

Minutes  
COMMISSION ON RESEARCH  
September 13, 1995  
206 Sandy Hall  
3:30 PM

Members Present: C. Bostian, J. Cowles, P. Edwards, D. Jones, T. Kennelly,  
A. McNabb, J. Nespor, J. Schetz, R. Schubert, M. Smith,  
H. Tze, J. Williams, H. Wisdom, R. Wokutch, L. Zelazny

Members Absent: P. Eyre, L. Peters, R. Pitman, E. Stout

Invited Guests: P. Hyer, B. Kaufman, S. Trulove

1. Announcements

Dr. Tze welcomed everyone to the new year on the commission. Members and visitors introduced themselves and stated their roles on the commission. He encouraged the membership to attend the joint Commission on Research and Commission on Graduate Studies and Policies meeting to be held on September 20. Dr. Tze mentioned that review reports on the Biotechnology Center and the Virginia Museum of Natural History would be reported on October 11. He also mentioned that there would be an update on the biological material transfer agreement form. Dr. Tze requested that agenda materials be submitted by Tuesday noon a week prior to the next meeting.

2. Adoption of Agenda

Dr. Tze added two agenda items - 1) Report on Activities 1994-95 and 2) election of Committee on Interdisciplinary Research. Agenda was approved with the additions.

3. Minutes of April 26, 1995

Dr. McNabb motioned approval of the minutes; Dr. Smith seconded. Minutes were approved as written.

4. Report on Activities 1994-95

Final report was approved as written.

5. Reappointment of Dr. Henneke to Waste Policy Institute Board of Directors

The Waste Policy Institute requested that Ed Henneke be appointed by the Commission on Research to the Board of Directors for an additional year. Dr. Henneke was reappointed with one vote of abstention.

6. Animal Care Task Force

Dr. Tze asked for volunteers to serve as the COR representative to the animal care task force.

7. Women's Research Institute Review - Janet Johnson

Dr. Johnson provided some background on the review and the history of the center. The institute was established in 1989 to promote women's concerns and through research resolve those concerns. In 1992 the center developed a new focus - women and minorities in science and engineering. Some areas of concern were: 1) small grants were very diverse and not particularly focused; 2) the lack of accountability of those small grants - very little evidence of annual reports or additional research that sprouted from the seed money; 3) the advisory committee functioned for a period of time and had little input in reshaping the mission; and 4) lack of finding additional funding sources. This all resulted in the recommendation of deauthorization of the center. The recommendations are: 1) operating support for WRI be ended coincident with its formal elimination; 2) the space occupied by the WRI in the basement of Sandy Hall should revert to the Dean of the Graduate School for reassignment; 3) salary expenses

allocated to the Directorship of the WRI will be eliminated; 4) financial support for journal operating expenses provided by the Provost's Office ceases upon conclusion of current commitments; 5) the integration of WRI with the Center for Interdisciplinary Studies should be explored. Dr. Bostian motioned acceptance of the report; it was seconded. Report was accepted by a voice vote.

8. Library Report - Tamara Kennelly

Ms. Kennelly provided the membership with a brief report. The library canceled more than 1,500 serials with a cumulative cost of \$451,000. General cancellations will be affected at the end of 1995. The circulation of videos has been expanded to include students. Faculty also are allowed up to one year in advance to schedule videos. The new storage facility is now in use and should hold about a million volumes.

9. Committee on Interdisciplinary Research

Dr. Tze provided background for the membership on the role of the committee on interdisciplinary research. He asked for volunteers. He stated that there are at least three centers to review: 1) Commercial Space Communications; 2) Virginia Housing Center; 3) Stochastic Processes in Science and Engineering (delayed from last year). Dr. Tze said that the Toxicology Center review has been delayed for one more year and that the Transportation Center is scheduled for a two year review. The review committee for Stochastic Processes was formed last year. Dr. Tze asked for three volunteers. Dr. Smith volunteered. Dr. McNabb offered to work on the revision of the guidelines. Dr. Tze stated that much of the discussion would revolve around streamlining the review process. Dr. Tze asked everyone to consider volunteering to serve on this committee. Dr. Tze mentioned that Dr. Stout had given interim approval for the Center for Human and Computer Interaction. He said they would be seeking approval soon as would at least one more center. Dr. Schetz questioned why not hold off on establishing centers until the guidelines are revised. Dr. Tze responded that this should be brought up at the October meeting when Drs. Peters and Stout will be present.

