

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
September 8, 2003
President's Boardroom, 3:00 P.M.

Present: R. Goss, Chair; H. Ball, J. Chen-Yu, R. Daniel, V. Fowler, M. A. Lewis for J. Niles, J. Nottingham, R. Oderwald for G. N. Brown, M. Schneller, A. Smith, N. Spencer for R. E. Sorensen, D. Sutphin for S. Quisenberry, B. Watford for H. Aref

Absent: R. Avery, J. Berkson, L. Chang, D. Ford, L. Geyer, M. Graham, P. Knox, M. McNamee, R. Sturges, D. Vaughan, J. Via

Visitors: M. Foushee, N. Hughes

– Call to Order and Announcements

Rosemary Goss called the meeting to order at 3:05 p.m.

– Adoption of the Agenda

The agenda was approved as distributed.

– Introduction of Commission Members

Commission members and visitors attending introduced themselves. The chair reminded members of the necessity of a quorum and requested any members unable to attend meetings provide a substitute when possible. Rosemary also told members they will be notified by email when any meetings are cancelled due to lack of an agenda.

– Reading of the Commission Charge

The Chair read the commission charge and told the members that according to the University Registrar, there are no specific issues known to be coming to the commission this year. This, of course, is subject to change at any time.

– Resolution CUSP2003-2004A

Resolution to Delete Untaught Courses from the Undergraduate Course Catalog and Academic Policies

Ginney Fowler, CUC chair, introduced Resolution CUSP2003-2004A for first reading. Ginney explained that the issue of courses listed in the catalog but not offered on a regular basis was addressed by the Committee on Undergraduate Curricula last year. This resolution is to ensure that courses listed are ones the students can reasonably expect to be able to take during their tenure here. It is similar to presidential policy 11a of the Graduate School which annually reviews a list of untaught courses for deletion from the graduate catalog. Mary Ann Lewis voiced the reservations of several department heads in her college who feel the resolution is ill-timed, since departments have too many other considerations in evaluating what courses to offer based on budget constraints and available faculty. Jesse Chen-Yu agreed with this perspective, noting that restructuring has added another element for consideration. Dave Dugas asked if it is possible for the department heads to be notified which courses had not been offered, but not have those courses automatically deleted.

There was considerable discussion as to the intent of the committee versus the wording of the resolution. Several members of last year's CUC agreed the committee intended to allow departments to stipulate courses to retain, even though they may not have been taught for two years. Mary Ann also questioned the tone of the resolution which implied having to justify retaining courses. Ron Daniel asked how many courses may be affected; Marvin Foushee answered that during the Graduate School review just completed, approximately 150 courses were deleted.

Commission members generally agreed that the principle behind the resolution was desirable in order to maintain credibility and "truth in advertising." They also agreed, however, that the wording of the resolution should be reworked to clarify timing issues and procedures for retaining courses in addition to deleting courses. It was agreed the resolution would be sent back to CUC for revision and brought forward at a later date.

Report of Commission Standing Committees

University Athletic Committee

The minutes of the March 18, 2003 meeting of the University Athletic Committee were presented by Bev Watford. The motion was made and seconded to accept the minutes as presented. Approval of the motion was unanimous.

Selection of Committee Representative for 2003-04

Rosemary explained to the commission that it was necessary to elect chairs for the Committee on Academic Support and the Committee for Academic Policies for 2003-04. David Vaughan who chaired CAS last agreed has agreed to serve as chair again this year, and was unanimously elected by the commission.

Commission members eligible to serve as CAP chair are Meir Schneller and Bob Sturges, both new to the commission this year. It was decided to delay the voting for CAP chair until the next meeting of the commission, giving both candidates an opportunity to consider the position.

Other Business

Rosemary mentioned to the members in case they were unaware, there is a moratorium on the American History requirement that became effective for students entering Summer 2001 through Fall 2008. The administration will revisit the issue in 2007. In addition, for all students entering Fall 2003 or later, the two credit hours of related laboratory courses as stated in Area 4 of the core have been waived for all majors that do not wish to require a lab component.

In response to a question as to the action taken on Resolution 2002-03D The Second Writing-Intensive In Major Requirement, Ron Daniel volunteered to send the relevant University Council minutes to Nadine for distribution to the commission membership. Ron also stated he believes Beth Waggenpack will serve as chair for the University Core Curriculum Committee this year.

Norraine Bailey Spencer encouraged an earlier decision on the commencement schedule. With the reorganization of colleges, it may mean that three ceremonies have to be scheduled in Cassell which was the case last year and which was very uncomfortable. Although no one was certain who the commencement committee chair is, it was noted Dean Sorensen is the CUSP representative to the committee.

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

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
October 27, 2003
President's Boardroom, 3:00 P.M.

