1. Adoption of Agenda
   Dr. Cyril Clarke

2. Announcement of approval and posting of minutes of February 18, 2019
   Dr. Cyril Clarke
   These minutes have been voted on electronically and will be posted on the University web.

3. Old Business
   Dr. Cyril Clarke
   Commission on Graduate Studies and Policies
   Resolution CGSP 2018-19D
   Resolution on to Create a New Full-Time Candidate Status for Doctoral Students
   Dr. Rajesh Bagchi
   Commission on Graduate Studies and Policies
   Resolution CGSP 2018-19E
   Resolution on Policy Management of Graduate Assistantships and Tuition Remission
   Dr. Rajesh Bagchi

3. New Business
   Dr. Cyril Clarke
   Commission on Faculty Affairs
   Resolution CFA 2018-19A
   Resolution to Amend the Faculty Senate Constitution to Adopt the Parliamentary Rules Used by University Council
   Mr. Bob Hicok
   Commission on Faculty Affairs
   Resolution CFA 2018-19B
   Resolution to Amend the Faculty Senate Constitution Regarding Term Limits
   Mr. Bob Hicok
   Commission on Faculty Affairs
   Resolution CFA 2018-19C
   Resolution to Amend the Faculty Senate Constitution Regarding Amendments to the Faculty Senate Constitution
   Mr. Bob Hicok
   Commission on Faculty Affairs
   Resolution CFA 2018-19D
   Resolution to Amend the Faculty Senate Constitution Regarding the Function of Faculty Senate as Faculty Voice
   Mr. Bob Hicok

4. Announcement of acceptance and posting of Commission Minutes
   Dr. Cyril Clarke
   These minutes have been accepted for filing by electronic vote and will be posted on the University web. Note that the purpose of including Commission minutes on the agenda 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 Faculty Affairs
February 8, 2019
5. For Information Only

Minutes of the University Advisory Council on Strategic Budgeting and Planning
November 15, 2018
January 17, 2019

6. Presentation
Update on Strategic Planning Process
Dr. Menah Pratt-Clarke
Ms. Erin McCann

7. Presentation
Update on Climate Survey Results
Mr. Bryan Garey
Ms. Michele Deramo

8. Presentation
Update from the General Assembly
Mr. Tim Hodge

9. Adjournment
Dr. Cyril Clarke
A Resolution to Create a New Full-Time Candidate Status for Doctoral Students

WHEREAS, current doctoral students who have passed their preliminary examinations may need to remain enrolled full-time (at least nine credit hours) per semester; and

WHEREAS, doctoral students who have passed their preliminary examinations are engaged primarily in research and enrolled in few or no graded courses; and

WHEREAS, paying full-time tuition while being enrolled principally in Research and Dissertation credits can create a financial burden for the self-funded student; and

WHEREAS, in other cases, having to pay full-time tuition for a doctoral candidate consumes precious funds (external grant funding, fellowships and other funding, tuition remissions) that could otherwise be available for alternative purposes;

NOW, THEREFORE, BE IT RESOLVED that a new status to be termed “Candidate Status” be created for Virginia Tech doctoral students who have been enrolled in their graduate program at Virginia Tech for at least two years and who have passed their preliminary examination in accordance with Graduate School policy; and

BE IT FURTHER RESOLVED that the new Candidate Status will be considered full-time enrollment at Virginia Tech with a commitment to full time effort, but students in Candidate Status will be charged a special tuition rate equivalent to three credit hours; and further that those students in Candidate Status will be permitted to enroll in up to three credits of graded coursework per semester in addition to Research and Dissertation credits. Candidate Status will be renewable annually for a period not to exceed three years, as long as the student is enrolled in a doctoral program at Virginia Tech and remains continually in good academic standing; and,

LASTLY, BE IT RESOLVED that the implementation of Candidate Status will be contingent upon the university being able to devise a plan that would reduce the financial impact to an acceptable level in the context of the university’s priorities.
Graduate Student Assembly of Virginia Tech
Resolution 2018-19B
Resolution in Strong Support of a New Full-Time Candidate Status for Doctoral Students

Sponsoring Delegate: Joseph Kozak

Approved, GSA [date]
Faculty Senate Review [date]
Staff Senate Review [date]
Graduate Student Assembly Review [date]
Student Government Association Review [date]
Approved, University Council [date]
Approved, President [date]
Approved, Board of Visitors [date]
Effective Date Fall, 2019

WHEREAS, on December 5th, 2018, the Commission on Graduate Studies & Policies (CGS&P) put forth a first reading of Resolution 2018-19D: the Resolution to Create a New Full-Time Candidate Status for Doctoral Students; and

WHEREAS, CGS&P18-19D proposes to create a special “Candidacy Status” for doctoral students who have been enrolled in their department or program for at least two years, and who have passed their preliminary exams; and

WHEREAS, “Candidacy Status” would allow graduate students to be enrolled full-time, yet only pay for three credits, for up to three years; and

WHEREAS, paying full-time tuition while doing research or teaching for one’s department, writing one’s dissertation, and taking few to no courses is a financial burden, especially for self-funded students; and

THEREFORE, BE IT RESOLVED, that the Graduate Student Assembly of Virginia Tech strongly supports the adoption of a “Candidate Status” for Virginia Tech doctoral students who
have been enrolled in their department or program for at least two years, and who have passed their preliminary exam;

THEREFORE, BE IT FURTHER RESOLVED, that the Graduate Student Assembly of Virginia Tech waives a second reading for this resolution, as there will be no General Assembly Meeting before the second reading of CGS&P18-19D on Wednesday, February 6th, 2019.
Staff Senate review of CGSP 2018-19D resolution

While there is support from Staff Senators for making graduate education more affordable, Senators have expressed concerns about how this affects budgets (much as was discussed in University Council this week), how this might affect eligibility for student health insurance, and whether doctoral students would be pressured to stay in the status longer than necessary so faculty could have a lower cost lab assistant (than if the student completed the degree and became a post-doc).

Accordingly, Staff Senate will not support this resolution at this time until we have more clarity around these issues.

Robert Sebek
President, Staff Senate
Commission on Graduate Studies and Policies
Resolution 2018-19E
Resolution on Policy for the Management of Graduate Assistantships and Tuition Remission

Approved, Commission on Graduate Studies and Policies February 6, 2019
Faculty Senate Review, Waived February 12, 2019
Staff Senate Review February 8, 2019
Graduate Student Assembly Review January 31, 2019
Student Government Association Review, Waived February 12, 2019
First Reading, University Council February 18, 2019
Second Reading, University Council March 4, 2019
Approved, President
Approved, BOV
Effective Date

WHEREAS, graduate assistantships are a unique form of university appointment, providing the most important source of funding for graduate students, and

WHEREAS, the majority of full-time graduate students are employed as graduate assistants, graduate research assistants, and graduate teaching assistants in every semester, and

WHEREAS, the Graduate School is responsible for administering policies and procedures related to assistantships and tuition remission, and

WHEREAS, currently such policies and procedures are documented in different places and formats such as the Faculty Handbook, the Graduate Catalog, and the Code of Virginia, making their full review difficult for stakeholders,

THEREFORE, BE IT RESOLVED, that assistantship policies and procedures be documented in a single university policy.
Management of Graduate Assistantships and Tuition Remission

1.0 Purpose
This policy establishes standards for the management of graduate assistantships and associated benefits including tuition remission. Graduate assistantships are a unique form of university appointment that allow graduate students to gain valuable training and professional experience in teaching, research or administration while providing service to the university.

2.0 Policy
The Graduate School is responsible for administering this policy. The Graduate School also maintains detailed information and procedures for managing assistantships.

2.1 Types of Graduate Assistantships
A full assistantship (1 FTE) equals 20 hours of work per week on average. Graduate students on assistantships are considered to be non-exempt employees under the Fair Labor Standards Act, unless their primary responsibility is teaching, whose employment is conditional based on their enrollment and secondary to their student status. There are three types of graduate assistantships:

Graduate Assistant (GA): GAs provide academic and program support to faculty or departments. GA responsibilities may be administrative in nature and consist of duties unrelated directly to teaching or research (such as academic advising, program planning, advising student groups, and assisting with the administration of student services offices). GA responsibilities also may be academic in nature and include grading examinations, problem sets, and/or lab assignments, setting up displays for lectures or laboratory sections, and preparing or maintaining equipment used in laboratory sections.

Graduate Teaching Assistant (GTA): GTAs assist faculty in the teaching mission, with assignments including laboratory teaching, grading of examinations, problem sets and/or lab assignments, setting up displays for lectures and laboratory sections, and preparing or maintaining equipment used in laboratory sections. GTAs must have 18 credit hours of graduate-level course work in their teaching discipline to be assigned full responsibility for teaching an undergraduate course. GTAs lacking this training may be assigned to work under the supervision of a faculty member who will be the instructor of record for the course. Graduate students may assist faculty in teaching graduate courses but may not be the instructor of record for the course. GTAs are required to attend and be enrolled in the GTA Workshop (GRAD 5004, 1 cr., P/F) in the first semester of their teaching appointment at Virginia Tech.

Commented [MG1]: Martin Daniel, Associate VP for HR Strategic Engagement confirmed that all graduate students are exempt from the minimum wage and OT requirements of FLSA. The confusing sentence can be removed from the policy.
Graduate Research Assistant (GRA): GRAs conduct research under the direction of a faculty member, who is typically a principal investigator on an external grant or contract that funds the GRA and determines the nature of research work required for the assistantship. The research work required for the GRA is determined by the funding source and is typically beyond research done for academic credit toward the student's degree.

2.2 Eligibility to Hold Graduate Assistantship

In order to hold a graduate assistantship appointment, students must meet the following requirements. Exceptions may be granted by the Graduate School based on a request from the hiring department.

- Be a degree seeking graduate student in regular (GPA of 3.0 or greater) or provisional (GPA of 2.75-2.99) status. Departmental GPA requirements may be higher.
- Have a GPA of 3.0 or higher; departmental requirements may be higher.
- Maintain satisfactory progress toward attainment of a graduate degree.
- Enroll in a minimum of 12 credit hours per semester (fall and spring). Audited courses do not qualify in satisfying this minimum. Graduate students holding assistantships during the academic year and/or in the summer are not required to enroll during summer sessions, except if they are taking a preliminary or final examination.
- Meet employment eligibility requirements to work in the U.S.
- Five-year bachelor/master's students may hold assistantships in the last semester of their senior year and receive an in-state tuition scholarship, but their out-of-state fees cannot be waived.