10. Election of Vice Chair

Dr. Tze asked for three members to serve as a nominating committee to present a slate of nominees for the office of vice chair at the October 11 meeting. Those chosen were Drs. Williams, Nesper and Wisdom.

11. Adjournment

Meeting adjourned at 4:25 PM.

Minutes

COMMISSION ON RESEARCH

October 11, 1995

206 Sandy Hall

3:30 PM

Members Present: C. Bostian, J. Cowles, P. Edwards, P. Eyre, D. Jones, T. Kennelly, A. McNabb, J. Muffo, J. Nespor, B. Richardson, J. Schetz, R. Schubert, M. Smith, E. Stout, H. Tze, J. Williams, R. Wokutch, L. Zelazny

Members Absent: R. Khosla, L. Peters

Invited Guests: J. Eaton

1. Announcements

Dr. Tze announced that Dr. Wisdom resigned from the Commission. The College of Forestry will replace him soon. The Center for Toxicology has been terminated. Dr. Jay Williams has agreed to chair the Housing Center review and Dr. Mark Smith will chair the review of the Center for Stochastic Processes in Science and Engineering. He asked for a volunteer to chair the review of Commercial Space Communications. On October 25 there will be an update on the biological materials agreement. Dr. Tze asked for a volunteer to serve on the lab animal care committee. Mr. Delbert Jones agreed to serve on that committee. Dr. Tze encouraged members to attend the research and graduate studies retreat on October 21. Dr. Eaton provided copies of the associate provost for program development position.

2. Adoption of Agenda

Dr. Eyre motioned approval; Dr. McNabb seconded. Agenda was approved with correction of a typographical error.

3. Minutes of September 13, 1995

Dr. Cowles requested that in the section on the Women's Research Institute review the statement that the report was unanimously accepted be changed. It should read: Report was accepted by a voice vote. Dr. Stout motioned approval. Minutes were approved with the above change.

4. Election of Vice-Chair

Dr. Williams reported that Dr. Smith was the only one who agreed to serve as vice-chair. Dr. Tze called for nominations from the floor. Dr. Eyre motioned that nominations be closed. Dr. Smith was elected vice-chair.

5. Library Report

Ms. Kennelly stated that to improve user services, technical services is attempting to free up over \$200,000 in people resources for work within user services. With the shelving crisis in Newman, the library is considering ways to move to storage or discard 300,000 resources. The collegiate librarian/information officer program is in place for the colleges of Arts and Sciences, Agriculture, Human Resources, and Education. A librarian will be made available for the College of Business and someone will be hired for Engineering. The library is looking at the possibility of working with the Center for Excellence in University Teaching to develop pilot programs in information literacy. The class of '45 is pledging \$100,000 for library remodeling to make a more user-focused lobby area.

6. Biotechnology Center Review - E. Stout

Dr. Stout presented the review report. He stated that this review had been conducted last year and was finalized over the summer. The report

is very positive. Dr. Schetz stated that he is uncomfortable making budgetary recommendations in these documents. Dr. Eyre said that he tends to agree as did Dr. Zelazny. Dr. McNabb said that the review committee is charged with evaluating the resources available to the unit and make their best judgment of the needs or excesses. Dr. Stout stated that in this case clearly the laboratory courses that are being taught there could not function without the assistance of a technical person. Dr. Edwards stated that it is appropriate to consider the budget according to the guidelines. Budgetary items are one of the first items that come up in an external review. Dr. Eyre preferred the terminology - recommendation rather than authorization. He stated that it is a recommendation rather than an authorization. Dr. Eyre questioned #7. Dr. Stout rewrote it to read: As additional funds become available Virginia Cooperative Extension should consider increasing financial support to the Center. Dr. Stout stated that it was in the context of the outreach program that the center is being clearly an extension outreach kind of activity and it is now all being funded without any extension or outreach funds. He said that the context of #8 is that, if the center does engage in taking teaching activities away from Blacksburg such as graduate courses, then it involves the Graduate School. If it is engaged in non-credit courses, then it involves Continuing Education. The context is that there needs to be discussions amongst the groups involved with outreach education. He made a motion for approval of the report. Dr. Eyre seconded. The report was approved. Dr. Tze thanked the committee and Dr. Stout for their work on the review.

