

MINUTES

COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES

September 10, 2001

3:00 P.M., Pamplin 1060

PRESENT: M. Murray, Chair; J. Araman, N. Auer, D. Axsom, R. Daniel, M. Deisenroth, D. Ford, M. Gordon for B. Bates, M. Graham, D. Hatfield, J. Lefkowitz, M. A. Lewis for J. Johnson, R. Oderwald for G. N. Brown, D. Reaves, E. Sewell, N. Spencer for R. E. Sorensen, D. Stewart, D. Thorp, B. Watford for F. W. Stephenson, R. Wakefield for P. Knox, J. White for L. A. Swiger, A. Zink-Sharp

ABSENT: R. Avery, M. Paget

VISITORS: M. Foushee, Leon Geyer, Nadine Hughes, B. Pendergrass, K. Torgersen

* Call to Order, Announcements and Introduction of Members

Marge Murray called the meeting to order at 3:05 p.m. Introductions of members and guests were made.

* Motion was made and seconded to approve the agenda as presented. Motion passed.

* Reports from Commission Sub-Committees

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for September 3, 2001 was presented by Don Hatfield. The motion was made and seconded to approve the report as amended. Approval was unanimous.

Report of the Committee on Undergraduate Curricula

September 3, 2001

For "First and Second Reading"

Unanimous Approval

- Courses Approved for Fall 2001
(with modifications)

ECE	3304	Introduction to Power Systems	Revised
-----	------	-------------------------------	---------

- Courses Approved for Spring 2002 (with modifications)

ENGL	3824	Designing Documents for Publication	New
------	------	-------------------------------------	-----

WS	2254	Feminist Activism	New
----	------	-------------------	-----

WS	3214	Global Feminisms	New
----	------	------------------	-----

* Reports from Commission Standing Committees

University Commencement Committee

Mary Ann Lewis presented minutes of the University Commencement Committee for December 2000 through May 2001. There were no questions or comments regarding the minutes.

UNIVERSITY COMMENCEMENT COMMITTEE MINUTES

December 6, 2000
210 Burruss Hall,
12:15 - 1:30 p.m.

Present: E. Henneke, K. O'Rourke, C. Nickerson, L. Hincker, Wes Fox for J. Allen, B. Conger, D. Taylor, Pat Goodrich for M. Reifsnider, J. Beach, S. Burke, W. Green, B. Brown, J. Easterwood, A. Bame, H. Robertshaw, J. Harmer

Guests: C. Agnew, S. Angle, J. Brotherton, D. McKee, K. Peter, L. Price, P. White

The meeting was called to order by Chairman Henneke at 12:15 p.m.

Approval of November 1, 2000 Minutes: The minutes were approved unanimously as distributed.

Other Items: Chairman Henneke gave the floor to Larry Hincker to present information about Tech's Honorary Degree Policy. Hincker presented Policy Memorandum No. 70, University Honorifics and Honorary Degrees, which established the University Honorifics Committee in 1986 and the guidelines for awarding honorary degrees. The Honorifics Committee still exists. Hincker suggested that the Commencement Committee may want to approach the Honorifics Committee about conferring honorary degrees so noted individuals can be enticed to serve as commencement speakers. Carole Nickerson mentioned that since commencement speaker selection rests with the president, it might be best to wait until there is a relevant matter before the Commencement Committee. The process for honorary degrees has in the past begun with the president who then approaches the Honorifics and/or Commencement committees as necessary. Nickerson suggested that the assistant to the president, Kim O'Rourke, bring this discussion to the president for his information.

Final Planning for Fall Commencement: Still have no marshals from the colleges of Agriculture and Architecture.

Speaker for the Graduate ceremony will be Marion Ehrich and for the University ceremony Art Buikema.

Chris Zavadowski, the vocalist, is ready to perform.

John Beach asked if listening devices would be provided at the ceremony. Susan Angle responded that they would not since most people are going to have their own hearing aids.

John Beach indicated that Lyndell Price will be responsible for picking up the mace on Friday morning and putting the mace stand on the stage. The mace will be secured and given to Commencement Marshal Bambach before the processional. It would be helpful for Commencement Marshal Bambach to attend the rehearsal to see how to handle the mace, putting it in the

stand
on stage, etc.

200 The Graduate School gave a count of participants for their ceremony as
Master's and 70 Ph.D.

The undergraduate number of 1,500 possible participants gave cause for
concern. If there aren't enough seats on the floor to accommodate them,
graduate will have to go up into the stands. Dan Taylor indicated that
the ushers are prepared for this if it occurs.

The concern for faculty participation was mentioned again. Chairman
Henneke stated that one reason may be the requirement that grades be
entered in the system by 8:00 a.m. on the Monday after graduation. It is
unreasonable to require that exams be graded by 8:00 a.m. without any
exception.

The committee members authorized Chairman Henneke to write a letter to
Interim Provost Bohland requesting that the deadline for entering grades
be changed from 8:00 a.m. to 12:00 noon.

Rehearsal for the Graduate School ceremony will begin at 8:00 a.m. on
Friday, December 15th, with the University ceremony rehearsal immediately
following in Cassell Coliseum.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,
Edmund G. Henneke, Chair
University Commencement Committee

* * *

UNIVERSITY COMMENCEMENT COMMITTEE MINUTES

February 7, 2001
210 Burruss Hall,
12:15 - 12:45 p.m.

Present: E. Henneke, K. O'Rourke, L. Hincker, Wes Fox for J. Allen, B.
Conger, D. Taylor, M. Reifsnider, J. Beach, S. Burke, W. Green, B.
Brown, A. Bame, H. Robertshaw, A. Zink-Sharp, B. Klein, M. Lewis,
J. Harmer

Guests: C. Agnew, S. Angle, J. Brotherton, D. McKee, L. Price,

The meeting was called to order by Chairman Henneke at 12:15 p.m.

Approval of December 6, 2000 Minutes: The minutes were approved
unanimously as distributed.

Postmortem of Fall Commencement 2000 - Everyone: Wheelchairs were an
issue. Someone was able to get into the coliseum for the ceremony, but
was not able to get out without assistance. Dan Taylor said someone had to go
to the first aid room of the stadium to find a wheelchair to assist this
person which took about 45 minutes. When the letter is sent to the Rescue
Squad for Spring, we will request that they have a wheelchair available
for emergencies.

Al Bame noted that the College of Human Resources and Education was not able to sit in their assigned seats on the floor of the coliseum. Due to the large number of graduate, some of the CHRE graduates had to sit in the stands. There wasn't anything that anybody could do about this.

The Graduate School had the smallest group yet. Things went very well.

Requested Committee Support for Band Tour - Henneke & McKee: Dave McKee gave a brief overview of last year's tour, which was a big success. Sixty to seventy musicians were involved from all different curricula, and this was pointed out to the high school students who attended the concerts.

This

is an excellent way to keep the students occupied between the end of the semester and the commencement ceremony and a chance for good public relations. The cost of the tour last year was \$18,000, which Minnis Ridenour funded. A motion was made to support the tour in 2001 and was unanimously approved.

Required BT Support for Para-Transit: John Beach stated that the BT has equipment that will be useful to us. Steve Mouras, Director of Transportation and Records Management, has indicated that there will be no cost to us. Steve Mouras will serve as the coordinator between Virginia Tech and Blacksburg Transit.

Update on Planning for Commencement 2002: John Beach stated that the stadium project timeline has shifted. Worsham Field will get new sod and will look reasonable for 2001. For the Spring 2002 ceremony, at least the East stands, which seat about 30,000 people, will be available. As a result, it will not be necessary to stage the Spring 2002 ceremony on the drillfield, which would have created significant logistical problems. In the stadium, the procession by students would need to be eliminated-they would need to be on the field by 8:30 a.m. With the south end closed,

there

will be difficulty in moving in speakers/equipment. May not have access

to

the President's Box for special guests. A suggestion was made to move the stage to the south end and use the bleachers.

Chairman Henneke called for a recommendation to keep the ceremony in the stadium in 2002, which was approved unanimously.

Planning for Spring Commencement 2001: Larry Hincker, working with Athletics, presented the possibility of using the big screen TVs in the stadium. The costs would be minimal, possibly a couple hundred dollars,

and

he would provide support people for making this happen. This may enhance the presentations by speakers by allowing the visitors to see his/her

facial

expressions, etc.

John Beach said that the graduates would need to line up in the parking lot. They won't be able to come down the bank-will use plywood for them

to

walk on.

Other Items as Needed: Larry Hincker brought up the issue of honorary degrees. It is out of the Commencement Committee's hands. The University community does not appear to be aware of the policy. The committee may

want

to give the Honorifics Committee a gentle reminder that there is a policy

on

honorary degrees. It was suggested that a member of the Honorifics Committee may need to serve on the Commencement Committee.

Due to Spring Break, the March 7 meeting was changed to March 14.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,
Edmund G. Henneke, Chair
University Commencement Committee

* * *

UNIVERSITY COMMENCEMENT COMMITTEE MINUTES

March 14, 2001
210 Burruss Hall,
12:15 - 1:00 p.m.

Present: E. Henneke, K. O'Rourke, Wes Fox for J. Allen, B. Conger, J. Beach, J. Easterwood, A. Bame, H. Robertshaw, A. Zink-Sharp, B. Klein, M. Lewis, Rebecca Weber for E. Miller

Guests: C. Agnew, J. Brotherton, J. Kamienski, L. Price, P. White

The meeting was called to order by Chairman Henneke at 12:15 p.m.

Approval of February 7, 2001 Minutes: The minutes were approved unanimously as distributed.

Planning for Spring Commencement 2001: Kim O'Rourke announced that Congressman Rick Boucher will be the keynote speaker at the Spring 2001 Commencement Ceremony. Since Congressman Boucher has another commitment that morning, the order of speakers in the program will need to be adjusted.

He will need to leave the stage immediately after he speaks. A police officer will transport Congressman Boucher to the VT airport.

John Beach and Lyndell Price are watching the stadium construction very closely. With the Governor's budget cuts, there may be a problem with the amount of the appropriation for construction. The Spring football game is scheduled in late April so things will have to be ready for that.

Chairman Henneke will contact Steve Mouras about transit buses after he talks to EEO and Dean of Students offices.

Chairman Henneke announced that Executive Vice President Ridenour approved the funds for Dave McKee's band tour.

Bill Conger stated that he and Dan Taylor have sent out the letters requesting that faculty serve as ushers and marshals at Spring commencement.

With an April 1 deadline, the attending college representatives were encouraged to support this effort to increase faculty participation.

Julie Kamienski reported that Residential & Dining Programs has between 1600-1800 dorm rooms available for occupation in Spring. With no lodging rooms available in the surrounding area, interest in dorm rooms is high.

Rehearsal for the Graduate School ceremony will begin at 8:00 a.m. on Friday, May 11, in Cassell Coliseum. The rehearsal for the University ceremony will begin immediately after the Graduate School rehearsal in Cassell Coliseum and then move to Lane Stadium for practice with the sound system. Individuals with speaking roles are encouraged to attend the rehearsals.

Pat White, University Editor, announced that she will be leaving the Blacksburg area at the end of the summer. Her husband has accepted a position at UVa. Chairman Henneke expressed the committee's appreciation for all of her efforts on the commencement brochure, invitations and program.

Kim O'Rourke presented a proposal from the Senior Challenge-Giving Office. They would like to present a check to President Steger during the commencement ceremony and say a few words about their fundraising efforts and encourage giving by the graduates. General discussion did not support this type of commercialization at a formal ceremony. Chairman Henneke

asked

for a motion from the committee to support Ms. O'Rourke's response to this group. A motion by Bill Conger stated "The University Commencement Committee does not believe that this activity is appropriate for the Commencement Ceremony." The motion was seconded and passed unanimously by the committee.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,
Edmund G. Henneke, Chair
University Commencement Committee

* * *

UNIVERSITY COMMENCEMENT COMMITTEE MINUTES

April 4, 2001
210 Burruss Hall,
12:15 - 1:00 p.m.