Present: R. Goss, Chair; R. Avery, H. Ball, J. Chen-Yu, R. Daniel, J. Davis for P. Knox, D. Dugas, V. Fowler, L. Geyer, M. A. Lewis for J. Niles, J. Nottingham, A. Smith, N. Spencer for R. E. Sorensen, R. Sturges, D. Sutphin for S. Quisenberry, J. Via for L. Chang, B. Watford for H. Aref

Absent: G. N. Brown, D. Ford, M. Graham, S. McMullin, M. McNamee, C. Melton, M. Schneller, D. Vaughan, R. Wheeler

Visitors: M. Foushee, N. Hughes, K. Torgersen

– Call to Order and Announcements

Rosemary Goss called the meeting to order at 3:00 p.m.

– Adoption of the Agenda

The agenda was approved as presented.

– Report of Commission Sub-Committees

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for October 15, 2003 was presented by Ginney Fowler. The motion was made and seconded to approve the report as presented. Mary Ann Lewis asked for a clarification of the effective date for the AHRM and English designators. The clarification has been made to the report. **Approval** was unanimous.

For First and Second Reading
Unanimous Approval
October 15, 2003

Courses Effective Fall 2004

ESM 2014 Professional Development Seminar (new)
(with modifications)

Checksheets Effective Graduating Class of 2006

Chemical Engineering major (revised)

Designators

LAHS, Apparel, Housing, and Resource Management options effective Fall 2002:

- Apparel Design (AD)*
- Consumer Studies (CONS)*
- Family Finance (FFM)*
- Merchandising Management (MM)*
- Residential Property Management (RPM)*

LAHS, English minor effective graduating class of 2005:

- Cultural Studies (ENCS)*
- Creative Writing (CENG) from (CRWR)*

Name, Designator and Department Changes Effective Spring 2004

College of Liberal Arts and Human Sciences

From: Center for Interdisciplinary Studies (IDST)

To: Department of Interdisciplinary Studies (IDST)

From: Humanities, Science and Technology (HST), Center for the Study of Science in Society

To: Department of Science and Technology in Society (STS)

From: Black Studies (BLST), Center for Interdisciplinary Studies

To: Africana Studies (AFST), Department of Sociology

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee for September 15, 2003 were presented by Jessie Chen-Yu. The motion was made and seconded to accept the minutes as presented. Jessie explained to the commission that much work regarding the writing intensive requirement was done over the summer by a committee from CEUT that included members of UCCC. UCCC's Planning & Direction Group has taken the report from this summer group under advisement. Norrine Bailey Spencer asked if the UCCC had been asked for input to the U.S. History requirement and Area 4 laboratory requirement changes. Ron Daniel replied that they had not. The minutes were accepted with one opposed.

– **Report of Commission Standing Committees**

University Athletic Committee

The minutes of the University Athletic Committee for April 16, 2003 were presented by Bev Watford. The motion was made and seconded to accept the minutes as presented. Bev noted that the Title IX visit to study gender equity will take place this year. Norrine asked Bev if "appropriations" as stated in the minutes was the correct word to use in relation to gender equity. Bev answered that since the reference was to money being spent for facilities and additional enhancements to the programs, "appropriations" was fitting. The minutes were unanimously accepted.

– **Report from the Undergraduate Admissions Appeals Committee**

Karen Torgersen, Undergraduate Admissions Director, presented the report of the Undergraduate Admissions Appeals Committee. Karen explained that her department is limited to enforcement of the requirements set for admission to the university, and may not consider mitigating circumstances. The appeals committee, currently composed of Rosemary Goss, Ron Daniel, and John Husser, may consider special circumstances. Karen also pointed out that contrary to popular opinion, cases concern not only student athletes, but include students applying to Theatre Arts, Music, and Corps of Cadets among others. Fifteen cases were reviewed for 2003, eight offers of admission extended, and six offers accepted. There were no questions.

– **Other Business**

Rosemary Goss reported to the commission that the chairs of the various committees and commissions met with President Steger to present issues that are of concern to their respective groups for the coming year. Rosemary noted that the majority of items came from the Commission on Student Affairs, and included the parking situation on campus for both students and staff. The chairs anticipate meeting with President Steger again in the spring, and Rosemary asked for any issues commission members would like for her to bring to that meeting.