#### 7. Virginia Museum of Natural History Review - B. Richardson

Dr. Richardson presented the review report. He stated that the conclusions were very positive. The first recommendation is that the museum should be reauthorized for five years. Funds are their principal concern at this point. Dr. Richardson stated that the committee had met with several interested faculty and had thoroughly reviewed the facilities on main street as well as in Derring Hall. Dr. Cowles asked that since this is outreach shouldn't extension be helping. Dr. Stout responded positively. Dr. Stout said that they are involved in quite a bit of normal university classroom teaching activities. Dr. Tze motioned approval. Dr. Cowles seconded. The report was approved.

#### 8. Discussion on Review Process of Centers

Dr. Stout proposed that the Transportation Center be reviewed in an abbreviated manner this year. They have been operating for more than a year with an interim director. The search for a permanent director is nearing a close. Dr. Stout suggested a small group be appointed to interview the interim director and Dr. Peters with specific questions about the recommendations from the last review. He suggested that the committee consist of Dr. Tze, Dr. Vorster from Engineering and one other person from the commission. Dr. Stout agreed to serve. Dr. McNabb seconded. Dr. Schetz asked what type of concerns were expressed in the first review. Dr. Stout responded that the primary difficulty that the committee perceived was the relationships of the center and the center director with other faculty, those who are very much needed for the center to do its job. Dr. McNabb stated that it would be beneficial to have this review completed before the new director comes in. It was suggested that the committee meet with faculty involved with the center. Dr. Stout agreed. The membership voted for the abbreviated review. Dr. Stout asked the membership to discuss the whole center review process. He mentioned the difficulty of finding members to serve on the review committees. Dr. Stout stated that it is a very time-consuming process. Dr. McNabb mentioned criticisms related to one center review several years ago increased the amount of work for all the reviews. Dr. Eyre stated that it is a very healthy thing to do. He mentioned that since several centers still have to be reviewed for the first time, we might just have to bite the bullet and do their reviews thoroughly the first time around. Maybe a more cursory review will suffice the second time around. Dr. Eyre said that COR members need to volunteer to carry out the review process. Dr. Stout stated that the results of the reviews have been good. He mentioned a couple of SCHEV centers which are

not research-related and that perhaps should be reviewed by some organized group other than the Commission on Research. Dr. Stout said that next year the two research centers to be reviewed will be second time reviews and perhaps will not be as difficult, particularly if they are doing well. Dr. Tze asked if we really need 7 members in a review committee or if the latter could be trimmed down to 5 members. Dr. Richardson said that he was pleased to learn so much about the museum through chairing the review. He said that it was very valuable for faculty to have open-ended discussions. Dr. Tze and Dr. Richardson described the review process to the membership. Dr. McNabb stated that there is a lot of dissemination of information across the university that comes out of these reviews. Dr. Edwards suggested that the chair be allowed to make the assignments of the chairs of each review committee. Dr. Tze stated that he hopes that, within the next few days, he will be able to convince someone to chair the last review. Dr. Tze asked whether the membership would like the idea of a COR member having one year to observe the review process up close before chairing a review. Dr. Schetz responded that it sounds like a good idea. Dr. Smith stated that, as far as the numbers, you could have a minimum of 5 and maximum of 7 and that this choice should be left to the review committee chair. Dr. Tze responded that this is effectively what has been happening. He solicited questions or comments on the policies and procedures document. Dr. Cowles suggested that the review report be limited to a certain number of pages to simplify it a bit. Dr. Tze responded that each center is an organism of itself and the size of the review would vary as centers vary. Some discussion followed concerning the example survey forms used. Dr. Smith asked if the policies and procedures document serves as an adequate guideline. Dr. McNabb responded that it does. Dr. Tze said that it works well as a focus point. Dr. McNabb stated that it is harder to get committees together the larger they are. Dr. Smith stated that he was surprised at how relatively specific the document is at least in broad categories, that it provides a lot of flexibility for the committee. Dr. Richardson mentioned the letter addressed to center directors asking for their review materials. Dr. Zelazny mentioned that each person in the review he was involved in had a section of the report to write. Dr. Smith mentioned that feedback seems to be that this document is adequate as far as guidelines and does not need to be altered in any substantial way. Dr. Tze agreed. Dr. Schetz suggested that we need to have a COR subcommittee of people who have done the center reviews. Dr. Tze stated that he would get together a group who have reviewed centers and hopefully next time have specific recommendations. He stated that the membership agreed to allow the committee numbers to fluctuate between 5 and 7 and agreed to let the chair select someone to serve on the review committee. Dr. Schetz expressed some concern over the surveys.