Present: E. Henneke, K. O'Rourke, C. Nickerson, B. Conger, M. Reifsnider,
J. Beach, R. Bambach, S. Burke, B. Brown, A. Bame, H. Robertshaw, B. Klein, M. Lewis, J. Harmer

Guests: C. Agnew, J. Albert, S. Angle, J. Brotherton, J. Kamienski, P. White

The meeting was called to order by Chairman Ed Henneke at 12:15 p.m.

Approval of March 14, 2001 Minutes: The minutes were approved unanimously as distributed.

Planning for Spring Commencement 2001: Bill Conger, Director of Processions, made a plea to the college representatives to encourage the colleges to send the names of faculty who will serve as ushers and marshals to him or Dan Taylor as soon as possible.

Elyzabeth Holford, Interim Director of the Northern Virginia Center, has requested that the University Commencement Marshal, with mace, appear at their commencement ceremony.

The question about who made the decision for the past faculty senate president to serve as the commencement marshal was raised. It was recounted that Chuck Kennedy's task force (1990-91) made that decision.

After much discussion, it was decided that Dr. Holford's request came too late for this year's ceremony. Someone will work with her to see if a faculty member in NOVA will be able to fill this need this year.

Transporting the new mace to NOVA is not feasible considering the cost of the mace and the boxes the mace and stand are stored in. Dr. Holford asked if they could use the old mace. That is a possibility for this year, but the committee thought it would be more meaningful if the Northern Virginia Center chooses its own symbol for future years. The old "bedpost" mace will be retired to the Alumni Association's museum where past maces will be displayed when the new alumni center is built. Chairman Henneke will respond to Dr. Holford's letter. He stated that the Commencement Committee should not be involved in their ceremony. A senior faculty member at NOVA would be appropriate to serve as the commencement marshal.

John Beach reported that the weather is questionable. The sound contract is out for rebid, but it looks good for Stage Sound to get the contract. Utility work in the stadium will be held up between the spring football game and commencement.

Chairman Henneke stated that he has not heard from Parking Services about the small lot between the coliseum and the tennis courts. He will follow-up with them.

Susan Angle said there will be a deaf student attending the undergraduate ceremony. The interpreter needs the script as soon as it is available.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,
Edmund G. Henneke, Chair
University Commencement Committee

* * *

UNIVERSITY COMMENCEMENT COMMITTEE MINUTES

May 2, 2001
210 Burruss Hall,
12:15 - 1:00 p.m.

Present: E. Henneke, K. O'Rourke, L. Hincker, C. Nickerson, Wes Fox for J. Allen, B. Conger, D. Taylor, M. Reifsnider, J. Beach, S. Burke, B. Brown, A. Bame, H. Robertshaw, A. Zink-Sharp, B. Klein, J. Harmer

Guests: C. Agnew, S. Angle, J. Brotherton, J. Kamienski, R. McCoy, S. Mouras (Vt Transportation), R. Parker (BT), B. Pendergrass, L. Price, D. Snider (BT), P. White, T. Wittew (BT)

The meeting was called to order by Chairman Henneke at 12:15 p.m.

Approval of April 4, 2001 Minutes: The minutes were approved unanimously as distributed.

Planning for Spring Commencement 2001: Handicap access to the stadium is a problem due to construction. A lot of displaced soil. Will need to bring the paratransit vans through the student gate. Will use the East side for people with mobility problems. There is a Biology student with multiple sclerosis who needs assistance getting on the field-the easiest way is through the tunnel-also needs an interpreter.

Susan Angle distributed material and discussed handicap access/parking for college and department ceremonies. The suggestions were made to: (1) have college representatives send information to Susan Angle to include in the packet of information the Dean of Students Office distributes to students; and, (2) change the wording in the brochure that is sent to students.

Steve Mouras of Virginia Tech Transportation indicated that everything was in place for guest parking. He had received a request to park on the grass across from the coliseum, but absolutely no parking will be allowed in that area. Business has requested that the VT Rescue Squad be available at their ceremony. Business will be responsible for making this arrangement.

A suggestion was made that access to a cellular phone to call 911 may be the best coverage we can have during a medical emergency. Kim O'Rourke will make sure at least one member of the stage party carries a cell phone.

Numbers for the Graduate ceremony include: 91 PhD. and 438 Masters.

There will not be a big flag at the south end of the field due to the scoreboard being torn down for the construction. The Color Guard needs to change their routine. The little flagpoles are still on top of the stadium.

Rehearsal will begin at 8:00 a.m. on Friday in the Coliseum.

The commencement speaker, Congressman Rick Boucher, will fly into VT airport at 8:00 a.m.; John Brotherton will bring him to the Coliseum and then escort the congressman from the field through the tunnel and back to the airport. Congressman Boucher will need to leave immediately after he speaks in order to make another speaking engagement.

Larry Hincker encouraged the college representatives to send him student news stories.

Dan Taylor indicated that the West Dugout is not a good place for the ushers to get refreshments. He wondered if there might be a better place. After some discussion it was decided that for this year, the ushers would continue to use the West Dugout.

Chairman Henneke reminded Class President Jonathan Harmer that the class officers need to be careful of what they say. They should not say something that would offend anyone.

Martha Reifsnider announced that this would be her last commencement meeting. She is retiring in January. Chairman Henneke thanked her for her outstanding efforts over the years.

The next meeting of the Commencement Committee will be the first Wednesday in September.

The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Edmund G. Henneke, Chair
University Commencement Committee

* Report on the Undergraduate Admissions Appeals Committee

Karen Torgersen, Director of Undergraduate Admissions, presented a report on the Undergraduate Admissions Appeals Committee. For commission members unfamiliar with this appeals committee, Karen explained that departments may appeal to this 3-member committee a decision by the Undergraduate Admissions Office to deny admission to a particular student. Karen provided handouts showing follow-ups to cases going back to 1998, i.e., whether the student was enrolled for Fall 2001 and the current GPA. Marge Murray asked what kind of monitoring takes place for students who are enrolled through an appeal. Karen indicated that once a student is admitted, their progress is out of the hands of Undergraduate Admissions and the committee. She did state that sometimes conditions are placed on the student's acceptance and the monitoring of that may be through the student's advisor or department. She also noted that athletes admitted through appeals have extensive monitoring already in place.

* Report on University Honor System

The report on the Undergraduate Honor System was given by Jay Lefkowitz, Chief Justice, and Leon Geyer, Faculty Advisor. Both noted that there is a considerably lower number of cases that have carried over to this year (129) than the approximately 600 cases at this time last year. Serena Loo, last year's chief justice, was credited with organizing the processing of this record number of cases. Norrine Bailey Spencer pointed out that Serena was a winner of the "Caught in Leadership" award for her efforts with the Undergraduate Honor System.

Of the 129 cases currently pending, 107 were reported at the end of the Spring 2001 semester. Jay reported his goal is to have all spring cases through panel by November 1st, and to keep current with all cases throughout the year. There are now six associate justices, which will help in meeting this goal. Jay also noted several justices will be attending the Center for Academic Integrity conference to be held at Texas A&M University.

Leon passed around copies taken from the Honor Systems website (www.honorsystem.vt.edu <<http://www.honorsystem.vt.edu/>>). He also credited the efforts of the justices and office staff during the past year. Leon stated that the success of the honor system is due largely to the support of the Provost Office, and while levels of punishment may be altered, never has a guilty verdict as determined during the 3-layer review process been overturned. Leon did point out that the lack of physical space was a considerable problem. Other universities that have successful honor systems have a more prominent location for honor system offices. Marge asked why the number of cases is so high. In addition to 2-3 courses being responsible for nearly 100 cases each, Leon also feels more faculty members are developing trust in the system, and word is spreading among students that students are being caught cheating and are being brought before the Honor System. Jay also stated that the internet makes it much easier for students to cheat. Don Hatfield asked if faculty are using computer programs that can identify cheating. Jay responded that there is software for this purpose, as well as search engines that can identify plagiarism by paragraph.

* Other Business

Norrine requested a copy of the commission membership. Nadine is to provide this information to her.

* The meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
September 24, 2001
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; J. Araman, N. Auer, R. Avery, D. Axsom, R. Daniel, M. Deisenroth, D. Ford, M. Gordon for B. Bates, M. Graham, J. Lefkowitz, M. A. Lewis for J. Johnson, M. McNamee, D. Reaves, N. Spencer for R. E. Sorensen, M. Stephenson for P. Knox, D. Stewart, B. Watford for F. W. Stephenson, F. Weiner for M. Paget

Absent: K. Brown, D. Hatfield, R. Oderwald, E. Sewell, J. White, A. Zink-Sharp

Visitors: M. Foushee, Nadine Hughes

- **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:00 p.m.

- **Motion was made and seconded to approve the agenda as amended. Motion passed.**

- **General Welcome**

Following introductions, Provost Mark McNamee offered comments of appreciation for the work done by the commission in a collaborative effort of students, staff, faculty and administration. He indicated Dr. Ford will represent the Provost's Office at monthly meetings but indicated willingness to attend at anytime to answer questions or address specific issues which may come before the commission. He stated that the University's goal is to attract top students, but that must be followed with a curricula that helps them learn. Dr. McNamee stressed that there must be a balance in the process such that standards are maintained, but do not inhibit the introduction of new curricula.

In response to an inquiry as to trends in undergraduate curricula across the country, Dr. McNamee stated more students wish to enter as undeclared majors and choose a major after sampling a variety of courses. He also indicated that there is a fluctuating trend between career preparation and a liberal arts education. He feels more faculty are encouraging a liberal arts approach since it is proven that most students go on to eventually change their career paths, either by choice or circumstance. In response to the statement that the College of Arts and Sciences is currently conducting an internal study of professional competencies compared with employer literature, Dr. McNamee noted employers are generally satisfied with the disciplinary education of graduates, but desire greater abilities in writing, communication, analytical skills, and teamwork.

- **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for September 13, 2001 was presented by Dixie Reaves. The motion was made and seconded to approve the report as presented. **Approval** was unanimous. A question was asked as to the meaning of the parenthetical "with modifications." Dixie explained these involved minor grammatical corrections and did not represent issues of content.

***Report of the Committee on Undergraduate Curricula
September 13, 2001***

*For First and Second Reading
Unanimous Approval*

*- Courses Approved for Fall 2001
(with modifications)*

<i>ECE 2004 Electric Circuit Analysis</i>	<i>Revised</i>
<i>ECE 4524 Artificial Intelligence and Engineering Applications</i>	<i>Revised</i>

*- Courses Approved for Spring 2002
(with modifications)*

<i>ECE 3534 Microprocessor System Design</i>	<i>New</i>
<i>ECE 4500 Fundamentals of Computer Systems</i>	<i>New</i>
<i>ECE 4534 Embedded System Design</i>	<i>New</i>

⟨ Reports from Commission Standing Committees

There was no report from any standing committees. The first meeting of the University Core Curriculum Committee will be held the week of September 24, 2001. Dan Thorp is chairperson.

• Other Business

There was no other business.

• The meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
October 8, 2001
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; J. Araman, R. Avery, D. Axsom, R. Daniel, M. Deisenroth, D. Ford, Leon Geyer for D. Reaves, M. Graham, D. Hatfield, J. Lefkowitz, M. A. Lewis for J. Johnson, R. Oderwald for G. N. Brown, E. Sewell, N. Spencer for R. E. Sorensen, M. Stephenson for P. Knox, D. Stewart, B. Watford for F. W. Stephenson, F. Weiner for M. Paget

Absent: N. Auer, K. Brown, M. Gordon, J. White

Visitors: M. Foushee, Nadine Hughes, B. Pendergrass

- **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:05 p.m.

