

**University Council Minutes**  
**October 19, 2009**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Daniel Wubah (Presiding), Richard Benson, Jeb Stewart for Earving Blythe, Jack Finney for Lay Nam Chang, Jack Davis, John Dooley, Elizabeth Flanagan, Alan Grant, Kim O'Rourke, Fred Piercy for Sue Ott Rowlands, Melinda West for Dwight Shelton, Maggie Sloane, Kay Hunnings for Richard Sorensen, Ed Spencer, Tom Tillar, Tom Inzana for Robert Walters, Paul Winistorfer, Terry Clements, Mike Ellerbrock, Carla Finkielstein, William Huckle, Maxine Lyons, Michelle McLeese, Patrick Miller, Leslie O'Brien, Guy Sims, Heather Boyd, Jim Kuypers, Sam Easterling, Sheila Carter-Tod, Dave Dugas, Judy Alford, Jean Brickey, Travis Hundley, Lori Anne Kirk, Wyatt Sasser, Dave Shuster, Annette Bailey, Kim Beisecker, Keisha Riley, Laura Freeman, Lindsay Moss, Amy Reed, Alyson Boyce, Jeff Chuang, Angella De Soto, Ally Hammond, Shane McCarty, Steven Murphy, Rebecca French, Kristina Hartman, Gary Long, Tom Tucker

**Absent:** Charles W. Steger (with notice), Karen DePauw, Eileen Hitchingham, Kevin McDonald, Mark McNamee (with notice), Gerhardt Schurig, Sherwood Wilson, Frances Keene, Susanna Rinehart, Joyce Rothschild, Lewis Wasserman, Danny Axsom, Gene Seago, Dean Stauffer, Bob Sturges, David Vaughan, Stacey Poertner (with notice), Craig Keys, Mike Parrish (with notice), Wayne Scales

**Guests:** Anna Barrenechea, Heidi McCoy, April Myers, Erica Swanson, Kim Timpany

In the absence of President Steger and Provost McNamee, Dr. Wubah called the meeting to order at 3:00 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made and seconded to adopt the agenda. The motion carried.

**2. Announcement of approval and posting of minutes of May 4, 2009**

Dr. Wubah noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>). (Note that the meetings scheduled for September 14, 2009, and October 5, 2009, were cancelled.)

**3. New Business**

**Commission on Equal Opportunity and Diversity**

Resolution 2009-10A

Updating the Membership of the Commission on Equal Opportunity and Diversity

Dr. Guy Sims presented the resolution for first reading. The Commission is requesting the addition of the Dean of Students as an ex officio member of the Commission on Equal Opportunity and Diversity. The Dean of Students is responsible for the Campus Climate Team and would be a valuable Student Affairs resource to the commission.

## **Commission on Student Affairs**

Resolution 2009-10A

Resolution Amending the Constitution of the Virginia Tech Student Government Association

Ms. Michelle McLeese presented the resolution for first reading. Ms. McLeese introduced Ms. Erica Swanson to give background information on the resolution. The Commission on Student Affairs passed this resolution on September 17, 2009. The resolution is requesting updating the SGA constitution to be consistent with current processes and procedures as well as allow it to be a flexible document that can change with time. The resolution is also requesting the addition of an independent Judicial Branch and the addition of new positions created since the last update in May 2005.

Referring to Article IV item B number 2, a typographical error was pointed out to add an “s” to the word week.

Referring to Article VI item L, a request was made to change “Faculty Advisor” to say “advisor” in order to clarify the inclusion of staff and administration to fill the role in addition to faculty.

Referring to Article VI item D number 2i, a typographical error was pointed out to remove the word “be” after the word “to” in order to state “To attend all Legislative meetings...”

### **4. Announcement of Approval and Posting of Commission Minutes**

These minutes have been voted on electronically and will be posted on the University web (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Administrative and Professional Faculty Affairs  
May 13, 2009  
September 9, 2009
- Commission on Equal Opportunity and Diversity  
April 20, 2009  
May 4, 2009  
September 14, 2009
- Commission on Faculty Affairs  
April 24, 2009  
September 11, 2009
- Commission on Graduate Studies and Policies  
April 1, 2009  
April 15, 2009
- Commission on Outreach and International Affairs  
April 9, 2009  
May 14, 2009  
September 10, 2009
- Commission on Research  
March 11, 2009

- May 13, 2009
- Commission on Staff Policies and Affairs
  - April 21, 2009
  - August 18, 2009
- Commission on Student Affairs
  - April 30, 2009
  - September 17, 2009
  - October 1, 2009
- Commission on Undergraduate Studies and Policies
  - April 27, 2009
- Commission on University Support
  - September 17, 2009

#### **4. Commission Chair Reports**

Dr. Wubah asked Commission chairs to present briefly their goals for the academic year.  
(Note: the chair of CAPFA was absent.)