#### 9. Adjournment

Meeting adjourned at 4:45 PM.

Minutes  
COMMISSION ON RESEARCH  
October 25, 1995  
206 Sandy Hall  
3:30 PM

Members Present: C. Bostian, P. Edwards, D. Jones, T. Kennelly, A. McNabb,  
J. Muffo, J. Nespor, L. Peters, J. Schetz, R. Schubert, M. Smith, E. Stout, H. Tze, J. Williams

Members Absent: J. Cowles, G. Dunn, P. Eyre, R. Khosla, B. Richardson, R. Wokutch, L. Zelazny

#### 1. Announcements

Dr. Tze stated that the RGS retreat was helpful and enjoyable. He mentioned that he, Drs. Stout, Smith and Williams had gotten together and organized the review process for those centers to be reviewed this year. Dr. Tze announced that on November 8 there would be a discussion on the supplemental grants program. Dr. Peters announced that the provost had sent out a letter asking the faculty to mention their research to the undergraduate students in class. He stated that it has apparently struck a responsive chord with some faculty.

#### 2. Adoption of Agenda

Dr. Tze mentioned there would not be a library report. Dr. Stout motioned approval of the agenda. Agenda was approved with the deletion of the library report.

#### 3. Minutes of October 11, 1995

Dr. Stout motioned approval; Dr. McNabb seconded. Minutes were approved.

#### 4. Update of Biological Materials Agreement

Dr. Stout provided a short background on the history of the biological transfer agreement. In the biological, agricultural and medical sciences the transfer of biological materials between investigators is a common practice. There was no concern until money became involved. Several years ago the National Institutes of Health published a set of suggested guidelines and format for biological materials transfer. As a result of that publication, Dr. Stout and Ted Kohn created a form to be used at this university. The Association of University Technology Managers (AUTM) created a master agreement to be signed by participating institutions in the way of a treaty and agreed to be the repository for the signed master agreements. They also agreed to maintain a list of signatory institutions. Dr. Stout motioned approval of using uniform biological transfer agreement from AUTM. It was suggested that there be a discussion of whether this process should be mandatory. Dr. Peters suggested that MCV and UVA be contacted. Dr. Edwards asked that those department heads affected be contacted and get their input for the next meeting. It was tabled until next meeting.

#### 5. Continuing Discussions on Centers, Institutes and Councils

Dr. Peters stated that the need for interdisciplinary research will probably continue to increase. He said he felt the Commission had set in place a good procedure for review of centers and institutes. There will be a continuing need for refinement of the evaluation process. Dr. Peters stated that he feels the Commission needs to work on the procedures on forming new centers and that tied into that is finding the right home for the center, be it department, college or university. Dr. Peters also mentioned funding new interdisciplinary initiatives. He asked the membership to make a conscious decision that they do not want to take

action on the items - forming new centers and institutes, finding the right home, and funding new interdisciplinary initiatives. Dr. Schetz said he had heard concern expressed by other researchers that those in centers are given special treatment over those that are not affiliated with centers. Dr. Peters summarized that the guidelines that are in place are pretty good. He also said that there appears to be some perception problems and everyone recognizes that needs to be worked on.

6. Adjournment

Meeting adjourned at 4:30 PM.

Minutes  
COMMISSION ON RESEARCH  
November 8, 1995  
206 Sandy Hall  
3:30 PM

Members Present: C. Bostian, J. Cowles, P. Edwards, P. Eyre, D.  
Jones, T. Kennelly, A. McNabb, J. Muffo, J. Nespor,  
L. Peters, J. Schetz, R. Schubert, M. Smith, E.  
Stout, H. Tze, R. Wokutch, L. Zelazny

Members Absent: G. Dunn, R. Khosla, B. Richardson, J. Williams

1. Announcements

Dr. Tze announced that he, Dr. Peters and Dr. Stout had met with Ray Pethtel, Interim Director of the Transportation Center. Mr. Pethtel reported that the recommendations from the previous review had been addressed and that the center has been stabilized. Dr. Tze stated that the meeting on December 13 would most probably be cancelled.

2. Adoption of Agenda

Dr. Tze stated that Wendy Farkas would make a presentation on the supplemental grants program. Dr. Eyre motioned approval. Agenda was approved.