Jessie remarked that the failure of students who carry double majors or minors to have their second major or minors recognized during course request and drop/add causes a great deal of extra work for the departments. If a course is restricted to majors only, these students are denied enrollment via the web and must go through force-add. Other members agreed that this was an issue for their departments as well, however, it was noted that this limitation is a function of Banner. Marvin Foushee explained that Banner's package does not allow the recognizing of double majors or minors. He also explained that the possibility existed that students with a second major in a subject would take the seat of a primary major student, an important consideration with limited classes. Ginney asked why there needs to be a differentiation made between primary and secondary majors. Norrine added that departments do not differentiate when they must plan for meeting the demand for students. Marvin responded that this had much to do with truth-in-advertising and assuring students of the capability of completing the degrees in which they were accepted into the university. The question was raised as to why Banner has not been changed to accommodate multiple majors and/or minors. Bev answered that other issues of greater importance were being worked on and pointed out that this was not a case of no improvements being made. Leon remarked that he felt he better represented the students' viewpoint and requested that this issue be referred to the Committee for Undergraduate Curricula. Norrine remembered that the university's previous legacy system (IMS) did not recognize second majors and minors either, and undergraduate deans included this feature high on their priority list for the Banner system. Banner representatives, however, explained that this was not an attribute Banner could provide. Leon contended that the issue can be corrected with proper programming and again requested referral to CUC. [NOTE: This issue falls under the charge of the Committee on Academic Support.]

Ginney asked Ron Daniel when the core curriculum issue might be coming to CUSP. Jessie noted that the Direction group of the UCCC will be drafting a resolution, but is still in the process of gathering feedback from core curriculum committee members. This resolution will address three primary areas: (1) the writing-intensive question; (2) the science laboratory requirement; and (3) the electronic portfolio issue. The sweeping reorganization of the core will not be addressed at this time; instead the assessment cycle — how the committee assesses the core — will be reviewed. Bev raised concerns regarding changes in the core courses and how these changes affect the students. Currently, students must meet the requirements of the core in place at the time of their admission to the university. Often, courses are revised and may no longer meet the requirements of the core at the time they are taken by the students. An example of this would be a course once listed as writing intensive, but revised with the writing requirement removed. Although the course would no longer be available as part of the new core curriculum, it would count as a writing intensive requirement for those students who entered when it was. Some general discussion followed as to the logic of using date-of-entry (DOE) versus date-of-graduation (DOG), but the commission recognized that problems existed under either scenario and requested that this issue be referred to the Committee on Academic Policies.

_ There was no other business and the meeting was adjourned at 3:35 p.m.

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
December 8, 2003
President's Boardroom, 3:00 P.M.

Present: R. Goss, Chair; H. Ball, J. Chen-Yu, J. Cranford for L. Geyer, R. Daniel, J. Davis for P. Knox, D. Dugas, V. Fowler, M. A. Lewis for J. Niles, M. McNamee, R. Oderwald for G. N. Brown, M. Schneller, A. Smith, N. Spencer for R. E. Sorensen, R. Sturges, B. Watford for H. Aref, R. Wheeler

Absent: R. Avery, L. Chang, D. Ford, M. Graham, S. McMullin, C. Melton, J. Nottingham, S. Quisenberry, D. Vaughan

Visitors: M. Foushee, N. Hughes

– Call to Order and Announcements

Rosemary Goss called the meeting to order at 3:00 p.m.

– Adoption of the Agenda

The agenda was approved as amended.

– Questions/Answers Regarding Undergraduate Academic Issues

Dr. Mark McNamee, University Provost, opened the floor to questions from commission members. Norrine Bailey Spencer began the questioning, asking if undergraduate programs will be sacrificed in Virginia Tech's quest to reach "Top 30" status as a research university. Dr. McNamee assured the members that maintaining excellent undergraduate programs is essential to the "Top 30" goal. Current "Top 30" schools offering undergraduate programs have strong undergraduate programs. The issue is how to maintain and improve our programs in light of budget cuts. Hard choices must be made carefully and deliberately. The administration has already rejected narrowing the scope of the university to areas with research emphasis. Downsizing the university as a whole is politically impossible. We must seek to provide students with a broad education, capable of adapting to changes. Our current funding model assumes increased funding in the future to support "base adequacy."

In response to Norrine's follow-up question, Dr. McNamee mentioned the importance of feedback from those who see warning signs of problems within undergraduate programs. He emphasized the importance of associating problems with possible solutions, and suggested Ron Daniel and David Ford as contact persons. Dr. McNamee admitted that there is a fine line between discussing problems and giving students the impression that the university has so many problems that students will be discouraged from attending Virginia Tech. He mentioned the recent newspaper article citing overcrowded classrooms. Ordinarily, this would not be an issue the administration would like publicized, however, in this case, it did draw attention to at least one consequence of the budget cuts.

Jack Davis asked Dr. McNamee his position on the growing conflict between departments wishing "restricted" status for their professional programs and governance committees wishing to keep enrollments open. While resources must be allocated to meet demand, Dr. McNamee acknowledged that realistically, there is a limited amount of space and instructors for labs and studios, important components of these programs. Therefore, the sooner the restraints are dealt with, the better it is for the departments and the students. This is often at the admissions stage. He noted that there are concerns as to how many students are admitted into University Studies; the university must be able to absorb these students into majors. It is equally important, however, not to allow restrictions to overcorrect the limitations, allowing a distorted picture to reach high schools by word-of-mouth. The university must continue to attract high quality students.