- **The agenda was approved as presented.**

◁ **The minutes of September 24, 2001 were approved as presented.**

- **Reading of Commission Charge**

The chairperson read the Commission charge and requested issues of concern covered under the charge. Barbara Pendergrass introduced the issue of missed exams by students and the policy of some instructors to drop one test grade or double count another rather than allow the exam to be made up. Discussion centered on the proper avenue for addressing this issue: suggestions included the Commission, the Faculty Senate, the Committee for Academic Policies, and the Committee on Faculty Affairs. It was agreed that both students and faculty should be heard on this issue, although preferably not in the same forum.

A second issue raised was the inability of Banner to recognize second majors during registration for course restrictions and advisor access. Advisors are unable to generate DARS and view student information. It was pointed out that this issue is not new to Banner. In part, this is the result of a governance policy whereby only one major is listed on diplomas. Students with a double major receive a certificate of the second major. It is unlikely to be changed in the foreseeable future. The question was raised if this was within the Commission's charge; it was suggested that it could be addressed by the Committee for Academic Policies.

Also, a request was made that others in the University community be reminded of the Commission's charge and be invited to bring issues under this charge to the Commission, rather than form ad hoc committees. It was noted that the University Council's constitution outlines when ad hoc committees are appropriate.

- **Reports from Commission Sub-Committees**

- Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for September 27, 2001 was presented by Don Hatfield. The motion was made and seconded to approve the report as presented. **Approval** was unanimous. There was discussion regarding the need to indicate what courses, although approved by CUC, were still before the University Core Curriculum Committee for consideration. It was agreed that notation would be made on subsequent CUC reports for all such courses.

For First and Second Reading
Unanimous Approval

Courses Approved for Spring 2002
(with modifications)

ACIS 2954 Business Study Abroad (New)
MATH 2644 Mathematics Tutoring (New)
MATH 4654 Capstone Thesis and Seminar (New)
TA 2104 Fundamentals of Theatre and Production (New)
TA 2414 Stage & Lighting Technology (New)

Courses Approved for Spring 2002

BIT 2954 Business Study Abroad (New)
MGT 2954 Business Study Abroad (New)
MKTG 2954 Business Study Abroad (New)

Courses Approved for Fall 2002
(with modifications)

HNFE 4004 Seminar in HNFE: Writing and Discourse in the Major (Revised)
MSE 2044 Fundamentals of Materials Engineering (Revised)

Checksheets Approved
(with modifications)

Interdisciplinary Studies, Humanities minor, Graduating Class of 2003
(Spring 2003 — Fall 2003) (New)
Materials Science and Engineering major, Graduating Class of 2003
(Spring 2003 — Fall 2003) (Revised)

- **Other Business**

Jay Lefkowitz, Chief Justice of the Undergraduate Honor System, stated that all cases, with one exception, are current and scheduled to be heard in the next two to three weeks. The exception concerns two students who are currently out of the country. Ten to eleven cases have thus far been reported for the Fall 2001 semester.

- **The meeting was adjourned at 3:50 p.m.**

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
October 22, 2001
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; J. Araman, R. Avery, D. Axsom, A. Baca, M. Deisenroth, M. Gordon for B. Bates, M. Graham, D. Hatfield, A. Kaluszka, M. A. Lewis for J. Johnson, Sarah Porter for Max Stephenson, B. Reams, D. Reaves, E. Sewell, N. Spencer for R. E. Sorensen, D. Stewart

Absent: N. Auer, R. Daniel, D. Ford, J. Lefkowitz, R. Oderwald, M. Paget, B. Watford, J. White, A. Zink-Sharp

Visitors: M. Foushee, N. Hughes, B. Pendergrass, D. Thorp, J. Via

• **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:02 p.m. Since several new members were present, introductions were made around the room.

• **The agenda was approved as amended.**

• **The minutes of October 8, 2001 were approved as presented.**

• **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for October 11, 2001 was presented by Don Hatfield. The motion was made and seconded to approve the report as amended. **Approval** was unanimous.

*Report of the Committee on Undergraduate Curricula
October 11, 2001*

*For First and Second Reading
Unanimous Approval*

Courses Approved for Spring 2002

****CS 4244 Internet Programming (Revised)**
CHE 3044 Heat Transfer (New)
CHE 3144 Mass Transfer (Revised)
ECE 4614 Telecommunication Networks (Revised)

Courses Approved for Spring 2002 (with modifications)

ECE 2204 *Electronics I* (Revised)
**ECE 4510 *Genetic Algorithms and Evolutionary Design* (New)
ECON 4434 *Experimental Economics* (New)
**GEOL 4804 *Groundwater Hydrology* (New)
WS 3004 *Topics in Feminism* (New)

Courses Approved for Fall 2002 (with modifications)

ENGL 3824 *Designing Documents for Print* (New)

Courses Approved for Fall 2003 (with modifications)

*BLST 2354 *The Civil Rights Movement* (New)

Checksheets, Options and Concentrations (with modifications)

Mathematics major checksheet, Graduation class of 2003
(Spring — Fall 2003) (Revised)

*Inclusion in the core curriculum requested.

**Graduate credit requested.

The chair asked for clarification as to members' preferences for including the core areas being requested on the CUC report. The information as presented is sufficient.

There was considerable discussion regarding restricted programs. All proposals have been distributed for 15-day review with a submission deadline of October 1st for both new and renewed programs. Concerns of members included how the Committee on Undergraduate Curricula would consider the proposals and present their recommendations to the commission. The committee report will reflect both those programs that are being recommended, as well as those programs that are not being recommended. In addition, specific reasons for all recommendations will be enumerated. Recommendations of the commission will then be submitted to the Provost. The provost will be asked to report final decisions and reasons for those decisions to the individual departments.

Concern was expressed regarding institutional dishonesty. The opinion was expressed that students are recruited into University Studies with the understanding that they may be able to transfer into the major of their choice. Some students and parents are not told how many majors have restrictions and how difficult it may be to get into those majors. This situation has an adverse effect on University Studies. Many students choose University Studies because their major of first choice is not available. Since students in University Studies must choose a major after two years, some students are directed into majors incompatible with their career plans simply because that is where space is available. Departments capping enrollments will add to this problem.

• Reports from Commission Standing Committees

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee for September 26, 2001 were presented by Dan Thorp.

UNIVERSITY CORE CURRICULUM COMMITTEE

September 26, 2001

2:00-3:00 p.m., 325 Burruss

Present: Dan Thorp, Ron Daniel, David Ford, Clarresa Morton, Beth Waggenspack, Nan Seamans, Danny Axsom, Janet Keith, Daniel Morgan, Jane Louie

Guests Present: John Muffo, Marlene Preston, Dianna Benton, Karen Strickler

Absent: Carola Haas, Terry Clements, Eugene Egger, Alan McDaniel, Jeff Connor, Katherine Allen,

1. *CALL TO ORDER - The meeting was called to order by Dan Thorp, Chair.*
2. *APPROVAL OF AGENDA —*
A motion was made and seconded to approve the agenda. Motion carried.
3. *INTRODUCTION OF COMMITTEE MEMBERS*
A current roster of committee members was distributed.
4. *COMMITTEE ORGANIZATION AND OPERATIONS -*
 - *Subcommittees — the UCCC is subdivided into three working groups to allow simultaneous progress on different fronts. The three working groups are:*
 - Proposal Review Group*
 - Planning and Direction Group*
 - Core Assessment Group**After a brief history and discussion of the evolvement of this structure, it was decided to maintain the current structure. Dan Thorp requested that members decide which subcommittee they would like to be a member of. Committee members were instructed to indicate their subcommittee choice by email.*
 - *Election of Vice Chair — The Vice-Chair backs up the Chair during his/her absence. The Vice-Chair becomes Chair of the UCCC the following year. Usually the Vice-Chair is someone who is in this or her 2nd to last year on the Committee. A nomination was made that Beth Waggenspack serve as Vice-Chair. There were no other nominations from the floor.*
A motion was made and seconded to have Beth Waggenspack serve as Vice-Chair. Motion carried.
5. *REPORT FROM THE PROPOSAL REVIEW GROUP*
First Reading —The following course proposals were distributed to UCCC members at this September 26, 2001 meeting. Copies were mailed to those unable to attend. First Reading will be voted on by the Proposal Review Group and other UCCC members who wish to comment.

- *Proposal to approve BSE 4125-4126, Comprehensive Design Project, Area 1 (WI), effective Fall 2001. Motion carried.*

DASC 4074, Dairy Science Seminar: In Major Writing Intensive, Area 1 (WI), effective Fall 2001.

- *Proposal to approve DASC 4074, Dairy Science Seminar: In Major Writing Intensive, Area 1 (WI), effective Fall 2001. Motion carried.*

STAT 4004, Statistical Computing Methods, Area 1 (WI), effective Spring 2002.

- *Proposal to approve STAT 4004, Statistical Computing Methods, Area 1 (WI), effective Spring 2002. Motion carried.*

WS 2244, Women and Science, Area 1 (WI) and Area 2, effective Fall 2001

- *Proposal to approve WS 2244, Women and Science, Area 1 (WI) and Area 2, effective Fall 2001. Motion carried.*

NEHS 4604, Housing: Energy and the Environment, Area 7, effective Spring 2001

- *Proposal to approve NEHS 4604, Housing: Energy and the Environment, Area 7, effective Spring 2001. Motion carried.*

UH 3004 Honors Program Colloquia — Spring 2002 (3 credit hours)

- | | |
|-----------|---|
| CRN (TBA) | <i>Semiconductor Processing, proposed Area 4</i> |
| CRN 14652 | <i>Understanding Culture Through Acting Traditions, proposed Area 2</i> |
| CRN 14656 | <i>Biomedical Ethics, proposed Area 3</i> |
| CRN 14657 | <i>Women in Mathematics, proposed Area 2</i> |
| CRN 14654 | <i>The Good Life, Proposed Area 2</i> |
| CRN 14664 | <i>The Cutting Edge of DNA, proposed Area 4</i> |
| CRN 14660 | <i>Post Modern Man, proposed Area 3 (More information to come)</i> |
| CRN (TBA) | <i>Biology Seminar Series, proposed Area 7 (More information to come)</i> |
- *Proposal to approve the above UH 3004 Honors Program Colloquia courses for one semester only, effective Spring 2002. Motion carried.*

The following course continues to remain on the table under First Reading pending additional information:

- *HTM, WI-WAM, 7 courses (tabled at the 11/16/00 UCCC meeting)*

Marlene Preston will contact the department submitting the course proposal to attain additional course information or to see if the course proposal should be withdrawn.

6. IDENTIFICATION OF SUBCOMMITTEE CONVENERS — Dan Thorp

- *Proposal Review Group — Dan Thorp agreed to continue as convener.*
- *Planning and Direction Group — Bill Cox was the convener last year. The UCCC decided to ask the alternate convener from last year Terry Clements, if she would be interested in serving as convener of the group this year.*
- *Core Assessment Group — Bob Parsons was convener last year. The UCCC decided to ask the alternate convener from last year Carola Haas if she would be interested in serving as convener of the group this year.*

7. OTHER BUSINESS

- *Future Meeting Dates — The UCCC agreed to alternate monthly meetings between mornings and afternoons. The following meeting dates were set.*
 - Ø *Tuesday, October 16th — 11:00 a.m. — 1028 Pamplin Hall*
 - Ø *Wednesday, November 14th — 2:00 p.m. — 333 Norris Hall*
 - Ø *Tuesday, December 11th — 11:00 a.m. — 333 Norris Hall*
- *American History Requirement — Recommended for First Reading*
 - PSCI 1014, US Government, effective Fall 2001*
 - *Proposal to approve PSCI 1014, US Government, effective Fall 2001. Motion carried.*

8. ADJOURNMENT

The meeting adjourned at 2:55 p.m.