2.3 Standard Assistantship Compensation and Benefits

Assistantships are the primary source of funding for graduate students. Assistantship compensation is designed to enable students on full assistantship appointments to pursue their graduate degree program. Hiring departments must provide an assistantship compensation package that includes the following components:

- A monthly stipend at a rate that falls within the assistantship stipend table approved by the Board of Visitors.
- In-state tuition and mandatory E&G fees remission at least in proportion to the assistantship FTE for fall and spring semesters. This includes program-specific fees (e.g., Engineering, Architecture and Design, MSBA-BA, and MSBA-HTM), and excludes executive and professional program fees and the nonresident Commonwealth Facility and Equipment Fee. Exceptions may be approved by the Graduate School when students are awarded supplemental tuition assistance from external funding agencies and depending on the definition and priority of authorized payers.
- Out-of-state differential tuition waiver (if eligibility requirements are met).
- Health insurance subsidy (if eligibility requirements are met) at the rate approved by the Board of Visitors. Payment of summer tuition and mandatory E&G fee is optional.

2.4 Additional Employment for Students Holding Graduate Assistantships

Graduate students on assistantships are not prohibited from seeking additional employment (restrictions may apply to international students based on their visa status). Students should consult with their academic advisor and/or assistantship supervisor as applicable regarding the fulfillment of their assistantship and graduate study responsibilities. Students must notify the Graduate School about any additional employment, including the period of
employment, name and contact of employer, and job title or short description of duties using the mechanism provided by the Graduate School.

2.5 Assistantship Management

Hiring departments create and manage their assistantship positions according to Graduate School and Human Resources policies and procedures:

- Graduate assistantship contracts must be issued through the university-approved Graduate Contract System.
- The contract must be signed (electronically approved) by an authorized representative of the hiring department and the student before an appointment can be made.
- Electronic personnel action and tuition remission may be entered after an assistantship contract has been signed by all parties.
- Assistantship eligibility requirements are jointly monitored and enforced by hiring departments and the Graduate School.
- Assistantship benefit eligibility requirements are jointly monitored by the Bursar’s Office, the Graduate School, and the Student Medical Insurance Office.

2.5.1 Standard Assistantship Contract Start and End Dates

Standard assistantship start and end dates have been established to ensure that graduate assistants receive a semi-monthly payment during the entire period of the semester or academic year (nine paychecks a semester or 18 paychecks during the academic year). Whenever feasible, assistantship appointments should cover the entire semester or academic year, since assistantships are often the sole source of income for students.

To correspond with the billing cycle of some assistantship benefits, such as the graduate health insurance program, university subsidies are optimized for full assistantships with standard start/end dates of Aug 10-May 9, though the benefit may span a full calendar year.

Standard Graduate Assistantship Agreement Start and End Dates:

- Academic Year: August 10 through May 9
- Fall Semester: August 10 through December 24
- Spring Semester: December 25 through May 9
- Summer: May 10 through August 9 (Summer I: May 10-Jun 24; Summer II: Jun 25-Aug 9)

2.5.2 Allowable personal/sick leave [proposed for 2019-20]

Personal or Sick Leave:

Graduate students should work with their supervisors to schedule their work hours. Absences (either sick or personal) should be accommodated when possible and the work schedule adjusted to enable the graduate student to complete their academic and assistantship work commitments. Graduate students who work more than 40 hours in a work week on an assistantship and wage appointment combined are eligible for over-time pay. Graduate students are responsible for disclosing to their wage department their assistantship obligations.
Holidays:
Graduate students are not required to work when the university is officially closed, such as on a holiday, or weather-related closing, unless they are designated as essential personnel for lab operations.

Graduate School Work-Life Grants:
In collaboration with the college deans and the provost, the Graduate School established the Work-Life Grant Program to provide temporary financial assistance to departments to enable them to continue support for graduate students on assistantship during periods of pregnancy, childbirth, adoption, and medical emergency.

Departments can request financial assistance equivalent to a graduate assistantship stipend for 6 weeks (3 payroll periods). The Graduate School provides one-half of the 6-week stipend and the college dean provides the other half of the 6-week stipend. These 208 E&G resources may be used in a variety of ways to ensure that the research/teaching/administrative effort is not adversely impacted and the graduate student continues to be supported while on leave. The Graduate School coordinates the distribution of work-life grants to eligible students.

Jury Duty:
Graduate students who are called for jury duty, subpoenaed, or summoned to appear in court, will be excused from work, except when he or she is a defendant in a criminal or civil case. This leave should be requested before it is taken. Any time spent in court as a defendant in a criminal or civil case must be accommodated in the work week by the supervisor.

2.5.3 Accommodations for Students with Disabilities [proposed for 2019-20]

Students on graduate assistantships may request assistance or reasonable accommodations for performing their assistantship duties by contacting ADA and Accessibility Services for workplace accommodations. The determination of whether an accommodation is reasonable is specific to the student and the essential functions of the student’s position. It involves a legally mandated interactive process between the employee and supervisor, and must be authorized and facilitated by members of the ADA and Accessibility Services unit. As part of this process, the student may be asked to provide medical documentation concerning their disability.

Students who experience an academic barrier and need to request classroom accommodations should contact Services for Students with Disabilities to request academic accommodations.

2.6 Tuition Remission

As a benefit associated with university service, the remission of tuition and mandatory E&G fees for a graduate student on assistantship is based upon the continued employment of the student for the complete academic semester of the remission. Tuition remission provides a mechanism for the payment of tuition and mandatory E&G fees as part of the assistantship benefits package. Hiring departments must provide in-state tuition and mandatory E&G fees remission at least in proportion to the assistantship FTE for fall and spring semesters; tuition remission may be provided at a percentage higher than the assistantship FTE at the discretion of the hiring department.

Compliance with tuition remission policies and procedures is jointly managed by the Bursar’s Office, the Controller’s Office, and the Graduate School. Tuition funding rules are established by the Graduate School and the Controller’s Office.
2.6.1 Tuition Funding Rules
Tuition funding rules apply to unfunded tuition remission waiver (997XXX) funds as well as all federal, private, and state sponsored funds. The rules ensure that the portion of tuition charged to the fund is aligned with the assistantship position funding.

Departments may receive an allocation of 999xxx and 997xxx funds to be used for graduate tuition each year. The 999xxx funds can be used for students who have a GA, GTA or GRA appointment provided that the student's stipend is not funded by a sponsored program fund. 997xxx funds can be used for graduate assistants who earn more than $4,000 per year (at least $2,000 per semester), and whose stipend is not being paid by a sponsored program fund.

Exceptions may be granted by the Graduate School in some circumstances that may include (1) split appointments for GRAs who are partially funded on sponsored program funds; (2) GRAs being paid on sponsored program funds that do not allow tuition awards; and (3) when a sponsored program requires cost sharing.

2.6.2 Tuition Obligation upon Early Termination of Assistantship [proposed for 2019-20]
Except in cases where the student is withdrawing from the university for family/medical reasons, if a student or department terminates the assistantship prior to the completion of the academic semester, the remission of tuition and E&G fees shall be calculated in four week increments, with each quarter of tuition earned by the completion of four full weeks of work and full remission earned only if the student completes the assistantship (16 full weeks or more in a semester). Other benefits, such as health insurance subsidy and out-of-state tuition waiver, will be recalculated based on eligibility requirements, and the student will be billed for the remaining balance.

The table below details the tuition obligations for students who leave the assistantship appointment before the semester is complete.

<table>
<thead>
<tr>
<th>NUMBER OF WEEKS INTO SEMESTER WHEN ASSISTANTSHIP IS TERMINATED</th>
<th>STUDENT OBLIGATION*</th>
<th>DEPARTMENT OBLIGATION**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero weeks through three weeks and 6 days</td>
<td>100% of tuition &amp; fees</td>
<td>0%</td>
</tr>
<tr>
<td>Four weeks through seven weeks and 6 days</td>
<td>75% - tuition and E&amp;G fees</td>
<td>25% - tuition and E&amp;G fees</td>
</tr>
<tr>
<td>Eight weeks through eleven weeks and 6 days</td>
<td>50% - tuition and E&amp;G fees</td>
<td>50% - tuition and E&amp;G fees</td>
</tr>
<tr>
<td>Twelve weeks through fifteen weeks and 6 days</td>
<td>25% - tuition and E&amp;G fees</td>
<td>75% - tuition and E&amp;G fees</td>
</tr>
<tr>
<td>Sixteen weeks or more (full semester)</td>
<td>0%</td>
<td>100% - tuition and E&amp;G fees</td>
</tr>
</tbody>
</table>

The comprehensive and capital fees are non-refundable and no reduction will be made after the beginning of classes.

*Student responsible for any amount not paid by department.
**Percent of tuition paid by department

2.7 Unfunded Differentials
The Unfunded Differential is the difference between in-state tuition and out-of-state tuition. The Code of Virginia allows out-of-state fees to be waived for graduate assistants who earn more than $4000 during the academic year (between Aug 10 and May 9) on assistantship stipend. Earnings in wage positions or summer graduate assistantship appointments do not count toward meeting this requirement.

Eligibility for out-of-state waiver based on assistantship status and earnings:

- **Fall:** Must be on 4.5- or 9- or 12-month GA/GTA/GRA and earn at least $2000 on assistantship stipend between Aug 10-Dec 24
- **Winter:** Must be on a 9- or 12-month GA/GTA/GRA and earn at least $2000 on assistantship stipend between Aug 10-Dec 24, or $4000 or more between Aug 10-May 9
- **Spring:** Must be on 4.5- or 9- or 12-month GA/GTA/GRA and earn at least $2000 on assistantship stipend between Dec 25-May 9
- **Summer:** Must have been on a 9- or 12-month GA/GTA/GRA or spring-only assistantship and earned at least $4000 on assistantship stipend between Aug 10-May 9

Students enrolled in programs that have a program-specific flat graduate online tuition rate are not eligible for the out-of-state waiver, because tuition for these programs are not residency specific.

### 3.0 Procedures

#### 3.1 Graduate Assistantships

Students offered an assistantship must sign a graduate assistantship contract, which is issued by the hiring department. The contract stipulates the beginning and ending dates of the appointment, the type of assistantship, the amount of the monthly stipend, whether the student is expected to work during school breaks, and any other special conditions. The contract also indicates the percentage of tuition scholarship, E&G fees and program-specific fees that will be paid by the department, and whether or not the out-of-state portion of the tuition (UF Differential) will be waived.

Once an assistantship contract is properly executed, hiring departments enter the assistantship appointment in Banner following HR procedures and deadlines for appointment entry and management.

#### 3.2 Tuition Remission

Access to the tuition remission system in Banner is granted by the Controller’s Office. The Graduate School maintains a listserv to communicate with users of the tuition remission system. Notices of award and funding deadlines, rate increases, or anything pertaining to changes in graduate assistantship management are sent to this user group by the Graduate School on a regular basis.

Tuition remission is a two-step process of awarding and funding tuition for eligible students. Contract 1 is reserved for tuition and mandatory E&G fees, added together and entered on one line, and program fees (i.e., engineering, architecture, etc.). Contract 2 is reserved for paying fees other than tuition, such as comprehensive and capital fees or out-of-state tuition differential fees.

Detailed procedures for tuition remission are outlined on the Graduate School website ([https://graduateschool.vt.edu/funding.html](https://graduateschool.vt.edu/funding.html)).
3.3 Out-of-state Differential Waiver

The out-of-state tuition differential (UF differential) waiver is awarded automatically and applied to student accounts when the following three criteria are met:

- The student's assistantship appointment (PAF) is entered in Banner by the hiring department;
- The student meets the earnings criteria described above;
- The student has enrolled for the semester.

Out-of-state differentials/fees cannot be waived for undergraduate students. Eligibility for the out-of-state tuition differential waiver is jointly monitored by the Bursar’s Office and the Graduate School.

4.0 Definitions

**Contract 1 Award:** award through the tuition remission system reserved for in-state tuition, technology and library fees, and program-specific fees (i.e., Engineering, Architecture, etc.).

**Contract 2 Award:** award through the tuition remission system reserved for paying fees other than Contract 1 fee awards such as comprehensive fees, the Commonwealth Facility and Equipment fee, and out-of-state tuition differential fees.

**E&G:** Education and General Programs.

**FTE:** Full-time equivalent. A one FTE assistantship is equal to 20 hours per week of work. Students may not hold more than one FTE of an assistantship.

**Out-of-State (OOS) Tuition Differential Waiver:** the difference between non-resident and resident tuition that is automatically applied to student accounts. OOS waivers are considered foregone revenue by the institution.

**Remission:** The funding of a student’s tuition and mandatory E&G fees by the employer (university, grantor, etc.) in recognition of the student’s service.

**State Funded Graduate Fellowship:** The legislative appropriation to support graduate in-state tuition remission of university graduate assistantships (i.e., 999xxx funds) in addition to tuition funded by grants and contracts or other departmental resources. No more than fifty percent of these funds may be awarded to persons who are not eligible to be classified as Virginia domiciliary resident students, except those working on assistantships. These funds are to be used in accordance with the relevant state laws, regulations, and Section 4-5.01b of the Appropriation Act.

**Unfunded Scholarship:** Award for graduate in-state tuition remission, mandatory E&G fees, and program-specific fees for graduate students on assistantship (i.e., 997xxx funds).

5.0 References

Faculty Handbook, Chapter 08 - Employment Policies and Procedures for Graduate Assistants
[https://provost.vt.edu/faculty_affairs/faculty_handbook/chapter08/chapter08.html](https://provost.vt.edu/faculty_affairs/faculty_handbook/chapter08/chapter08.html)

Graduate Catalog, Graduate School Policies on Graduate Assistantships
Controller’s Office payroll schedule:
https://www.controller.vt.edu/resources/payroll.html

OSP Procedure 10002, Tuition and Related Fees on Sponsored Awards

University Accommodations of Persons with Disabilities, Policy No. 4075

https://law.lis.virginia.gov/vacodefull/title23.1/subtitleII/

Guidelines on Holidays
http://www.policies.vt.edu/4315.pdf

Sections 4-5.01b and 4.2.01b.6 of the Appropriation Act
Section 23.1-612 of the Code of Virginia

6.0 Approval and Revisions
Resolution to Amend the Faculty Senate Constitution to Adopt the Parliamentary
Rules Used by University Council

WHEREAS, University Council and several Commissions use Robert’s Rules of Order; and

WHEREAS, Faculty Senate would like to keep the parliamentary rules consistent for our constituents; and

NOW, THEREFORE, BE IT RESOLVED that Article VII, Section 10 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 10. Parliamentary Procedure: The parliamentary rules used by University Council The latest edition of Sturgis’ Standard Code of Parliamentary Procedure, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, and standing committees.
WHEREAS, Faculty Senate officers are enumerated in Article IV, Section 1 of the Faculty Senate Constitution; and

WHEREAS, experience has shown that it is beneficial to have a mix of senators, cabinet members, officers and University Committee members with varying lengths of service; and

WHEREAS, colleges and departments should be free to decide which representatives best serve their interests;

NOW, THEREFORE, BE IT RESOLVED that Article III, Section 5 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 5. Term of Membership and Vacancies: Senators are elected for a term of three years except as prescribed in the bylaws, and are eligible for re-election as prescribed in the bylaws, but may not serve more than two consecutive terms (full or partial). Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

AND BE IT FURTHER RESOLVED that Article IV, Section 7 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 7. Term of Office and Vacancies: Officers are elected for a term of one year and are eligible for re-election as prescribed in the bylaws, but may not serve more than two years consecutively in one office. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.
AND BE IT FURTHER RESOLVED that Article V, Section 1 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 1. *The Faculty Senate Cabinet*: The members of the cabinet are the president, vice president, and secretary treasurer officers of the Faculty Senate, and one senator from each college and the library not represented by the officers. Faculty Senate cabinet members who are not senate officers are elected for a term of one year by caucus of the senators of the respective colleges and are eligible for re-election as prescribed in the bylaws. A senator may not be elected to the cabinet for more than two consecutive terms. The functions and duties of the cabinet are to serve as the executive committee of the Faculty Senate to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between senate meetings; and to discharge other duties in accordance with parliamentary procedure and the Faculty Senate constitution and bylaws.

AND BE IT FURTHER RESOLVED that Article V, Section 2 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 2. *Standing Committees and Work Groups*: Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. Standing committees and work groups report to the Faculty Senate. All standing committee and work group actions (excepting those of the Committee on Reconciliation) are subject to review by the Faculty Senate. Additional standing committees and work groups may be established upon recommendation of the president of the Faculty Senate, the cabinet, or a senator, and approval of the Faculty Senate. Standing committees and work groups include the Committee on Reconciliation and others as listed prescribed in the bylaws.

- **Committee on Reconciliation**: The Committee on Reconciliation is composed of tenured faculty members eligible for membership in the Faculty Senate. The rules for membership on the Committee on Reconciliation are contained in the bylaws. Members are nominated by the Faculty Senate cabinet and elected by the Faculty Senate. At least one member shall be a senator. Faculty appointed to administrative positions with responsibility for recommending promotions, salary adjustments, and distribution of teaching, research, and extension assignments are ineligible for membership. A member is elected for a term of three years and is eligible for re-election as prescribed in the bylaws, reappointment but may not serve more than six consecutive years. The committee elects its chair and secretary. The functions and duties of the
Committee on Reconciliation are to offer advice and counsel to faculty members who seek it; to consider private matters of privilege, academic freedom, and tenure submitted to it by members of the faculty or administration; and to assist members of the faculty and the administration in resolving such questions as those of academic freedom and tenure.

- Other Committees: Membership to other standing committees within the university is appointed by the Faculty Senate president with consultation of the senate cabinet. These committees include the Faculty Review Committee and the Ethics Committee. See the Faculty Handbook for composition and function descriptions.

AND BE IT FURTHER RESOLVED that Article VI, Section 4 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 4. Faculty Representation on University Committees: When nominations for university committees are requested by the president of the university, senate nominees are nominated by the Faculty Senate and college and library faculty representatives are nominated by their respective faculties. Term of appointment and responsibilities are prescribed in the constitution of the University Council. Faculty Senate nominated representatives are eligible for re-election as prescribed in the bylaws, nomination to a second consecutive term but may not serve more than six consecutive years. The functions and duties of faculty representatives on university committees are to represent the position of the faculty in the discharge of the functions and duties of the committee; to inform the Faculty Senate of pertinent matters to be considered and of actions taken; and to bring matters of faculty concern before the committee.
Resolution 2018-19C
Resolution to Amend the Faculty Senate Constitution Regarding Amendments to
the Faculty Senate Constitution

Approved, Commission on Faculty Affairs February 8, 2019
Faculty Senate Review, Waived February 22, 2019
Staff Senate Review, Waived February 22, 2019
Graduate Student Assembly Review, Waived February 22, 2019
Student Government Association Review, Waived February 22, 2019
First Reading by University Council March 4, 2019
Approval by President
Approval by Board of Visitors
Effective Immediately upon approval
By Board of Visitors

WHEREAS, the purpose of the University Council is to assist the President of the University in formulating and implementing university policy; and

WHEREAS, The University Council and the University Commissions constitute the main resident bodies for policy formulation; and their memberships include representation from Faculty Senate and Staff Senate; and

WHEREAS, changes to the Staff Senate Constitution no longer require approval from the Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED that Article VIII, Section 1 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 1. Amendments to the Constitution: Notice of proposal to amend the Faculty Senate constitution shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. A copy of the proposed amendments shall be distributed with the agenda. A two-thirds affirmative vote of the membership is required for approval of changes followed by approval by the University Council and the Board of Visitors. One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a convention of faculty eligible for election to the Faculty Senate to make changes in the Faculty Senate constitution.
WHEREAS, the voice of the university faculty should not be limited in its expression through its participation in the Faculty Senate of Virginia, nor should it be limited to matters of broader concern to faculty across the Commonwealth of Virginia; and

WHEREAS, participation in the Virginia Tech Faculty Senate of Virginia is defined in Article VI, Section 5 of the Faculty Senate Constitution;

NOW, THEREFORE, BE IT RESOLVED that Article II of the Virginia Tech Faculty Senate Constitution be amended as follows (with changes noted in red):

Article II. Functions

The functions of the Faculty Senate are:

- to establish within the laws applicable to Virginia Polytechnic Institute and State University an effective means for advising and responding to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs;
- to express opinion on university affairs as the Faculty Senate deems appropriate and necessary;
- to participate in the formulation of academic and educational policies that concern more than one college, division, or center;
- to consider policies, programs, and other matters that the administration, college faculties, student organizations, and individuals of the faculty may propose;
- to afford avenues and procedures whereby communications within the university may flow freely, fully, and systematically;
● to help create, maintain, and protect a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights;
● to accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university;
● to advise, respond to, and participate in the Faculty Senate of Virginia, thereby providing university faculty with a voice in matters of broader concern to faculty across the Commonwealth of Virginia.
Commission on Faculty Affairs

February 8, 2019
10:30 – 12:00 Noon
130 E Burruss Hall


Absent: L. Brogdon, R. Sebek, B. Hicok, G. Daniel, M. Agah

Guests: M. Lewis, D. Musick (VT School of Medicine)

1. Approval of agenda

   Meeting called to order at 10:30 a.m.

2. Approval of January 25, 2019 minutes

   The minutes were approved unanimously.

3. Expectations Documents

   M. McGrath initiated the discussion regarding the development of the expectations documents. As these are developed and altered, there needs to be a level of transparency. J. Finney noted that the Provost office does not approve these documents or monitor the process of development, as this is determined by each college.

   M. McGrath posed the question: what is faculty participation in the development of these documents and what is the level of transparency across colleges? Is there a way we can have more transparency throughout this process?

   J. Spotila noted that it may be possible to mandate a faculty vote to approve expectation documents. This idea was supported by J. Hawdon and M. McGrath. This vote would occur at the level that the expectations document is development, which varies by college (i.e., college-level versus department-level documents).
M. Paretti added that it could be handled similarly to other process in which the faculty and administration must vote in agreement for the expectations document to be adopted.

R. Blythe posited that a preamble might be most appropriate, which would avoid the development of another policy (i.e., less policy is better). J. Hawdon disagreed with this notion, as he stated that the expectations documents are, in many ways, more important than the faculty handbook. Thus, while less policy is more better in some instances, this matter is too important to not have a policy governing this process. The latter was supported by M. Paretti, as well as others.

Discussion tabled until the next meeting, while J. Finney gathers additional information.

4. **Second reading of resolutions FS 2018-19A, B, C, & D**

   M. McGrath

The resolutions were approved unanimously.

5. **Evaluation of collegiate professor position**

   J. Finney

J. Finney reported there is a meeting scheduled with all department heads that have hired collegiate professors that will be focused on discussing the assignments of collegiate professors. Additionally, this will assist in determining how we want to define this position. One issue with current assignments is the lack of research assignment, which is part of the job description of the position at the university-level.

J. Finney noted that a work group, consisting of collegiate professors, department heads, TT faculty, and NTT faculty, is being started that will develop a promotion process for collegiate professor promotions.

M. McGrath reported that this issue also exists for cluster hire faculty. They are reporting that they are in roles that are different than what they were told when hired.

As previously noted, J. Finney stated that there will most likely be a separate P&T committee developed for the determination of promotion and tenure for collegiate faculty rank.
6. **Other business**

M. Abbas brought forth the matter of a delay in the OSP processes, which has resulted in the loss of contracts for some faculty. J. Finney stated he was unaware of this issue and for it to be taken to faculty senate.

7. **Adjourn**

The meeting was adjourned at 12:00 p.m.
MINUTES
Commission on Graduate Studies & Policies
February 6, 2019
3:30 – 5:00 p.m.
Graduate School Conference Room

Present: Rajesh Bagchi (Chair), Lujean Baab, Nancy Bodenhorn, Karen DePauw (ex officio), Samantha Fried, Madlyn Frisard, Cynthia Hampton, Lesa Hanlin, John Hole, Joseph Kozak, Kathy Lu, Chris Reilly (for Xin Luo), Anurag Mantha, Gail McMillan, Hannah Parks, Martina Svyantek, Veronica Warda, and Zhiwu Xie.

Absent with notification: Mehdi Ahmadian, Rachel Holloway (ex officio), and Annie Pearce.

Absent without notification: Paul Emmons, Sarah Karpanty, Nick Rexroad, Robert Sumichrast, Richard Vari, and Tyler Walters (ex officio),

Visitors and invited guests: Alan Asbeck, Zo Amani, Janice Austin, Kevin Edgar, Monka Gibson, Bill Huckle, Tim Pote, Alyssa Rametta, Ashley Shew, and Will Walton.

Call to Order

The meeting was called to order by Dr. Bagchi at 3:30 p.m.

Approval of the Agenda

The agenda was approved as presented.

Approval of the Minutes

The minutes of December 5, 2018 were approved as presented.

Committee Reports

Graduate Curriculum Committee

The Graduate Curriculum Committee minutes of January 24, 2019 were accepted as presented. Six of eight proposals were approved. Two proposals have been tabled.

Graduate Student Appeals Committee

Dr. Bodenhorn reported a recommendation of an appeal transacted at the end of fall semester has been forwarded to Dr. DePauw. The student is continuing appeal options at a higher level.

Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee
Dr. Bodenhorn reported on recommendations for website transparency. Data has been considered to assist with reporting. Reporting will maintain consistency with Institutional Research’s format of reporting by degree.

**Old Business**

The second reading of the CGS&P Resolution 2018-2019D for Graduate Student Candidacy Status Post-prelim was considered. Discussion followed with the GSA representatives providing additional feedback. The second reading was approved by the CGS&P membership with an amendment to the second paragraph.

The second reading of the CGS&P Resolution 2018-2019E for Graduate Assistantship Policy was considered. Discussion followed with the GSA representatives providing additional feedback. The second reading was approved by the CGS&P membership.

**New Business**

Tim Pote presented his iPhD proposal to the membership. Discussion followed with consideration for the uniqueness of the iPhD proposal as opposed to pursuing a mechanical engineering degree. The proposal will be reviewed by the membership at the next CGS&P meeting.

Ms. Parks presented a proposal for the MEng course-work only degree. The proposal was approved by the membership.

**Graduate School Update**

Dr. DePauw reported on the Innovation Campus developments. She is a representative on many committees reviewing the needs for the new campus. Dr. DePauw also noted there are two bids to redesign the Northern Virginia Center. A final decision has not yet been made. There is no change in graduate programs at the Northern Virginia Center in the foreseeable future. An MEng in Computer Science is under consideration. The goal remains to enroll fifty new students next fall.

There was no notification of academic changes.

**Constituency Updates**

**Graduate Student Assembly**

There was no report.

**Graduate Honor System**

There was no report.

**University Library Committee**

There was no report.
Faculty Senate

There was no report.

Student Government Association

There was no report.

Board of Visitors

There was no report.

University Council and Commission Updates

There was no report.

There were no other commission updates.

Announcements

Mr. Amani announced the application process for 2019-2020 student BOV representatives is open.

Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

/s/

Marilynn R. King
On behalf of Karen P. DePauw, Ph.D.
Vice President and Dean for Graduate Education
Approval of Agenda and Minutes

Members Present:

Minutes: Approval of the minutes from the September 2018 was noted as approved through electronic approval.

Agenda: Approval of the agenda was moved and seconded. The agenda was approved.

New Business

**Strategic Planning – Ut Prosim Difference:** Erin McCann, Director for Strategic Planning and Patty Becksted, Assistant Director for Strategic Planning presented an informative and interactive presentation regarding the university’s current strategic planning process.

**Reminder regarding subcommittee work:** Sue Teel reminded the commission to continue the work on their subcommittee assignments and be prepared to report their progress at the November meeting.

The meeting was adjourned at 3:07 PM.

Respectfully Submitted by Mary Helmick
Approval of Agenda and Minutes

Members Present: Nicole Akers, Judy Alford, Cassidy Boyes, Lori Buchanan, LaTawnya Burleson, Mary Helmick, Bryan Garey, Teresa Lyons, Margaret Radcliffe, Susanna Rinehart, Sally Shupe, Hazem Sharaf, Tammie Smith, Betty Wilkins, Sue Teel, Robert Sebek, and Dani McNiel

Minutes: Approval of the minutes from the October 2018 was noted as approved through electronic approval.

Agenda: Approval of the agenda was moved and seconded. The agenda was approved.

New Business

1. Tammie Smith introduced Dani McNiel as the new staff support for CSPA and expressed gratitude to Mary Helmick for her support up to this point.
2. Subcommittee reports: Each subcommittee briefed the commission on their reports and the work they have accomplished so far.
   - Pay Benefits
     - Full report in SharePoint
     - Additional discussion:
       - Regarding Divisional Directors, Bryan Garey added we have two Divisional Directors in place, another 3 lined up before the end of the year, aiming for 12-15 by the end of 2019.
       - Childcare addressed, but not gone into detail by this subcommittee since there is an existing Childcare Committee that just presented to the BOV in November.
       - Regarding the cash-match benefit, Dani McNiel mentioned the Employee Benefits Committee has also looked into benchmarking for this benefit.
   - Recruitment/Retention/Training
     - Full report in SharePoint
     - Additional discussion:
       - Lots covered in the report – subcommittees need CSPA’s input to determine priorities
       - One item that may be “low-hanging fruit” is improving communication of benefits, particularly to staff members
   - Mandatory Winter Closing subcommittee will be disbanding and deferring to the Employee Benefits Committee, which has taken up the issue as their main focus.
     - Dani McNiel gave a brief overview of the work the Employee Benefits Committee has done on the issue so far. The Employee Benefits Committee has done benchmarking research and began discussion regarding possible changes to the mandatory winter closing policy. The Committee is currently working to collect data, identify challenges, and propose a few possible solutions. Dani will keep CSPA updated on the work on this project as it continues.
3. Tammie Smith asked the commission to please thoroughly read each of the two reports and identify two priorities for each subcommittee before our next meeting.
4. Robert Sebek shared with the commission a memo from Dwayne Pinkney addressing compensation. The memo indicated that the BOV is requesting more information regarding compensation practices and that childcare, parking, and salary increases had been specifically identified as priorities.

The meeting was adjourned at 2:49 PM.

Respectfully submitted by Dani McNiel
Call to order and welcome by Tamarah Smith at 2:01 p.m.

November minutes approved and in the SharePoint drive.

Agenda amended to add above.

Sub Committee Reports

1. Pay Benefits - priorities
   - #1 Staff/wage benefits and community services for lower pay bands
   - #2 Retirement packages
     - Staff retirement plans set by VRS; ORP (faculty only) has a quarterly committee that reviews the plan to ensure that it is competitive.
     - Look into voluntary contribution plans and cash match – talk to Central HR and do benchmarking research
     - Retiree insurance rates
       - There has been a move in the general assembly to increase retiree health insurance credit

2. Recruitment/Retention/Training
   - #1 Improve communications with staff – find a better way to reach out to staff
     - Newsletter?
   - #2 – 4 possible options:
     - Articulate the advantages of working at VT
     - Career and professional development pathways for staff
     - Increase staff participation in university governance and service to VT ***
       - How do we encourage supervisors and departments to not only allow but encourage staff participation in university governance?
Is there a grievance process for an employee whose service in university governance has been denied by their supervisor?

- Improve training for supervisors
  - Often there are disparities; let’s create a consistent experience
  - Evaluate performance as a supervisor –
    - How do we identify all the supervisors accountability?
  - How do we prevent/manage retaliation?
  - **HR is owning this process – a top priority for the learning and development team**
    - “Chicken and the egg” situation – articulate the advantages of working at VT (recruitment) while also actually improving things to make this a better place to work

- Updates
  - Mandatory Winter Closing (Benefits Committee)
    - Update – mandatory winter closing
  - Faculty Senate
  - Commission on Professional Faculty Affairs
    - Found a way to communicate to AP Faculty
  - Graduate Student Assembly
  - Student Government Association
    - Ad hoc committee reviewing Title IX legislation
    - Parking concerns

- Next meeting – February 26, 2019; NEC 3600 Conference Room
- Adjournment
Commission on Student Affairs
University Council, Virginia Tech
November 8, 2018
3:30 pm – 5:00 pm
Brush Mountain Room, Squires Student Center

In Attendance:
Anna Enkhtur, Jaylen Foskey, Terri Pecora, Sebastian Andrade, Tara Frank, Jes Davis, Susan Anderson, Colie Touzel, Veronica Warda, Marisol Heisley, John Livingston, Gregory Klatt, Sebastian Murillo, Abdul-Rahman Sanuri, Elysia Budu, Jonathon Poff, Sam Felber, Rachel Iwicky, Lauren Surface, Claire Oliveros

Not in Attendance:
Joe Clark, Angela Simmons, Patty Perillo, Marc Lewis, Keith Robus, Gordon Quach

Attending Guests:
Heather Wagoner, Grey Fritz, Gina Tamburro, Erica Milgrim

1. Division of Student Affairs Updates – Dr. Perillo
   a. No updates as Dr. Perillo was not in attendance

2. Constituency Updates
   a. Student Government Association – Sam Felber
      ● Mental health resource sheet – given to every dean to get into syllabus
      ● After everything that happened a couple of weeks ago Hillel wants to work with SGA on Major Holiday updates
      ● Continuing to look at Title IX Student Conduct

   b. Graduate Student Assembly – Sam Fried
      ● We are continuing to organize internal committees for student interest groups
      ● Beer and wine social scheduled for November 12th
      ● Grant programs opened this month
      ● Little Hokie Hand Me Down join effort for ages 10 and under. Collect donated items for kids and then open on November 13/14th @ GLC multipurpose room for students and staff to “shop” for free.

   c. Board of Visitors Representatives – Rachel Iwicky & Marc Lewis
      ● BOV meeting held this past weekend
         o Not enough employees for BB Transit and dining
         o Title IX students have brought up multiple concerns
         o Mental health at VT not just counseling – seeing more needs on campus
         o Support students in other ways bringing in student perspective
Approved master plan for campus 2047 – not set in stone
Strategic planning for university
Implementation of master plan new building for Pamplin
Staff compensation child care parking costs

3. University Council and Commission Updates
   a. University Council – Louisse Bye
      ● Approved a new doctorate degree for neuroscience
      ● Mentioned start up program for industry based ideas LINK and LOCK
      ● Changing the name of the commission – first reading
         ○ Name change approved
   b. Commission on Equal Opportunities and Diversity – John Livingston
      ● Resolution to introduce Indigenous Day as a Holiday
      ● University Governance is one way to change the calendar
      ● International Students Committee
   c. Academic Support Committee – Louisse Bye
      ● Has not yet met this semester

4. Old Business
   a. Membership Resolution (Second Reading) – Louisse Bye
      ● Resolution that John created for new membership that lists the four councils
      ● Discussed resolution the first time
      ● Not controversial and no comments to add
      ● Would then go to University Council to approve
      ● Pulled info/wording directly from the Fraternity and Sorority Life website
      ● Move to approve
      ● Motion carried / APPROVED
   b. Student Budget Board Appropriations – Gina Tamburro
      ● Only change is regard to the security fee as some funds had already been expended
      ● Where money is coming from? Some funds were returned from The Source last year to balance out the discrepancy
      ● Amount remaining after UCSO events 1st or 2nd week of school was $110 and is now $108 and that is what needs to be approved
      ● Was $110K but now $108K that needs to be approved
         ○ Motion to approve
         ○ 2nd
      ● Open for discussion
         ○ General question - Are people responding well to this change?
         ○ A- Transition has gone fine and everyone has been responsive
      ● Rachel – Student Engineers Council stated they pay for themselves they have never requested Student Budget Board funds as their organization is self-sufficient.
● In the future if security is being assigned by VTPD for an event then the University has to pay for it. This will enable Gallemore to then assign the security needs to the best of his ability.

● Brief update – Have not received anything as of yet from Registrar Rick Spark in regards to the use of A/V equipment in classrooms.
  o Hope is to have proposal early next semester

APPLEOVED

5. New Business
   a. Meeting dates for Spring 2019 – Louisse Bye
      i. Thursdays @ 3:30pm
      ii. January 31st will be in Brush Mountain (All)
      iii. February 14th, February 28th, March 21st, April 4th, April 18th, and April 25th will be in Squires 219

b. Cranwell International Center and SA Communications Issues – John Livingston & Ruofan Shen
   ● Ongoing issues on social media (twitter), flier, as well as front page of website
      o Picture used was taken at International Street Fair
      o FASA on Facebook, used on website
      o They feel they should get a public apology
      o Mislabeling of people of color
      o Exploitation of people for diversity
      o Cranwell advisory board still continues to do it
      o David Clubb responded from Cranwell and they offered to take it down and Hunter Gresham also responded.
   ● SGA and GSA need to be catalysts that you all can be an “action”
      o Trouble in the past from graduate students exec board meeting (majority of exec board was not interested in making a statement)
      o GSA is about the student experience (these issues don’t have community activity in support)
      o SGA wants to help but didn’t bring up at Order of the Gavel as they wanted to talk about it here first
   ● Main mission of CSA is to focus on policy. Dr. Angela Simmons confirmed that if it isn’t POLICY related then it does not come to CSA.
   ● Create subcommittee to investigate and report back with options
      o CHARGE to committee go in with an open mind
      o Statement of concern
      o UR standards / DSA standards – What is the current policy if there is one?
      o Come up with solutions
      o Meet people face to face
   ● Subcommittee members include: Arianna Pereras, Louisse Raran, Sebastian Andrade, Sebastian Murillo, Veronica Warda, Samantha Fried, Grey Fritz, Ruofan Shen, Sam Felber, Marisol Heisley

6. Announcements
TONIGHT
- HokiePRIDE partnership with HokieWellness 7pm
- AASU Cultural Show @ GLC Auditorium (will be giveaways)
- American Indian & Indigenous Community Center 5pm
- Food drive drop off points for New River Community Action Center is ACEC and Fraternity and Sorority Life Office
- BOC meeting next week
- Race Talk Fundraiser @ Chipotle (Main Street location) Wednesday, November 14th from 6:30pm to 8:30pm

7. Adjournment
- Move to adjourn meeting
- Motion passed
- Meeting adjourned
1. **Approval of Agenda (Louisse Bye)**
   - Louisse announced she is resigning from her current position so she will have more time, effort, and energy to focus on other priorities.
   - John will be facilitating meetings from this point forward

2. **Division on Student Affairs Updates (Dr. Simmons)**
   - Welcome week leader applications can be found on GobblerConnect and are due February 22nd
   - HokieCamp has shifted and we are expanding Welcome Week
   - MLK Speakers tonight @ 7 in Moss
   - Also tonight in The Source Student Org Mixer 6:30 to 8:30pm; free dinner
   - Tomorrow is Career Outfitters (Career and Professional Development) free of charge; get interview clothing; 10am to 3pm
   - Campus Kitchen dry meal packing; Squires 219 @3pm, go to GobblerConnect to register
   - Tomorrow Black Cultural Center hosting 90's Edition Soulful Friday in GLC Multipurpose Room
   - Venture Out on Sunday (Ground Hog Day Caving)
   - 1st GobblerNights is Friday, February 8th in McComas 9pm to 1am
   - Remember you can find out about all upcoming events on GobblerConnect

3. **Constituency Updates**

   **Student Government Association (Sam Felber)**
   - Cranwell International (Media Policy) included Dr. Simmons, Communications, and Dr. Perillo
   - SGA is interested in creating a task force to dive into the communication/media policy. If interested in joining please let them know.
   - Religious absence with Dean of Students Office. SGA going to write up something so that Holidays will be noticed and students can take off from class and not be penalized.
   - Title IX committee has been created
   - Ad Hoc committee created as well

   University Relations is being more thoughtful about diversity in pics, videos, etc. Dr. Simmons will connect SGA regarding the possibility of upcoming trainings.
**Graduate Student Assembly (Sam Fried)**

- Graduate/Student led effort to create some legislation around our campus's connection to coal-powered energy
- This effort is very new, and no legislation has been written, or plan of action created

**Board of Visitors Representatives (Rachel Iwicki)**

- Path to duck pond not lit
- Dark Skies Initiative
- Bike safety, crosswalk safety and lighting
- Mental Health Task Force is getting student input and a lot of excitement

4. **University Council and Commission Updates**

**University Council (Louisse Bye)**

- Sam did the first reading relating to the Membership
- 2nd reading on the 4th of the Membership Resolution
- John will represent CSA with plans for the semester and will be meeting with Dr. Sands
- Present to University Council

**Commission on Equal Opportunities and Diversity (John Allen Livingston)**

- Work group that was going campus movent to change columbus day
- 1st meeting feb 4th will
- Workgroup on International Students/issues David Club
- Another on student involvement (hasn’t met or done anything)

**Academic Support Committee (John Allen Livingston)**

- Anyone interested in representing CSA?
- Dr. Simmons said we will find out more information to share

5. **New Business (John Allen Livingston)**

**Assign and Confirm Spring Commission/Committee Assignments**

- Will open position if someone else wants to go to it, OEA, David Clubb
- Meets every other Monday 10 to 2 (John will get dates)
- If John cannot go to meeting would anyone be interested in going on Mondays @ 3pm and be a proxy?
  - **Location:** Pamplin 1045
  - **Dates:** Feb 4, Feb 18, March 4, April 8, April 22, May 6

**Strategic Policy Review**

- SA Policies
- Anything we would like to look at?
- Working committee to bring back to CSA
• On campus laundry - how that will look in the next 5 years? RHF was working on this. CS would like to be part of this conversation.
• Policies.vt.edu (include link) - not just 8000/5000 level policies. Can look at to see if possible to move through governance.
• Space reservation and such changes to Hokie Handbook
• Donations made to student organizations on campus (example: portion of deposit taken away from VT Foundation if deposited into a Foundation Account)
• Fund Raising Policy (rumor: Orgs will not be able to fundraise?) Dr. Simmons is going to ask Dr. Wagoner for specifics.

**Zoom Integration**
- Application like skype.
- Online classes use for lectures. Zoom is used for many different purposes including interviews and one of the commissions also uses zoom.
- Could better publicize meetings and we could offer virtual attendance an option
- Zoom gives you options to: schedule meetings, opens program on phone, laptop, chat box, share video, mute, etc.

  o PROPOSAL:
  o Come to meetings if you possibly can and if not then Zoom in
  o Can we pilot at the next meeting?
  o Members that virtually Zoom in do not have the option to vote

University Council: https://governance.vt.edu/

**New Meeting Location**
- Squires 219 same time same dates

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6. **Announcements (CSA Representatives)**

**BOV Student Representative Applications (Rachel Iwicki)**
- BOV is currently accepting applications. Please encourage others to apply.
- If you see a VT posting on a social medial platform then share, share, share!

- SGA General Assembly Candidate Info Sessions next week in 340 Squires Student Center
- Men’s Basketball – Black Out Game vs Kentucky next Monday

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7. **Adjournment (John Allen Livingston)**

Additional Instructions:
PRESENT: M. Kasarda (Chair); M. Andrews; S. Campos; K. Edgar; V. Fowler; S. Sumner for A. Grant; T. Hammett; R. Holloway; L. Khansa; C. Leeth; J. Loferski; J. Orr; K. Redican; B. Watford for J. Ross; J. Sible; S. Tatum; D. Thorp; L. Zietsman

ABSENT WITH NOTIFICATION: K. Albright; B. Barnhill; M. Byers; G. Daniel; K. Hosig; C. Johnson; S. Johnson; A. Knoblauch; S. Metko; R. Panneton for S. Morton; P. Tarkenton; C. Touzel; D. Wodak

VISITORS: N. Akers; G. Costello; R. Sparks

CALL TO ORDER

The meeting was called to order at 3:00 PM by M. Kasarda.

ADOPTION OF THE AGENDA

A motion was made and seconded to approve the agenda. The motion to approve the agenda passed unanimously.

ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES

M. Kasarda announced the November 12, 2018 minutes were electronically approved and can be accessed via the University Registrar’s website: https://registrar.vt.edu/content/dam/registrar_vt_edu/documents/Updates/governance/2018-2019/nov26/minutes_cusp_11_12_18.pdf

OLD BUSINESS:

Charter for the Establishment of a Center for Real Estate Excellence

The motion was made and seconded to present the Charter for the Establishment of a Center for Real Estate Excellence.

M. Kasarda opened the floor for discussion.

R. Holloway provided background information regarding enrollment, graduation, and the opportunities for students to partner with industry professionals to gain experiential learning.
R. Holloway also stated that the primary goal of the center is to facilitate the relationships with industry partners. She also clarified that no faculty will be assigned to the center, remaining assigned to their departments.

The Commission suggested attaching the Memorandum of Understanding to the Charter for the Establishment of a Center for Real Estate Excellence.

Hearing no further discussion, M. Kasarda called for a vote on the question of recommending to the Vice Provost for Undergraduate Academic Affairs that the establishment of the Center for Real Estate Excellence within the Pamplin College of Business to be authorized under the terms specified in the Charter.

The vote to recommend the establishment of the Center for Real Estate Excellence passed unanimously.

REPORTS AND MINUTES FROM COMMISSION COMMITTEES/SUB-COMMITTEES

COMMITTEE REPORTS

Academic Support Committee

No Report.

Academic Policies Committee

No Report.

Athletics Committee

No Report.

Commencement Committee

No Report.

Honor Council

M. Andrews reported that although there is an increased number of hearings, there is not an increased number of expulsions. Discussion continued on the topics of email communications to students, best practices, and collaborating with the Associate Deans.

Library Committee

No Report.
Undergraduate Curriculum Committee

K. Redican presented the November 9, 2018 report of the Undergraduate Curriculum Committee. A motion was made and seconded to approve the November 9, 2018 report of the Undergraduate Curriculum Committee.

The motion passed unanimously.

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<th>UNDERGRADUATE CURRICULUM COMMITTEE REPORT—NOVEMBER 9, 2018</th>
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New:

**Spring 2019**

**College of Agriculture and Life Sciences**

BCHM 4354 Biochemical Communication (CM-4736)

**College of Engineering**

CEE 4694 Freight Operations (CM-4733)

**College of Science**

NEUR 2554 Experimental Neuroscience (CM-4737)

NEUR 3234 The Artificial Brain (CM-4743)

NEUR 3774 Neuroendocrinology (CM-4738)

Revised:

**Spring 2019**

**College of Engineering**

BSE 4304 Introduction to Watershed Modeling (CM-4718)

New:

**Summer I 2019**
College of Science
CHEM 1014 Calculations in Chemistry (CM-4754)

New:

Fall 2019

College of Engineering
ECE 2514 Computational Engineering (CM-4750)
ECE 2544 Fundamentals of Digital Systems (CM-4751)
ECE 2024 Circuits and Devices (CM-4779)

FOR “FIRST AND SECOND READING”
UNANIMOUS APPROVAL

DEGREES, MAJORS, OPTIONS, MINORS

Major
Discontinue:

Effective Graduating Calendar Year 2001

Pamplin College of Business
Checksheet: Major: Management (No Option) (MGT), last term and year to graduate: Fall 2001 (CM-4771)

Minor
Discontinue:

Effective Graduating Calendar Year Fall 2021

College of Liberal Arts and Human Sciences
Checksheet: Minor: Communication (COMM), last term and year to graduate: Fall 2021 (CM-4727)
**University Curriculum Committee for General Education**

L. Zietsman presented the minutes of the November 7, 2018 University Curriculum Committee for General Education. A motion was made and seconded to accept the minutes of the November 7, 2018 University Curriculum Committee for General Education.

L. Zietsman presented the report of the November 14, 2018 Pathways Ad Hoc Review Committee. A motion was made and seconded to approve the November 14, 2018 report of the Pathways Ad Hoc Review Committee.

The motion passed unanimously.

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**PATHWAYS AD-HOC REVIEW COMMITTEE REPORT—NOVEMBER 14, 2018**

**For “First and Second Reading”**

Unanimous Approval

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**COURSES**

**New:**

**CLE Spring 2019/Pathways Spring 2019**

**College of Liberal Arts and Human Sciences**

HIST 2374 (RLCL 2374): Gods and Kings in Premodern India (CLE Area 2, CLE Area 3, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 4724)

**College of Natural Resources and Environment**

FREC 4554 (BSE 4554) (LAR 4554) (HORT 4554) (SPIA 4554): Creating the Ecological City (CLE Area 3, Pathways Reasoning in the Social Sciences G03, Critique and Practice in Design and the Arts G06ad, Ethical Reasoning G10) (CM 4454)

**Pamplin College of Business**

BIT 2404 (MGT 2404): Multicultural Problem Solving and Analytics (CLE Area 5, Pathways Foundational Quantitative and Computational Thinking G05f, Intercultural and Global Awareness G11) (CM 4542)

**Pathways Spring 2019**
College of Liberal Arts and Human Sciences

ENGL 2644 (AFST 2644): Introduction to African-American Literature (Pathways Critical Thinking in the Humanities G02, Critical Analysis of Equity and Identity in the United States G07, Ethical Reasoning G10) (CM 4722)

Pamplin College of Business

BIT 4854 (MGT 4854): Analytics in Action (Pathways Advanced Discourse G01a, Intercultural and Global Awareness G11) (CM 4588)

Revised:

CLE Spring 2019/Pathways Spring 2019

College of Architecture and Urban Studies

ART 3484: Baroque and Rococo Art and Architecture (CLE Area 2, CLE Area 6, Pathways Critical Thinking in the Humanities G02, Critique and Practice in Design and the Arts G06a, Ethical Reasoning G10, Intercultural and Global Awareness G11) (CM 4544)

College of Liberal Arts and Human Sciences

ENGL 3534: Literature and the Environment (CLE Area 2, CLE Area 7, Pathways Advanced Discourse G01a, Critical Thinking in the Humanities G02, Ethical Reasoning G10, Intercultural and Global Awareness G11) (CM 4439)

HIST 1025, 1026: Introduction to European History (CLE Area 2, CLE Area 7, Pathways Critical Thinking in the Humanities G02, Reasoning in the Social Sciences G03, Intercultural and Global Awareness G11) (CM 4723)

STS 3314: Medical Dilemmas and Human Experience (CLE Area 2, CLE Area 3, Pathways Critical Thinking in the Humanities G02, Ethical Reasoning G10 (CM 4563)

Pamplin College of Business

REAL 2034: Real Estate Data Analysis (CLE Area 5, Pathways Foundational Quantitative and Computational Thinking G05f, Ethical Reasoning G10) (CM 4701)
CONSTITUENT REPORTS

Commission on Administrative and Professional Faculty Affairs

No report.

Staff Senate

No report.

Faculty Senate

No report.

Student Government Association

No report.

Graduate Student Assembly

No report.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 3:32 PM.

Respectfully Submitted,
Nicole Akers, Office of the University Registrar
The meeting was called to order at 3:00 PM by M. Kasarda.

ADOPTION OF THE AGENDA

A motion was made and seconded to approve the agenda. The motion to approve the agenda passed unanimously.

ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES

M. Kasarda announced the November 26, 2018 minutes were electronically approved and can be accessed via the University Registrar’s website:


NEW BUSINESS:

Resolution 2018-19.A Resolution to Approve New Major, Childhood Pre-Education, in Bachelor of Science in Human Development, First Reading

The motion was made and seconded to present for first reading Resolution 2018-19.A Resolution to Approve New Major, Childhood Pre-Education, in Bachelor of Science in Human Development.

M. Kasarda opened the floor for discussion on Resolution 2018-19.A.

Discussion and clarification topics included the following:
C. Smith provided background regarding how the name “Childhood Pre-Education” would attract students, while clearly communicating what the major would provide to students. She noted that consultation occurred with the School of Education for students who will be pursuing licensure. No additional resources are needed to support this major.

Resolution 2018-19.A has been forwarded to Faculty Senate, Staff Senate, Student Government Association, and Graduate Student Assembly for comment. Following their review and response, the second reading of Resolution 2018-19.A will take place at the next available CUSP meeting.

REPORTS AND MINUTES FROM COMMISSION COMMITTEES/SUB-COMMITTEES

COMMITTEE REPORTS

Academic Support Committee

No Report.

Academic Policies Committee

R. Panneton shared that the Committee has been discussing the Academic Relief policy and collaborating with peer institutions.

Athletics Committee

No Report.

Commencement Committee

No Report.

Honor Council

No Report.

Library Committee

No Report.

Undergraduate Curriculum Committee

K. Redican presented the January 25, 2019 report of the Undergraduate Curriculum Committee. A motion was made and seconded to approve the January 25, 2019 report of the Undergraduate Curriculum Committee.
The motion passed unanimously.

**UNDERGRADUATE CURRICULUM COMMITTEE REPORT—JANUARY 25, 2019**

**FOR “FIRST AND SECOND READING”**

**UNANIMOUS APPROVAL**

<table>
<thead>
<tr>
<th>COURSES</th>
</tr>
</thead>
</table>

New:

**Summer 2019**

- **College of Agriculture and Life Sciences**
  - AT 0484 Precision Agriculture and Data Management (CM-4735)

- **College of Engineering**
  - ME 3624 Mechanical Design (CM-4791)

- **College of Science**
  - MATH 1454 Introduction to Mathematical Problem-Solving (CM-4758)

Revised:

**Summer 2019**

- **College of Agriculture and Life Sciences**
  - HNFE 4644 Health Counseling (CM-4773)

- **College of Engineering**
  - ECE 4634 Digital Communications (CM-4732)

New:

**Fall 2019**

- **College of Natural Resources and Environment**
  - FREC 2614 Human-Environment Systems (CM-4760)
GEOG 2784 Geography of Tea (CM-4770)

**Pamplin College of Business**

MGT 3404 Principles of Management (CM-4752)
BIT 4624 Cybersecurity Analytics for Business (CM-4763)
HTM 4514 Hospitality Market Data Analysis (CM-4775)
REAL 1014 Careers in Real Estate (CM-4790)

**College of Science**

BIOL 1214 Careers in Medicine (CM-4772)

Revised:

**Spring 2020**

**College of Natural Resources and Environment**

FREC 3544 Outdoor Recreation Planning & Management (CM-4761)

**FOR “FIRST AND SECOND READING”**

**UNANIMOUS APPROVAL**

| DEGREES, MAJORS, OPTIONS, MINORS |

**Major**

**New:**

**Effective Graduating Calendar Year 2020**

**College of Liberal Arts and Human Sciences**

Establishment of New Major: Childhood Pre-Education (CPED) under Degree: Bachelor of Science in Human Development (BSHD), effective for students graduating in calendar year 2020, first term to declare major: Spring 2019, first term and year to graduate: Winter 2020 (CM-4134)
Checksheet: Degree: Bachelor of Science in Human Development (BSHD), Major Childhood Pre-Education (CPED), effective for students graduating in calendar year 2020 (CM-4134)

Minor

Revised/Renamed:

Effective Graduating Calendar Year 2021

College of Liberal Arts and Human Sciences

Minor: Property Management (PM), effective for students graduating in calendar year 2021, first term to enroll: Spring 2019, first term and year to graduate: Winter 2021 (CM-4742)

Checksheet: Minor: Property Management (PM), first effective date to graduate: Winter 2021 (CM-4742)

With approval of new minor name, “Property Management (PM),” discontinue minor name “Residential Property Management (RPMM),” last term and year to graduate: Fall 2020 (CM-4742)

Pathways Ad Hoc Review Committee

L. Zietsman presented the report of the November 28, 2018 Pathways Ad Hoc Review Committee. A motion was made and seconded to approve the report of the November 28, 2018 Pathways Ad Hoc Review Committee.

L. Zietsman presented the report of the January 23, 2019 Pathways Ad Hoc Review Committee. A motion was made and seconded to approve the January 23, 2019 report of the Pathways Ad Hoc Review Committee.

The motion passed unanimously.

PATHWAYS AD-HOC REVIEW COMMITTEE REPORT—NOVEMBER 28, 2018
For “First and Second Reading”
Unanimous Approval

COURSES

New:
CLE Fall 2019/Pathways Fall 2019

**College of Liberal Arts and Human Sciences**
FR 3444: French Culture from Romanticism to Belle Epoque (CLE Area 2, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 4696)

**Pamplin College of Business**
HTM 4434: Event and Experience Management Senior Workshop (Pathways Critical Analysis of Equity and Identity in the United States G07, Ethical Reasoning G10) (CM 4730)

Revised:

CLE Fall 2019/Pathways Fall 2019

**College of Architecture and Urban Studies**
ART 2604: Introduction to Creative Technologies (CLE Area 6, Pathways Critique and Practice in Design and the Arts G06a, Ethical Reasoning G10) (CM 4143)

**College of Natural Resources and Environment**
FREC 4354: Forest Soil and Watershed Management (CLE Area 5, Pathways Advanced Quantitative and Computational Thinking G05a, Intercultural and Global Awareness G11) (CM 4745)

**College of Science**
GEOS 1124: Earth Resources, Society, and the Environment Laboratory (CLE Area 4, CLE Area 7, Pathways Reasoning in the Natural Sciences G04, Intercultural and Global Awareness G11) (CM 4716)

PSYC 2064: Introduction to Neuroscience of Behavior (CLE Area 3, Pathways Reasoning in the Natural Sciences G04, Ethical Reasoning G10) (CM 4755)

**MINORS**

New:

Effective Graduation Calendar Year 2019

**Pamplin College of Business**
Establishment of new Pathways Minor: Event and Experience Management (EEMG); First term to declare minor: Spring 2019; First term and year to graduate: Spring 2019 (CM 4731)

Checksheet for new Pathways Minor: Event and Experience Management (EEMG); First effective term to declare: Spring 2019; First effective date graduate: Spring 2019 (CM 4731)

Effective Graduation Calendar Year 2020

**College of Architecture and Urban Studies**

Establishment of new Pathways Minor: Community Systems and Engagement (CSE); First term to declare minor: Spring 2019; First term and year to graduate: Winter 2020 (CM 4569)

Checksheet for new Pathways Minor: Community Systems and Engagement (CSE); First effective term to declare: Spring 2019; First effective date graduate: Winter 2020 (CM 4569)

**College of Natural Resources and Environment**

Establishment of new Pathways Minor: Ecological Cities (ECOC); First term to declare minor: Spring 2019; First term and year to graduate: Winter 2020 (CM 4455)

Checksheet for new Pathways Minor: Ecological Cities (ECOC); First effective term to declare: Spring 2019; First effective date to graduate: Winter 2020 (CM 4455)

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**PATHWAYS AD-HOC REVIEW COMMITTEE REPORT—JANUARY 23, 2019**

For “First and Second Reading”

**Unanimous Approval**

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**COURSES**

New:

**CLE Summer I 2019/Pathways Summer I 2019**

**College of Liberal Arts and Human Sciences**

HIST 2384 (RLCL 2384): Gandhi in the Making of Modern India (CLE Area 2, CLE Area 7, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 4721)
Pathways Summer I 2019

College of Science

STAT 1014: Data in Our Lives (CLE Area 5, Pathways Foundational Quantitative and Computational Thinking G05f, Ethical Reasoning G10) Pathways Summer I 2019 (CM 4739)

CLE Fall 2019/Pathways Fall 2019

Pamplin College of Business

BIT 4604: Data, Governance, Privacy, and Ethics (CLE Area 2, CLE Area 3, Critical Thinking in the Humanities G02, Ethical Reasoning G10) (CM 4764)

Revised:

CLE Summer I 2019/Pathways Summer I 2019

College of Liberal Arts and Human Sciences

ARBC 3304: Modern Arabic Literature in Translation (CLE Area 2, CLE Area 7, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 4808)

HIST 3724: History of Disease, Medicine, and Health (CLE Area 2, CLE Area 3, Pathways Reasoning in the Social Sciences G03, Critical Analysis of Equity and Identity in the United States G07, Ethical Reasoning G10) (CM 4726)

SOC 1004: Introductory Sociology (CLE Area 3, Pathways Reasoning in the Social Sciences G03, Critical Analysis of Equity and Identity in the United States G07, Intercultural and Global Awareness G11) (CM 3114)


CLE Fall 2019/Pathways Fall 2019

College of Liberal Arts and Human Sciences

APS 2404 (HUM 2404): Folk Cultures in Appalachia (CLE Area 2, Pathways Critique and Practice in Design and the Arts G06ad, Critical Analysis of Equity and Identity in the United States G07, Intercultural and Global Awareness G11) (CM 4033)
Discontinued:

Effective Fall 2019

College of Liberal Arts and Human Sciences
HUM 4404 (APS 4404) Appalachian Folk Cultures (CLE Area 2) — With the approval of APS 2403 (HUM 2404) Folk Cultures in Appalachia, HUM 4404 (APS 4404) Appalachian Folk Cultures is to be discontinued (CM 4033)

MINORS

New:

Effective Graduation Calendar Year 2020

College of Science
Establishment of new Minor for Inclusion in Pathways General Education: Data and Decisions (DTDC); First term to declare minor: Spring 2019; First term and year to graduate: Winter 2020 (CM 4714)

Checksheet for new Pathways Minor: Data and Decisions (DTDC); First effective term to declare: Spring 2019; First effective date to graduate Winter 2020 (CM 4714)

Revised:

Effective Graduation Calendar Year 2021

College of Liberal Arts and Human Sciences

Checksheet for Inclusion in Pathways General Education; Minor: Language Sciences (LNGS) (Revised); Effective for students graduating calendar year 2021 (CM 4697)

CONSTITUENT REPORTS

Commission on Administrative and Professional Faculty Affairs

J. Orr reported that the first meeting of the Spring semester will be February 13, 2019.

Staff Senate
No report.

Faculty Senate
K. Hosig reported that the Senate is reviewing membership and term limits.

Student Government Association
No report.

Graduate Student Assembly
No report.

ADJOURNMENT
A motion was made and seconded to adjourn the meeting at 3:13 PM.

Respectfully Submitted,
Becki Smith, Office of the University Registrar
1. CALL TO ORDER

Mr. Dwight Shelton, Vice President for Finance and CFO called the meeting to order.

2. APPROVAL OF THE OCTOBER 18, 2018 MINUTES

Mr. Shelton stated that the October 18, 2018 minutes have been approved and forwarded to the University Council for posting on the web.

3. SECOND READING OF RESOLUTION TO ADD NEW UACSBP MEMBER

Mr. Hodge explained the normal protocol for a resolution is to have two readings of the resolution before it goes to University Council for consideration. Mr. Hodge conducted the second reading to change membership to the University Advisory Council on Strategic Budgeting and Planning. The resolution resolved that Bylaws of the University Council be changed to reflect the addition a representative from the Office of Strategic Affairs to the University Advisory Council on Strategic Budgeting and Planning, with said representative serving a three year term staring in 2019-2020 academic year.

Upon motion by Ms. Terry Clements and second by Dr. Ken Smith, the resolution was unanimously approved subject to clarification on how the representative is selected.

4. UPDATE ON UNIVERSITY’S STRATEGIC PLANNING

Ms. Erin McCann, Director of Strategic Planning, presented an overview of the strategic planning process. She reviewed the main principles of Beyond Boundaries and explained that the strategic planning process builds on the Beyond Boundaries foundation. Ms. McCann further explained that the strategic planning process is a collaborative effort with the university and stressed the importance of feedback. She provided examples of campus conversations that occurred throughout the process and answered questions about
communications. Ms. McCann noted that the Office of Strategic Affairs website is the predominate place for resources.

Ms. McCann shared with the Council the university’s revised vision and mission statements. Based on feedback received, the revised mission statement reflects the importance placed on Ut Prosim. Ms. McCann also reviewed the university’s strategic themes that emerged from the strategic planning work and answered questions on how the strategic themes relate to Beyond Boundaries.

Ms. McCann provided an overview of the timeline and next steps which included finalizing the Strategic Planning framework in Spring 2019. Next steps also include a broad set of goals with associated measurements that each college or department can connect to as they develop their own strategic plans. The Office of Strategic Affairs plans to be engaged with colleges and departments during this process and will be a resource in helping develop their plans.

5. **UPDATE ON PIBB MODEL PRESENTATION**

Dr. Ken Smith, Vice Provost of Academic Resource Management updated the Council that the PIBB Model presentation is still in the process of being posted on the Provost website.

6. No further business was discussed, and the meeting adjourned at 4:40 p.m.
MINUTES
UNIVERSITY ADVISORY COUNCIL ON
STRATEGIC BUDGETING AND PLANNING
January 17, 2019


ABSENT: Maria Balota, Cyril Clarke, Caed Cunningham, William Dougherty, John Fike, Bob Hicok, Cayce Myers, Quinton Nottingham, Dwight Shelton, Ken Smith, Michael Sorice, Linging Wang and Bronson Weston.

1. CALL TO ORDER

Mr. Tim Hodge, Associate-Vice President for Budget and Financial Planning called the meeting to order.

2. APPROVAL OF THE NOVEMBER 15, 2018 MINUTES

Mr. Hodge stated that the November 15, 2018 minutes have been approved and forwarded to the University Council for posting on the web.

3. UPDATE ON THE EXECUTIVE BUDGET AMENDMENTS

Mr. Hodge provided an update on the Governor’s executive amendments to the 2018-20 Executive Budget, which was communicated to campus in a memorandum from Mr. Dwight Shelton, Vice President for Finance and CFO, on December 20, 2018. Mr. Hodge reminded the council that the General Assembly passed the original 2018-20 biennial budget in May of 2018. In that biennial budget, there were several items that would go into effect during the 2019-20 fiscal year, including additional funding for degrees in Data Science & Technology, Science & Engineering, Healthcare and Education; a contingent salary program for faculty & staff; funding for Student Financial Aid; and funding for the Cyber initiative. In addition to the budget items that had already passed by the 2018 General Assembly, on December 18, 2018 the Governor’s amendments proposed additional Student Financial Aid support; a computer science education initiative including operating and capital support with $168M of State support for the VT Innovation Campus; a 1% bonus for all state employees effective December 1st, 2019. The Governor’s budget also proposes to hold employer and employee health insurance premiums flat for 2019-20 for most employee health plans. Additional capital support for Kentland Facilities project was also included. Mr. Hodge reminded the Council that the budget amendments are subject to change during the General Assembly session, which convened on January 9, 2019 and is scheduled to adjourn on February 23, 2019. A copy of Mr. Shelton’s memorandum and schedule of budget items passed by the 2018 General Assembly are attached to these minutes.
4. REVIEW OF ASSESSMENTS OF ADMINISTRATIVE EFFICIENCY

In response to a request from the Council, Mr. Brennan Shepard, Director of Financial Planning for the Office of Budget and Financial Planning presented a review of various assessments of administrative efficiency. Due to interest from campus, university leadership, the Board of Visitors, State officials and the public, VT continuously assesses administrative costs from multiple perspectives, including comparisons to similar institutions. These analyses are completed by VT as well as external groups such as JLARC. VT’s analyses utilize nationally recognized methodologies from State Higher Education Executive Officers, Delta Cost Project, and the American Council of Trustees and Alumni. While reviewing the methodologies, Mr. Shepard shared that any assessment requires accurate and comparable data, so the audited financial statements data from the Integrated Postsecondary Education Data System (IPEDS) is utilized. Within IPEDS, the core expenditures are classified by function. Mr. Shepard then walked through several graphs showing a comparison of total administrative spending per student FTE at VT compared to SCHEV Peer institutions, Public Research institutions and Virginia Research institutions. VT’s total administrative spending per student was well below the average for each group. Mr. Shepard also showed a comparison of Administrative costs (Academic & Institutional Support) as a percent of Total Core Expenditures. Again VT had the lowest percentage when compared to our other peer groups. In his conclusion, Mr. Shepard reminded the council that this information is periodically assessed to provide insight on future financial decisions. A copy of Mr. Shepard’s PowerPoint is attached to these minutes.

5. No further business was discussed, and the meeting adjourned at 5:00 p.m.
# Operating Budget

<table>
<thead>
<tr>
<th>Department</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degrees in Data Science &amp; Technology, Science &amp; Engineering, Healthcare, and Education</td>
<td>$2.6</td>
<td>$5.2</td>
</tr>
<tr>
<td>2% Faculty &amp; Staff Raise, Effective December 1, 2019 (Executive)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Faculty &amp; Staff Raise, Effective June 10, 2019 (House)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1% Staff Employee Merit Increase, Effective June 10, 2019 (House)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Contingent Faculty &amp; Staff Raise, Effective June 10, 2019 (Senate/Compromise)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Contingent Classified Staff Merit Increase, Effective June 10, 2019 (Senate/Compromise)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Restoration of Interest Earnings and Credit Card Rebate</td>
<td>0.7</td>
<td>0.7</td>
</tr>
<tr>
<td>Technical Adjustments (fringe rate changes, annualization of prior year costs, etc.)</td>
<td>6.7</td>
<td>6.7</td>
</tr>
<tr>
<td><strong>Subtotal University Division Operating</strong></td>
<td>7.4</td>
<td>10.1</td>
</tr>
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</table>

## Student Financial Aid

<table>
<thead>
<tr>
<th>Aid</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Undergraduate Financial Aid</td>
<td>0.5</td>
<td>1.6</td>
</tr>
<tr>
<td><strong>Unique Military Activities</strong></td>
<td>0.3</td>
<td>0.3</td>
</tr>
</tbody>
</table>

## Higher Education Research Initiative

<table>
<thead>
<tr>
<th>Initiative</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>CyberX - Hub: Leasing, Operations, Faculty, Entrepreneurship, and Internship Programs</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CyberX - Virginia Research Investment Fund to Scale Initiative at Hub and Spoke Sites</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CyberX - Renovations, Enhancements, and Equipment at Hub and Spoke Sites (Capital)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Higher Education Research Initiative (CyberX)</strong></td>
<td>3.0</td>
<td>7.0</td>
</tr>
</tbody>
</table>

## Higher Education Equipment Trust Fund

<table>
<thead>
<tr>
<th>Allocation</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Allocation</td>
<td>10.3</td>
<td>10.3</td>
</tr>
<tr>
<td>Research Allocation</td>
<td>5.2</td>
<td>5.2</td>
</tr>
<tr>
<td><strong>Subtotal Equipment Trust Fund</strong></td>
<td>15.6</td>
<td>15.6</td>
</tr>
</tbody>
</table>

## Cooperative Extension/AES Division (CE/AES)

<table>
<thead>
<tr>
<th>Program</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Scientist Assistance Program</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of New Facilities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Faculty &amp; Staff Raise, Effective December 1, 2019 (Executive)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Faculty &amp; Staff Raise, Effective June 10, 2019 (House)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1% Staff Employee Merit Increase, Effective June 10, 2019 (House)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Contingent Faculty &amp; Staff Raise, Effective June 10, 2019 (Senate/Compromise)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Contingent Classified Staff Merit Increase, Effective June 10, 2019 (Senate/Compromise)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Technical Adjustments (fringe rate changes, annualization of prior year costs, etc.)</td>
<td>2.8</td>
<td>4.1</td>
</tr>
<tr>
<td><strong>Subtotal CE/AES</strong></td>
<td>2.8</td>
<td>4.1</td>
</tr>
</tbody>
</table>

## Capital Budget

<table>
<thead>
<tr>
<th>Division</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT-Carilion Research Institute Biosciences Addition - Furnishings, Fixtures &amp; Equipment</td>
<td>-</td>
<td>$6.1</td>
</tr>
<tr>
<td>Cooperative Extension &amp; Agricultural Experiment Station Division</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Maintenance Reserve</strong></td>
<td>$13.6</td>
<td>$13.6</td>
</tr>
</tbody>
</table>

*1) These items are not yet represented in the university’s 2018-19 budget, and will be incorporated as a 1st quarter adjustment.
2) State initiative. This was not requested by the university.
3) Represents a $3.9 million annual increase over the 2017-18 funding level and a $8.4 million increase over the previous 2016-18 biennium.
Assessment of Administrative Efficiency

BRENNAN SHEPARD
DIRECTOR OF FINANCIAL PLANNING
JANUARY 17, 2018
Administrative Assessment

- Interest from campus, university leadership, Board of Visitors, State officials, and public
- Significant focus on constraining tuition increases and maximizing limited resources
- University continuously assesses administrative costs from multiple perspectives
- Comparisons to similar institutions help VT understand relative position and make informed decisions regarding future allocations

Data Source: IPEDS
Methodology Basics

- Assessment requires accurate and comparable data
  - Audited financial statement data from the Integrated Postsecondary Education Data System
  - Regulated by national and state accounting standards

- Core Expenditures are classified by Function:
  - Instruction
  - Research
  - Public Service
  - Academic Support (libraries, dean’s offices, course development)
  - Student Services
  - Institutional Support (HR, finance, executive admin, police)
  - Other

  Combining the Academic Support and Institutional Support categories is a common approach to defining “administrative” spending.

Data Source: IPEDS
One valuable perspective is the **total “administrative” spending per student FTE**. This is an approach utilized by the State Higher Education Executive Officers (SHEEO). Board of Visitors annually reviews this as one Scorecard measure:

- Goal to be among lowest 5 in peer group for “administrative” spending per student FTE.
- VT has been 1st or 2nd for many years.

**Administrative Assessment**

Data Source: IPEDS

**Administrative Spending per Student FTE**

**Rank Among Peer Group (lowest to highest)**

Data Source: IPEDS
Administrative Assessment

Longitudinal review of administrative spending per student FTE

Administrative Spending per Student FTE
in 2017 dollars

Data Source: IPEDS

Virginia Research Average (n=3)
Public Research Average (n=81)
SCHEV Peer Average (n=25)
Virginia Tech

Data Source: IPEDS

Another approach is to compare the percentage of total expenses that an institution expends on Academic and Institutional Support (administrative costs).

This approach is based upon the Delta Project, a nonprofit best practices organization.

Administrative spending is a smaller portion of the Virginia Tech budget than the peer average.
Third perspective is a methodology published by the American Council of Trustees and Alumni (ACTA) in a 2017 report on administrative spending.

Using IPEDS data, the study calculates a ratio of Institutional Support (administrative) spending compared to Instruction and Academic Support (instructional) spending.

Virginia Tech’s ratio is 0.16, meaning VT spent $0.16 on Institutional Support for each $1.00 of spending on Instruction and Academic Support. This ratio is lower than peer averages.

<table>
<thead>
<tr>
<th>ACTA Instructional Administrative Cost Ratio FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.18 Public Research (n=81)</td>
</tr>
<tr>
<td>$0.18 SCHEV Peers (n=25)</td>
</tr>
<tr>
<td>$0.17 Virginia Research (n=3)</td>
</tr>
<tr>
<td>$0.16 Virginia Tech</td>
</tr>
</tbody>
</table>

Data Source: IPEDS
Administrative Assessment

- Continual assessment provides insights that can shape decisions
- Constant pressure to hold costs down and focus on core activities
- University remains committed to identifying and leveraging opportunities for administrative efficiency
- Restructuring of relationship with state has allowed greater autonomy and efficiency, and efforts continue to expand that autonomy
- Enrollment growth presents an opportunity to scale and generate greater efficiency (less spending per student)