keynote speaker are requested immediately so an invitation can be sent out quickly. Dr. Childers' message will be forwarded electronically to the Commission.

5. Outreach Academy

Winners of the alumni awards for outreach excellence are automatically inducted into the Outreach Academy. There was discussion about the Outreach Academy and the types of opportunities for those members to be used as a resource.

- Serve as reviewers for faculty presentations for Outreach NOW conferences.
- Recognition at the Outreach NOW conferences for their services. They would be provided with special name tags with ribbons.
- There was further discussion whether the Academy should be considered in context of an Academy of Outreach and Extension and whether an international academy should be formed.
- Receive a special invitation to Outreach NOW.
- Play a special role at Outreach NOW as moderators or facilitators.

Susan Felker will contact past award recipients and ask for their input. Ms. Felker will provide a paragraph of recommendations to share at the next meeting.

6. **Reports**

- **Virginia Cooperative Extension (VCE)**

The awards selection process is complete. Their hiring and recruitment process has been altered into a pooled process with three positions, which are open throughout the federal fiscal year and are no longer location specific.

- **University Council on International Affairs (UCIA)**

- The Education Abroad Policy Review was not discussed at their last meeting due to meeting time constraints.
- The international awards process is completed. The winners have been notified. There were three nominations for each award. Suggestions for changes in the awards process for next year will be submitted to the UCIA: (1) reduce the length of the dossiers, and (2) change the types of awards to include each of the three missions of the university.

7. **Future Business**

Gene Egger will invite a panel of three members of college P&T committees to attend a meeting to discuss their general observations on how outreach and international program activities was received and considered as a part of the P&T process.

8. **Other**

Susan Felker gave an overview of articles that will be included in the annual Outreach NOW Magazine. She is also looking for subjects to be included on the “Spotlight” on the VT Homepage to increase the visibility of outreach and international affairs.

The meeting was adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
April 12, 2007

Attendance: Ray Ali for Mark McCann, Jan Helge Bøhn, S. K. De Datta, John Dooley, Gene Egger, Devi Gnyawali, Osama Marzouk, Kevin Pelzer, Susan Prillaman (telecon), Ted Settle, Scott Tate, Chris Thomas

Absence: Andrew Becker, Sarah Burkett, Erin Dolan, Jeri Childers, Travis Cochran, Eileen Crist, Ken Eriksson, Susan Hagen, Ewen McLean, Jim Pease, Gerhardt Schurig

Guest: Susan Felker

1. Welcome

Gene Egger welcomed everyone to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, March 15, 2007

The March 15 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Appointment of Nominating Committee for COIA Leadership

The nominating committee to select the chair and vice chair for the COIA for next year are Ken Eriksson, Chair; Susan Hagen and Ray Ali. Nominations for these positions should be forwarded to the committee as quickly as possible.

Update on Awards

Gene Egger announced the winners for the Alumni Awards for Outreach Excellence. Five nominations were received for the individual award and three nominations were received for the team award.

S. K. De Datta announced the winners for the Alumni Award for Excellence in International Education and the Alumni Award for Excellence in International Outreach and Research.

It was suggested that award plaques should be made and displayed in a prominent location on campus.

A publication from University Development should be available on April 23 announcing all alumni awards winners. A university awards dinner/ceremony to honor the winners will be held in August.

5. **Outreach NOW 2007**

John Dooley reported for Jeri Childers on Outreach NOW 2007. A request for proposals and poster sessions was sent out to the university community last week. He asked the Commission to inform others about the event. Dr. Childers is formulating teams to serve as judges. It was decided at the last Commission meeting that past awards recipients will be included to serve as evaluators for the Outreach NOW workshops. Susan Felker provided a handout summarizing the discussion from the last Commission meeting on the Outreach Academy. She has made contact with several past awards recipients to request their opinions on these suggestions, and she has received positive feedback. Former Governor Warner is not available as the keynote speaker this year. Based upon discussion at the last Commission meeting, a letter of invitation has been sent to the Executive Director of the Pew Charitable Trust for the keynote.