*Submitted by,
Karen Strickler
Recording Secretary*

Dan Thorp, Chair of the University Core Curriculum Committee, brought to the commission's attention a change in procedure that was attempted by UCCC and apparently was unsuccessful. For some time college deans recommended under which core area Honors Colloquia should be placed. The deans felt the instructor of each colloquium could better make such a recommendation. This information was passed on to Jack Dudley, Director of the Honors Programs, who was to request instructors to submit a brief statement of recommendation for their colloquium. With few exceptions, statements were not forthcoming from the instructors, and only one of those that were received met UCCC's specifications. Therefore, once again, recommendations had to be made a responsibility of the respective deans. Three colloquia were approved for Area 2.

It is felt this incident is representative of a chronic communication problem with the Honors Program. In answer to the question to whom the Honors Program is accountable, it was noted that Ron Daniel is the link between the UCCC and the Honors Program. To better understand how the Honors Program was created and operates it was agreed that Jack Dudley would be invited to speak to the commission in the near future.

- **There was no other business.**
- **The meeting was adjourned at 3:50 p.m.**

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
November 26, 2001
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; N. Auer, R. Avery, D. Axsom, A. Baca, R. Daniel, M. Deisenroth, M. Gordon for B. Bates, D. Hatfield, A. Kaluszka, J. Lefkowitz, M. A. Lewis for J. Johnson, R. Oderwald for G. N. Brown, E. Sewell, N. Spencer for R. E. Sorensen, M. Stephenson for P. Knox, D. Stewart, B. Watford for F. W. Stephenson, J. White for L. A. Swiger, F. Weiner for M. Paget

Absent: J. Araman, K. Brown, D. Ford, M. Graham, M. McNamee, D. Reaves, A. Zink-Sharp, B. Reams, C. Ruddick

Visitors: M. Foushee, B. Merritt, B. Pendergrass, J. Via

- **Call to Order and Announcements**
Marge Murray called the meeting to order at 3:05 p.m.
- **The agenda was approved as presented.**
- **The minutes of November 12, 2001 were approved as amended.**
- **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

Don Hatfield presented the Report of the Committee on Undergraduate Curricula for November 15, 2001. The motion was made and seconded to approve the report as presented. Approval was unanimous. Don told the committee that changing to the EDCT designator was a national trend in the field of Career and Technical Education. The following items were approved:

For First and Second Reading
Unanimous Approval

Designator Approved for Spring 2002
EDCT (Career and Technical Education, College of Human Resources and Education)

Courses Approved for Spring 2002
ISE 4244 Fundamentals of Computer Integrated Manufacturing (Revised)
ME 4554 Advanced Technology for Motor Vehicles (New)

Courses Approved for Spring 2002
(with modifications)
EDCT 2604 Introduction to Career and Technical Education (Revised)
EDCT 3634 Professional Topics in Career and Technical Education (Revised)
EDCT 4204 Managing Career and Technical Education Work-Based Programs (Revised)
EDCT 4224 Trends and Computer Technology in Career and Technical Education (Revised)
EDCT 4234 Curriculum for Career and Technical Education (Revised)
EDCT 4244 Methods of Teaching Career and Technical Education (Revised)
EDCT 4254 Adult Career and Technical Education Programs (Revised)
EDCT 4274 Internship in Business (Revised)

ENT/BIOL 4354 Aquatic Entomology (Revised)
ENT/BIOL/FIW 4484 Freshwater Biomonitoring (New)

Checksheets Approved
(with modifications)
Engineering Science and Mechanics major, Biomechanics option (New)
Graduating Class of 2002 (Spring 2002 — Fall 2002)

University Athletic Committee

The minutes of the University Athletic Committee for April 18, 2001 were presented by Bev Watford. Bev reported that Chris Helms is compiling data on graduation rates and that his goal is to make the graduation rates of student athletes meet or exceed the University level. After discussion regarding the gender equity study and the graduation rates, the motion was made and seconded to accept the minutes as presented. Motion passed. Mary Ann Lewis asked for a copy of the report on graduation rates, and Bev said she would bring copies of that report to the next meeting.

The minutes of the University Athletic Committee for September 26, were presented by Bev Watford. The motion was made and seconded to accept the minutes as presented. Motion passed.

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee for October 16, 2001 were presented by Ron Daniel. The motion was made and seconded to accept the minutes as presented. Motion passed.

The Report of the University Core Curriculum Committee for October 16, 2001, was submitted by Ron Daniel. The motion was made and seconded to approve the report as presented. Approval was unanimous.

- **Other Business**

Mike Deisenroth asked for clarification on order of proposing courses to the Committee on Undergraduate Curricula and Core Curriculum Committee. Ron Daniel stated that the course has to be approved by the Committee on Undergraduate Curricula before going to the Core Curriculum Committee.

Norrine Spencer commented on the timeliness of getting courses and checklists approved in order to adequately advise students before registration and other key times. Norrine proposed implementing an effective date to submit new and revised courses for approval during the current semester and to approving the minutes more quickly.

- **The meeting was adjourned at 3:50 p.m.**

Respectfully submitted,
Brynda Merritt, Recorder
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
December 10, 2001
3:00 P.M., Pamplin 1045

Present: M. Murray, Chair; J. Araman, N. Auer, D. Axsom, R. Daniel, M. Deisenroth, M. Gordon for B. Bates, D. Hatfield, J. Lefkowitz, R. Oderwald for G. N. Brown, D. Reaves, E. Sewell, N. Spencer for R. E. Sorensen, M. Stephenson for P. Knox, D. Stewart, B. Watford for F. W. Stephenson

Absent: R. Avery, D. Ford, M. Graham, A. Kaluszka, M. A. Lewis, M. McNamee, M. Paget, B. Reams, C. Ruddick, J. White, A. Zink-Sharp

Visitors: M. Foushee, N. Hughes, B. Pendergrass

• **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:05 p.m.
A quorum count was called; a quorum was present.

• **The agenda was approved as amended.**

• **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for November 29, 2001 was presented by Don Hatfield. The motion was made and seconded to approve the report as amended. **Approval** was unanimous.

For First and Second Reading
Unanimous Approval

Courses Approved for Spring 2002
(with modifications)

ECE 1574 Object-Oriented Engineering Problem Solving with C++ (New)
EDCT 3154 Office Management (New)
MKTG 4144/CHE 4144 Business and Marketing Strategies for the Process Industries (New)

Courses Approved for Fall 2002
(with modifications)

**BIOL 4014 Environmental Toxicology (New)*

Options Approved
(with modifications)

Dairy Science major, Dairy Enterprise Management option (Graduating Class of 2003) (Revised)
Dairy Science major, Dual Emphasis option (Graduating Class of 2003) (New)
Family and Consumer Sciences Education major, Extension option (Graduating Class of 2003) (New)

**To be submitted to University Core Curriculum Committee*

- **Reports from Commission Standing Committees**

- Committee on Academic Support.

- The minutes of the Committee on Academic Support for October 18, 2001 and December 5, 2001 were presented for approval and acceptance of the 2004-05 Academic Calendar (Fall I August 23-December 16th; Spring I January 17th -May 11th; Summer I May 28th-July 2nd; Summer II July 5th-August 13th) by Edd Sewell. Following a discussion of governance procedures for presenting a resolution from the committee, the minutes and calendar were accepted with one dissenting vote.

- **Other Business**

- Bev Watford distributed copies of the Big East Compliance Review from the University Athletic Committee.

- **The meeting was adjourned at 3:30 p.m.**

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
January 28th, 2002
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; J. Araman, N. Auer, D. Axsom, M. Deisenroth, J. Via for L. Chang, M. Graham, D. Hatfield, M. A. Lewis for J. Johnson, R. Oderwald for G. N. Brown, M. Paget, L. Geyer for D. Reaves, E. Sewell, N. Spencer for R. E. Sorenson, M. Stephenson for P. Knox, D. Stewart, B. Watford for F. W. Stephenson, J. White for L. A. Swiger, C. Ruddick

Absent: R. Avery, K. Brown, R. Daniel, D. Ford, M. Gordon, J. Lefkowitz, M. McNamee, A. Zink-Sharp, A. Kaluszka, A. Baca, B. Reams

Visitors: M. Foushee, J. Belcher, B. Pendergrass

• **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:05 p.m.

• **Motion was made and seconded to approve the agenda as presented. Motion carried.**

• **Motion was made and seconded to approve the minutes as presented from December 10, 2001. Motion carried.**

• **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for December 13, 2001 was presented by Don Hatfield. The motion was made and seconded to approve the report as presented. Motion carried.

Report of the Committee on Undergraduate Curricula December 13, 2001

For First and Second Reading

Unanimous Approval

- Courses Approved for Fall 2002
(with modifications)

BC	2114	<i>Information Technology in Design and Construction</i>	<i>New</i>
CS	1054	<i>Introduction to Programming in Java</i>	<i>New</i>
CS	1114	<i>Introduction to Problem Solving and Computing</i>	<i>New</i>
*MSE	4414	<i>Physical Ceramics</i>	<i>Revised</i>
*MSE	4424	<i>Physical Ceramics Laboratory</i>	<i>Revised</i>

- Courses Approved for Spring 2002

ME	4444	<i>Rotating Machinery</i>	<i>New</i>
-----------	-------------	----------------------------------	-------------------

- Courses Approved for Spring 2002
(with modifications)

*ECE	4124	<i>Radio Wave Propagation</i>	<i>Revised</i>
ME	4644	<i>Introduction to Rapid Prototyping</i>	<i>Revised</i>

- Checksheets approved for 2002

Computer Science Minor — Graduating Class of 2002 (Spring 2002 — Fall 2002)

**- Checksheets approved for 2002
(with modifications)**

Physics Department, Astronomy Minor — Graduating Class of 2002 (Spring 2002 — Fall 2002)

*** Graduate Credit Requested**

• Reports from Commission Standing Committees

University Athletic Committee

Motion was made and seconded to accept the minutes as presented from October 16, 2001.
Motion carried.

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee from November 14, 2001 were presented by Danny Axsom. He discussed the committee's intentions to get clarification for the Writing Intensive Area of the university core. The intent needs to be stated more clearly as to whether the requirement is a number of hours or a number of courses. It was also noted that there is a typographical error under item number 6. It should read ~~PLANNING~~ rather than ~~PLANING~~. Motion was made and seconded for acceptance of the minutes. Motion carried.

The report of the University Core Curriculum Committee from November 14, 2001 was presented by Danny Axsom. He noted that AAEC 1014 was being approved for both the university core and the History Requirement.

Report of the University Core Curriculum Committee, November 14, 2001

The following courses were APPROVED for Core Curriculum:

Effective Fall 2001:

AAEC 1014, Survey of American Economic History, Area 3, effective Fall 2001
BSE 4125 — 4126, Comprehensive Design Project, Area 1 (WI), effective Fall 2001
WS 2244, Women and Science, Area 1 (WI) and Area 2, effective Fall 2001.

The following course was APPROVED for the History Requirement:

AAEC 1014, Survey of American Economic History, effective Fall 2001

Motion was made and seconded to accept the report as presented. Motion carried.

• The meeting was adjourned at 3:16 p.m.