Rosemary Goss presented a question from Leon Geyer, asking whether legacy should be kept or eliminated as one of the factors for determining admission to the university. Everyone agreed that this is a sensitive issue, and legacy is one factor in attracting a diverse student body. According to Dr. McNamee, the university will continue to offer admission based on multiple factors, one of which is legacy. He reported that studies have been done showing legacy students are actually indistinguishable from other students admitted to the university. He also reminded members that Virginia Tech is one of two land grant universities in the state, and perhaps consideration should be given to Virginia State as part of our legacy. Revisiting programs such as fee waivers and creating additional programs that will attract minorities are necessary.

Bob Sturges asked Dr. McNamee his opinion of raising the minimum GPA requirement for certain programs or raising the bar using course content. Dr. McNamee responded that academic integrity should be the primary factor in selecting students for a program. He explained that a grade point requirement is legitimate if done in good faith and if the GPA is a good measurement of success in the field. An example of a poor choice is a sliding scale, such as top 100 candidates, etc., which does not allow students to know what the expectations are for the program.

The next question was posed by Ginney Fowler, who asked Dr. McNamee for his assessment of the core curriculum. He replied that working groups have been in place evaluating the core, analyzing where the university's actual investment is, who is paying for what, and where dollars are being allocated. He reported that an American Council for Education fellow is currently working with deans and faculty to gather their feelings and insights about the core. This information will be used with other information gathered from on-going discussions and improvements made. He felt students need to be taking core courses for the right reasons, as part of building a whole education and not just a "smorgasbord" of required courses. Dr. McNamee stated the ingredients are in place, acknowledging some areas may have too many courses while others are short-changed, but emphasizing that the university will not disinvest itself from the mission of the core curriculum. Jack Cranford commented that reducing the number of courses offered will lead to increased class sizes, a major problem in some areas, noting specifically Math and English. Dr. McNamee admitted to hearing anecdotal complaints about the Math Emporium, but had heard no such complaints about the English department, and noted that they actually do an excellent job in providing classes.

Budget cuts again became the topic when Bev Watford described this past year's student orientation as "painful." She described the difficulty of explaining to both parents and students that many courses were not available to them, while trying to present a positive face in light of the budget cuts. She noted that in some cases, freshmen entering this year will not be able to graduate in four years because of the unavailability of required courses. Students are advised to take some courses at community colleges during their summer breaks, but in good conscience Bev does not feel she can tell parents and students that a community college course will be of equal quality to the course taken at Virginia Tech. Dr. McNamee responded that with a \$72 million reduction, something had to go. Decisions were made in part on actions that could most easily be undone when funding once again became available; eliminating the science lab requirement for non-science majors is one example of this. According to Dr. McNamee, the state legislature is shifting more of the cost of a college education to parents and students. This shift in the source of revenue will be one way we will rebuild.

Rosemary asked what the status is of our evaluation in Richmond. Last year the commission heard of the six areas for accountability; is that evaluation still on-going? Dr. McNamee answered that while the evaluations are still on-going, there has been a slow-down in the process. Higher education is a \$400 million issue in Richmond and the Virginia Tech community must remain optimistic that we will work our way out of the current situation.

Bob Wheeler asked if the university remains committed to a four-year degree. While that is the desired goal, Dr. McNamee noted that some students are comfortable with being here five years to complete the degree they are pursuing.

The next question was from Meir Schneller who asked if our quest for research funds will actually hurt the university in Richmond — will there be a perception that we do not need as much state funding? Dr. McNamee does not see this problem developing; in our ability to raise funding, it may actually help with our state funding potential. Research funding is concentrated at the graduate level, while state funding primarily targets undergraduate programs. Our research funding is growing at a faster rate than some Top 30 schools, but other schools are moving up also. Acquiring "Top 30" status will not be a goal reached quickly.

The last question of the afternoon was from Norrine and once again addressed the question of diversity. Effective programs are being changed and to some, we seem to be moving in the wrong direction. Virginia Tech is on corporate short lists for recruiting because we have been able to offer candidates from diverse programs. They are aware of the Board of Visitors' actions last spring and our decisions to change criteria for special programs. Norrine felt we are diluting what we were doing right. Dr. McNamee recognized these concerns, but assured the commission that the Board has come a long way since last spring and is now more supportive of efforts toward improving diversity. New frameworks are needed. One such example is the need for stronger advising. Within an improved advising program, the different needs students have can be recognized and addressed by tailoring the advising. This will enable the needs of minority students to be met without neglecting the needs of majority students.

Dr. McNamee again emphasized the need to remain optimistic and understand that despite the tough decisions that need to be made, the university will work its way out of the current financial crisis.

