UNIVERSITY COUNCIL MEETING
October 7, 2019
3:30 p.m.
Steger Hall Conference Center
AGENDA

1. Adoption of Agenda
   Dwayne Pinkney

2. Announcement of approval and posting of minutes of September 16, 2019
   Dwayne Pinkney
   These minutes have been voted on electronically and will be posted on the University web.

3. New Business
   Dwayne Pinkney
   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2019-20A
   Resolution to Approve New Major, Sports Media and Analytics, in Bachelor of Arts in Communication

4. Announcement of acceptance and posting of Commission Minutes
   Dwayne Pinkney
   These minutes have been accepted for filing by electronic vote and will be posted on the University web. Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.
   Commission on Graduate and Professional Studies and Policies
   May 1, 2019
   Commission on Outreach and International Affairs
   August 29, 2019
   Commission on Undergraduate Studies and Policies
   September 9, 2019
   Commission on University Support
   November 15, 2018
   February 21, 2019
   March 21, 2019
   April 18, 2019

5. Presentation
   John Ferris
   Charge and Update of the President’s Committee on Governance
   Charge of the Committee on Governance
   Principles of Shared Governance Draft

6. Adjournment
   Dwayne Pinkney
University Council Minutes  
September 16, 2019  
3:30 PM  
Steger Hall Conference Center

**Present:** Cyril Clark (presiding), Debra Stoudt for Laura Belmonte, Richard Blythe, Greg Daniel, Karen DePauw, Bryan Carey, Guru Ghosh, Stephen Kleiber for Alan Grant, Scott Midkiff, April Myers, Kim O’Rourke, Tara Frank for Patricia Perillo, Angela Hayes for Charles Phlegar, Jack Lesko for Julia Ross, Brennan Shepard for Dwight Shelton, Kevin Carlson for Robert Sumichrast, Don Taylor, Paul Winistorfer, Jonathan Bradley, Urs Buehlmann, Bob Hicok, John Hole, Kimberley Homer, Collin Shelton for John Livingston, Alan Michaels, Kerry Redican, Lori Buchanan for Serena Young, Diane Agud, Eric Kaufman, Bettina Koch (via Zoom), Robin Queen, Anthony Wright de Hernandez, David Bieri, Daniel Hindman, Jia-Qiang He (via Zoom), Kang Xia for Mary Marchant, David Tegarden, LaTawnya Burleson (via Zoom), Velva Groover, Brandy Morse, Sue Teel, Janice Austin, Khaled Hassouna, Inga Haugen, Caitlyn Stokes, Jackson Ribler, Dylan Sparks, Blake Barnhill, Sadie Anderson, Conrad Briles, John Ferris, & Tamarah Smith

**Absent:** Tim Sands (with notice), Michael Friedlander, Lee Learman, Steve McKnight, Sally Morton (with notice), Kelly Oaks, Dwayne Pinkney (with notice), Menah Pratt-Clarke (with notice), Tyler Walters, Lisa Wilkes (with notice), Sherwood Wilson (with notice), Greg Fansler (with notice), Monty Abbas, Cayce Myers (with notice), Lyn Abbott, Matthew Gabriele, Chris Lawrence, Brian Huddleston, Katrina Loan, Teresa Lyons, Glenda Scales, Hani Awni, Alexis Hruby, Ryan King, & Madelynn Todd (with notice)

**Guests:** Catherine Amelink, Kari Evans, Jack Finney, Annabell Fuselier, Rachel Holloway, Dawn Jefferies, Edward Lener, Marlena Lester, Scott Nachlis, Patricia Simpson, & Rick Sparks

Dr. Clarke called the meeting to order at 3:30 p.m. A quorum was present.

1. **Adoption of Agenda**

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

2. **Announcement of approval and posting of minutes of May 6, 2019**

Dr. Clarke noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (http://www.governance.vt.edu).

3. **Commission Chair Reports**

Dr. Clarke asked the Commission chairs to present briefly their goals for the academic year.

   1. Commission on Administrative and Professional Faculty Affairs – Janice Austin, Member

      a. Seeking feedback from constituents to determine the desire for greater representation in university governance for A/P faculty and will evaluate its current representation on committees and commission which may bring a resolution to University Council

      b. Will evaluate the possibility of A/P faculty receiving community service leave similar to current Classified and University Staff
2. Commission on Equal Opportunity and Diversity – Kimberley Homer, Chair

a. Reviewing safety and accessibility in the physical plant
b. Reviewing accessibility in Virginia Tech’s instructional media
c. Exploring affordable housing on and off campus
d. Reviewing the Mental Health Task Force report recommendations
e. Looking into affordable experiential learning for underrepresented students
f. Seeking clarification of policies and procedures for religious observance exemptions

3. Commission on Faculty Affairs – Bob Hicok, Chair

a. Working on a resolution on religious accommodations for students
b. Revising Chapter 3 of the Faculty Handbook to send through shared governance
c. Working on completing the revision of Chapter 5 (collegiate faculty sections) of the Faculty Handbook to send through shared governance
d. Preparing for Kerry Ann O’Meara and Kiernan Matthews visit that will focus on faculty workload equity
e. Completing the Open Educational Resources guidelines and determine where these guidelines should be retained
f. Working group focusing on faculty service: how it is measured, evaluated, recorded, rewarded, etc.
g. Continue working on the integration of the medical school into shared governance
h. Periodic discussion of output from President’s Committee on Governance

4. Commission on Graduate Studies and Policies – John Hole, Chair

a. Actively discussing how to improve resources and policies for graduate students to mitigate several issues, including food insecurity, mental health, and inclusion
b. Looking into encouraging degrees and programs to adopt more formal expectations for graduate student outcomes (creating guidelines)
c. Looking to grow and make more accessible the new Interdisciplinary Graduate Education Program
d. Investigating how recent new policies on Open Access (publication and data) affect graduate students and resources that may be required
e. Exploring ways to help the university’s growth in Northern Virginia
f. The commission wishes to assist in any way with the implementation of the resolution for the new PhD status of Candidate to help reduce tuition for advanced doctoral students

5. Commission on Outreach and International Affairs – Urs Buehlmann, Chair

a. Seeking to find funding for international scholarships for the Global Education Office
b. Exploring ways to engage our global alumni with Virginia Tech

6. Commission on Research – Alan Michaels, Chair

a. A resolution is being brought through governance regarding the revision to Policy 13005, Centers and University Institutes: Establishment, Governance and Programmatic Oversight.
b. A resolution will be sent through governance updating the Open Access Policy
c. Reviewing Research Faculty definitions in the Faculty Handbook and taking a closer look at the classification of post docs
d. Exploring a broader cross-commission discussion on experiential learning and how to roll it out to Virginia Tech
7. Commission on Staff Policies and Affairs – Tamarah Smith, Member
   a. Exploring ways to improve communication with staff
   b. Determining ways to increase participation in university governance and service to Virginia Tech
   c. Finding ways to improve upon the President’s endorsement of shared governance participation
   d. Continue to look at benefit options for staff – “Best Place to Work”

8. Commission on Student Affairs – Collin Shelton, Vice Chair
   a. Taking up Hokie Handbook changes and reviewing UCSO Constitution changes
   b. Reviewing faith-based absences
   c. Exploring public transportation
   d. Looking into the math emporium with regards to efficiency, effectiveness, and accessibility
   e. General review of university facilities and the supporting infrastructure

9. Commission on Undergraduate Studies and Policies – Kerry Redican, Chair
   a. Exploring academic relief policy that includes student re-admission/re-enrollment, current W grade policy, retroactive timeline, and appearance of coursework on the transcript
   b. Reviewing revisions made to current academic policies including discontinuances, revised policy source (PPM, numbered policy, or Undergraduate Catalog), and updates due to current practice
   c. Working on date of graduation to date of entry implementation and transition

10. Commission on University Support – Jonathan Bradley, Chair
    a. The commission has charged the Information Technology Systems and Services Committee with defining a mechanism that details actions that can be taken to improve the efficiency, transparency, and timeliness of software procurement requests across campus

4. Announcement of Approval and Posting of Commission Minutes

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

- Commission on Administrative and Professional Faculty Affairs
  April 10, 2019
  May 8, 2019

- Commission on Equal Opportunity and Diversity
  April 29, 2019

- Commission on Faculty Affairs
  April 19, 2019

- Commission on Graduate Studies and Policies
  April 17, 2019

- Commission on Outreach and International Affairs
  April 18, 2019
• Commission on Research  
  December 12, 2018  
  February 13, 2019  
  March 13, 2019

• Commission on Undergraduate Studies and Policies  
  April 8, 2019  
  April 22, 2019

5. **Presentation**

Ed Lener and Dawn Jefferies gave a presentation (attached) that gave an overview of the Commonwealth of Virginia Campaign.