3. Minutes of October 25, 1995

Dr. Stout motioned approval of the minutes. Minutes were approved as written.

4. Biological Materials Transfer Agreement

Dr. Stout stated he had been in touch with department heads and associate deans for their input on the biological materials transfer agreement. He had heard back from two heads in Agriculture. The only concern expressed by the latter was what this agreement would actually cover. Dr. Stout said that if there is already an established transfer mechanism for a group of organisms then this agreement would not apply. He also reported that he had talked with the folks at UVA, both in person and by e-mail : UVA has adopted the agreement but has not made it mandatory. Dr. Stout recommended that we do the same; that we adopt the master agreement to cover all those biological materials for which there are not existing regulations and that we makes the recommendation that people transferring biological materials use it, particularly materials which are patented or may be patentable. Dr. Edwards seconded this motion. Motion passed.

5. Supplementary Grants Program

Ms. Farkas reported that the goals of the supplemental grants program are faculty development and enhancement of the University's reputation. The program's annual budget from the Provost's Office is \$120,000. She provided some background information. Ms. Farkas asked the membership if they would like to change from the current committee review to an administrative review ; if they wanted a process of continuous submission rather than the current one of a set of submission times ; and if they would want to change the review filters. The question of changing to more substantial support for a smaller number of recipients was also raised and discussed. The membership supported the change to an administrative review process. After much discussion, it was decided that if departments and colleges provide support for travels then they feel that it is worthy of support and therefore the committee should as well.

6. Adjournment



Meeting adjourned at 4:20 PM.

Minutes  
COMMISSION ON RESEARCH  
February 14, 1996  
206 Sandy Hall  
3:30 PM

Members Present: C. Bostian, J. Cowles, P. Edwards, D. Jones, T. Kennelly,  
R. Khosla, A. McNabb, J. Muffo, J. Nespor, L. Peters,  
B. Richardson, J. Schetz, R. Schubert, E. Stout, H. Tze,  
R. Wokutch, L. Zelazny

Members Absent: J. Dolan, G. Dunn, P. Eyre, J. Goyette, M. Smith, J. Williams

Invited Guests: T. Dingus, J. Duke, L. McCoy, S. Trulove

1. Announcements

Dr. Tze stated there were no announcements. He asked Dr. Stout to introduce Dr. Jack Duke, President of the Engineering Faculty Organization and Dr. Tom Dingus, the new Director for the University Center for Transportation Research and Professor of Industrial and Systems Engineering.

2. Adoption of Agenda

Dr. McNabb motioned adoption of the agenda; Dr. Cowles seconded. Agenda was adopted as written.

3. Minutes of November 8, 1995

Ms. Kennelly motioned approval of the minutes; Dr. Stout seconded. Minutes were approved as written.

4. Center for Survey Research Task Force Report:

Dr. Stout summarized the present need for the Center for Survey Research for the next two years. He stated that at the end of two years the center's financial health will be evaluated and updated recommendations will be made. Dr. Muffo complimented the task force's work as thorough and well done.

5. University Transportation Center Mini-Review:

Dr. Stout went over the report. The review committee found that all seven of the substantive recommendations in the previous review had been addressed in some way. Some are complete and some are ongoing. The committee has three recommendations: 1) The review committee recommends that the University Center for Transportation Research be authorized for the three years until the next full review is scheduled (1998-99); 2) That the Commission on Research expresses its thanks to Ray Pethtel for the leadership, stability and professionalism that he brought to the Center as Interim Director; 3) That the Commission on Research expresses its thanks to Richard Alvarez for the business management procedures, team building and strategic planning that he contributed to the Center as Interim Business Manager. Dr. Stout motioned approval of the report; Dr. Edwards seconded. Report was accepted. Dr. Dingus stated that the center is in sound financial shape with a talented staff. He said that faculty involvement needs to be improved and that they are taking steps in that direction. He stated that they are in the process of putting together a senior transportation research fellows program and that another strategic planning process is taking place over the next couple of months.