The chair thanked Dr. McNamee for his time and insight on behalf of the commission.

Report of Commission Sub-Committees

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for November 5, 2003 was presented by Ginney Fowler. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

*For First and Second Reading
Unanimous Approval*

Courses Effective Fall 2004

ENGL 3104 Professional Writing (revised)

Checksheets Effective Graduating Class of 2006

Crop and Soil Environmental Sciences, Agroecology option (revised)

Crop and Soil Environmental Sciences, Biotechnology and Genetics option (revised)

Crop and Soil Environmental Sciences, International Agriculture option (revised)

Crop and Soil Environmental Sciences, Soil-Environmental option (revised)

Crop and Soil Environmental Sciences, Turfgrass Management option (revised)

Crop and Soil Environmental Sciences minor (revised)

CSES, Environmental Science minor (revised)

Geosciences, Earth Sciences Education option (revised)

Geosciences, Geochemistry option (revised)

Geosciences, Geology option (revised)

Geosciences, Geophysics option (revised)

Department and Major Name and Designator Change Effective Summer I 2004

College of Science

From: Geological Sciences (GEOL)

To: Geosciences (GEOS)

Degree Name Change Effective Summer I 2004

College of Science

From: Bachelor of Science, Geological Sciences

To: Bachelor of Science, Geosciences

Ginney also moved for approval of the report of the Committee on Undergraduate Curricula for December 3, 2003. This motion was also unanimously approved.

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

Courses Effective Spring 2004

IDST 1114 Introduction to Interdisciplinary Studies (new)

IDST 3114 Honors Topics in Interdisciplinary Studies (new)

Major Name and Designator Change Effective Graduating Class of 2006

Natural Resources, Department of Forestry

From: Natural Resources Recreation (NRR)

To: Natural Resources Conservation (NRC)

Options and Designators Effective Graduating Class of 2006

NR, Department of Forestry, Natural Resources Recreation (NRRE) (new)

NR, Department of Forestry, Natural Resources Education (K-6) (NRED) (new)

NR, Department of Forestry, Natural Resources Science (6-12) (NRSC) (new)

Discontinuance of Majors Effective Graduating Class of 2007

LAHS, Department of Teaching and Learning, Technology Education

LAHS, Department of Teaching and Learning, Career and Technical Education

- Business and Information Technology Education

- Family and Consumer Sciences Education

- Marketing Education

- Vocational Industrial and Health Occupations Education

University Core Curriculum Committee

Jessie Chen-Yu moved for the acceptance of the minutes and approval of the report of the UCCC meeting of October 16, 2003. Bev Watford asked why new courses were still be approved by UCCC given that a freeze had been put on new courses in the core. Ron Daniel responded that the question had been raised during the UCCC meeting, but this course had apparently already been in the pipeline for approval. Ginney Fowler also pointed out that this course was replacing a discontinued course that was part of the core. It was noted that the policy did permit UCCC to make exceptions to the freeze. The motion was approved with one opposed.

– **Report of Commission Standing Committees**

University Library Committee

Heather Ball moved for acceptance of the minutes of the University Library Committee for October 23, 2003. There were no questions and the motion passed unanimously. Heather announced to the members that Eileen Hitchingham, Dean of Libraries, will be speaking to the commission at its next meeting in January 2004.

– **Other Business**

There was no other business.

– **The meeting was adjourned at 4:15 p.m.**

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
February 9, 2004

Present: *The commission agreed that lack of an agenda should not impede the curricula approval process. Therefore the commission established the process to electronically approve curricula in the absence of other agenda items.*

Absent:

– The report of the Committee on Undergraduate Curricula for February 2, 2004 was distributed for electronic voting. The report was approved as presented with no dissenting votes or comments.

Report of the Committee on Undergraduate Curricula
February 2, 2004

For First and Second Reading
Unanimous Approval

Courses Effective Fall 2004

AFST 1714 Introduction to Africana Studies *(Revised)*

AFST 4354 Issues in Africana Studies *(Revised)*

FOR 4114 Information Technologies for Natural Resource Management *(Revised)*
(graduate credit requested)

ESM/MSE 3064 Mechanical Behavior of Materials Laboratory *(Revised)*

ESM 4024 Advanced Mechanical Behavior of Materials *(Revised)*
(graduate credit requested)

Courses Effective Spring 2005

FIW 4414 Population Dynamics and Estimation *(Revised)*

Designator Change Effective Graduating Class of 2005

Women's Studies, Women's Leadership minor designator to WSL from WSLD

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
February 23, 2004
Pamplin 1045, 3:00 P.M.