6. **Adjournment**

There being no further business, a motion was made to adjourn the meeting at 4:02 p.m.
CVC Overview

Edward Lener, 2019 Steering Team Chair
Dawn Jefferies, 2019 Honorary CVC Chair

September 16, 2019

CVC Campaign Artwork
Today’s Agenda

- What is CVC?
- Why give in this way?
- CVC at Virginia Tech
- Common questions and concerns
- CVC website and online pledge system
- Hosting fundraisers
- Questions from you

Commonwealth of Virginia Campaign

What is the CVC?

- Annual workplace giving program.
- Operated by and for state employees.
- Over 1,000 participating charities, including health & human services, animal welfare, environmental conservation, medical research, and more!
This Year’s Honorary Chair

Associate Director of Visual Strategy
Dawn Jefferies

Why Give through the CVC?

- 100% of any designated contribution goes to that charity.
- Employees can designate multiple charities.
- Payroll deduction option makes budgeting easier.
- Employees may also make one-time contributions.
- All charities prescreened by CVC.
CVC at Virginia Tech

- One more way the Hokie Nation lives our motto, *Ut Prosim* (That I may serve).
- Since 2010, the university has raised over $2.8 million to support local, state, and national charities.
- This past year we raised almost $381,000 - a new record!

How Does VT Compare?

<table>
<thead>
<tr>
<th>University</th>
<th>Dollar Amount of Pledges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia State University</td>
<td>$4,055,60</td>
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<tr>
<td>Virginia Polytechnic Institute</td>
<td>$2,700,00</td>
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<tr>
<td>Virginia Military Institute</td>
<td>$1,224,80</td>
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<td>Virginia Commonwealth University</td>
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<tr>
<td>University of Virginia</td>
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<tr>
<td>University of Mary Washington</td>
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<tr>
<td>Tidewater Community College</td>
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<tr>
<td>Thomas Nelson Community College</td>
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<td>The College of William and Mary in Virginia</td>
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<td>Piedmont Virginia Community College</td>
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<tr>
<td>Old Dominion University</td>
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<td>Germanna Community College</td>
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<tr>
<td>George Mason University</td>
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</table>
### 2018 Campaign - Top Designated Charities at VT

- Women’s Resource Center of the NRV
- Free Clinic – New River Valley
- Feeding America Southwest Virginia
- United Way of the New River Valley
- Montgomery County Emergency Assistance Program
- Habitat for Humanity – New River Valley
- Blacksburg Volunteer Rescue Squad
- Blacksburg Interfaith Food Pantry
- American Red Cross – Roanoke and NRV
- Virginia Tech Rescue Squad

### 2019 Campaign

- Sept. 30 – Dec. 13
- Goal: **$390,000**
  - Each college and senior management area also has a goal (*proportional, based on July 1 Banner data*)
- **Kick-off celebration: Sept. 30**
  - Owens Hall – 11:30 to 1:30
  - Local charity partners
  - Lunch and silent auction
  - You are invited!
A Few Common Questions and Concerns

- What charities are included? How are they selected?
- Are donations confidential?
- Do small donations make a difference?
- What are the benefits of designating a charity?

A Little Quick Math

Average donation was $247 or just over $10 per pay period

- $10 per pay period
- 24 pay periods per year
- About 65 people here today
- $10 x 24 x 65 = $15,600
### Our Primary Goals for the 2019 Campaign

- Increase annual giving to $390,000 (or more!)
- Boost overall participation rate to over 20%
- Reduce the dollar amount of gifts that are undesignated

### Departmental Representatives

- Serve as a local point of contact and a familiar face.
- Publicize campaign launch and fundraising goals.
- Communicate the need and help make it personal.
- Answer questions about CVC.
- Coordinate special events.
- **Online Pledge System**
  - Online system is recommended
  - Employee can give one-time donation or choose payroll deduction
  - Can designate multiple charities
  - If employee prefers, they can donate using the paper pledge form

- **CVC Website - cvc.hr.vt.edu**
  - **Donate**: Online pledge system, paper pledge form, FAQs, list of participating charities
  - **Campus Involvement**: Photo galleries and campaign awards
  - **Campaign Goals**: Fundraising goals by Senior Management Area and contributions to date
  - **Resources**: Steering Team, resource guide, event funds log, pledge form, email templates and promotional images
• Fun way to raise awareness, increase participation, and raise donations.
• Engages your team; fun atmosphere.
• Examples: bake sale, pumpkin carving content, chili cook off, baby picture ID contest, bean count.

We Need Your Help to Be Successful!
Edward Lener, lener@vt.edu
Dawn Jefferies, djefferies@vt.edu
Resolution to Approve New Major, Sports Media and Analytics, in Bachelor of Arts in Communication

WHEREAS, the current Sports Media and Analytics Concentration of the Major in Multimedia Journalism has proved popular with students and is growing rapidly; and

WHEREAS, the current concentration in the Major in Multimedia Journalism requires students to earn more than half of their credits toward graduation in communication courses and thereby limits their ability to receive a broad liberal-arts education; and

WHEREAS, the Accrediting Council for Education in Journalism and Mass Communication calls for graduates of accredited programs to combine professional communication studies with a broad liberal-arts education (defined as at least 72 of 120 credits for graduation in courses outside the communication major); and

WHEREAS, the Department of Communication wants to earn accreditation for the Sports Media and Analytics curriculum as part of efforts to ensure institutional excellence (The Virginia Tech Difference: Advancing Beyond Boundaries); and

WHEREAS, majors, as opposed to concentrations, are highlighted in all admissions materials and can thereby create greater opportunities to attract in-state and out-of-state students to meet enrollment targets for the department and college; and

WHEREAS, companies recruit more heavily from programs whose students have a major in the field; and

WHEREAS, a major recorded on transcripts, provides institutional validation of students' education, and helps position graduates for success in an increasingly competitive labor market;

THEREFORE, LET IT BE RESOLVED that the Major in Sports Media and Analytics be approved for addition to the Bachelor of Arts in Communication effective Fall 2019 and the proposal forwarded to the President for approval.
MINUTES
Commission on Graduate Studies & Policies
May 1, 2019
3:30 – 5:00 p.m.
Graduate School Conference Room

Present: John Hole (for Rajesh Bagchi, Chair), Lujean Baab, Nancy Bodenhorn, Karen DePauw (ex officio), Paul Emmons, Samantha Fried, Madlyn Frisard, Cynthia Hampton, Lesa Hanlin, Rachel Holloway (ex officio), Joseph Kozak, Anurag Mantha, Gail McMillan, Hannah Parks, Annie Pearce, Nick Rexroad, Devi Gnyawali (for Robert Sumichrast), Martina Svyantek, and Zhiwu Xie.

Absent with notification: Rajesh Bagchi, Mehdi Ahmadian, and Xin Luo.

Absent without notification: Alexis Hruby, Sarah Karpanty, Kathy Lu, Nick Rexroad, and Tyler Walters (ex officio).