6. Policy and Procedures for Calendar-Year Research Conversions:

Dr. Stout provided the needed background. AY faculty salaries are defined as annual compensation. Summer pay (regardless of source) is defined in the state system as wages. Wage payments are not accompanied by benefits. In particular, summer pay to AY faculty is not credited to that faculty member's retirement account whether VRS or one of the alternate plans. This has been a simmering issue in the College of Engineering for several years. The issue was looked into three-four years ago when Dr. Henneke was a member of the Commission. UVA has had an AY-CY conversion plan. Dr. Duke went over a handout he provided the membership. The handout provided background on the College of Engineering's pursuit of this issue. In August of 1994 a break out group at the College of Engineering Dean's Retreat raised the issue of studying the faculty evaluation procedure and associated faculty rewards. As a result in the fall Dean Stephenson appointed a task force to study faculty evaluation. The task force reported back in July 1995. A portion of that report addresses faculty rewards and recommends: "1. Retirement benefits on all university compensation. For academic year employees, the retirement benefits should be based on all earnings at the university including summer research and teaching, continuing education, etc." The engineering deans and department heads endorse carrying this recommendation to the university administration. Dean Stephenson recommends to

Provost Meszaros that the university develop a means for basing retirement benefits on all university earnings. Drs. Hyer and Stout propose a plan. Dr. Duke stated that the present plan does not fulfill the original request that all compensation be considered. In the absence of a more comprehensive plan the college feels something is better than nothing but urges efforts continue to seek ways to provide benefits based on all earnings for AY and CY employees. Dr. Stout went over the proposed procedure and stated that it is clearly a cumbersome procedure, but there doesn't appear to be any more direct way. Dr. Schetz questioned why it has to be full support. Dr. Stout responded that full support is anywhere between two and three months. Three months is the maximum the state will allow and two months is all NSF will pay. Dr. Peters stated 11 months is the minimum CY appointment. Dr. Peters said that the policy is written the way it is because of all the constraints. Dr. Stout stated that the responsibility is on the department. He said that it is fashioned after the UVA plan. Dr. Schetz asked if anyone has talked with VRS. Dr. Stout stated that he would talk with Doug Martin. Dr. Bostian stated that this is a good start but asked if this is as far as it is going? Dr. Stout responded he didn't know. Dr. Peters reported that this matter had been discussed at Dean's Council and the general consensus was that it needs to be looked at very carefully. Dr. Edwards said that they see the advantages and disadvantages. Dr. Schetz suggested making some amendments at the next meeting. Dr. Stout motioned to table the issue until the next meeting. Dr. McNabb seconded. The issue was tabled.

#### 7. Adjournment

Meeting adjourned at 4:40 PM.

Minutes

COMMISSION ON RESEARCH

February 28, 1996

206 Sandy Hall

3:30 PM

Members Present: C. Bostian, P. Eyre, T. Kennelly, A. McNabb, J. Muffo, B. Richardson, J. Schetz, R. Schubert, M. Smith, E. Stout, R. Wokutch

Members Absent: J. Cowles, J. Dolan, G. Dunn, P. Edwards, J. Goyette, D. Jones, R. Khosla, L. Peters, H. Tze, J. Williams, L. Zelazny

Invited Guests: S. Trulove

1. Announcements:

Dr. Smith called the meeting to order. There were no announcements.

2. Adoption of Agenda:

Dr. Eyre motioned approval of the agenda; Dr. McNabb seconded. Dr. Smith added an update on the center reviews. Agenda was approved.

3. Minutes of February 14, 1996:

Approval of the minutes was motioned and seconded. Minutes were approved.

4. Internal Audit Review of Centers:

Dr. Stout told the membership that back in the fall Internal Audit did a limited audit of five interdisciplinary centers. They were: 1) Coal and Energy Center, 2) Systems Research Center, 3) Center for Survey Research, 4) Museum of Natural History, and 5) Center for Adhesive and Sealant Science. They grouped weaknesses found into three areas: 1) review of financial activities; 2) review of wage payroll procedures; and 3) administrative oversight. Dr. Stout stated that a management response will have to be completed and will become part of the internal audit report. Dr. Eyre stated that there is a system in place for reviewing deans and department heads and that any policy created should follow along established lines. Dr. Stout said that the management response will be sent to the Provost. He stated that a copy will be provided to the membership. The report was accepted.