6. **Panel Observations on P&T Process**

This agenda item was postponed until the May meeting. Gene Egger has invited several faculty who have served on or who are currently serving on P&T committees in their colleges to attend the May Commission meeting as a panel to discuss outreach in the P&T process.

7. **Reports**

• **Virginia Cooperative Extension (VCE)**

The Southern Region Middle Management Workshop at Virginia Tech was held on campus and concluded today. Twenty-six undergraduate agent internships and five agent scholarships have been awarded. The new hiring process is in process. State level interviews will begin next month. The State Extension Leadership Council will meet next week on campus.

• **University Council on International Affairs (UCIA)**

S. K. De Datta reported from the April 5 UCIA meeting. There was an extensive discussion on how to engage alumni as part of the university's strategic plan: Gene Egger and Chris Thomas will pursue this item. Approved UCIA minutes will be posted at the Outreach and International web site at http://www.outreach.vt.edu/ucip/min_index.html.

The meeting was adjourned.

Respectfully submitted,

Linda Price
Recording Secretary

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
May 10, 2007

Attendance: Andrew Becker, Jan Helge Bøhn, Sarah Burkett, S. K. De Datta, Erin Dolan, Gene Egger, Ken Eriksson, Osama Marzouk, Kevin Pelzer, Susan Prillaman (telecon), Gerhardt Schurig, Scott Tate, Chris Thomas, Rich Wokutch for Devi Gnyawali

Absence: John Dooley, Jeri Childers, Travis Cochran, Eileen Crist, Susan Hagen, Mark McCann, Ewen McLean, Jim Pease, Ted Settle

1. Welcome

Gene Egger welcomed everyone to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 12, 2007

The April 12, 2007 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

• **Awards Announcements**

A list was distributed of the winners of the 2007 Alumni Awards for Outreach Excellence, Alumni Award for International Education, Alumni Award for International Outreach and Research, and College Awards for Outreach Excellence. The awards sub-committee was thanked for their efforts.

5. Vice Chairman's Report

Ken Eriksson reported from University Council. Four resolutions were submitted from the Commission on Faculty Affairs for approval. There was a discussion about the resolution on "Composition of Committees for Promotion and Tenure Evaluation," and its importance to the COIA. P&T committees need to be convinced of the importance of outreach.

6. Outreach NOW 2007

September 24 is the date for the Outreach NOW 2007 conference. Rebecca Rimmel, President of Pew Charitable Trusts, is the invited keynote speaker.

7. Report of Nominating Committee

The nominating committee consisted of Ken Eriksson, chair; Susan Hagen, and Ray Ali. The proposed slate of officers for the 2007-2008 terms were identified as Erin Dolan, chair and Jan Helge Bohn, vice chair. As there were no other nominations, a motion was made to close the nominations. A motion was made to approve the slate as presented. The motion was seconded, and the slate was unanimously approved.

8. Discussion on Priorities for 07-08

- Resolution to add the director for the Institute for Policy and Governance as a member of the COIA.
- Clarify the position of the Academy for Outreach.
- International education/study abroad policies that need to be addressed through UCIA and brought to the COIA for endorsement. Set up some archival means to keep in touch with international alumni: Questionnaires; address a standard way to offer adjunct status for those alumni working at other universities.
- Start alumni awards announcement earlier.

9. Reports

- **Virginia Cooperative Extension (VCE)**
There was no report.
- **University Council on International Affairs (UCIA)**
A request will be submitted to the Alumni Office to split the Alumni Award for Excellence in International Outreach and Research. Approved UCIA minutes will be posted at the Outreach and International web site at http://www.outreach.vt.edu/ucip/min_index.html.

10. Other

Gene Egger recognized Commission members with expiring term, and the Commission members recognized Dr. Egger for his leadership.

Proposed meeting dates for 2007-2008 were distributed and discussed: September 13; October 11; November 8; December 13; January 10—suggested this date be moved later in the month or deleted; February 14; March 13; April 10; and May 8.

The meeting was adjourned.

Respectfully submitted,

Linda Price
Recording Secretary