1. Commission on Equal Opportunity and Diversity – Dr. Guy Sims, Chair
  - a. Invite representative from across campus to speak to the commission on diversity issues to keep abreast of what is going on
  - b. Updates from the caucuses (Black Caucus, Hispanic Caucus, & LGBT Caucus)
  - c. SGA Diversity Planning and Forum report
  - d. Report on the Virginia Tech diversity strategic plan and the 10 year history of diversity at Virginia Tech
  - e. Report on the Mediation Program for students
  - f. Minority recruitment efforts and update
  - g. Report from the Human Development Committee
  - h. Report from the Women's Center
  - i. Development of Virginia Tech diversity awards
  - j. Resolution to add the Dean of Students to the CEOD roster
  - k. Resolution to revise Policy 1025 to add gender identity and expression and genetic information as covered characteristics in the universities anti-discrimination policy
2. Commission on Faculty Affairs – Dr. Mike Ellerbrock, Chair
  - a. Review of revisions to Policy 1025 to incorporate gender identity and expression
  - b. Review of whether faculty parents should teach their own children
  - c. Discussion of ASOs and business plans
  - d. Work on policy to address involuntary conversions from calendar year to academic year (referral from Faculty Review Committee)
  - e. Faculty mentoring initiatives
  - f. Briefing on faculty credentials and accreditation
  - g. Promotion and tenure issues:
    - Data on promotion to full professor
    - Study on tenure by cohort
    - Policy requiring departments to document expectations
  - h. Student evaluations of teaching
  - i. On-going discussions on budget impacts on faculty

- j. Briefing on development of electronic faculty activity report (probably late fall, early spring)
  - k. Review quality of graduate student advising
  - l. Review of faculty incentive plan
  - m. Faculty WorkLife survey
  - n. Master Teachers Program via CEUT/CIDER
3. Commission on Graduate Studies and Policies – Dr. Patrick Miller, Chair
- a. Review of Accelerated Graduate and Undergraduate degree proposal
  - b. National Research Council Assessment of Doctoral Degree programs
  - c. Review of final fair use check sheet
  - d. Review and audit of the distance graduate courses
  - e. Review of Doctoral residence requirements
  - f. Review of findings of Dean DePauw’s task force on the culture of graduate education
  - g. Review and revise the ETD Project
  - h. Policy on outside employment for graduate students that are on assistantships
4. Commission on Outreach and International Affairs – Professor Terry Clements, Chair
- a. Work with the Commission on Research to resolve conflicting policies for the review of Virginia Tech research centers
  - b. Work with Outreach Council on updating the language in Policy Memorandum 49 : University Policy on Continuing and Professional Education
  - c. Review and possibly develop a Certificate in International Studies for students
  - d. Review and possibly develop a risk management policy for requiring evacuation insurance for all students participating in education abroad programs
  - e. Completing the White Paper on Engagement at Virginia Tech
  - f. Administer the Alumni Award for Individual Excellence in Outreach and Team Excellence in Outreach
5. Commission on Research – Dr. William Huckle, Chair
- a. Periodic review of university-level research centers or institutes and their directors
  - b. Review charters of new or reorganized research centers or institutes
  - c. Approved the charter of the Fralin Life Science Institute at first meeting of fall 2009
  - d. Review and possibly recommend revisions to policies 3020 and 13005, which govern the creation, management, and assessment of university research centers
  - e. The Commission intends to keep in closer contact with the University Library Committee
6. Commission on Staff Policies and Affairs – Ms. Maxine Lyons, Chair
- a. Review of the Winter Closing Policy
    - Look at the data gathered in the winter of 2008
    - How many offices closed, how many people did not work, etc?
  - b. Seek ways to possibly help staff that have converted to AP faculty – should they have representation through Staff Senate, CAPFA, or other alternatives
  - c. Review ways to reward staff who achieve excellent performance reviews when there is no money for the merit award
  - d. Review various ways to boost staff morale during the current budget situation
    - Consider employee rewards such as extra leave days

- Make staff aware of temporary workforce reduction, the leave manual, and ways that HR can help

7. Commission on Student Affairs – Ms. Michelle McLeese, Chair

- a. Continue to address as many student concerns as possible
- b. Conduct a membership review study
- c. In-depth study of the rules and regulations of university governance
- d. Review of USA Today Readership Program (Commission did not support)
- e. Review of Conflict Resolution and Mediation Services, Policy 1025
- f. Review of university budget issues, strategic plan, and architecture

8. Commission on Undergraduate Studies and Policies– Dr. Carla Finkelstein, Chair

- a. Work with Commission on Graduate Studies and Policies on joint BS/MS program requirements
- b. Work on the development of an electronic course tracking system
- c. Clarify some organization of governance issues

9. Commission on University Support – Ms. Leslie O'Brien, Chair

- a. Review the Computing and Communication Resources Committee to determine if it should be revived or reconstituted

**5. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
April 30, 2009  
May 28, 2009  
August 27, 2009

**6. Adjournment**

There being no further business, a motion was made to adjourn the meeting at 3:27 p.m.