5. Policy and Procedures for Calendar Year Research Conversions:

Dr. Stout stated that he had talked with Doug Martin concerning VRS. Mr. Martin had discussed this issue with VRS and they did not see any problems. Dr. Stout said that his caution would be that we not do this just for those nearing retirement because it can have a negative effect on the integrity of the retirement plan and might be disallowed. Dr. Stout provided the membership with a resolution to accompany the proposal to University Council. Dr. Schetz requested that the phrase in item number one be changed from "for two consecutive summers" to another sentence. The sentence to be added is - Full summer salary is defined as no less than two months and no more than three months. He also suggested that item eight be changed to read: The CY salary will be calculated by multiplying the AY salary by a factor within the range of 1.222 to 1.333 corresponding to the two to three month time period. A motion was made to approve; it was seconded. The changes were approved. After much discussion, Dr. Schetz reworded condition number two to read: The faculty member's department head must initiate the request to the Dean and the Provost to appoint the faculty member to a CY position for a minimum period of 15 months for a May 16 start date, 13.5 months for a July 1 start date, or 12 months for an August 16 start date. He also changed number five to read: The effective date of AY to CY conversions may be May 16, July 1 or August 16. He also suggested that item three be changed to read - The CY appointment may be renewed without limit. A vote was taken on the amendments proposed by Dr. Schetz. The motion was

approved. Dr. Schetz motioned approval of the resolution; Dr. Eyre seconded. The policy was approved. Dr. Stout stated that the revised procedure will be part of the minutes next time and that it will be forwarded to University Council with a copy to the Commission on Faculty Affairs.

6. Update on Center Reviews:

Dr. Smith stated the review of the Center for Stochastic Processes in Science and Engineering is progressing well. He stated that over the next month or so they will be formulating the report and present it to the Commission in April. Dr. Smith said that Dr. Williams is still looking for help in the review of the Center for Housing Research. Dr. Stout reported that the review for the Center for Commercial Space Communications is progressing.

7. Adjournment:

Meeting adjourned at 4:30 PM.

Minutes

COMMISSION ON RESEARCH

March 27, 1996

206 Sandy Hall

3:30 PM

Members Present: J. Cowles, P. Flebbe for J. Dolan, D. Jones,  
A. McNabb, J. Schetz, R. Schubert, M. Smith, E. Stout, H. Tze,  
L. Zelazny

Members Absent: C. Bostian, G. Dunn, P. Edwards, P. Eyre, J. Goyette,  
T. Kennelly, R. Khosla, J. Muffo, J. Nespor, L. Peters, B. Richardson,  
J. Williams, R. Wokutch

Invited Guests: L. McCoy, D. Shelton, S. Trulove

1. Announcements:

Dr. Tze announced that the AY/CY conversion had first reading at University Council on March 18 and second reading would be on April 1. The Commission on Research chair for next year will be elected at the April 10 meeting.

2. Adoption of Agenda:

Agenda was adopted with omission of the library report.

3. Minutes of February 28, 1996:

Dr. Cowles motioned approval of the minutes; Dr. Stout seconded. Minutes were approved.

4. Budget Update:

Dr. Stout introduced Dwight Shelton. Mr. Shelton provided the membership with a couple of handouts which he carefully went over. He stated that the governor had given us some money for faculty salaries in the second biennium, a lot of enrollment growth money, money for inflationary changes and some money for maintenance of new facilities. Mr. Shelton stated that there has been a very influential group in the state called the Virginia Business Higher Education Council. This group has been very influential in the state for higher education issues. The General Assembly is committed to returning faculty salaries to the 60th percentile of benchmark institutions as recommended by SCHEV. The budget allows a 6% salary increase for faculty. The university received almost 2M over the two years for operating support for technology. The state gave us 1.25M for institution specific initiatives. Overall the state provided 3.2M to the institution not attached to any specific initiative. The Ag Experiment Station will receive 1M more per year in funding to support some staffing and some operational needs of the stations. We will receive about 15.1M in equipment trust fund monies. Mr. Shelton stated that there will not be any tuition increase. We received support for the Advanced Communications and Technology Center. Mr. Shelton explained the pay day delays for next year. He stated that if it were not for this delay plan, there would have been no salary increases. Finally he wrapped it up by saying that the budget process at the university is ongoing and that decentralization continues to occur. The hiring freeze will be lifted as soon as the governor signs the legislation possibly in April or July.

5. Adjournment:

Meeting adjourned at 4:25 PM.