Present: R. Goss, Chair; H. Ball, M. Barker for J. Nottingham, C. Boone for H. Aref, R. Daniel, J. Davis for P. Knox, D. Dugas, V. Fowler, L. Geyer, D. Hatfield for R. E. Sorensen, M. A. Lewis for J. Niles, R. Oderwald for G. N. Brown, M. Schneller, A. Smith, R. Sturges, D. Sutphin for S. Quisenberry, D. Vaughan, R. Wheeler

Absent: R. Avery, L. Chang, D. Ford, M. Graham, M. McNamee

Visitors: M. Foushee, E. Hitchingham, N. Hughes

– Call to Order and Announcements

Rosemary Goss called the meeting to order at 3:00 p.m.

Rosemary offered the Commission thanks to Bob Wheeler for his willingness to serve as commission representative to the University Core Curriculum Committee. Bob will be completing the term of Jessie Chen-Yu who is on research sabbatical for the Spring Semester.

– Adoption of the Agenda

The agenda was approved as presented.

– Report of Commission Sub-Committees

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for February 16, 2004 was presented by Ginney Fowler. She noted the revision to the effective date for Engineering Education to Summer I 2004. The motion was made and seconded to approve the report as amended. **Approval** was unanimous.

For First and Second Reading
Unanimous Approval
February 16, 2004

Courses Effective Summer I 2004

HNFE 4844 Exercise and Neuromuscular Performance (revised)
(graduate credit requested)

HTM 3954 Hospitality and Tourism Management Study Abroad (new)

Courses Effective Spring 2005

CSES/ENSC/CHEM 4754 Instrumental Analysis for Agricultural and Environmental Sciences (new)
(graduate credit requested)

Checksheets Effective Graduating Class of 2006

Animal and Poultry Sciences, Biotechnology option (revised)
Animal and Poultry Sciences, Production/Business option (revised)
Animal and Poultry Sciences, Science option (revised)

Department Name and Designator Change Effective Summer I 2004

College of Engineering, Engineering Fundamentals (EF) to
Engineering Education (ENGE)

University Core Curriculum Committee

Bob Wheeler moved to accept the minutes of the University Core Curriculum Committee (UCCC) for December 11, 2003. The motion was seconded and passed unanimously.

The motion was also made and seconded to approve the minutes of UCCC for January 12, 2004. Approval was unanimous.

Report from Commission Standing Committees

University Athletic Committee

Christi Boone moved to accept the minutes of the University Athletic Committee (UAC) for September 25, 2003. The motion was seconded and passed unanimously, without discussion.

The motion was then made and seconded to accept the minutes of UAC for October 25, 2003. Approval was unanimous.

University Library Committee

Heather Ball moved to accept the minutes of the University Library Committee for November 18, 2003. The motion was seconded and approved unanimously, without discussion.

Report on the University Libraries

Eileen Hitchingham, Dean of Libraries, reported on the results of the 2003 LibQUAL+, a qualitative assessment of customer satisfaction with top ranking research libraries in North America. Nine hundred eleven undergraduate and graduate students from a variety of disciplines across Virginia Tech were surveyed on five factors for this latest study. The results, while relatively low on the absolute scale, reflected positively on our library service in comparison with other research libraries. These results have been fairly consistent over the years this survey has been conducted. Dean Hitchingham noted that with knowledge and information changing very rapidly, there is the need to develop information fluency skills in our students. She suggested utilizing the core curriculum to accomplish this goal.

Other Business

Rosemary requested that any colleges planning the awarding of degrees posthumously in May to please notify the University Registrar's office as soon as possible.

Leon Geyer presented a draft resolution from the Commission on Faculty Affairs (CFA) regarding proposed revisions to Chapter 4 of the Faculty Handbook. CFA has been working with Terry Wildman, Director of the Center for Excellence in Undergraduate Teaching, on these changes which are both substantive and editorial. CFA requested members of CUSP to review the proposed changes and offer comments or suggestions.

Thoughts shared by those present included clarifying of exams on Reading Day, and evaluation of team taught courses. Some concern was expressed that these revisions seem to be treading on the details of how instructors run their classes; however, Leon assured the commission that the proposed changes in language will actually have the opposite effect.

Mary Ann Lewis requested time to share CFA's proposed revisions with her faculty for their comments. It was also requested that CFA send out a notice highlighting final changes to the handbook when it is completed.

Rosemary reminded the members that the next commission meeting will be March 22nd. There will be no meeting during Spring Break. The meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 22, 2004
President's Boardroom, 3:00 P.M.

Present: R. Goss, Chair; H. Ball, S. Ball for L. Chang, J. Crunkilton for S. Quisenberry; R. Daniel, J. Davis for P. Knox, V. Fowler, L. Geyer, M. A. Lewis for J. Niles, J. Nottingham, R. Oderwald for G. N. Brown, N. Spencer for R. E. Sorensen, B. Watford for H. Aref, R. Wheeler

Absent: R. Avery, D. Ford, M. Graham, M. McNamee, M. Schneller, A. Smith, R. Sturges, D. Vaughan

Visitors: D. Bell, T. Clements, N. Hughes

Call to Order and Announcements

Rosemary Goss called the meeting to order at 3:05 p.m.