Respectfully submitted,

Jenene R. Belcher
Recorder

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
February 11, 2002
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; J. Araman, N. Auer, R. Avery, D. Axsom, R. Daniel, N. Davis for M. Deisenroth, D. Ford, J. Via for L. Chang, M. Graham, D. Hatfield, A. McLais for J. Lefkowitz, M. Stephenson for P. Knox, M. A. Lewis for J. Johnson, R. Oderwald for G. N. Brown, M. Paget, L. Geyer, B. Watford for F. W. Stephenson, D. Stewart, J. White for L. A. Swiger, J. Krallman, C. Ruddick

Absent: K. Brown, M. McNamee, E. Sewell, N. Spencer, A. Zink-Sharp, A. Kaluszka, A. Baca

Visitors: M. Foushee, J. Belcher, B. Fine, B. Pendergrass

• **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:03 p.m.

• **Motion was made and seconded to adopt the agenda as presented. Motion passed.**

• **Motion was made and seconded to approve the minutes as presented from January 28, 2002. Motion passed.**

• **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The motion was made and seconded to approve the report of the Committee on Undergraduate Curricula for January 31, 2002. Don Hatfield, chair of CUC, presented the report and commented on Committee concerns regarding the Humanities Concentration checksheet and why it did not receive unanimous approval. Don further stated that this particular agenda item must go through CUSP for first and second reading. He voiced the concerns of the 2 members not present that opposed the concentration. Betty Fine, Director of Humanities, was present to address any concerns regarding the concentration. She distributed a revised version of the concentration checksheet. In concurrence with the Committee's recommendations, the name was changed to Humanistic Traditions Concentration; the word "deep" was removed from the description; and the following statement was added: "Up to six hours may be substituted from upper division Humanities courses, in consultation with an advisor." After further discussion, the motion carried and the report was **approved** unanimously.

Report of the Committee on Undergraduate Curricula January 31, 2002

For First Reading Only
Non-unanimous approval

Interdisciplinary Studies, A Humanities Concentration, Graduating Class of 2004
(With Modifications)

***For First and Second Reading
Unanimous Approval***

Checksheets approved for the Graduating Class of 2004
(With modifications)

*Environmental Policy and Planning Major and Minor, Graduating Class of 2004 (Revised)
Public and Urban Affairs Major, Graduating Class of 2004 (Revised)*

Checksheet approved for the Graduating Class of 2003

Interdisciplinary Studies, Women Studies Minor, Graduating Class of 2003 (New)

Course approved for Spring 2002

EF 2824 Civil Engineering Drawings and CAD (New)

Courses approved for Fall 2002

*MSE/ECE 4234 Semiconductor Processing (Revised)
MSE 4254 Science and Technology of Thin Films (Revised)*

Course approved for Fall 2002
(With modifications)

MSE 4434 Glass and Refractories (Revised)

Course to be deleted effective Fall 2002

MSE 4244 Introduction to Semiconductor Device Processing

• **Reports from Commission Standing Committees**

University Core Curriculum Committee

The motion was made and seconded to accept the minutes of the University Core Curriculum Committee from December 11, 2001. Danny Axsom said the Committee had voted to begin to approve their minutes electronically. The minutes were **accepted** unanimously.

The motion was made and seconded to approve the report of the University Core Curriculum Committee from December 11, 2001. No discussion. The report was **approved** unanimously.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

December 11, 2001

(minutes of 12/11/01 approved on 1/22/02)

*Submitted to Nadine Hughes 1/25/02
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Fall 2001:

ALS 3624, Communicating Agriculture in Writing, Area 1 (WI), effective Fall 2001.

Effective Spring 2002:

NEHS 4694, Contemporary Issues in Property Management, Area 1 (WI), effective Spring 2002.

WS 2254, Feminist Activism, Area 2, effective Spring 2002.

WS 2264, Race, Class and Gender, Area 3, effective Spring 2002.

WS 3214, Global Feminisms, Area 7, effective Spring 2002.

The motion was made and seconded to accept the minutes of the University Core Curriculum Committee from January 22, 2002. A question was raised as to why the approval of General Chemistry for Engineers into Core Area 4 was tabled. There were concerns voiced at the UCCC meeting and there was no representative present to address those concerns. The minutes were **accepted** unanimously.

The motion was made and seconded to approve the report of the University Core Curriculum Committee from January 22, 2002. No discussion. The report was **approved** unanimously.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

January 22, 2002

(minutes of 1/22/02 approved electronically on 2/4/02)

*Submitted to Nadine Hughes 2/7/02
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Fall 2002:

BIOL 4014, Environmental Toxicology, Area 1 (WI), effective Fall 2002.

University Athletic Committee

The motion was made and seconded to accept the minutes of the University Athletic Committee of November 14, 2001. No discussion. The minutes were **accepted** unanimously.

The motion was made and seconded to accept the minutes of the University Athletic Committee of December 11, 2001. There was discussion regarding the Excused Absence Policy for student organizational issues. It was suggested that there be clarification on the definition and appropriate language for the faculty to use. This will be going before Faculty Senate. The minutes were **accepted** unanimously.

University Library Committee

The motion was made and seconded to accept the minutes of the University Library Committee of November 8, 2001. No discussion. The minutes were **accepted** unanimously.

The motion was made and seconded to accept the minutes of the University Library Committee of December 20, 2001. No discussion. The minutes were **accepted** unanimously.

- **Other Business**

No other business.

- **The meeting was adjourned at 3:40 p.m.**

Respectfully submitted,

Jenene R. Belcher
Recorder

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
February 25, 2002
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; D. Axsom, R. Daniel, J. Davis for P. Knox, M. Deisenroth, D. Ford, L. Geyer for D. Reaves, M. Gordon for L. Chang, M. Graham, D. Hatfield, M. A. Lewis for J. Johnson, A. McLain for J. Lefkowitz, M. Paget, E. Sewell, N. Spencer for R. E. Sorensen, D. Stewart, B. Watford for F. W. Stephenson, J. White for L. A. Swiger

Absent: J. Araman, N. Auer, R. Avery, A. Baca, A. Kaluszka, R. Oderwald, B. Reams, C. Ruddick, A. Zink-Sharp

Visitors: M. Foushee, Nadine Hughes

• **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:02 p.m.

• **The agenda was approved as presented.**

• **The minutes of February 11, 2002 were approved as presented.**

• **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for February 14, 2002 was presented by Don Hatfield. The motion was made and seconded to approve the report as presented. Norrine Bailey Spencer asked for which core area HD 3314 is being considered. Area 7 is requested. The motion for **approval** passed unanimously.

Report of February 14, 2002

*For Second Reading
Non-unanimous Approval*

*Humanities Concentration Approved for Graduating Class of 2004
(with modifications)*

Interdisciplinary Studies, Humanistic Traditions Concentration

*For First and Second Reading
Unanimous Approval*

Courses Approved for Fall 2002

AT 0234 Introduction to Agribusiness and Financial Management (Revised)

*Courses Approved for Fall 2002
(with modifications)*

AT 0274 Strategic Agribusiness Marketing and Entrepreneurship (Revised)

**HD 3314 Human Sexuality (Revised)*

Courses to be Dropped Effective Fall 2002

AT 0134 Introduction to Agribusiness

AT 0344 Agribusiness Management II

*For First and Second Reading
Unanimous Approval
October 11, 2001*

*Checksheet Approved for Graduation Class of 2003
(with modifications)*

*Mathematics major, Mathematics Education option, Masters Track
(New)*

**Inclusion in Core Curriculum Requested*

- **There was no other business.**
- **The meeting was adjourned at 3:05 p.m.**

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 11, 2002
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; J. Araman, R. Avery, D. Axsom, R. Daniel, M. Deisenroth, L. Geyer for D. Reaves, M. Gordon for L. Chang, D. Hatfield, M. A. Lewis for J. Johnson, A. McLain for J. Lefkowitz, R. Oderwald for G. N. Brown, M. Paget, N. Spencer for R. E. Sorensen, D. Stewart, B. Watford for M. McPherson, J. White for L. A. Swiger

Absent: N. Auer, A. Baca, M. Graham, B. Reams, C. Ruddick, E. Sewell, M. Stephenson, A. Zink-Sharp

Visitors: Nadine Hughes, J. Via

- **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:03 p.m.

- **The agenda was approved as presented.**

- **The minutes of February 25, 2002 were approved as presented.**

- **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for February 28, 2002 was presented by Don Hatfield. The motion was made and seconded to approve the report as presented. As a point of inquiry, Leon Geyer asked if the committee still required statements of "no new resources required" when approving new courses. Marge reassured Leon that the committee continues to be "scrupulous" on this requirement. Rich Oderwald inquired if any of the approved courses were being submitted to the Core Curriculum Committee to meet the American History requirement. Don indicated that no courses listed in this report were, however, a course on the next CUC agenda would be. The report was **approved** unanimously.

For First and Second Reading
Unanimous Approval

Course Offering Designator Approved for Spring 2002

AINS for American Indian Studies (New)

**Courses Approved for Fall 2002
(with modifications)**

AINS/HUM 4004 *Topics in American Indian Studies* (New)
*BLST 2454 *Race and Racism* (New)
**CSES/ENSC/GEOG 4844 *Natural Resource and Soil Interpretation Using GIS and DSS*
(New)
*ENGL 1634 *Introduction to Shakespeare* (New)
*ENGL 1674 *Introduction to African American Literature* (New)
ENGL 3364 *Topics in Literature by Women* (New)
*HUM/AINS 1104 *Introduction to American Indian Studies* (New)
HUM/COMM/AINS 2104 *Oral Traditions and Culture* (New)

**Courses Approved for Spring 2003
(with modifications)**

ENGL/AINS 2804 *Contemporary Native American Literatures* (New)
*GEOL 1014 *The Earth and Life Through Time* (Revised)

**Courses Approved for Spring 2004
(with modifications)**

ENGL/AINS 3304 *The Languages of Native America* (New)

**Checksheet Approved for Graduating Class of 2004
(with modifications)**

Center for Interdisciplinary Studies, *Black Studies minor* (Revised)
Dairy Science major, Biotechnology/Prevet option (Revised)

**Courses to be Dropped Fall 2002: HUM/COMM 1004
Courses to be Dropped Spring 2003: GEOL 1114**

*Inclusion in core curriculum requested
**Graduate credit requested

• Other Business

Leon Geyer asked Ron Daniel if there was any study that reflected the success (or lack thereof) of the minimum 2.0 GPA policy passed several years ago. Leon's feedback was positive, but anecdotal, and he was interested in verifying his general impression of the policy. Ron indicated that the issue had been looked at several times in the past few years, and all indications were positive. Jerry Via noted his experiences had been positive, as did Norrine Spencer. Norrine also pointed out that the caliber of students was increasing each year and this would also affect the 2.0 GPA policy.

• The meeting was adjourned at 3:12 p.m.

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 25, 2002
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; J. Araman, R. Avery, D. Axsom, R. Daniel, M. Deisenroth, M. Gordon for L. Chang, M. Graham, C. Gray for N. Auer, D. Hatfield, M. A. Lewis for J. Johnson, A. McLain for J. Lefkowitz, R. Oderwald for G. N. Brown, M. Paget, D. Reaves, N. Spencer for R. E. Sorensen, M. Stephenson for P. Knox, D. Stewart, B. Watford for M. McPherson, J. White for L. A. Swiger

Absent: A. Baca, A. Kaluszka, B. Reams, C. Ruddick, E. Sewell

Visitors: M. Foushee, D. Hanna, Nadine Hughes, D. Olsen, J. Via

- **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:04 p.m.