Minutes

COMMISSION ON RESEARCH

April 24, 1996

206 Sandy Hall ,3:30 PM

Members Present: J. Dolan, D. Jones, T. Kennelly, A. McNabb, J. Muffo, J. Nespor, J. Schetz, E. Stout, H. Tze, R. Wokutch

Members Absent: C. Bostian, J. Cowles, G. Dunn, P. Edwards, P. Eyre, J. Goyette, R. Khosla, L. Peters, B. Richardson, R. Schubert, M. Smith, J. Williams, L. Zelazny

Invited Guests: E. Brown, S. Trulove

1. Announcements: Dr. Tze announced that the AY/CY conversion policy passed University Council on April 1.

2. Adoption of Agenda: Dr. McNabb motioned adoption of the agenda; Dr. Wokutch seconded. Agenda was adopted.

3. Minutes of March 27, 1996: Dr. Stout motioned approval of the minutes; Ms. Kennelly seconded. Minutes were approved.

4. Library Report: Ms. Kennelly reported that the location of periodicals is being examined. There are currently two types of reserve in the library - traditional papers reserves and electronic reserve. Over 300,000 volumes have been stored in the new storage facility on Country Club Drive. There are runs twice daily to retrieve materials from storage for patrons. She also stated that the library is considering the length of loan policy (currently 90 days for faculty, with up to 4 possible renewals) and the policy of not fining faculty. At present faculty are not fined, but if a recalled or overdue book is not returned within 30 days of the notice, the faculty member is blocked from checking out any further books. The library surveyed loan periods and fine policies of 14 peer institutions and found that we have one of the lowest fine rates for recalled books that are not returned. The University Libraries committee is considering a proposal to require borrowers to bring books back to the library at the end of the 90-day period to renew. On-line renewal would no longer be an option. Several members said that it would be better to send a notice to the faculty member stating the desire by someone else to use the book rather than waiting until the faculty member brings the book back and telling them that they cannot renew. Dr. McNabb stated that on-line renewals may be used to save a trip to the library. Dr. Schetz suggested that the library reinstate book drops. Ms. Kennelly said that book drops damage books and that there is not enough staff to man the book drops. Dr. Stout said that he did not understand why faculty members aren't charged fines but students are charged. Another member said that , if they are keeping the books for an extended period of time, they should buy the books. Dr. Schetz suggested that the Library Committee looks at reducing the period of loans and number of renewals for the faculty members.

5. Stochastic Processes in Science and Engineering Review: Dr. Stout stated that the review committee for the Center for Stochastic Processes in Science and Engineering recommended that the center be discontinued as a university interdisciplinary center. It was recommended that they become a department center reporting to Electrical Engineering and Physics. Dr. Stout said that the center's activities are more like a technical or topical interest group. He also said that the co-directors are required to report to their respective department heads. It was recommended that they establish an advisory board to confirm or redefine its mission statement and recommend activities and plans to successfully fulfill such goals. The review committee also recommended that the

center utilizes university network systems and appropriate graduate and undergraduate publications/catalogues to improve campus awareness of its activities. Dr. Stout motioned adoption of the report. The report was adopted as written.

6. Election of COR Chair for 1996-97: Dr. Nespor stated that the committee had only one candidate for the chair, Dr. Mark Smith. Dr. Tze asked for nominations from the floor. Dr. Smith was elected by acclamation.

7. Discussion of Possible COR agenda items for 1996-97: Dr. Tze stated that there will be six centers to be reviewed next year: Gerontology Center, Systems Research Center, Coal and Energy Center, Principal Assessment Center, and the Center for Organizational and Technical Advancement. Dr. Stout mentioned that, since the Principal Assessment Center and the Center for Organizational and Technical Advancement were not interdisciplinary centers, they should be reviewed by another governance body. Dr. Stout said that the Gerontology Center may request a year delay in their review since the new director will arrive this summer. Review reports from the Housing Center and Commercial Space Communications Center are expected in the fall. It was suggested that the review process be reassessed for the second round of reviews. Dr. Schetz expressed concern about the letter in the Roanoke Times limiting enrollment of Ph.D. students. He stated that implying limitations on Ph.D. enrollment is pretty ominous for the research mission of the university. Dr. Stout mentioned that ownership of intellectual properties disclosures be discussed next year. He stated that the intellectual property committee is having increasing difficulty deciding ownership of intellectual properties primarily in the area of traditional scholarship. Dr. Stout suggested that the joint committee (COR and CGS&P) on Conflict of Commitment be resurrected. He said that Dr. Merola has agreed to chair the committee. Mr. Jones asked what action the Animal Welfare Committee has taken in regard to the animal-adoption policy. Possible governance restructuring was mentioned as a possible item for next year.

8. Adjournment: Meeting adjourned at 4:30 PM.