Adoption of the Agenda

The agenda was approved as presented.

The minutes of February 23, 2004 were approved electronically without comment and have been forwarded to the University Council.

Resolution CUSP2003-2004B

Resolution to Revise the Writing-Intensive In Major Requirement

Robert Wheeler, CUSP representative to the University Core Curriculum Committee introduced Resolution CUSP2003-2004B for first reading. Terry Clements of UCCC reviewed the resolution for the commission and answered members' questions. With approval of this resolution, each department will be in charge of developing and implementing their own plan, incorporating a speaking-visual-writing requirement in the major. Oversight will be transitioned out of the University Core Curriculum Committee, with assessment falling under the purview of the Provost Office as part of the Five-year Assessment Report.

The commission did express concern regarding the seemingly unrealistic timeframe for implementing department plans. Recommendations were made to change the wording in item #5 of the resolution to ". . . *may* pilot test implementation of new models during the 2004-05 academic year;" and to add "*shall*" for the 2005-2006 academic year. The members also recommended the effective date be revised to the entering class of 2005.

Second reading of this resolution will be at the Commission's next meeting on April 12th.

Report of Commission Sub-Committees

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee meeting for February 19, 2004 were presented by Bob Wheeler. The motion was made and seconded to accept the minutes as presented. **Approval** was unanimous.

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula meeting for March 1, 2004 was presented by Ginney Fowler. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

**For “First and Second Reading”
Unanimous Approval
March 1, 2004**

Courses Effective Fall 2004

ECE 4344 Electric Power Quality for Digital Economy (New)
WOOD 1234 Introduction to Wood Science and Forest Products (New)
WOOD 2554 Wood Materials Science and Techniques (New)
WOOD 3334 Non-timber Forest Products (New)
(with modifications)
WOOD 3534 Lumber Manufacturing and Drying (New)
WOOD 3544 Secondary Wood Products Manufacturing (New)
(with modifications)
WOOD/FOR 3784 World Forests and Forest Products (Revised)
(with modifications)
WOOD 4124 Paper and Paperboard Packaging (New)
WOOD 4154 Computer Application Systems in Forest Products (Revised)
(with modifications)
WOOD 4224 Wood Pallet, Container, and Unit Load Design (New)

Courses Effective Spring 2005

FOR 3724 Forest Boundaries and Roads (Revised)

Deletion of Option Effective Graduating Class of 2005

College of Engineering, Civil and Environmental Engineering option (CEEN)

Courses to be Deleted Effective Fall 2004

WOOD 2114 Environment, Society, and the Use of Wood
WOOD 4524 Wood Drying and Durability

The report of the Committee on Undergraduate Curricula meeting for March 15, 2004 was also presented by Ginney Fowler. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

**For “First and Second Reading”
Unanimous Approval
March 15, 2004**

Courses Effective Fall 2004

AS 2944 AFROTC Leadership Laboratory (New)
AS 1115-1116 Introduction to the Air Force (Revised)
AS 2115-2116 The Development of Air Power (Revised)
AS 3215-3216 Air Force Management and Leadership (Revised)
AS 4215-4216 National Security Forces in Contemporary American Society (Revised)
ECE 3004 AC Circuit Analysis (New)
ECE/CS 4570 Wireless Networks and Mobile Systems (New)
(graduate credit requested)
ENGE 1024 Engineering Exploration (New)
ENGE 1224 Introduction to Engineering Ethics (New)
HTM 3484 Socio-Cultural Impacts of Tourism (New)
VMS 4064 Introduction to Medical Physiology (New)
WOOD 2614 Forest Products Marketing (New)

Courses Effective Spring 2005

ENGE 1104 *Exploration of the Digital Future (New)*

ENGE 1114 *Exploration of Engineering Design (New)*

ENGE 1204 *Digital Future Transition (New)*

ENGE 1214 *Engineering Design Transition (New)*

Courses to be Deleted Effective Fall 2004

EF 1015-1016 *Introduction to Engineering*

WOOD 4614 *Distribution and Marketing of Wood Products*

– Reports of Commission Standing Committees

University Athletic Committee

Bev Watford presented the UAC minutes of November 10, 2003 and January 20, 2004. The motion was made and seconded to accept the minutes as presented. Approval was unanimous.

University Library Committee

Heather Ball presented the minutes of January 20, 2004 and February 17, 2004 for the University Library Committee. The motion was made and seconded to accept the minutes as presented. Approval was unanimous.