- **The agenda was approved as presented.**

- **The minutes of March 11, 2002 were approved as presented.**

- **Resolution CUSP2001-02A, University Core Curriculum Writing Intensive (WI) Requirement**

The motion was made and seconded to enter Resolution CUSP2001-02A, University Core Curriculum Writing Intensive (WI) Requirement for first reading. Danny Axsom presented the resolution to clarify the university's writing intensive (WI) requirement. The question was asked if the writing intensive requirement was meant to be course-based or credit-based. Danny explained that this resolution clarifies that the requirement is course-based, or satisfied through an approved writing across the major (WAM) sequence. Mike Deisenroth noted that Materials Science and Engineering offers a zero credit course in Engineering that satisfies the two course requirement. According to Mike, this was approved prior to WAM. He was concerned that a consequence of this resolution would be to nullify MSE's approved process of meeting the writing requirement. Both Ron Daniel and Danny Axsom assured the commission members that this resolution is intended only to clarify, not change the current policy. It was recommended that the resolution be amended to list a fourth item in the final paragraph. As this was seen as a friendly amendment, the recommended changes were adopted. It was also noted that the effective date of the resolution would be immediate since it is a clarification. Subject to the recommended amendments, the resolution was unanimously approved for first reading.

Resolution CUSP2001-02A

Commission on Undergraduate Studies and Policies

Approved by UCCC: February 14, 2002 (Electronic Vote)

First Reading CUSP: March 25, 2002

Whereas, different published versions of the university's graduation requirements include different and conflicting statements concerning the Writing Intensive requirement; and,

Whereas, such conflicting statements have caused or may cause confusion among students, advisers, and the University Registrar about how best to fulfill the Writing Intensive requirement; and,

Whereas, the University Core Curriculum Committee wishes to reduce such confusion by clarifying its view of the Writing Intensive requirement; and

Whereas, the University Core Curriculum Committee believes that the Report of the University Forum on Liberal Education that led to the creation of the Writing Intensive requirement stressed the skills to be gained in a Writing Intensive course more than the credit hours attached to that course,

Therefore, be it resolved, that the Commission on Undergraduate Studies and Policies recognizes and endorses the Core Curriculum Committee's determination that the Writing Intensive requirement may be met by: (1) the successful completion of two courses designated Writing Intensive (WI) by the Core Curriculum Committee, regardless of the number of credit hours attached to those courses (some designated combinations of courses constitute one WI course); or (2) the successful completion of two sequences of courses designated by the Core Curriculum Committee as providing Writing Across the Major (WAM); or (3) the successful completion of one Writing Intensive course, regardless of the number of credit hours attached to that course, and one sequence of courses designated Writing Across the Major; or (4) other writing experiences approved by the University Core Curriculum Committee.

• **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for March 14, 2002 was presented by Don Hatfield. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

*Report of the Committee on Undergraduate Curricula
March 14, 2002*

For First and Second Reading
Unanimous Approval

***Courses Approved for First Summer 2002
(with modifications)***

FIN 2954 Business Study Abroad (New)

Courses Approved for Fall 2002

ECON 4224 U.S. Economic History (New)

***Courses Approved for Fall 2002
(with modifications)***

- *ENGL 1604 Introduction to Poetry (New)
(UCC Area II)*
- *ENGL 1614 Introduction to Short Fiction (New)
(UCC Area II)*
- *ENGL 1654 Introduction to Science Fiction and Fantasy (New)
(UCC Area II)*
- *ENGL 1664 Introduction to Women's Literature (New)
(UCC Area II)*
- HR 1104 Professional Perspectives (Revised)*

***Courses Approved for Spring 2003
(with modifications)***

- BLST 3454 African American Leadership for Social Change (New)*

***Checksheet Approved for Graduating Class of 2003
(with modifications)***

- Mechanical Engineering major (Revised)*

***Checksheet Approved for Graduating Class of 2004
(with modifications)***

- Materials Science and Engineering major (Revised)*

Courses to be Dropped Fall 2002

- ENGL 2264 Studies in Women Writers*
- ENGL 2304 Introduction to Poetry*
- ENGL 2314 Introduction to Fiction*
- ENGL 2344 Introduction to Science Fiction and Fantasy*

**Inclusion in university core curriculum requested*

• **Reports from Commission Standing Committees**

University Athletic Committee

The motion was made and seconded to accept the minutes of the University Athletic Committee for January 23, 2002 as presented by Bev Watford. The motion was approved unanimously.

***University Athletic Committee
January 23, 2002
Bowman Room, Jamerson Center***

Members Present: Joe Tront, Jim Weaver, Quinton Nottingham, Matt Eick, Jay Williams, Alicia Cohen, Kerry Redican, Tom Burbey, Jan Van Aardt, Bevelee Watford, Scott Poole, Mike Leib, Jane Harrison, David Ford, Lu Merritt

Members Absent: Dwight Shelton, Larry Killough, Lanny Cross, Carlton Carter, Kristen Lanio, Jim Berkson, Kelli O'Dell, Jay Reynolds, Deb Cook, Andy Swiger.

Representatives: Laurie Coble for Dwight Shelton.

Guests Present: Jon Jaudon, Associate Director of Athletics, Sharon McCloskey, Senior Associate Director of Athletics, Chris Helms, Coordinator, Student Athlete Academic Support Services. Dr John Blanchard, University of North Carolina,

Recorder: Joyce Wynn, Program Support Administration Athletic Department

Joe Tront called the meeting to order at 3:30 PM. The minutes of December 11, 2001 were approved. The agenda was accepted as proposed.

Announcements

Jon Jaudon announced that a new Men's Soccer coach has been hired effective February 1, 2002, Oliver Weiss coming from University of North Carolina will be the new Virginia Tech Men's Head Soccer Coach.

Business

Excused Absence Policy (Kerry Redican)

Kerry Redican gave a brief update reporting that the Faculty Senate subcommittee is still working on suggested language for course syllabi.

Maintaining Academic Integrity in Athletics (Dr. John Blanchard)

Dr. John Blanchard, guest speaker for the Academic Summit held prior to the UAC meeting, gave a brief summary of his discussions on academic integrity in athletics. He described his experiences including the University of Minnesota scandal.

Items discussed included:

- 1) When are there enough checks and balances on potential academic improprieties.
- 2) Hiring decisions as the best safeguards. Hire people of integrity and the program will very likely have high integrity.
- 3) If compliance office is not self reporting violations you may have more problems than you think. If you are hearing only good things about the program, then you need to do some checking.
- 4) Review the progress of student-athletes academically – graduation rates and progress towards a degree are important indicators.

- 5) Use the exit interview surveys to review programs and interview face-to-face several randomly selected student athletes.

Reports

Fall Semester Academic Performance (Chris Helms)

Handout

Overall freshman did a better job in the 2001 Fall semester than in previous Fall semesters. Various data on GPA was reviewed. Concerns were raised regarding the low GPA of the men's basketball team.

The freshman year experience is critical to the student-athlete graduating. Getting a head start by being in the summer session bridge program, prior to starting the full college experience in the fall, appears to be a positive factor in improving student athlete's early academic performance. The committee discussed how to encourage athletes to continue academic performance through to completing degree requirements. The addition of an athletic advising staff member charged with assisting freshman football players has significantly improved this groups grade performance. The overall academic performance of student athlete performance will continue to be discussed and monitored.

Athletic Director (Jim Weaver)

Andre O'Davis is Virginia Tech's most academically decorated athlete ever. He recently represented himself and the school at two separate national functions, speaking as the respondent for all athletes honored at the ceremonies.

The new playing and practice fields held up very well and the Athletic Department was very pleased. The construction on the stadium, South End Zone is on schedule. Cassell Coliseum is slated for more improvements in the future including renovation of the ambulatory, concessions stands, bathrooms and lighting systems.

Meeting adjourned at 4:50 p.m.

The motion was made and seconded to accept the minutes of the University Athletic Committee for February 19, 2002 as presented by Bev Watford. The motion was approved unanimously.

University Athletic Committee February 19, 2002 Bowman Room, Jamerson Center

Members Present: Joe Tront, Jim Weaver, Matt Eick, Kerry Redican, Tom Burbey, David Ford, Larry Killough, Jim Berkson, Deb Cook.

Members Absent: Dwight Shelton, Lanny Cross, Carlton Carter, Kristen Lanio, Kelli O'Dell, Jay Reynolds, Andy Swiger, Quinton Nottingham, Alicia Cohen, Jan Van Aardt, Bevelee Watford, Scott Poole, Jay Williams, Mike Leib, Jane Harrison, Lu Merritt, Bill Campion.

Representatives: Laurie Coble for Dwight Shelton, Chris Wise for Bill Campion.

Guest Present: Jon Jaudon, Associate Director of Athletics, Sharon McCloskey, Senior Associate Director of Athletics, Chris Helms, Coordinator, Student Athlete Academic Support Services.

Recorder: Joyce Wynn, Program Support Administration Athletic Department

Joe Tront called the meeting to order at 3:40 PM. The minutes of January 23, 2002 were approved. The agenda was accepted as proposed.

Business

Exit Interviews (Chris Helms)

Exit interviews are conducted through Jermaine Holmes office of Student Life in the Athletic Department. During his visit earlier in the year, Dr. Blanchard suggested that the result of the Exit Interview Survey be used to assist athletes in being successful across the university. To facilitate this assistance, the UAC will review the results of the Exit Survey annually and attempt to identify ways in which the faculty and staff can use the information developed to help improve student performance. (See attached handout)

Suggested:

That a summary is put together once a year to let the committee know how the interview process went, what are the highs and lows and what things were changed, what went well, what things that were brought to the academic side for possible changes.

The Center for Survey Research be contacted for their input on both the composition of the questions and the interpretation of the results..

A copy of the present interview questionnaire be sent out to everyone to get feedback on modifying or amplifying questions. We'd also like recommendations on how we might get more detailed and useful responses without requiring too much from those polled.

Class Attendance by Student-Athletes (Joe Tront)

A concern was raised by a faculty member regarding the perceived lack of attendance of some athletes. The UAC committee was requested to poll faculty in their departments/units to determine if this was a broad concern.

Joe Tront read the Class Attendance Policy described in the Student (Hokie) Handbook to set the stage for the discussion.

Chris Helms office, Student Athletic Academic Support Services, currently sends out twice a semester a student athletic progress report to every professor that has a student athlete in their classroom.

It was suggested that early in the semester, professors should receive an e-mail letting them know who to contact in the Athletic Department if any concerns arise with student athletes in their classes. Chris Helms will look into implementing this suggestion.

Reports

Study of Athlete Graduation Rates using AFCA vs NCAA models (Jon Jaudon)

The AFCA uses different criteria than the NCAA to determine their graduation rates. Jon Jaudon completed a study to determine the difference in the two calculation methods. The study was completed for all sports. The AFCA method may provide potential recruits and their families a better understanding of the quality of the academic portion of our program. Overall, the AFCA method lets people know that the student athlete graduate rate is comparable to the general student population. (Handout provided at meeting)

Athletic Director (Jim Weaver)

Football Stadium South End Zone ticket sales to previous Season Ticket holders deadline was Friday, February 15, 2002. Do not have final total yet on how many sold.

Thirteenth football game for 2002 is still not definite.

Meeting adjourned at 5:10 p.m.

University Core Curriculum Committee

Danny Axsom presented the minutes and report of the February 20, 2002 meeting of the University Core Curriculum Committee. The motion was made and seconded to accept the minutes as presented; the motion passed unanimously.

MINUTES

UNIVERSITY CORE CURRICULUM COMMITTEE

February 20, 2002

2:00 - 3:00 - 325 Burruss Hall

Present: Ron Daniel, Clarresa Morton, Beth Waggenpack, Terry Clements, Janet Keith, Alan McDaniel, Phil Radtke, John Howell, Nan Seamans, Jeff Connor

Guests Present: Marlene Preston, Karen Strickler, John Muffo, Dianna Benton

Absent: David Ford, Jane Louie, Daniel Morgan, Eugene Egger, Danny Axsom, Billie Lepczyk,

1. CALL TO ORDER - The meeting was called to order by Beth Waggenpack, Chair.

2. APPROVAL OF AGENDA —

A motion was made and seconded to approve the agenda. Motion carried.

3. DISTRIBUTION OF APPROVED MINUTES FROM JANUARY 22, 2002 -

4. REPORT FROM THE PROPOSAL REVIEW GROUP

Second Reading —The following courses were distributed to UCCC members at the January 22, 2002 meeting and approved for First Reading. Copies were mailed to those unable to attend. The following action was taken at this February 20, 2002 meeting.

ENGL 3774, Business Writing, Area 1 (WI), effective Spring 2003.

- A motion was made and seconded to approve ENGL 3774, Business Writing, Area 1 (WI), effective Spring 2003. Motion carried.

HTM 2964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2003.

- A motion was made and seconded to table HTM 2964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2003 pending additional information. Motion carried.

HTM 4964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2003.

- A motion was made and seconded to table HTM 4964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2003 pending additional information. Motion carried.

Courses Previously Submitted — Pending Additional Information

CHEM 1074, 1074H, 1084, 1084H, General Chemistry for Engineers, Area 4, effective Fall 2002.

- A motion was made and seconded to approve CHEM 1074, 1074H, 1084, 1084H, General Chemistry for Engineers, Area 4, effective Fall 2002. Motion carried.

Request for Removal from Core Curriculum

PHIL 2304, Global Ethics from Area 1 (WI), effective Spring 2003 (course to remain in Area 2 and Area 7).

- A motion was made and seconded to table removal of PHIL 2304, Global Ethics from Area 1 (WI), effective Spring 2003 pending contact with Joseph Pitt. Motion carried.

First Reading — No proposals for First Reading.

5. REPORT FROM THE ASSESSMENT SUBCOMMITTEE — Beth Waggenspack, convener

No report from the Assessment Subcommittee.

6. REPORT FROM THE PLANNING AND DIRECTION SUBCOMMITTEE — Terry Clements, convener

No report from the Planning and Direction Subcommittee.

7. NEW BUSINESS -

Clarification of two courses previous approved for removal from Core.

MUS 3114, Symphonic Literature, Area 2 and Area 6, effective Fall 2000.

MUS 3124, Contemporary Music Literature, Area 2 and Area 6, effective Fall 2000.

These courses previously requested removal from Area 2 and Area 6 of the Core effective Fall 2000. Due to an error in the Core Curriculum Handbook the courses were also removed from Area 1 (WI).

- A motion was made and seconded to approve retroactive reinstatement of the Writing Intensive (WI) designation to MUS 3114, Symphonic Literature and MUS 3124, Contemporary Music Literature, effective Fall 2000. Motion carried.

8. OTHER BUSINESS

Ron Daniel — Discuss Asheville Institute on General Education

Ron shared a brochure from the Asheville Institute on General Education Conference with the committee. He asked members if they would be interested in submitting a proposal for the conference. Those interested were asked to contact him by Wednesday, February 27, 2002.

9. ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Submitted by,

Karen Strickler

Recording Secretary

The motion was made and seconded to approve the report of the February 20, 2002 University Core Curriculum Committee. After a brief discussion regarding writing intensive classes, and a request to clarify the effective date of ENGL 3774, the motion passed unanimously.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

February 20, 2002

(minutes of 2/20/02 approved electronically on 3/8/02)

*Submitted to Nadine Hughes 3/13/02
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Fall 2002:

CHEM 1074, 1074H, 1084, 1084H, General Chemistry for Engineers, Area 4, effective Fall 2002.

Effective Spring 2003:

ENGL 3774, Business Writing, Area 1 (WI), effective Spring 2003.

Retroactive Reinstatement and clarification of two courses previously approved for REMOVAL from Area 2 & Area 6, effective Fall 2000:

MUS 3114, Symphonic Literature

MUS 3124, Contemporary Music Literature

These courses were approved for removal from Area 2 and Area 6 of the Core on September 14, 2000. Due to an error in the Core Curriculum Handbook these courses were also removed from Area 1 (WI). The committee approved retroactive reinstatement of the Writing Intensive (WI) designation for both courses effective, Fall 2000.

Submitted by Karen Strickler, Office of the Provost (kstrickler@vt.edu; 1-3341)

• SCHEV Competency Measurements

Associate Provost Dixon Hanna provided two handouts regarding SCHEV competency assessments: Technology Competency Assessment Proposal dated March 15, 2002, and Quantitative Analysis Competency Assessment Proposal dated March 25, 2002. Dixon pointed out that the technology proposal is actually a group of proposals by college (the College of Arts and Sciences being the exception) since it was determined that a fair assessment could not be conducted university-wide. Because the College of Arts and Sciences is so large, they have received approval to report their data next year. In response to two questions regarding students who may not enroll in the specific courses used for assessment, Dixon reminded commission members that the assessments are first of all, an evaluation of the institutions and not the specific students, and secondly, done on a sample of students only. Competencies will be assessed on a three-year cycle, each year will have two areas measured. The fourth competency will be Scientific Reasoning, the fifth will be Oral Communication, and the sixth Critical Thinking. Because these assessments are an unfunded mandate, the university must use the systems already in place. Developing special tests would require too many resources in money and time. Although the fiscal costs vary by college, Dixon noted the administrative cost is already very high. Danny Axsom requested that in the future, any handouts regarding the assessment proposals be distributed prior to the meeting so the commission members may be more familiar with the proposal they are being asked to endorse.

The motion was made and seconded to endorse the Technology Competency Assessment Proposal as presented. Approval was unanimous.

- **CUSP Function and Functioning**

Danny Axsom addressed the commission regarding his personal evaluation of the functioning of CUSP. He considers meetings poorly attended, with approximately a third of the members absent at any one time. He specifically noted the number of ex officio members who rarely attend, if at all. Students as well are poorly represented. He also stated that any discussions conducted during meetings are not substantive, and seem to be opportunities to rubber stamp policies that are done deals. Bev Watford concurred with this statement. Danny asked if other members shared his assessment of the commission. There was acknowledgement that when the commission was previously chaired by the provost attendance seemed to be better than it is currently. However, several members pointed out that ex officio members are represented at commission meetings and much of the commission's work is done by subcommittees and at the college level.

- **There was no other business.**

- **The meeting was adjourned at 4:23 p.m.**

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 8, 2002
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; R. Amico, J. Araman, N. Auer, D. Axsom, Dianna Benton for R. Daniel, J. Davis for P. Knox, L. Geyer for E. Sewell, M. Graham, D. Hatfield, J. Krallman, M. A. Lewis for J. Johnson, S. Leavitt, S. Lezlie for R. Oderwald, A. McClain for J. Lefkowitz, E. Matuszek for J. Araman, M. Paget, D. Reaves, C. Ruddick, D. Stewart, J. Via for L. Chang, B. Watford for M. McPherson, J. White for L. Swiger,

Absent: R. Avery, M. Deisenroth, D. Ford, M. McNamee, N. Spencer, A. Zink-Sharp

Visitors: M. Foushee, R. Hartman, Nadine Hughes, B. Pendergrass

• **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:05 p.m.

Marge requested that those present introduce themselves and indicate whom they represented.

• **The agenda was approved as amended.**

• **The minutes of March 25, 2002 were approved as amended.**

• **Resolution CUSP2001-02A, University Core Curriculum
Writing Intensive (WI) Requirement — Second Reading**

The motion was made and seconded to present Resolution CUSP2001-02A for its second reading. Danny Axsom reminded commission members what amendment had been made to the resolution prior to its first reading. With removal of the word "previously" on item number (4), the resolution was approved for second reading.

**RESOLUTION CLARIFYING THE
UNIVERSITY CORE CURRICULUM
WRITING INTENSIVE (WI) REQUIREMENT**

Resolution CUSP2001-02A

Commission on Undergraduate Studies and Policies

Approved by UCCC: February 14, 2002 (Electronic Vote)

First Reading CUSP: March 25, 2002

Second Reading CUSP: April 8, 2002

Whereas, different published versions of the university's graduation requirements include different and conflicting statements concerning the Writing Intensive requirement; and,

Whereas, such conflicting statements have caused or may cause confusion among students, advisers, and the University Registrar about how best to fulfill the Writing Intensive requirement; and,

Whereas, the University Core Curriculum Committee wishes to reduce such confusion by clarifying its view of the Writing Intensive requirement; and

Whereas, the University Core Curriculum Committee believes that the Report of the University Forum on Liberal Education that led to the creation of the Writing Intensive requirement stressed the skills to be gained in a Writing Intensive course more than the credit hours attached to that course,

Therefore, be it resolved, that the Commission on Undergraduate Studies and Policies recognizes and endorses the Core Curriculum Committee's determination that the Writing Intensive requirement may be met by: (1) the successful completion of two courses designated Writing Intensive (WI) by the Core Curriculum Committee, regardless of the number of credit hours attached to those courses (some designated combinations of courses constitute one WI course); or (2) the successful completion of two sequences of courses designated by the Core Curriculum Committee as providing Writing Across the Major (WAM); or (3) the successful completion of one Writing Intensive course, regardless of the number of credit hours attached to that course, and one sequence of courses designated Writing Across the Major; or (4) other writing experiences approved by the University Core Curriculum Committee.

• **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula for March 28, 2002 was presented by Don Hatfield. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

*Report of the Committee on Undergraduate Curricula
March 28, 2002*

*For First and Second Reading
Unanimous Approval*

Major Name Change and Course Offering Designator Approved for Spring 2003

Business and Information Technology Education (BITE)

Courses Approved for Fall 2002 (with modifications)

**ENGL 2515, 2516 Survey of British Literature (New)
(UCC Area II)
ENGL 3584 The Bible as Literature (New)
ENGL/TA 3315-3316 Playwriting (New)*

Courses Approved for Spring 2003

FiW 4474 Wildlife Habitat Evaluation (New)

Checksheets Approved for Graduating Class of 2003
(with modifications)

Human Nutrition, Foods and Exercise major, Community and International Nutrition option (Revised)

Human Nutrition, Foods and Exercise major, Science of Foods, Nutrition and Exercise option (Revised)

Checksheets Approved for Graduating Class of 2004

Wood Science and Forest Products major, Wood Science option (Revised)

Checksheets Approved for Graduating Class of 2004
(with modifications)

Agricultural Education major, Extension option (Revised)

Agricultural Education minor (Revised)

Fisheries Science major (Revised)

Courses to be Dropped Fall 2002

ENGL 2224 Introduction to British Literature

ENGL 3574 Classical and Biblical Backgrounds to Literature

TA 3304 Writing for Performance

TA 3314 Playwriting Lab

**Inclusion in core curriculum requested*

• Reports from Commission Standing Committees

University Core Curriculum Committee

Danny Axsom presented the minutes and report of the March 19, 2002 meeting of the University Core Curriculum Committee. The motion was made and seconded to approve the minutes as presented; the motion passed unanimously.

UNIVERSITY CORE CURRICULUM COMMITTEE

March 19, 2002

11:00 - 12:00 - Pamplin Hall

Present: Beth Waggenpack, Terry Clements, Alan McDaniel, Phil Radtke, John Howell, Eugene Egger, Danny Axsom

Guests Present: Marlene Preston, Karen Strickler, John Muffo

Absent: David Ford, Jane Louie, Daniel Morgan, Billie Lepczyk, Ron Daniel, Clarresa Morton, Janet Keith, Nan Seamans, Jeff Connor, Dianna Benton

1. CALL TO ORDER - The meeting was called to order by Beth Waggenpack, Chair.

2. APPROVAL OF AGENDA —

A motion was made and seconded to approve the agenda. Motion carried.

3. DISTRIBUTION OF APPROVED MINUTES FROM FEBRUARY 20, 2002

4. REPORT FROM THE PROPOSAL REVIEW GROUP

Second Reading — The following courses were distributed to UCCC members at the February 20, 2002 meeting and approved for First Reading. Copies were mailed to those unable to attend. The following action was taken at this March 19, 2002 meeting.

Courses Previously Tabled — Pending Additional Information

- A motion was made and seconded to untable HTM 2964 and HTM 4964. Motion carried. Additional information was received from the department. Each course will be three credits only. The department also requested to change the effective date from Spring 2003 to Spring 2002.

HTM 2964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2002.

- A motion was made and seconded to approve HTM 2964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2002 as amended. Motion carried.

HTM 4964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2002.

- A motion was made and seconded to approve HTM 4964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2002 as amended. Motion carried.

The following course request for Removal from the Core Curriculum continues to remain on the table.

PHIL 2304, Global Ethics from Area 1 (WI), effective Spring 2003 (course to remain in Area 2 and Area 7).

- PHIL 2304, Global Ethics from Area 1 (WI), effective Spring 2003 (tabled at the 2/20/02 UCCC meeting) pending contact with Joseph Pitt.

Request for Removal from Core Curriculum — A request was received to remove the two courses below from Area 5 of the Core Curriculum. These courses are no longer offered.

CS 1014, Numerical Computational Techniques, Area 5

CS 1024, Computing for Business, Area 5

- A motion was made and seconded to approve removal of CS 1014, Numerical Computational Techniques and CS 1024, Computing for Business from Area 5.

First Reading — The following course proposals were distributed to UCCC members at this March 19, 2002 meeting. Copies were mailed to those unable to attend.

HD 3314, Human Sexuality, Area 7, effective Fall 2002.

- Proposal to approve for first reading, HD 3314, Human Sexuality, Area 7, effective Fall 2002. Motion carried.

IDST 4114, Senior Research Seminar, Area 1 (WI), effective Fall 2002.

- Proposal to approve for first reading, IDST 4114, Senior Research Seminar, Area 1 (WI), effective Fall 2002. Motion carried.

5. REPORT FROM THE ASSESSMENT SUBCOMMITTEE — Beth Waggenpack, convener

Beth reported that the subcommittee has assessed Area 1 and 5 and they are currently reviewing the assessment reports. Only one department has not submitted the assessment reports. A letter will be sent to that department. All other reports seem to be complete and letters will be mailed soon to the departments advising them of the assessment outcome.

6. REPORT FROM THE PLANNING AND DIRECTION SUBCOMMITTEE — Terry Clements, convener

Terry reported they are developing a multiphase plan to publicize the Core to both new and continuing, students, to faculty, prospective students and parents in different publications on many levels. They are also looking at ways the core area goals can be included on course syllabi in addition to other ongoing projects.

7. OTHER BUSINESS —There was no other business.

8. ADJOURNMENT

The meeting adjourned at 11:41 a.m.

*Submitted by,
Karen Strickler
Recording Secretary*

The motion was made and seconded to approve the report of the University Curriculum Committee for March 19, 2002. **Approval** was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

March 19, 2002

(minutes of 3/19/02 approved electronically on 3/26/02)

*Submitted to Nadine Hughes 4/1/02
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Spring 2002:

HTM 2964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2002.

HTM 4964, Field Study in Hospitality and Tourism Management, Area 1 (WI), effective Spring 2002.

• Martin Luther King, Jr. Holiday

Ryan Hartman, Chair, Commission on Student Affairs, presented Resolution 2001-02C Martin Luther King, Jr. Holiday for endorsement by the commission. Ryan explained the resolution and the comparative information gathered from peer institutions as to the recognition of the Martin Luther King, Jr. holiday, noting Virginia Tech was one of only three institutions in the peer group that did not observe the holiday by canceling classes. Several questions were asked as to the ramifications of the holiday observance on the academic calendar. Ryan admitted that such questions had been raised, but not resolved, although one suggestion was to observe Labor Day during the Fall semester in order to equal out the number of class days in the fall and spring semesters. Concern as to the precedent that this resolution may be setting was also mentioned, as was the likelihood that the holiday would be used for commemorative activities or simply as another day off. Following this discussion, and despite an apparent conflict with the calendar criteria approved by CUSP on March 22, 1993, the motion was made and seconded to endorse the resolution as presented. The motion passed with a vote of 18 in favor, and one abstention.

***Commission on Student Affairs
Resolution 2001-02C***

Martin Luther King, Jr. Holiday

Approved by the Student Government Association:

March 19, 2002

Approved by the Graduate Student Assembly:

March 28, 2002

Approved by the Commission on Student Affairs:

First Reading by University Council:

Approved by University Council:

Approved by the President:

Effective: Immediately, for calendars not yet approved by the Committee on Academic Support

WHEREAS, the third Monday in January is recognized by both the Commonwealth of Virginia and the Federal Government¹ as a holiday in honor of Martin Luther King, Jr., and

WHEREAS, this holiday is of great significance to members of the university community, the Commonwealth of Virginia, and the United States, and

WHEREAS, many members of the university community dedicate their time on this day to celebrating the life and accomplishments of Dr. King, holding informative programs on issues that greatly impact minority and majority populations at Virginia Tech, and

WHEREAS, the university calendar criteria, as approved May 3, 1993, does not currently provide for the observance of the Martin Luther King, Jr. holiday, and

WHEREAS, out of the twenty-five institutions in our S.C.H.E.V. peer group, Virginia Tech is one of three universities who do not recognize this day as a holiday, and

WHEREAS, the Commission on Student Affairs believes that the current university policy, which simply requests that Faculty make reasonable efforts to accommodate students who wish to participate in commemorative events,² neither adequately recognizes this day nor provides a sufficient opportunity for students, faculty, and staff who wish to attend and participate in commemorative events, and

WHEREAS, the Commission on Student Affairs believes that by not holding classes on this holiday, Virginia Tech will take a significant and necessary step to ensure that members of the university community have the opportunity to attend commemorative events and celebrate the holiday, and

WHEREAS, the current failure of the University to adequately recognize this day as a holiday inadvertently fosters the appearance of racial insensitivity at Virginia Tech, in direct opposition to our commitment to diversity, and prevents many students, faculty, and staff from participating in significant educational experiences, therefore let it be,

RESOLVED, that the university calendar criteria, as approved by University Council, May 3, 1993, be amended to include the following:

The third Monday in January shall be designated a holiday in honor of Dr. Martin Luther King, Jr. There shall be no classes on this holiday.

¹ VA. Code/2.2-3300, and 61 USC 6103, respectively.

² Virginia Tech Presidential Policy Memo #163

- **Election of Representatives to Commission Standing Committees**

Marge Murray indicated that the commission needed to select representatives to four commission standing committees: Committee on Academic Support, University Athletic Committee, Commencement Committee, and University Core Curriculum Committee. Bev Watford was re-elected by acclamation as the representative to the University Athletic Committee. Further nominations were deferred until a later meeting.

- **Other Business**

In a follow-up to the discussion of the commission's form and function during the meeting of March 25, 2002, Leon Geyer suggested the design of the commission may be a topic to be addressed in the future. Since commission work is done by the representatives of the ex officio members, perhaps the membership of the commission should be revised to reflect this.

Leon also briefly raised the issue of handing out diplomas at spring commencement. Some faculty members apparently feel there is too little time to submit grades by the deadlines needed to complete students. There is also a precedent of sorts by the fact we do not distribute diplomas at fall commencement. No further discussion followed.

- **The meeting was adjourned at 4:05 p.m.**

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 22, 2002
3:00 P.M., President's Boardroom

Present: M. Murray, Chair; N. Auer, R. Avery, D. Axsom, R. Daniel, M. Deisenroth, D. Ford, D. Hatfield, J. Krallman, J. Lefkowitz, R. Oderwald for G.N. Brown, M. Paget, D. Reaves, C. Ruddick, N. Spencer for R. E. Sorensen, M. Stephenson for P. Knox, D. Stewart, B. Watford for M. McPherson, J. White for L. A. Swiger

Absent: J. Araman, K. Brown, L. Chang, M. Gordon, M. Graham, J. Johnson, M. McNamee, E. Sewell, A. Zink-Sharp, R. Amico, S. Levitt,

Visitors: M. Foushee, B. Merritt, J. Via

- **Call to Order and Announcements**

Marge Murray called the meeting to order at 3:04 p.m. She announced that this is the last meeting of the Commission on Undergraduate Studies and Policies for this year and thanked everyone for their support of the Chair.

- **The agenda was approved as amended.**

- **The minutes of April 8, 2002, were approved as presented.**

- **Reports from Commission Sub-Committees**

Committee on Undergraduate Curricula

Don Hatfield presented the Report of the Committee on Undergraduate Curricula for April 11, 2002. Don announced that there would be two additional meetings on April 25 and May 2. The minutes of those meetings will be submitted electronically to Commission members for approval. The motion was made and seconded to approve the report as presented. Approval was unanimous.

Report of the Committee on Undergraduate Curricula
April 11, 2002

For First and Second Reading
Unanimous Approval

Courses Approved for Fall 2002
(with modifications)

ALS 3134 *Livestock and the Environment (New)*
AT 0184 *Plant Biology and Soil Science (Revised)*
AT 0474 *Agribusiness Technology and Information Systems (New)*
AT 0614 *Beef and Sheep Management (Revised)*
* CHEM 1055-1056 *General Chemistry for Chemistry Majors (New) (Area IV)*
* CHEM 1065-1066 *General Chemistry for Chemistry Majors Lab (New) (Area IV)*
**CHEM 4114 *Instrumental Analysis (Revised)*
CHEM 4124 *Instrumental Analysis Lab (New)*
CS 1944 *Computer Science First Year Seminar (New)*
* ENGL 2525, 2526 *Survey of American Literature (New) (Area II)*
**BSE/CHE 4544 *Protein Separation Engineering (New)*

Courses Approved for First Summer 2002
(with modifications)

CEE 3804 *Computer Applications for Civil and Environmental Engineers (Revised)*

Courses Approved for Spring 2003
(with modifications)

AT 0414 *Soils and Fertilizers (Revised)*

Checksheets Approved for Graduating Class of 2003
(with modifications)

Agricultural Technology major, Agricultural Business option (Revised)

Courses to be Dropped Fall 2002

AT 0444 *Agricultural Business III*
AT 0634 *Sheep Management*
ENGL 2234 *Introduction to American Literature*

* Inclusion in the core requested

** Graduate credit requested

- **Reports from Commission Standing Committees**

Committee on Academic Support

In the absence of Edd Sewell, Marge presented the minutes of the March 22, 2002, meeting of the Committee on Academic Support. The motion was made and seconded to accept the minutes as presented; the motion passed unanimously.

University Library Committee

Nicole Auer presented the minutes and report of the February 26, 2002, meeting of the University Library Committee. The motion was made and seconded to accept the minutes as presented; the motion passed unanimously.

- **Presentation by Jay Lefkowitz on the Honor System**

Jay reported that the caseload of the Honor System is projected to be current by the end of Spring 2002 semester and that the number of cases reported has decreased this semester. He attributed this decrease to education and training for students and faculty members. A handout was distributed with a statistical comparison of the caseload for the past few years.

- **Election of Representatives to Commission Standing Committees**

Marge Murray stated that the commission needed to select representatives to commission standing committees. Edd Sewell is the representative on the Committee on Academic Support. Mary Ann Lewis is the representative for Janet Johnson on the Commencement Committee, and Danny Axsom is now the representative on the Core Curriculum Committee. Nominations were deferred until the next meeting in the Fall.

- **Other Business**

There was no other business.

- **The meeting was adjourned at 3:19 p.m.**

Respectfully submitted,
Brynda Merritt, Recorder
Office of the University Registrar