Visitors and invited guests: Nicole Abaid, Jessica Agnew, nZo Amani, Janice Austin, Scott Case, Maria Elisa Christie, Kevin Edgar, Catherine Grimes, Ralph Hall, Bill Huckle, Jack Lesko, Shane Ross, Jake Socha, Pam VandeVord, Stefan Duma, and Zachary Gould.

Call to Order

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

Approval of the Agenda

The agenda was approved as modified.

Approval of the Minutes

The minutes of April 17, 2019 were approved as presented.

Committee Reports

Graduate Curriculum Committee

The Graduate Curriculum Committee minutes of April 18, 2019 and April 25, 2019 were accepted as presented.

Graduate Student Appeals Committee

There was no report.
**Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee**

Dr. Bodenhorn reported that the wording on ESS will be updated. The discussion on revoking degrees was tabled and will be taken up next fall.

**Old Business**

The commission accepted the revised iPhD proposal for Michelle Yancey. Dr. Huckle will inform her of the approval and provide guidance moving forward.

**New Business**

Dr. Hole introduced Dr. Ross and his associates and presented background for the CUSP Resolution 2018-19E. While this resolution recommends the termination of the Bachelor of Science in Engineering Science and Mechanics, there is a concern about the impact the elimination of the bachelor’s program will have on the engineering mechanics graduate program. Dr. DePauw suggested that Dr. Hole should comment to University Council regarding the concerns presented to CGS&P by Dr. Ross and his associates. Of significance is the contribution of engineering mechanics to interdisciplinary research and study at Virginia Tech. Dr. Hole opened up discussion with the membership and will share the concerns and comments regarding graduate education at University Council.

Dr. Hole introduced Dr. Hall and his associates for their presentation and discussion about food access and security and homelessness on college campuses. Virginia Tech’s study includes both qualitative and quantitative methodologies in the survey design. During the discussion, a variety of data sets were identified that are available and a tool that will allow further investigation of the data results. This topic will be included in the fall commission meeting.

Dr. Hole introduced the untaught course list from the Registrar of courses that will be inactivated. The list was accepted by the Commission.

**Graduate School Update**

Dr. DePauw reported on the fiftieth anniversary celebration in northern Virginia last week. The President and Provost attended as well as many campus representatives.

**Constituency Updates**

**Graduate Student Assembly**

Ms. Fried reported on the elections for next year. A discussion was held during the executive committee last week on the wording of the Principles of Community in regard to marginalized students.

**Graduate Honor System**

Mr. Mantha reported all cases have been resolved.
University Library Committee

Dr. Xie reported on the pilot in response to a study requested by CGS&P two years ago. The presentation will be added to SharePoint for the commission members’ review.

Faculty Senate

Ms. McMillan had no report.

Student Government Association

There was no report.

Board of Visitors

Mr. Amani had no report.

University Council and Commission Updates

Dr. Huckle reported the MEng was approved at University Council.

There were no other commission updates.

Announcements

There were no announcements.

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
COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
Minutes
August 29, 2019; 3:30-4:30 p.m.
Gateway Center; 902 Prices Fork Road; Suite 120

Attendance: Andrea Brunais (guest), Urs Buehlmann, Nick Copeland, Svetlana Filiatreau, Ralph Hall, Ed Jones, Lee Learman (via phone), Juan Luis Nicolau, Morgan Paulette, Susan Short

Absent: Cheng Chen, Wayne Crotto, Guru Ghosh, Shelley Martin, Kang Xia, LaWanda Wright, Xiaowei Wu

1. Welcome and Introductions: Urs Buehlmann welcomed the group. Self-introductions were made.

2. Agenda Approval: Urs made the call for motion to approve the agenda; motion made; was seconded; all were in favor, there was no opposition and the agenda was approved.

3. Call for Announcements: The call for announcements was made. Andrea Brunais announced that the Virginia Tech Global magazine ([https://lci.vt.edu/content/dam/lci_vt_edu/vt-global/VT-Global-Spring2019.pdf](https://lci.vt.edu/content/dam/lci_vt_edu/vt-global/VT-Global-Spring2019.pdf)) was available at the meeting for all those interested in taking copies back to their departments; Susan Short indicated that she would make sure Lee Learman in Roanoke would receive some copies for his colleagues. Donald Hempson will be joining Virginia Tech as the new Associate Vice President for International Affairs on September 10, 2019.

4. Announcement of Approval of Minutes, April 18, 2019 and May 9, 2019: Urs noted that the May 9, 2019 COIA meeting was cancelled due to another event members wanted to attend, which was ultimately cancelled as well. Since there was not a May meeting, there are no minutes to approve. Urs announced that the April 18, 2019 minutes were approved electronically and forwarded to University Council for approval and posting. Approved minutes can be found: [http://www.governance.vt.edu/](http://www.governance.vt.edu/).

5. Chairman’s Report: The University Council meeting from the May 6, 2019 included old business: second reading and resolution passing on the following: Commission on Student Affairs: 1) Addition of a Statement on Sanction Enhancements for Policy Violations Motivated by Bias for the Student and Code of Conduct (Changes to the Hokie Handbook [www.hokiehandbook.vt.edu](http://www.hokiehandbook.vt.edu)); 2) Resolution to Change the Student Code of Conduct Section on Weapons (Changes to the Hokie Handbook [www.hokiehandbook.vt.edu](http://www.hokiehandbook.vt.edu)); Commission on Undergraduate Studies and Policies: 1) Resolution to Approve New Major, Humanities for Public Service, in Bachelor of Art in Religion and Culture; 2) Resolution to Approve New Major, Polymer Chemistry, in Bachelor of Science in Chemistry; 3) Resolution to Approve New Major, Medicinal Chemistry, in Bachelor of Science in Chemistry; 4) Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics (lengthy discussion ensued; following the discussion, a vote was taken by University Council, and the motion passed with majority of 21 in favor of the resolution and 19 in opposition of the resolution to discontinue the Bachelor of Science degree in ESM). 5) Resolution to Approve Transitional Plan to Facilitate the Change of Date of Entry Graduation Requirements.

New business included a motion for first reading and action of both resolutions (commonly referred to as “waiver of first reading”), voted and passed on the following: Commission on Faculty Affairs: 1) Resolution to Amend the Faculty Handbook Promotion and Continued Appointment Procedures for Faculty in University Libraries. A vote was taken on the approval of the resolution, and the motion passed. Commission on Undergraduate Studies and Policies: 1) Resolution to Amend Implementation for Pathways General Education Curriculum to Extend Pathways Ad Hoc Review Committee.

6. Election of Vice-Chair: The background on the duties of the Vice-Chair was given: 1) the Vice-Chair is responsible for assembling a sub-committee to review application packets and collect voting for the Alumni Awards for Outreach Excellence (both Individual and Team Awards). Deadlines for application packets are 4:00 p.m. January 31, 2020. In order to be eligible for the Vice-Chair position, nominees must have one year after current year in order to serve as the Chair for COIA. Kimberly Rhodes read the list of eligible members from the most current roster that had more than one year of service on the commission left. The group decided to let those at the meeting think of whether they would serve, and also give the opportunity for those that were unable to make the meeting to consider serving. Voting will take place at the September meeting. All those that had questions, concerns are welcome to contact either Urs or Kimberly off-line and they would be willing to meet and discuss in more detail.

7. Reports:
   VCE: Ed Jones discussed some of the activities for the Virginia Cooperative Extension (VCE). Ed referred to the Virginia Tech Global magazine ([https://lci.vt.edu/content/dam/lci_vt_edu/vt-global/VT-Global-Spring2019.pdf](https://lci.vt.edu/content/dam/lci_vt_edu/vt-global/VT-Global-Spring2019.pdf)) that contains several articles involving VCE. He talked about the global agricultural report with the College of Agriculture
and Life Sciences, the World Food Prize event in Des Moines, Iowa in October; the Borlaug lecture; Food and Safety programs in Senegal and the 4-H Program. Ed also talked about the Ireland exchange and the work to strengthen relations; and visits to China to get collaborations moving forward with some of the 39 agricultural universities in China. Andrea mentioned that the latest edition of Save our Towns will be released soon, and VCE is a big supporter of Save Our Towns. In turn, there is a lot of mention for extension and the involvement with Appalachian Communities and the reporting of the communities.

**UCIA:** Svetlana Filiatreau reporting on the August 26, 2019 meeting of the University Committee on International Affairs (UCIA). Highlights included the nomination and confirmation for UCIA Vice-Chair, Latanya Walker; by-laws update to include a representative from VT Carilion School of Medicine, which will be brought forth to COIA after the approval process at UCIA; member updates on the internationalization data task force, China orientation, Hokies in London, the Black Alumni Reunion 2020 Award Nomination, Language Flagship grant, UN-FAO Internship Program, presentation on COLCIENCIAS internships, cohorts from Pakistan, language study opportunities; and UCIA objectives for the upcoming year. The minutes for all UCIA meetings that have been approved thus far are available at the following link on-line: [https://www.outreach.vt.edu/VP/CommissionsAndCommittees/ucia/uciaminutes.html](https://www.outreach.vt.edu/VP/CommissionsAndCommittees/ucia/uciaminutes.html).

**ELC:** Susan Short spoke to the Engagement Leadership meeting from June 6, 2019, which included the Engagement Scholarship Consortium annual meeting to be held in Denver, Colorado with the pre-conference October 6-7 and the conference October 8-9, 2019 ([https://engagementscholarship.org/](https://engagementscholarship.org/)). Virginia Tech will host the 2020 conference in Philadelphia, PA; Kris Tilley-Lubbs (School of Education) and Catherine Cotrupi (VT Engage) have volunteered to serve on the program committee for this event. Discussion also included ways to attract more application packets within the faculty community for the Alumni Awards for Outreach Excellence. The fall kick-off meeting of the Engagement Leadership meeting is scheduled for September 5th, more information to come on that meeting. Minutes can be found ([https://www.outreach.vt.edu/about/commissions-committees/elc/elcminutes.html](https://www.outreach.vt.edu/about/commissions-committees/elc/elcminutes.html)).

8. **Global Alumni Engagement Sub-Committee Update:** Svetlana gave a report on the global alumni engagement sub-committee ([see attached report](#)). As a summary, the main purpose and focus of the sub-committee that was formed through COIA was to identify global alumni and methods for engaging international alumni; determine what barriers exist; research other models; review the current structure and advancement for connecting and friend raising. There are multiple systems that are unable to communicate with each other, and FERPA policies prevent access to information. The recommendation was for a 2-year plan to develop the process; perhaps at the November COIA meeting, and after the Provost’s visit at the October meeting to discuss student study abroad funding, the process can be further discussed.

Urs asked the commission if it was their desire for him to bring the objectives of COIA forth to university governance as priorities 1) To continue to push forward with seeking scholarships for study abroad and 2) to push forward with an international alumni database for giving “Global Alumni Advancement Engagement”. The commission agreed that those should be the top priorities for the academic year.

9. **Commission Board Member Comments:** Susan announced that three floors of The Inn at Virginia Tech and Skelton Conference Center (IVTSCC) were currently being used to house 325 undergraduate students. She thanked the Inn leadership team and the Division of Student Affairs for a smooth transition. Susan reminded the group that The Inn (4th floor hotel rooms, Conference Center, Preston’s Restaurant, Continental Divide) is still open for business and will continue to host conferences, meetings, and meals. Additionally, as a reminder, there are Inn incentive funds available to assist departments with new business conferences/events being brought to The Inn.

A motion to adjourn was made, seconded; all were in favor. The meeting adjourned at 4:28 p.m.

Respectfully submitted,

Kimberly Rhodes, Recording Secretary

**TENTATIVE MEETING DATES FOR 2019-2020** (All meetings will be from 3:30-4:30 p.m. and will take place at the Gateway Center-902 Prices Fork)

- September 19, 2019
- October 17, 2019
- November 21, 2019
- December 12, 2019
- **NO JANUARY MEETING**
- February 20, 2020
- March 19, 2020
- April 16, 2020
- May 7, 2020
Commission on Outreach and International Affairs:
International Alumni and Advancement Subcommittee Report
February 22, 2019

Subcommittee members

Back, Donald – Executive Director, Language and Culture Institute
Clubb, David - Director of the Cranwell International Center
Filiatreau, Svetlana – Director, Pamplin International Programs
Gibson, Monika - Assistant Dean and Director, Student Services, Graduate School
Kender, Michael - Professor of Practice in Finance
Leuschner, Ian - Director of International Support Services
Mitchell, Elizabeth – Pamplin, Assistant Dean of Advancement
Mitchell, Carl - Associate Director of Development, COE
Scales, Glenda - Associate Dean for Global Engagement and Chief Technology Officer, COE
Sanderlin, Nicole - Director of Global Engagement
Walker, Latanya - Director of Alumni Relations for Diversity and Inclusion
The committee is co-chaired by Svetlana Filiatreau and Ian Leuschner
Subcommittee charge

VT’s Commission on Outreach and International Affairs (COIA) approved the subcommittee’s charge on February 28, 2018. The subcommittee’s scope of responsibilities as documented in the charge document:

In collaboration with the Advancement division, the COIA International Alumni Relations & Advancement Subcommittee will:

1. Recommend definitions for the terms "global" alumni or "international" alumni.

2. Clarify reasons and strategic objectives to engage with global/international alumni.
   Consider the ways these align with the university’s institutional culture, its commitment to service, and Virginia Tech’s aspiration to be a global land grant university.

3. Identify methods to engage international alumni, including:
   - connecting VT alumni and current students;
   - engaging alumni in life-long learning and integrate knowledge into work-life contexts;
   - increasing alumni awareness of opportunities to engage in their communities individually and in the workplace.

4. Benchmark successful models and approaches used in other higher education institutions and recommend best practices.

5. Pinpoint institutional processes, resources and systems necessary to collect useful data across the various university databases:
   - Potential changes in our business processes
   - Changes necessary in our IT configurations and/or systems to align systems and meet all stakeholder needs
   - Resources and personnel needed make changes and effectively manage international alumni relations within colleges and units
   - Suggest universal database codes to categorize various types of international affiliations for both students and alumni
   - Conduct a comprehensive listing and review of databases currently used across the university

6. Collect information on current and previous initiatives to engage alumni throughout the world and make recommendations for potential replication in other areas of the university.
   - Examples: Hokies on Wall Street Mike Kender
   - Recommend a process for capturing "institutional faculty memory" and working with VT faculty (current and retired) to connect with global alumni.

7. Develop a two-year work plan for the April 2018 COIA meeting.

The COIA International Alumni and Advancement Subcommittee met three times – March 9, 23, and April 17.
Findings

Strategic Significance

By identifying Virginia Tech’s international alumni, the university can better leverage those located in or tied to global geographic regions. These alumni provide critical opportunities to enhance and support the university’s goals to become a Top-100 Global University, increase student cultural competence, provide more study-abroad experiences, and to build greater alumni engagement and philanthropy. Alumni can assist with student recruiting, collaborate on global research, provide employment opportunities for graduates and identify internships and study abroad opportunities for students. Whether Hokies are living abroad or just passing through, benefit from building social networks, attending special events, continuing lifelong learning, and forging professional relationships.

Target Populations

The subcommittee recognized several categories of international alumni, and global university “friends” which are especially key to achieving these goals. Each would need a unique code which is shared across the university.

- International alumni who did not complete their degree who remain connected to the university (not currently transferred from the registrar to the alumni database)
- International undergraduate and graduate students who originate abroad
- Alumni who initially originated abroad (not currently transferred from the registrar to the alumni database)
- Current students participating in study-abroad
- Alumni who participated in Study abroad (not previously coded)
- Alumni presently working in another country
- Faculty and staff who have worked abroad and may have international contacts and resources
- Hokies living abroad and the broader university
- Virginia Tech’s Intensive English Program participants
- Members of Virginia Tech’s special American study programs for individuals referred through their country’s state department (i.e. future dignitaries and corporate leaders).
- Exchange students (semester or summer)
- Alumni who were part of a short-term student program (credit or non-credit: 2 weeks and up)
- In-bound international students participating in US government-sponsored student programs (Fulbright, IREX, American Councils, etc.)

They began to identify internal stakeholders and collect information on programming, information needs and uses, current data resources, and relevant data personnel. Further, the subcommittee began identifying the capabilities needed from broader “platform” that would allow for current multiple data sources to be cohesively integrated, while also meeting the needs of a number of internal stakeholders.

4.1. The subcommittee has determined that the following questions need to be answered for each of these student categories:

- Who are they, what data is needed/desired by ALL stakeholders?
- Where do each of those data pieces currently reside?
- What data sharing is available – for students and for when they become alumni?
- Do these different data systems have capacity to “talk to each other” (and/ if we need to potentially create a broader system that would enable us to pull these data and have access to manage variety of programming and outreach).
- What barriers exist and what individuals/ offices that may be viewed as having capacity to control/ remove these barriers.

The subcommittee members noted that as long as there is a student ID number and a category, essentially anything can be imported into the AIMS/Blackbaud system, the university’s advancement data management platform. However, as the system is a third-party provider, FERPA policies may prevent data migration from student systems into AIMS. Policy adjustments may be needed to request certain student data for the purposes of alumni engagement, global education, international internships and career placements, as well as for the development of alumni-facilitated/ hosted academic and continuing/ executive education programs to be delivered in the chapter locations. Currently, Registrar serves as the data steward for student records.

Further, VP of IT needs to weigh in on this due to the increased privacy regulations thru the European Union.
4.2. The subcommittee determined that VT community should initially focus on international alumni who studied at VT on a student visa, the International Student Alumni (ISA). The subcommittee has recommended gathering the following data for the ISA.

<table>
<thead>
<tr>
<th>Data Needed</th>
<th>Data Sources and Indicators</th>
<th>On-Campus Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
<td>• Most of this data is in the student data mart (ES Data Warehouse).</td>
<td>• Cranwell International Center (UG)</td>
</tr>
<tr>
<td>2. Date of Birth</td>
<td>• Years of Attendance is not in student data mart it would need to be calculated</td>
<td>• Graduate School (GR)</td>
</tr>
<tr>
<td>3. Country of Birth</td>
<td>• Current Employer is not in student data mart</td>
<td>• DSA - collecting student activities through GobblerConnect. All data is collected, but not tied to an entity/student ID</td>
</tr>
<tr>
<td>4. Country of Citizenship</td>
<td>• Study abroad indicator is not in student data mart but is determined by enrollment in study abroad courses.</td>
<td>• GEO - study abroad alumni</td>
</tr>
<tr>
<td>5. Physical/ Mailing Address</td>
<td>• Degree status dimension. That would provide a degree term, if it was awarded, the degree code, degree college, degree major</td>
<td>• VT Engage - data for service learning and other non-credit programs</td>
</tr>
<tr>
<td>6. Email</td>
<td>• There is an international degree indicator in the admissions data mart</td>
<td>• Awards and other distinctions (fellowships, scholarships, etc) received while enrolled could also be very valuable, although this is not centrally stored anywhere either</td>
</tr>
<tr>
<td>7. Phone Number</td>
<td>• Entity dimension would contain the student id, and other identity information.</td>
<td>• Advancement: Alumni Relations, Development</td>
</tr>
<tr>
<td>8. Major(s)</td>
<td>• Alumni data mart would have some of this information but has been decommissioned (data resides for past years and is not current)</td>
<td>• Banner</td>
</tr>
<tr>
<td>9. Degree(s) Earned</td>
<td>• MicroStrategy reporting tool can be utilized (there is a university site license, but developer licensing would most likely need to be purchased) to pull many different data sources for reporting. A unique identifier in each system would be required.</td>
<td></td>
</tr>
<tr>
<td>10. Graduation Year</td>
<td>• Banner</td>
<td>• Career and Professional Development - Collects graduate employment data, as well as internship and co-op information</td>
</tr>
<tr>
<td>11. Years of Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Current Employer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Position Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Student ID Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Matriculation Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Study abroad Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. International Student Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Student organizations participated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Student events attended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. LinkedIn profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Country-specific social media platform profile (cell phone for WeChat, WhatsApp, KakaoTalk, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Proposed Two-Year Plan 2019-2021

1) Identify key internal stakeholders* and organize a retreat to prioritize needs and develop action plans and responsibilities in the fall semester of 2019
   a. Invite facilitation from the global alumni engagement experts Gretchen Dobson and Mitch Leventhal (former Vice Chancellor for Global Affairs at the SUNY system administration - https://academicassembly.com/board-and-executive-team/mitch-leventhal-phd/)

2) Conduct audit of the current information systems and determine the capacity for access/integration of all needed data sources and types
   a. Suggest necessary changes in our IT configurations and/or systems and identify stakeholders who need to be involved.
   b. Develop universal database codes that can be used to identify specific international alumni categories.
   c. Check if any such systems have been created since VT has transitioned to a new database that ensures alignment if software and data collection.
   d. Determine the best platform for ongoing data capture:
      ● Identify the data available for ISA
      ● Develop a plan for capturing and updating data going forward
      ● Determine key internal stakeholders and their data needs

3) Describe needed changes in our business processes that are necessary to:
   a. to accomplish engagement goals
   b. clarify current obstacles to data collection
   c. and make data collection recommendations

4) Recommend the addition of functions and/or positions within various university units to more effectively manage international alumni relations.

5) Develop a set of policies for all stakeholders to access these data and governance structure

6) Create a strategic framework for ISA
   a. Identify the relevant constituency groups among ISA
   b. Identify activities and infrastructure needed for alumni engagement
   c. Identify the countries of ISA

7) Pilot the system with initial data points and a limited pool of solid alumni data pool (e.g., class of 2016). Once this is working, expand to other classes, additional data points, and other types of alumni.
   a. Start with those with a degree then backtrack to find the rest of information
      i. Narrow the list of countries that we want to target for maximum impact

8) Develop implementation plan to include the following:
   a. Combine activities (international conference attendance, orientation, recruitment, partnership maintenance, alumni) so as to get the most out of the travel budget for alumni activities
   b. Combine events (such as orientation and/or recruitment) to engage enthusiastic alumni with prospective students
   c. Create an international alumni corner on the alumni website, with links to college and international office sites, with materials and information relevant to creating/maintaining an international alumni chapter
   d. Publicize international chapters through our international network at the university and encourage faculty visiting these countries to make contact with them
MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
SEPTEMBER 9, 2019
230 STUDENT SERVICES BUILDING, 3:00 PM

PRESENT: K. Redican (Chair); K. Albright; P. Deck; K. Goyne; R. Holloway; A. Johnson; C. Leeth; S. Metko; R. Panneton for S. Morton; K. Swenson for V. Fowler; S. Tatum; D. Thorp; B. Watford for J. Ross; M. Wolfe

ABSENT: S. Corcoran; G. Daniel; K. Edgar; S. Sumner for A. Grant; K. Hosig; L. Hoyns; L. Khansa; L. Learman; J. Loferski; J. Sible; D. Wodak

VISITORS: N. Akers; G. Costello; R. Denton; B. Smith; R. Sparks

CALL TO ORDER

The meeting was called to order at 3:00 PM by K. Redican.

ADOPTION OF THE AGENDA

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

K. Redican outlined the charge and goals of the Commission for the 2019-2020 Academic Year.

- Charge/Goals of the Commission for 2018-2019 Academic Year

  Charge: To study, formulate, and recommend to University Council policies and procedures concerning on- and off-campus undergraduate academic matters. Areas for consideration include: library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, curricula, courses, advising, and instruction; student honors and awards; financial aid, scheduling, registration and other matters affecting the undergraduate student academic environment.

  Goals:
  - Academic Relief – Based on the work of the Academic Affairs sub-committee, CUSP will hear an updated Academic Relief policy that includes student re-admission/re-enrollment, current W grade policy, retroactive timeline, and appearance of coursework on the transcript.
  - Academic Policy clean up – in a partnership with the Vice President for Policy, CUSP will review revisions made to current academic policies including discontinuances, revised policy source (PPM, numbered policy, or Undergraduate Catalog), and updates due to current practice.
  - Date of Graduation to Date of Entry Implementation and Transition – As a result of last year’s approval by University Council to move undergraduate graduation requirements to the date a student enters the institution, CUSP will advise and
review the implementation and transition plan developed by the Office of the University Registrar.

**ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES**

K. Redican announced the April 22, 2019 minutes were electronically approved and can be accessed via the University Registrar’s website:


**NEW BUSINESS:**

**Resolution 2019-20.A Resolution to Approve New Major, Sports Media and Analytics in Bachelor of Arts in Communication, First Reading**

The motion was made and seconded to present for first reading Resolution 2019-20.A Resolution to Approve New Major, Sports Media and Analytics in Bachelor of Arts in Communication.

K. Redican opened the floor for discussion on Resolution 2019-20.A.

Discussion and clarification topics included the following:

- D. Thorp provided background regarding enrollment and structure changes to align with accreditation, and noted that the revised version included minor grammatical revisions.

Resolution 2019-20.A will be forwarded to Faculty Senate, Staff Senate, Student Government Association, and Graduate Student Assembly for comment. The second reading of Resolution 2019-20.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 concluded its meetings with various campus groups and will begin to draft a policy to be vetted. A motion was made
and seconded to accept the April 10, 2019 minutes of the Academic Policies Committee.

**Athletics Committee**

On behalf of S. Sumner, R. Holloway presented the April 11, 2019 minutes of the University Athletics Committee. A motion was made and seconded to accept the April 11, 2019 minutes of the University Athletics Committee.

**Commencement Committee**

No report.

**Honor Council**

No report.

**Library Committee**

No report.

**Undergraduate Curriculum Committee**

No report.

**University Curriculum Committee for General Education**

No report.

**Constituents 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.

OTHER BUSINESS:

For Information Purposes: SGA Resolution 2018-19.6R Resolution in Support of Expanding Open Education Resources

K. Redican opened the floor for discussion on Resolution 2018-19.6R.

Discussion and clarification topics included the following:

- Commission members suggested minor grammatical edits to the Resolution.
- Commission members noted that the Resolution does not align with current faculty tenure practices.
- Commission members stated that they do not support the Resolution as presented.

Nominations/Review of CUSP Sub-Committee Chair

For Academic Year 2019-2020

The following individual accepted the nomination to serve as Chair and Vice Chair for Academic Year 2019-2020:

- Undergraduate Curriculum Committee and Vice Chair of CUSP - Paul Deck

Date of Graduation to Date of Entry Transition

R. Sparks updated the Commission members on the transition plan from date of graduation to date of entry, including the potential impact on existing policies.

B. Watford discussed impacts of classroom scheduling when the standardized times are not followed. R. Sparks provided information regarding available tools and data. R. Sparks will share data when available.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 3:30 PM.

Respectfully Submitted,
Becki Smith, Office of the University Registrar
ATTENDEES

Members Present: Judy Alford, Richard Ashley, Jonathan Bradley, John Brenner, Debbie Greer for Dwight Shelton, Robin Jones, Jacob Lahne, Brad Martens for Julia Ross, Ryan Speer, Benjamin Tracy, Sherwood Wilson

Members Absent: Samantha Fried, Chris Kiwus, Polly Middleton, Charlie Phlegar, Ken Smith, Sarah Woodward

Guests: Jeri Baker, Denny Cochrane, Erin McCann, Jack Washington

Recorder: Sarah McCoy

1. Welcome
   The Chair, Jonathan Bradley, called the meeting to order at 2:00 p.m.

2. Acceptance of the November/December combined Agenda
   A motion was made and passed to accept the November/December agenda.

3. Approval of the October 2018 Meeting Minutes
   A motion was made and passed to approve the October 2018 minutes.

4. Presentation
   Erin McCann, from the Office for Strategic Affairs, provided a presentation on Strategic Planning.

5. Old Business
   a. Volunteer to serve on the Transportation & Parking Committee
      Item was tabled until the January meeting.

6. New Business
   a. No new business to discuss.
7. **Updates from Reporting Committees**

   a. **Campus Development Committee** – Jack Washington  
      The Committee last met on October 25, 2018. Updates were given on planning, design and construction process; student athletic building; and a tour scheduled for the group in December.

   b. **Energy & Sustainability Committee** – Denny Cochrane  
      The Committee last met on October 22, 2018. Updates were given on the tailgate recycle program and Green RFP program. The annual Sustainability Report was reviewed and approved at the November Board of Visitors meeting.

   c. **Transportation & Parking Committee**  
      The October meeting was cancelled. No update available.

   d. **IT Systems & Services Committee** – Richard Hach  
      The Committee had their first meeting on October 5, 2018. Their purpose is to form, organize and understand campus needs. The Committee will meet twice each year in the fall and spring.

8. **Acceptance of Committee Minutes**

   The following Committee minutes were approved by the Commission for posting:
   - Campus Development Committee – October 25, 2018
   - Energy & Sustainability Committee – October 22, 2018
   - IT Systems & Services Committee – October 5, 2018

9. **Meeting Schedule Update**

   Due to Commencement and the winter break schedule, the November and December meetings have been combined, and the January meeting will be canceled.

   - The next meeting will be held on February 21, 2019.

10. **Adjourned** at 2:49 p.m.

Respectfully submitted,
Sarah McCoy

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*Minutes November 15, 2018*
ATTENDEES


**Members Absent:** Samantha Fried, Aria Hill, Chris Kiwus, Polly Middleton, Ken Smith, Benjamin Tracy, Sarah Woodward

**Guests:** Montasir Abbas, Patty Branscome, Denny Cochrane, Kay Heidbreder, Hikmet Gursoy, John Krallman, Jack Maher, Liza Morris, Ryan Spoon

**Recorder:** Sarah McCoy

1. **Welcome**

   The Chair, Jonathan Bradley, called the meeting to order at 2:00 p.m.

2. **Acceptance of the February 2019 Agenda**

   A motion was made and passed to accept the February 2019 agenda.

3. **Approval of the combined Meeting Minutes**

   A motion was made and passed to approve the October 2018 minutes.

4. **Presentation**

   The Commission received a presentation (attached) from Information Technology Procurement and Licensing Solutions regarding Software Licensing. They provided an overview of the new process that attempts to address concerns about the security of university data, other potential risks to the institution, and legal implications of cloud-based software and the growing complexities of user license agreements.

   During a lengthy discussion among members, guests, and the invited speakers, university community members expressed strong concerns about:
• the length of time required to obtain approval for software purchases under the revised process, particularly when the purchase is time-sensitive due to grant fund expenditure timelines, grant deliverable timelines, and/or could impact student progress toward degree(s);

• the current back-log of software that needs to be reviewed via the new process, as well as a perceived deficiency in administrative resources to address this back-log and conduct follow-up with both requesting departments and software companies (i.e. points where significant delays in the approval process can occur);

• why the process does not allow for reciprocal approval or seem to streamline/expedite approval of software already in use/purchased by other public universities/colleges in Virginia;

• the lack of exceptions or expedited approvals for database services that are used purely for retrieval of research data;

• potential limitations the approval process could have on the use of open-source software and software produced by individuals or smaller developers;

• examples of the negative impacts the new approval process has had on their own work and the work of students they supervise/advise; and

• that the impact this process is having across campus may not be fully comprehended by ITPALS/Legal/senior university administration.

The Information Technology team explained several on-going improvements to the process that they anticipate will provide more transparency in the process, eventually minimize the time required for approvals, and provide faculty with a better understanding of the software and systems already approved for use across campus.

5. Old Business

   a. The Commission confirmed Richard Ashley to serve on the Transportation and Parking Committee.

6. New Business

   a. There was no new business to discuss.

7. Updates from Reporting Committees

   a. Campus Development Committee – Liza Morris
      The Committee last met on January 24, 2019. Updates were given on the capital outlay process and Board of Visitors design approvals.
b. **Energy & Sustainability Committee** – Denny Cochrane
   The Committee last met on January 28, 2019. Updates were given on the Green RFP program and proposals.

c. **Transportation & Parking Committee** – Richard Ashley
   The Committee last met on December 12, 2018. The Committee discussed potential changes to types of citations and associated fines.

d. **IT Systems & Services Committee** – William Dougherty
   The Committee met in October 2018. They will meet twice each year, once in the fall and once in the spring. Their purpose is to form, organize and understand campus IT needs.

8. **Acceptance of Committee Minutes**

   The following Committee minutes were approved by the Commission for posting:
   - Campus Development Committee – January 24, 2019
   - Energy & Sustainability Committee – January 28, 2019
   - Parking & Transportation Committee – December 12, 2018

9. **Meeting Schedule**

   - Thursday – April 18, 2019
   - Thursday – May 16, 2019

10. **Adjourned** at 3:08 p.m.

Respectfully submitted,
Sarah McCoy
Evolution, Current State, & Way Forward for IT Procurement and Licensing Solutions

John Krallman
krallman@vt.edu
https://www.it.vt.edu

IMAGE SOURCES: https://www.smileyfirm.com/how-paying-to-have-a-contract-reviewed-can-save-you-money/
https://weheartit.com/entry/59864700
Comparing IT procurement and licensing ...

**THEN...**
- VT must comply with Virginia Laws
- Limited quantity of computer systems and software
- Software hosted on university hardware
- Small # of vendors with most vested in a committed partnership
- Partnerships yield custom contracts designed to meet our needs
- Many software agreements under 5 pages; 1 page not uncommon
- System/service lifespan measured in decades
- Limited compliance requirements

**NOW...**
- VT must comply with Virginia Laws
- Computers everywhere & software is in everything
- Software as a Service - hosted in the cloud
- Software vendors everywhere & they’re transactional
- Transactions yield standard contracts – unfavorable conditions or disallowed language
- Most software agreements include multiple other agreements; increasingly stating vendor access to or ownership of VT user data
- System/service lifespan measured in weeks, or months
- Continually growing & changing compliance requirements

October 2018
The fundamental issue:
Legal Compliance and Risk Management

- Must follow the laws of the commonwealth
  - Indemnification is a common example
- IT procurement rules really haven’t changed
- University did update account codes to more correctly identify IT cloud-based procurements, in response to an audit finding
What’s done & what are we doing to help...

- Automate and make visible the review request & approval process workflows
- Actively & frequently communicate the processes & timelines
- Recommend, advise, or cajole VT users to plan & start early for reviews
- Developed a process for software in use, but not previously vetted
  - One-Time Emergency Request for Continued Right to Use Software
  - Typically, software that had previously been procured through the use of PCards, Direct Pays, or Personal Reimbursements
  - To date, only requests for software that contain FERPA protected data have been denied
- Enhance/automate discovery of existing, approved tools
- Working to address capacity & process challenges
**IT Procurement Process Enhancements using Cobblestone (CMS)**

- By May 1st ITPALS will implement a new contract management system-Cobblestone.
  - Cobblestone (CMS) Features:
    - Public Portal for easy access to contract information
    - Key word search will provide efficiency by identifying existing VT reviewed solutions
    - Will specify if contract is campus wide or department specific
    - Notifies Contract Administrators prior to agreement expiration
- ITPALS will continue to review and refine the process to improve efficiency and timeliness.
ATTENDEES


Members Absent: Samantha Fried, Aria Hill, Chris Kiwus, Polly Middleton, Charlie Phelgar, Benjamin Tracy, Sarah Woodward

Guests: Denny Cochrane

Recorder: Sarah McCoy

1. Welcome

The Chair, Jonathan Bradley, called the meeting to order at 2:03 p.m.

2. Acceptance of the March 2019 Agenda

A motion was made and passed to accept the March 2019 agenda.

3. Approval of the combined Meeting Minutes

After discussion, requests were made to update the February minutes to reflect additional details regarding the software procurement discussion.

4. Old Business

a. The Chair led further discussion regarding the members’ concerns about the revised software procurement process and whether the Commission should take some action in follow-up to the discussion. The group was interested in following up on the discussion to ensure that the community’s concerns are addressed, but was not sure of the most appropriate path to follow (drafting a Resolution, hosting additional presentations or dialogue, etc.). The Chair will reach out through appropriate channels to determine what actions may be most effective for the Commission to pursue and will report back at the April meeting.

5. New Business

a. The May CUS meeting is scheduled during Graduate Commencement. The decision regarding whether to keep or cancel the meeting was tabled until April, so the members could have a better understanding of whether there will be any business that needs to be resolved in the current year.
b. **Selection of the 2019-2020 CUS Chair.** Jonathan Bradley volunteered to serve as Chair once again. A motion was made, seconded, and passed unanimously to accept Jonathan as Chair.

c. **Selection of the 2019-2020 CUS Vice Chair.** Ben Tracy was recommended to serve as Vice Chair, but was not able to be in attendance to confirm his interest in the position. A motion was made, seconded, and passed to table the nomination and selection of a Vice Chair to the April CUS meeting.

d. **Selection of the 2019-2020 Transportation and Parking Committee representative.** Ryan Speer volunteered to serve. A motion was made, seconded, and passed unanimously to accept Ryan as the Commission’s representative to the Transportation & Parking Committee.

6. **Updates from Reporting Committees**

   a. **Campus Development Committee** – No update given.

   b. **Energy & Sustainability Committee** – Denny Cochrane
      The Committee last met on February 25, 2019. Updates were given on the Green RFP proposals, which were presented to the budget office for consideration for funding.

   c. **Transportation & Parking Committee** – Richard Ashley
      The Committee last met on February 27, 2019. The Committee reviewed and approved updated fines for citations.

   d. **IT Systems & Services Committee** – No update provided as the Committee did not meet between the last report and the March CUS meeting.

7. **Acceptance of Committee Minutes**

   The following Committee minutes were approved by the Commission for posting:
   - Energy & Sustainability Committee – February 25, 2019
   - Parking & Transportation Committee – February 27, 2018

8. **Meeting Schedule**

   - Thursday – April 18, 2019
   - Thursday – May 16, 2019 (tentative)

9. **Adjourned** at 3:00 p.m.

Respectfully submitted,
Sarah McCoy
ATTENDEES


Members Absent: John Brenner, Samantha Fried, Aria Hill, Chris Kiwus, Jacob Lahne, Polly Middleton, Ken Smith, Benjamin Tracy, and Sarah Woodward.

Guests: Denny Cochrane, Andrea Ogier, Trudy Riley, Ryan Spoon, and Jack Washington

Recorder: Sarah McCoy

1. Welcome

The Chair, Jonathan Bradley, called the meeting to order at 2:05 p.m.

2. Acceptance of the April 2019 Agenda

A motion was made, seconded, and passed to accept the April 2019 agenda.

3. Approval of the updated February 21, 2019 meeting minutes

A motion was made, seconded, and passed to approve the February 2019 minutes.

4. Approval of the March 21, 2019 meeting minutes

A motion was made, seconded, and passed to approve the March 2019 minutes.

5. Old Business

a. Software Procurement - The Chair shared with the Commission that he had a conversation with April Myers, Associate Director of Governance Administration regarding the Commission’s means to pursue the topic on software procurement concerns. As a result of that conversation, the Chair drafted and shared a document with members (“A charge to the IT Systems & Services Committee,” attached), which recommends that the IT Systems and Services Committee consider the topic and report back to the Commission on any recommended actions. After discussing a few minor edits to the charge document, the Commission agreed to table further discussion at the Commission level, pending updates from the IT Systems and Services Committee. A motion to charge the IT Systems and Services Committee and table this item was made, seconded, and passed unanimously.
6. **New Business**

   a. The May Commission meeting is scheduled to occur during Graduate Commencement on May 16th. Since this may impact some members, the Commission made a motion to cancel the May meeting, which was seconded and passed unanimously.

   b. **Selection of the 2019-2020 CUS Vice Chair.** As no volunteers or nominations were presented, a motion was made, seconded, and passed to table the nomination and selection of a Vice Chair to the September meeting.

7. **Updates from Reporting Committees**

   a. **Campus Development Committee** – Jack Washington
   The Committee last met on March 28, 2019. The Committee received an overview of Minor, Capital, and Renovation projects. The November 2018 Board of Visitors Design approvals were shared with the Committee. The April meeting will include the Year in Review.

   b. **Energy & Sustainability Committee** – Denny Cochrane
   The Committee last met on March 25, 2019. The Committee continued discussions on the Green RFP program proposals. 2019-20 Sustainability Student Intern program applications are being evaluated. Earth Week begins Monday, April 22nd. Y-Toss program was held March 10-15.

   c. **Transportation & Parking Committee** – Andi Oger
   The Committee last met on March 27, 2019. The Committee reviewed a budget report for fleet, alternative transportation and parking. Increased rates for citations have been approved.

8. **Acceptance of Committee Minutes**

   The following Committee minutes were approved by the Commission for posting:
   - Campus Development Committee – February 28, 2019
   - Energy & Sustainability Committee – February 25, 2019
   - Parking & Transportation Committee – February 27, 2019

9. **Adjourned** at 2:46 p.m.

Respectfully submitted,
Sarah McCoy
A charge from the Commission on University Support to the Information Technologies Services and Support Committee:

To produce a mechanism, which could include recommendations, a resolution, and/or a report, detailing actions that could be taken to improve the efficiency, transparency, and timeliness of software procurement requests across campus. This mechanism should evaluate and address the possibilities listed below. In addition, the committee should also feel free to explore other possible solutions not foreseen by the Commission on University Support. The committee should consider both the current state of software procurement but also take into account the likely increased demands for software as enrollment in the University grows and the Innovation Campus in the Northern Capital Region is established.

The Commission on University Support requests that this mechanism be delivered to the Commission on Nov. 14, 2019, in order to grant the members time to review the documents prior to the November CUS meeting.

- Investigate whether training members of departmental IT units to “pre-screen” requests, which would entail gathering needed documents and marking common problematic language, could help ITPALS and Legal process requests more quickly. This request acknowledges that Legal will still, according to state law, need to read all the contracts. The question here is whether having a document that already has common concerns identified would speed up the process any.
- Investigate if using ITPALS’ existing data to establish categories of requests could provide general (but non-binding) turn-around times in order to improve transparency. For example, when a request is put in for a piece of software, a departmental IT unit or ITPALS would say, “This is a cloud-based service that doesn’t access student data and is based in the United States. Therefore, the turn-around time for getting this software approved is generally between 1-2 months.” Such a system of categories could help faculty members who are on deadlines know early in the process if they will need to make changes to grant timelines or look for different software.
- Investigate establishing a process that would expedite software that has no Terms of Service or End User License Agreement. Since this software would not require a Legal review, creating a separate process for approving it could both help get software to people faster and clear the queue for other software that does require more detailed review.
- Investigate ways of encouraging the adoption of open source software via the review process. Since open source software is at a disadvantage under the current review process (given that open source projects generally will have a small or possibly no legal team assigned to respond to information requests), how do we as a university prevent faculty and staff from feeling forced to use more expensive and possibly less ethical proprietary software just to get it approved in a timely fashion?
• Investigate the details of establishing an exemption policy for firmware, particularly in the case where a long review process for documents would put the University at significant security risk due to identified vulnerabilities that the new firmware would patch.

• Investigate the feasibility of having a separate expedited procedure for “download-only” services, such as research databases. These services pose little to no threat to the university and a timely response to them could greatly improve research workflows that rely on obtaining large datasets.

• Investigate whether a policy should be established requiring all departmental IT units to include the original requestor (or a delegate) on all communications related to the request. This increase in transparency could help ensure faculty and staff know where in the process delays are happening and ensure ITPALS and Legal aren’t being held accountable for delays that are outside of their control.

• Investigate the possible benefits of a shared contract system in the state of Virginia. Could software that has already been approved at another Virginia State University bypass part of the procurement process and go straight to legal? If so, is there already a system for sharing these contracts among state institutes in Virginia? If not, could Virginia Tech in partnership with our fellow state institutes establish such a system? If the system already exists, is there some way for faculty and staff to access this list to see what has already been approved at other institutes?

• Identify common causes for delays in the procurement process and possible solutions for them.

• Identify what resources are lacking or could be augmented in order to improve the timeliness of software procurement requests.

• Identify ways in which specific tasks of the procurement process could be distributed to departmental IT departments, particularly tasks that are of low-risk but are time-consuming.
Dear Colleagues,

Near the end of last spring President Sands formed the ad hoc “President’s Committee on Governance” and charged it as follows:

“In order to align our governance with the needs of a twenty first century university and the Beyond Boundaries vision for Virginia Tech, an ad hoc committee will be formed and charged with defining a set of guiding principles for effective and equitable governance and outlining any changes to our existing system of governance required to put these principles into effect. The committee will be composed of a representative cross section of faculty, staff, administrators, and students, and will report to the president. Upon the president’s approval of the committee’s recommendations, they will be taken through governance in the usual form of a resolution. The committee will be co-chaired by the Executive Vice President and Provost and the President of the Faculty Senate.”

After meeting over the summer and into the start of the current semester, the committee has completed a draft of the principles. We write to ask that you share the “Virginia Tech Principles of Shared Governance” with your constituency and gather feedback to pass along to the committee. We hope to have your input one month from receipt of this letter.

In future meetings the committee will discuss the preferred characteristics of governance and propose and debate hypothetical structures that embody those characteristics. As the work of the committee proceeds, we will seek your input repeatedly as part of an iterative process through which we will reconsider our ideas and proposals in light of the feedback from the wider community.

Thank you,

Cyril Clarke
Executive Vice President and Provost
Co-chair of the President’s Committee on Governance

John Ferris
President of Faculty Senate
Co-chair of the President’s Committee on Governance
Virginia Tech Principles of Shared Governance: a draft document from the President’s Committee on Governance (9/7/19)

We believe that the essential purpose of shared governance is to further Virginia Tech’s missions of teaching and learning, research and discovery, and outreach and engagement; that shared governance is the means by which we organize the components of the university into an interdependent whole; that collaborative decision-making is the foundation of strategic and coordinated effort; that governance is a key component in advancing diversity; that periodic evaluation of shared governance improves its operation and increases its adaptability to evolving conditions; and that shared governance should operate within the framework of the following principles at every level of Virginia Tech’s various locations:

1) Respect, collaboration, and trust

We recognize that the Board of Visitors, administrators, faculty, staff, and students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that a mutuality of respect for our varying roles and responsibilities is essential for good faith dialogue, collaborative decision-making, and trust in the processes of governance.

2) Clarity of roles and authority

We commit to maintaining a shared understanding of Virginia Tech’s system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

3) Inclusiveness

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and increase the likelihood that a course of action will be broadly supported and implemented. Revisions to and the creation of new initiatives, policies, and programs will be carried out within our formal system of governance, except when exigent circumstances require university leaders to act outside the structure of shared governance.

4) Communication

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication and that every component of governance will maintain clearly defined channels for reciprocal communication within and between constituencies.

5) Accountability

While recognizing that the Board of Visitors and President are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our actions, statements, and the proper execution of our duties in a timely fashion.

6) Commitment

We believe that shared governance requires a commitment of good will on the part of all participants, the broad recognition of shared governance as an important activity, and sufficient resources for the effective operation of shared governance.