– Request for Degree Awarded Posthumously

Bev Watford requested that a degree be awarded posthumously to Francis Aphrem, Bradley Scholar in Electrical Engineering. The motion was made and seconded to approve the degree. Approval was unanimous.

– Other Business

Ron Daniel encouraged commission members bring the proposed Common Book list to the attention of their fellow faculty members. Faculty may vote to select a book on the current list or may propose a different book. The new selection will replace *Einstein's Dreams*.

– The meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 26, 2004
President's Boardroom, 3:00 P.M.

Present: R. Goss, Chair; S. Ball for L. Chang, J. Crunkilton for S. Quisenberry, R. Daniel, J. Davis for P. Knox, D. Ford, L. Geyer, M. A. Lewis for J. Niles, J. Nottingham, R. Oderwald for G. N. Brown, M. Schneller, A. Smith, N. Spencer for R. E. Sorensen, D. Vaughan, R. Wheeler

Absent: H. Aref, R. Avery, H. Ball, V. Fowler, M. Graham, M. McNamee, J. Seiler, R. Sturges

Visitors: M. Foushee, N. Hughes, P. Patel

– **Call to Order and Announcements**

Rosemary Goss called the meeting to order at 3:05 p.m.

Adam Smith, Commission representative from the Undergraduate Honor System, was congratulated as the recipient of the H. H. Mitchell Outstanding Leadership Award, presented by Pamplin College of Business.

– **Adoption of the Agenda**

The agenda was approved as presented.

– **The minutes of April 12, 2004 were approved electronically and have been forwarded to the University Council.**

– **Resolution CUSP2003-04B**

Resolution to Revise the Writing-Intensive Requirement

Rosemary reported on the University Council concerns expressed during the Council's first reading of the resolution to revise the writing-intensive requirement. Those concerns include a lack of guidelines, shifting of oversight, deletion of courses, and availability of resources. Dr. Ford noted that distribution of resources cannot be determined until a state budget is approved. Wording in the resolution has been changed from "speaking, writing, and visual" to "spoken, visual and written communication."

– **Report of Commission Sub-Committees**

Committee on Undergraduate Curricula

Bob Wheeler presented the report of April 12, 2004 for the Committee on Undergraduate Curricula.

The first item of the report had received non-unanimous approval by the committee. The motion was made and seconded to waive first reading for this item. The motion passed, with one opposed. The motion was then made and seconded to approve the entire April 12, 2004 report for first and second reading. The motion passed with one opposed.

*For "First Reading Only"
Non-unanimous Approval
April 12, 2004*

Courses Effective Fall 2004

WOOD 4004 Senior Seminar in Forest Products Marketing and Management (Revised)

*For "First and Second Reading"
Unanimous Approval*

Courses Effective Fall 2004

BC 1214 Introduction to Building Construction I (Revised)

MGT 4064 Innovation, Technology, and Entrepreneurial Leadership (New)

WOOD 4624 Wood Industry Production Operations Management (Revised)

WOOD 4634 Forest Products Business Management (New)

Checksheets Effective Graduating Class of 2005

English, Cultural Studies minor (Revised)

English, Literature minor (Revised)

Discontinuance of Bachelor of Arts Graduating Class of 2008

Art and Art History, Graphic Design concentration

Art and Art History, Studio Art concentration

The motion was made and seconded to approve the CUC report of the meeting of April 19, 2004. Approval was unanimous.

*For "First and Second Reading"
Unanimous Approval
April 19, 2004*

Courses Effective Fall 2004

ACIS 2504 Personal Computers in Business (Revised)

BC 2044 Building and Materials (New)

BC 4014 Building Systems Technology II (Revised)

ESM 4204 Musculoskeletal Biomechanics (Revised)

(graduate credit requested)

ESM 4234 Mechanics of Biological Materials and Structures (New)

(graduate credit requested)

MATH 4654 Senior Math Education Seminar (New)

Checksheets and Designators Effective Graduating Class of 2006

African Studies minor (AFAS) (New)

African American Studies minor (AAMS) (Revised)

Designator Effective Graduating Class of 2006

ESM/MSE/PHYS Microelectronics Engineering minor, (MEEN)

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee for April 15, 2004 were presented by Bob Wheeler. The motion was made and seconded to accept the minutes as presented. Approval was unanimous.

– **Selection of Committee Representatives for 2004-05**

CUSP representatives to several committees, including the University Athletic Committee, University Core Curriculum Committee, Committee on Academic Support, Commencement Committee and Committee on Academic Policies, are elected each year by the membership. Bevelee Watford, representative to the University Athletic Committee, and David Vaughan, representative and chair of the Committee on Academic Support for 2003-04, were unanimously elected to serve in these respective positions for the 2004-05 academic year.

Representatives to the remaining committees will be elected at the first CUSP meeting in Fall 2004.

– **There was no other business.**

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

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar