UNIVERSITY COUNCIL MEETING  
February 4, 2019  
3:00 p.m.  
1045 Pamplin Hall  
AGENDA

1. Adoption of Agenda  
   Dr. Timothy Sands

2. Announcement of approval and posting of minutes of December 3, 2018  
   Dr. Timothy Sands

   These minutes have been voted on electronically and will be posted on the University web.

3. Old Business  
   Dr. Timothy Sands

   Commission on Student Affairs  
   Resolution CSA 2018-19A  
   Resolution to Change the Membership of the Commission on Student Affairs  
   Mr. John Livingston

   University Advisory Council on Strategic Budgeting and Planning  
   Resolution UASBP 2018-19A  
   Resolution to Change the Membership of the University Advisory Council on Strategic Budgeting and Planning  
   Mr. Dwight Shelton

4. New Business  
   Dr. Timothy Sands

   Commission on Equal Opportunity and Diversity  
   Resolution CEO 2018-19A  
   Resolution to Observe Indigenous Peoples’ Day at Virginia Tech  
   Ms. Kimberley Homer

5. Reports from Commission Chairs  
   Dr. Timothy Sands

   •  Commission Chair Briefings  
     •  Commission on Administrative and Professional Faculty Affairs  
       Ms. Monika Lawless  
     •  Commission on Equal Opportunity and Diversity  
       Ms. Kimberley Homer  
     •  Commission on Faculty Affairs  
       Mr. Bob Hicok  
     •  Commission on Graduate Studies and Policies  
       Dr. Rajesh Bagchi  
     •  Commission on Outreach and International Affairs  
       Dr. Urs Buehlmann  
     •  Commission on Research  
       Ms. Ginny Pannabecker  
     •  Commission on Staff Policies and Affairs  
       Ms. Tammie Smith  
     •  Commission on Student Affairs  
       Mr. John Livingston  
     •  Commission on Undergraduate Studies and Policies  
       Dr. Mary Kasarda  
     •  Commission on University Support  
       Dr. Jonathan Bradley

5. Announcement of acceptance and posting of Commission Minutes  
   Dr. Timothy Sands

   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 Administrative and Professional Faculty Affairs  
   November 14, 2018

   Commission on Faculty Affairs  
   November 16, 2018  
   November 30, 2018
6. Presentation  Dr. Karen DePauw
   Update from the Graduate School

7. Adjournment  Dr. Timothy Sands
University Council Minutes  
December 3, 2018  
3:00 PM  
1045 Pamplin Hall  


**Absent:** Michael Friedlander, Cynda Johnson, Theresa Mayer, Steve McKnight, Dwayne Pinkney (with notice), Menah Pratt-Clarke, Paul Winistorfer, Bob Hicok, Louisse Raran (with notice), Brett Shadle, Monty Abbas, Cayce Myers, David Bieri, Jia-Qiang He (with notice), Yan Jiao, Chris Lawrence, Mary Marchant, Brian Huddleston, Katrina Loan, Jeannie Layton-Dudding, Glenda Scales, Samantha Fried, Conrad Briles, Adil Sageer, Madilynne Tanner, & Zo Amani  

**Guests:** Juan Espinoza, Jack Finney, Tara Frank, Rachel Gabriel, Luisa M. Havens Gerado, Michelle Olsen, Ken Smith, & Rick Sparks  

Dr. Sands called the meeting to order at 3:00 p.m. A quorum was present.  

1. **Adoption of Agenda**  
   A motion was made and seconded to adopt the agenda. The motion carried.  

2. **Announcement of approval and posting of minutes of October 29, 2018**  
   Dr. Sands 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](http://www.governance.vt.edu)). [Note: The November 26, 2018, University Council meeting was cancelled.]  

3. **Old Business**  

   **Commission on Graduate Studies and Policies**  
   Resolution CGSP 2018-19B  
   Resolution to Establish a Doctor of Philosophy Degree in Neuroscience  
   Dr. Rajesh Bagchi presented the resolution for second reading and made a motion to approve. The motion was seconded, and the motion passed.
Commission on Graduate Studies and Policies
Resolution CGSP 2018-19C
Resolution to Rename the Commission on Graduate Studies and Policies to the Commission on Graduate and Professional Studies and Policies and Update the Charge.

Dr. Rajesh Bagchi presented the resolution for second reading and made a motion to approve. The motion was seconded, and the motion passed.

4. New Business

Commission on Student Affairs
Resolution CGSA 2018-19A
Resolution to Change the Membership of the Commission on Student Affairs

Mr. Sam Felber presented the resolution for first reading. Currently there is one representative for the Greek Councils on the Commission on Student Affairs (CSA), and this resolution will allow all four Greek Councils to have representation on the CSA. The resolution will also add the Vice President of the Student Government Association to the commission membership. These changes are more reflective of the Order of the Gavel. It was mentioned that at one time all the Greek Councils held seats on the CSA but were removed because there were too many members on the commission which made it difficult to reach a quorum. It was then indicated that the current proposal to increase Greek Councils' representation is in response to the increase in the number of students who are part of Greek life.

University Advisory Council on Strategic Budgeting and Planning
Resolution UACSBP 2018-19A
Resolution to Change the Membership of the University Advisory Council on Strategic Budgeting and Planning

Ms. Savita Sharma presented the resolution for first reading. This resolution will add a representative from the Office of Strategic Affairs to the membership of the University Advisory Council on Strategic Budgeting and Planning. This council plays a key role in the university strategic planning process. Adding a representative from the Office of Strategic Affairs will add value to the council’s work.

5. 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 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 Equal Opportunity and Diversity
  September 17, 2018

- Commission on Faculty Affairs
  September 28, 2018
  October 12, 2018
  October 26, 2018
  November 2, 2018

- Commission on Graduate Studies and Policies
  October 17, 2018
6. **For Information Only**

Minutes of the University Advisory Council on Strategic Budgeting and Planning  
October 18, 2018

7. **Presentation**

Mr. Juan Espinoza gave a presentation on the new Admissions process (presentation attached).

8. **Remarks**

Dr. Sands introduced the New Vice President for Human Resources, Mr. Bryan Garey. Mr. Garey then gave brief remarks regarding his vision for Virginia Tech.

Mr. Garey indicated that in his first ten weeks on the job he has been engaged in learning the culture here at Virginia Tech. He has had 250 meetings and has received valuable feedback from many different people. Mr. Garey has also attended several events and joined different committees, which will help him to forge new partnerships.

Mr. Garey then informed the Council that next he intends to influence the transformation of the Department of Human Resources (HR), utilizing a deep dive model with core HR “communities of expertise” and clear service channels. He also wants HR’s role to focus on supporting clients, stakeholders, and the Virginia Tech mission. Plans are to build an HR team that will support the needs of a growing and changing Virginia Tech. Leveraging talent on the team, filling gaps, and collaborating to create a new culture for HR will accomplish this.

Mr. Garey indicated that since the workforce is changing and Virginia Tech is growing (Northern Virginia, Roanoke, and Blacksburg), HR needs to focus on the following:

- New positions (growth)
- More employees are retiring (risk of losing talent and not replacing it, potential for 1000 retirements by 2030)
- New generations in the workforce (different management needs)
- New technology skills needed (upskilling existing workforce)
- Low unemployment, smaller workforce requires a different approach for recruitment

Lastly, Mr. Garey provided five HR goals and plans for the year 2019:
• Better recruitment system (new applicant tracking system)
• Embed HR Division Directors (increase division directors from two to fifteen)
• Compensation priorities outlined (focus on minimum hiring rate, pay equity, compensation structures, etc.)
• New onboarding system
• Create recruitment capabilities

9. Announcement

President Sands announced that Dr. Brandy Salmon will be the Interim COO for the Innovation Campus and will lead the “delivery team” for the project. The delivery team is a temporary organization to operationalize the conceptual plans for the Innovation Campus. She will provide an update on the new Innovation Campus and Amazon headquarters to University Council later in the spring. [Note: This is tentatively scheduled for May 6, 2019.]

Dr. Sands explained that the Innovation Campus will enroll master’s students primarily, and Ph.D. enrollment will grow there as the faculty develop; there will also be internships for undergraduates and a research component. While there will be a strong computer science focus, all colleges will be involved. Asked about the role that the Division of Information Technology (IT) will play in the startup of the new campus, he indicated that this will be addressed by the delivery team.

In response to a question about the impact on the Blacksburg campus, President Sands responded that the memorandum of understanding (MOU) between Virginia Tech and the commonwealth represents an investment by the state in higher education and will result in more resources for the university overall, and growth in undergraduate enrollment on the Blacksburg campus had already been planned. The Innovation Campus will leverage the Blacksburg campus and vice versa. The new campus will not siphon resources from Blacksburg but will create a portal to Blacksburg and Roanoke. The Innovation Campus will connect Virginia Tech to more opportunities in the DC area and will also enhance the university’s global presence. Partners who might not otherwise have engaged with the university through the Blacksburg campus may do so through the Innovation Campus.

With the addition of the Innovation Campus in Northern Virginia, Virginia Tech becomes a “rural-urban land-grant university” in which university members can move more fluidly between campuses. An example could be a faculty member who begins a career in Blacksburg and finishes their career at the Innovation Campus.

He explained that Virginia Tech’s MOU is with the Commonwealth of Virginia and not with Amazon. This MOU is not dependent on the size of the Amazon HQ because the commonwealth had already recognized the need to invest in higher education for the benefit of industry overall. The commonwealth has a separate MOU with Amazon. Virginia Tech already has an established relationship with Amazon for student recruitment, etc.

10. Adjournment

There being no further business, a motion was made to adjourn the meeting at 4:14 p.m.
FRESHMEN SNAPSHOT
CLASS OF 2022

32,103
APPLICANTS

19,963
OFFERED
ADMISSION

6,428
ACCEPTED
OFFER
20% EARLY DECISION
408 NEW CADETS
1,684 LEGACY

HOLISTIC REVIEW

ACADEMIC

PERSONAL
ACADEMIC

Holistic Review

› Grades
› ACT/SAT scores
› Academic Rigor

PERSONAL

LEGACY
DIVERSITY
VETERAN STATUS
DISCIPLINARY RECORD
RESEARCH EXPERIENCE
EMPLOYMENT
FIRST GENERATION
EXTRACURRICULARS
RESIDENCY
MAJOR
Enter High Schools/Colleges
Enter the school(s) you have attended.

High School/Secondary School Graduation Year
Confirm your High School/Secondary School Graduation Year
2020

☐ I will graduate/have graduated from high school early.

High Schools/Colleges Attended
You have currently not entered any high schools or colleges. Click the 'Add School' button to get started.

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DEADLINES

EARLY DECISION
Apply by Nov. 1
Notified by Dec. 15

EARLY ACTION
Apply by Dec. 1
Notified by Feb. 22

REGULAR DECISION
Apply by Jan. 15
Notified by March 5

INTERNATIONAL
Apply by Jan. 15
Notified by March 5

TRANSFER
Apply by Feb. 15
Notified by April 1
@FollowMeToVT
VTAdmissions
vtadmissions
Questions?
540 231 6267
admissions@vt.edu
Resolution to Change Commission on Student Affairs Membership
Commission on Student Affairs
Resolution 2018-19A

Approved by the Commission on Student Affairs: November 8, 2018
Student Government Association Review (waived) October 25, 2018
Graduate Student Assembly Review (waived) October 26, 2018
Faculty Senate Review (waived) October 31, 2018
Staff Senate Review (waived) November 27, 2018
First reading by University Council: December 3, 2018
Second reading by University Council: February 4, 2019
Approved by the President: 
Effective date: Upon Approval

WHEREAS, the fraternity and sorority community currently encompasses more than 5,500 students which represents just about 20 percent of the undergraduate population; and

WHEREAS, the Interfraternity Council (IFC) is Virginia Tech’s largest governing council more than 25 chapters of the campus’ traditional majority men’s general fraternal organizations; and

WHEREAS, the Panhellenic Council (PHC) is the governing council responsible for supporting the 13 National Panhellenic Conference chapters at Virginia Tech representing the traditional majority general women’s fraternities and sororities; and

WHEREAS, the National Pan-Hellenic Council (NPHC) is the governing and coordinating council for traditionally African-American national collegiate fraternal organizations; and

WHEREAS, the United Council of Fraternities and Sororities (UCFS) is the youngest governing council at Virginia Tech bringing together multicultural and special interest fraternities and sororities; and

WHEREAS, the Student Government Association (SGA) Vice President assists the President when necessary and is in charge of the Executive Branch of the organization;

THEREFORE LET IT BE RESOLVED, that the Commission on Student Affairs membership be amended to include the following: SGA Vice President, Panhellenic Council President, National Pan-Hellenic Council President, Interfraternity Council President, and United Council of Fraternities and Sororities while removing the following: Greek Council Representative.
Resolution to Change Membership to the University Advisory Council on Strategic Budgeting and Planning

University Advisory Council on Strategic Budgeting and Planning
UACSBP Resolution 2018-19A

Approved by the UACSBP: November 15th, 2018
First Reading by the University Council: December 3rd, 2018
Second Reading by the University Council: February 4th, 2019
Approved by the President: 
Effective Date: Upon Approval

Whereas, the University Advisory Council on Strategic Budgeting and Planning (UACSBP) serves a primary advisory role for the university budgeting and planning process; and

Whereas, the membership of the UACSBP has broad representation from faculty in Academic Colleges, Library Faculty Association, Faculty Senate, Staff Senate, Commission on Administrative and Professional Faculty Affairs, Graduate Student Assembly, and Student Government Association; and

Whereas, the Office of Strategic Affairs was established to play an integral role in the strategic planning process for the university; and

Whereas, the addition of a member from the Office of Strategic Affairs to the UACSBP will enhance the Council’s role in discharging its responsibilities;

Therefore, be it resolved, that the Bylaws of the University Council be changed to reflect the addition of a representative from the Office of Strategic Affairs to the UACSBP appointed by the President upon recommendation of the Vice President for Strategic Affairs.
Resolution to Observe Indigenous Peoples’ Day at Virginia Tech
Commission on Equal Opportunity and Diversity
Resolution # CEOD 2018-19A

Approved: CEOD  December 17, 2018
Approved: Faculty Senate  November 30, 2018
Approved: Staff Senate  January 17, 2019
Graduate Student Assembly Review
Student Government Association Review Waived  January 30, 2019
First Reading: University Council  February 4, 2019
Approved: University Council
Approved: President
Effective Date:  October 14, 2019

Whereas, Virginia Tech, Virginia’s land grant institution founded in 1872, recognizes and honors the Monacan-Tutelo people, the historical stewards and traditional custodians of the land now occupied by Virginia Tech; and,

Whereas, race integrity laws in Virginia discouraged American Indians from attaining public education until 1963; and,

Whereas, tribes from across the United States and Canada are represented among the students, faculty, and staff at Virginia Tech; and,

Whereas, Indigenous students at Virginia Tech study in nearly every college on campus and represent at least 16 Indigenous communities, including the Anishinaabe, Blackfeet, Cherokee, Chickahominy, Coharie, Delaware, Diné (Navajo), Eastern Band of Cherokee, Hawaiian, Lumbee, Monacan, Osage, Peepeekisis Cree, Quechua/Aymara, Shinnecock/Unkechaug, and Tohono O’odham; and,

Whereas, the American Indian Studies Program was established at Virginia Tech in 2000 and students from a vast majority of majors enroll in American Indian Studies courses every semester; and,

Whereas, the Native at Virginia Tech student organization was formed in 2008 and has been an invaluable community for Native American and Indigenous students at Virginia Tech; and,

Whereas, Virginia Tech’s motto, *Ut Prosim* (that I may serve), is foundational to many Indigenous cultural identities and it is in the spirit of *Ut Prosim* that the Native at Virginia Tech student organization calls on Virginia Tech to serve and support the Native American and Indigenous community; and,

Whereas, in 2017 and 2018, the Native at Virginia Tech student organization hosted the Virginia Tech Pow Wow -- a symbol of cultural survivance that brought traditional
dancers, singers, and visitors from across the mid-Atlantic region to share their culture with the Virginia Tech community; and,

Whereas, the Native American and Indigenous Community Alliance was founded in 2012, with a mission of activism, engagement, and support around Native American and Indigenous community issues; and,

Whereas, the American Indian and Indigenous Community Center was dedicated in 2016 and serves as a place of relationship building among Native and Indigenous communities at Virginia Tech, the greater Virginia Tech community, and tribal and Indigenous communities across the United States and the world; and,

Whereas, Virginia Tech has hosted tribal summits, including most recently in 2017, to strengthen reciprocal partnerships with the eleven tribal communities of Virginia which include the Cheroenhaka [Nottoway], the Chickahominy, the Eastern Chickahominy, the Mattaponi, the Monacan, the Nansemond, the Nottoway, the Pamunkey, the Patawomeck, the Rappahannock, and the Upper Mattaponi; and,

Whereas, Virginia Tech’s Principles of Community state that “We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others”; and,

Whereas, University Council passed a resolution in 2017 authorizing a revision to Pathways General Education Curriculum to require a new core area of Critical Analysis of Equity and Identity in the United States to increase education and awareness; and,

Whereas, in January 2018, Native at Virginia Tech collected over 1,200 petition signatures from the community in support of a resolution for Virginia Tech to officially recognize Indigenous Peoples’ Day; and,

Whereas, the public recognition of Indigenous Peoples’ Day provides an opportunity for education and engagement, and reduces the historical invisibility and erasure of Native American and Indigenous people; and,

Whereas, in response to a proposal by Native at Virginia Tech to University Council in May 2018, President Timothy Sands issued a Presidential Policy Memorandum declaring Monday, October 8, 2018 as Indigenous Peoples’ Day at Virginia Tech; and,

Whereas, Indigenous Peoples’ Day was celebrated on October 8, 2018, with cultural programming hosted by Native at Virginia Tech, and the American Indian and Indigenous Community Center;

Whereas, the Commonwealth of Virginia has designated the second Monday in October as Columbus Day -- an official state holiday; and
**Whereas**, the Commonwealth of Virginia has not recognized Indigenous Peoples’ Day as an official state holiday;

**Whereas**, CEOD acknowledges that it is beyond the scope of the Commission and University Council to call for a change in state law to replace Columbus Day with Indigenous Peoples’ Day as a state holiday, yet wishes to go on record advocating for such a change in the law;

**Therefore be it resolved**, that Virginia Tech recognizes the value and contributions of Indigenous communities and commits to continuing to support the American Indian and Indigenous Community Center and the American Indian Studies program; and

**Be it further resolved**, that Virginia Tech will officially and permanently recognize and designate on the university event calendar (www.calendar.vt.edu) (and other appropriate materials) the second Monday in October each year as “Indigenous Peoples’ Day”; and,

**Be it further resolved**, that Virginia Tech, in consultation with the American Indian and Indigenous community, will support the development and distribution of culturally appropriate materials to educate faculty, staff, students, and the Commonwealth of Virginia about Indigenous Peoples’ Day.
CAPFA Minutes
Commission on Administrative and Professional Faculty Affairs
November 14, 2018 – 1:30pm – 2400 North End Center/Zoom

Present: John Benner, Allen Campbell, Amanda Covey, Martin Daniel, Maia Greene-Havas, Greg Fansler, Cynthia Hampton, Jennifer Hundley, Lonnie Johnson, Monika Lawless, John Massey, Ross Mecham, Terri Pecora, Margaret Radcliffe, Vicky Ratcliffe

Absent: Janice Austin (with notice), Maria Balota (with notice) Jeremy Daubert (with notice), Alan Grant, Debbie Greer (with notice), Amy Hogan, Joy Hottenstein (with notice), Cayce Myers, Karen Munden, James Orr, MaDonna Overstreet (with notice)

Ms. Lawless called the meeting to order at 1:35pm. A quorum was present.

Note of Approval of Minutes from October 10th done electronically.

Ms. Lawless reported the minutes were sent out for review, and were approved electronically. They have since been forwarded to the University Council.

Old Business

Ms. Lawless reported that Step 3 of a current AP faculty grievance has been completed and sent to the Step 3 administrator (VP Human Resources).

Ms. Lawless reviewed the working group’s changes to the AP Faculty Grievance Submission Form. Prior to the next meeting, Rodney Irvin will review the form and Ms. Lawless will test the form for any formatting issues. The form will be voted on during the December meeting.

As part of an effort to increase CAPFA awareness, Mr. Greg Fansler reported that he hopes to have the listserv ready in January. A google group and quarterly newsletter were discussed, and a working group including Mr. Fansler, Mr. Benner, and Mr. Grant has been formed.

Ms. Lawless asked for a volunteer to serve on the Employee Benefits Committee and Ms. Margaret Radcliffe volunteered.

New Business

A discussion on the university’s Climate Survey ensued. Comments included the desire for more breadth of questions on the survey because the overall focus appeared to be diversity. For instance, there didn’t appear to be questions which would enable an employee to express dissatisfaction with the leadership in their particular area. Mr. Martin Daniel indicated there was a single instrument approach to the survey and that this was an opportunity to look at the campus as a whole. He also indicated that the surveys responses could be tied back to a particular unit to identify trends. Mr. Ross Mecham mentioned that they had received questions about confidentiality, and while they can map responses back to a division or department, they do not identify individuals. Mr. Mecham reported a 44% survey response rate.
Commission Representative Reports:

Commission on Student Affairs - (Terri Pecora) Conveyed that the recently publicized issue regarding a marketing flyer with a photo misrepresenting the students was a topic of discussion.

Commission on Faculty Affairs – (Amanda Covey) reported that there are still discussions on parking fees based upon income.

Other Business

Mr. Daniel shared that Paula Stuard was recently hired as the Compensation Director for the Division of Human Resources. He also provided an update about the Division Directors. One will begin in December for the Operations Division and others are currently being screened. John Massey will be assisting with the professional development of the new directors.

Our next meeting will be on December 12, 2018.

Adjournment

Jennifer Hundley made the motion to adjourn the meeting at 2:07 p.m. and Greg Fansler seconded the motion.
Commission on Faculty Affairs

November 16, 2018
10:30 – 12:00 Noon
330 E Burruss Hall


Absent: Z. Mackey, L. Brogdon, R. Blythe, J. Spotila, J. Hawdon

Guests: M. Lewis

1. Approval of agenda

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

2. Approval of November 2, 2018 minutes

   The minutes were approved unanimously.

3. P & T revision: discussion of open issues

   B. Hicok continued the examination of the P&T revision document. The following sections were discussed: 3.4.5; 3.4.5.2. The points for discussion within these sections:

   Section 3.4.5 – Appeals of Decisions on Reappointment, Promotion, and/or Tenure: Grounds and Procedures
   - What grounds constitutes an appeal (procedural versus judgement)
   - Whether the department heads letter should be made available to the candidate

   Section 3.4.5.2 – Promotion and/or Tenure Decision
   - In non-mandatory decisions that are negative at the department-level, should the candidate be able to choose to move forward to the college-level without an appeal (CFA members noted this may assist small departments)
   - Non-mandatory cases: it was suggested that the college committee decides whether there are grounds for an appeal,
and, if the committee decides there is grounds for an appeal, they then review the case

- Should “collegiality” be considered for promotion and tenure; and, if not, should it be clear that this factor cannot be considered
- G. Daniel noted that he uses the term “academic citizenship” to encapsulate an engagement requirement (would this be appropriate in place of collegiality)

4. Other business

   No other business was presented.

5. Adjourn

   The meeting was adjourned at 11:55 a.m.
Commission on Faculty Affairs
November 30, 2018
10:30 – 12:00 Noon
330 E Burruss Hall


Absent: Z. Mackey, L. Brogdon, J. Hawdon, G. Daniel, M. Abbas

Guests: M. Lewis, E. Plummer, A. Covey (CAPFA)

1. Approval of agenda

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

2. Approval of November 16, 2018 minutes

The minutes were approved unanimously.

3. P & T revision: discussion of open issues

B. Hicok initiated a review of the sections of the P&T revision that had been points of discussion among CFA committee members. Section 3.4.4.4 regarding candidate notification was reviewed and discussed first. T. Schenk pointed out that it may be helpful to document to specify the rationale for why P&T was denied. M. Paretti noted, listing all substantive reasons.

Section 3.4.4.5 – procedural concerns regarding promotion and tenure

Section 3.4.5 - appealing any negative decisions at the university-level including the decision made the President.

4. Expectations Documents

Topic item was not discussed.

5. Other business

A. Covey presented a question to the committee regarding ideas for enhancing participation and communication of CAPFA. Several CFA committee members responded with substantive thoughts.
No other business was presented.

6. Adjourn

The meeting was adjourned at 12:00 p.m.

B. Hicok
**MINUTES**

Commission on Graduate Studies & Policies  
November 7, 2018  
3:30 – 5:00 p.m.  
Graduate School Conference Room

**Present:** Rajesh Bagchi (Chair), Lujean Baab, Nancy Bodenhorn, Karen DePauw (ex officio), Paul Emmons, Samantha Fried, Madlyn Frisard, Cynthia Hampton, Lesa Hanlin, Joseph Kozack, Kathy Lu, Xin Luo, Anurag Mantha, Gail McMillan, Hannah Parks, Annie Pearce, Martina Svyantek, and Veronica Warda.

**Absent with notification:** John Hole, Rachel Holloway (ex officio), and Robert Sumichrast.

**Absent without notification:** Ellen Gilliland (for Alan Abrahams), Sarah Karpanty, Nick Rexroad, Richard Vari, Tyler Walters (ex officio), and Zhiwu Xie.

**Visitors and invited guests:** Zo Amani, Janice Austin, Kevin Edgar, Monika Gibson, Catherine Grimes, Bill Huckle, Alyssa Rametta, Tremayne Waller, 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 October 17, 2018 were approved as presented.

**Committee Reports**

**Graduate Curriculum Committee**

The Graduate Curriculum Committee minutes of October 25, 2018 were accepted as presented. Three courses were approved and one tabled.

**Graduate Student Appeals Committee**

Dr. Bodenhorn reported the committee met today and has a plan for collecting additional information for an active appeal.
Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee

Dr. Bodenhorn reported the committee has prepared an initial draft for a resolution of graduate student candidacy status post-prelim. The proposed resolution will be forthcoming at a future CGS&P meeting. Data has been identified in response to the National Academies report and will also be presented at a later date.

Old Business

There was no old business.

New Business

Ms. Gibson presented two new areas included in proposed revisions of the graduate assistantship policy. The policies have been scattered among various documents and this effort brings graduate assistantship policy under one document. The material supporting these changes was previously distributed to the membership. Several comments and suggestions were made. An updated policy with additional revisions will be considered at the next meeting for approval.

Dr. DePauw presented the Principles for Student Classification. This statement is the result of an in-depth committee (membership identified on the document) investigation to create a concise document that will assist with policy and procedure development. Discussion was held and clarification offered by Dr. DePauw in response to how the principles evolved. The membership upheld the document and will review the principles again at the next meeting.

Graduate School Update

Dr. DePauw reported on her presentation for graduate education to the President’s Council today. Of particular concern is the decline of graduate student enrollment. Dr. DePauw shared how graduate education should be viewed and how badges, certificates, funding, and other dynamics impact the enrollment. She discussed capacity and recognized that much more can be accomplished to improve enrollment.

Dr. DePauw will share the IGEP report with the membership.

Dr. DePauw noted several points she has shared with the administration regarding a proposed resolution for graduate student candidacy status post pre-lim. The points include: no change in total degree requirements; the status will be a minimum of two years and maximum of three years; enrollment cost would be at three credits; incentive for PI’s because of the tuition cost reduction; and GTA’s will have a decrease in tuition remission. Fellowships currently require payment of full tuition; a policy change will allow fellowship dollars to stretch further.

The resolution for the master of dietetics degree program was approved at last week’s BOV meeting.

The resolution for the Ph.D. in neuroscience was passed last week at University Council.

The March BOV meeting will focus on graduate education.
Two unsolicited bids for the northern Virginia campus are being evaluated by the administration.

Graduate homecoming will include current grad students from multiple locations and alumni. Football tickets have been provided by Athletics. The celebration will be held on November 17th.

**Constituency Updates**

**Graduate Student Assembly**

Ms. Fried reported the next general assembly meeting will be this Thursday. The strategic plan will be discussed. All committees are fully staffed. Ms. Warda reported the assembly is considering what mental and physical health for graduate students means to students.

**Graduate Honor System**

Mr. Mantha reported there are now nine open cases representing twenty-one students.

**University Library Committee**

There was no report.

**Faculty Senate**

Ms. McMillan reported the Faculty Senate is currently reviewing the strategic plan. Dr. DePauw will meet with the Faculty Senate this Friday to discuss graduate student candidacy status post pre-lim.

**Student Government Association**

There was no report.

**Board of Visitors**

Mr. Amani reported the arts’ programs were discussed at last week’s BOV meeting. The campus plan was approved and has necessary flexibility for the future. Staff total compensation was also a concern for the Board membership. Additional conversations about compensation will continue with university administration. Child care will be emphasized at the spring BOV meeting. The BOV graduate student representative application for next year will be available in December.

**University Council and Commission Updates**

Dr. Edgar reported the resolution for the neuroscience Ph.D. was passed at last week’s University Council meeting. The Commission name change also passed. Both actions will move forward to the BOV.

There were no other commission updates.
Announcements

Dr. Bagchi reported on the search for the next provost. An excellent pool of candidates has been presented and interviews will be held soon. The details of the search remain confidential.

Adjournment

The meeting was adjourned at 4:45 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
December 13, 2018; 3:30-4:30 p.m.
Gateway Center; 902 Prices Fork Road; Suite 120

Attendance: Andrea Brunais, Urs Buehlmann, Gregory Daniel, Guru Ghosh, Ed Jones, Shelley Martin, Karen Munden (via phone), Hunter Pittman (representing Heinrich Schnoedt), Valerie Ragan, Tom Thompson, Bob Hicok (guest speaker)

Absent: Cheng Chen, Wayne Crotto, Lehi Dowell, Roberto Leon, Juan Luis Nicolau, Heinrich Schnoedt, Brett Shadle, Susan Short, Madilynne Tanner, Xiaowei Wu, Kang Xia

1. Welcome and Introductions
Urs Buehlmann welcomed the group. Brett Shadle was unable to attend the meeting, and will be on sabbatical spring semester. Urs Buehlmann, Vice-Chair will Chair the remainder of the meetings and take over as Chair in August. Kimberly Rhodes announced that she thanked Brett for his service as Chair on behalf of the commission. 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. Guru Ghosh announced that he traveled to the Universidad Austral de Chile (UACh) with Valerie Ragan, Gerhardt Schurig, Robert Weiss, Theresa Johansson and Gene Ball. Their visit include expanding the UACh program, creating an expansion of the campus in Patagonia, broadening Virginia Tech’s presence. An honorary degree was awarded to Dr. Schurig for his work in Chile. There was a gathering of Alumni from the College of Veterinary Medicine while the group was in Chile.

Andrea Brunais announced that Season 5 of the Save Our Towns series is available on line for viewing at the Outreach and International Affairs (OIA) website. The Save Our Towns series has won many journalist awards including the CASE and Bulldog Reporter awards.

Hunter Pittman announced the FutureHAUS won first place at the 2018 Solar Decathlon Middle East competition. Virginia Tech was the only entrant from the United States. The project brought together the Colleges of Architecture and Urban Studies, Science, Engineering, Liberal Arts and Human Sciences, Pamplin College of Business and Myers-Lawson School of Construction, and many labs and centers within Virginia Tech, to form an interdisciplinary team. The competition took place in Dubai.

Guru also mentioned that the Language and Culture Institute partnered with Alumni Relations in Dubai for an event with about 80 alumni from that region.

4. Announcement of Approval of Minutes, October 18, 2018
Since the November 15, 2018 COIA meeting was cancelled, the minutes from the October 18, 2018 meeting had been previously sent out electronically for edits. The minutes were approved electronically and were sent to University Council to be posted to the University Governance website upon approval by University Council. Minutes can be found: http://www.governance.vt.edu/. The main web page for COIA: https://www.outreach.vt.edu/VP/CommissionsAndCommittees/coia.html.

5. Chairman’s Report
The University Council meeting from October 29, 2018 included the first readings of Commission on Graduate Studies and Policies Resolution to Establish a Doctor of Philosophy Degree in Neuroscience and Resolution to Rename the Commission on Graduate Studies and Policies to the Commission on Graduate and Professional Studies and Policies and Update the Charge. Brandy Salmon gave a presentation on LINK, and Bob Hicok lead a discussion regarding community involvement with the Office of the VP for Research volunteers.

The November 26, 2018 University Council meeting was cancelled. The December 3, 2018 meeting had the second reading and approval of the above two (2) resolutions presented at the October 29th meeting; and first readings of the Commission on Student Affairs Resolution to Change the Membership of the Commission on Student Affairs and University Advisory Council on Strategic Budgeting and Planning Resolution to Change the Membership of the University Advisory Council on Strategic Budgeting and Planning.

6. Faculty Handbook Revisions
Bob Hicok presented on revisions to the Faculty Handbook (see attached). He indicated that committees were attempting to bring to the Commission’s attention that all scholarship should be treated the same and that all tenure track faculty should be required to engage in scholarship work and should adhere by specific criteria set forth. Bob also indicated that the language indicates that Chairs can no longer serve on committees, and that interviews should occur without Deans and the Provost present. The handbook shall reflect more specifics on Promotion and Tenure (P & T) documents. The notification process was previously unclear, and that faculty are required to receive notification and reasons why P & T are denied. The appeals process is expected to change; to include an appeal cannot occur simply because a faculty member disagrees with the outcome; but due to issues with the P & T process. Kim Rhodes will send the document to the group, and questions can come back to Kim to be complied and sent to Bob for response.

7. Reports
Ed Jones announced that Dan Goerlich would be the new Associate Director of the Virginia Cooperative Extension. Bobby Grisso, who previously held this position, will be returning the College of Engineering as Professor and Interim Department Head of Biological Systems Engineering. He also announced Karen Munden is the President of the National Extension Association of Family and Consumer Sciences. Ed mentioned there are a number for faculty engaged in addressing the local opioid crisis and the efforts to bridge the medical community with the lawmakers.

Tom Thompson spoke about University Committee on International Affairs (UCIA) meeting held on November 26, 2018. Theresa Johansson had updated UCIA about a new employee in Global Education, Martha Jensen; Svetlana Filaretou discussed her trip to Shanghai to connect with about 350 VT Alumni across all colleges; Don Back updated UCIA about his trip to Dubai as described above, Guru updated UCIA about the Hokies in London event for June 2019 as well as the memo sent to the Provost regarding the request for funding for Study Abroad. Additionally, Tom Thompson gave an overview of the College of Agriculture and Life Sciences Global Programs mission and activities as a series for UCIA members to get understand members’ activities and gather more information to make connections across the university. Nicole Sanderlin and Van Crowder will present at the January meeting. Minutes: https://www.outreach.vt.edu/VP/CommissionsAndCommittees/ucia/uciaminutes.html.

8. Reports
Discussion included the letter that was sent to President Sands with regard to funding for Global Education Scholarships, and subsequently sent to Interim Provost, Cyril Clarke. Theresa Johansson and Brett Shadle developed a letter with and summary (see attached) to Dr. Clarke inviting him to a COIA meeting to discuss the proposals in more detail. A response has not yet been received. Guru offered to inquire about next steps during his next meeting with the Provost.

Additionally, discussion about the survey that Brett had initiated to collect information about current OIA initiatives/projects that are developing between Virginia Tech and international partners. The question was raised if the commission wanted to continue the initiative, those present at the meeting seemed open to continue. Tom Thompson asked if the intent was to send out to all faculty, the response was unknown. Tom indicated that Elements might be a better route for gathering information. Many members indicated that might be the better route to alleviate the need to build a separate database that only provides a snapshot of activities; Elements would be an ongoing/updated view of continuous projects. If access could be given to run a real-time report of current activities, this would be a much more comprehensive look at activities. Additionally, the response of more participants would yield better data. It was suggested to invite Ken Smith and Peggy Lane to attend one of our COIA meetings so we could inquire about data gathering. The question of what the timeline needed to be, Kim will ask Brett if he was looking at a particular timeline and a more detailed summary of his vision.

9. Commission Board Member Comments
The expression of happy and safe holidays was made.

A motion to adjourn was made, seconded; all were in favor. The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Kimberly Rhodes, Recording Secretary

TENTATIVE MEETING DATES FOR 2018-2019- (All meetings will be from 3:30-4:30 p.m. and will take place at the Gateway Center-902 Prices Fork)

- NO JANUARY MEETING
- February 21, 2019
- March 21, 2019
- April 18, 2019
- May 9, 2019
Colleagues: CFA is undertaking revisions to the Faculty Handbook. The process will continue over the next several months. What follows is a very early draft of part of the P&T section. When a previous version was presented to Faculty Senate, those with extension appointments or duties expressed concern that it did not reflect their situation. Bob Hicock of CFA is hoping for feedback on this point. I'd also like to discuss how we might encourage departments and colleges to value international and outreach activities in P&T decisions.

3.4.4 General Expectations for Promotion and/or Tenure

Promotion to a higher rank and/or appointment with tenure may be granted to a faculty member on a regular faculty appointment based on evidence of effectiveness in teaching and advising, and significant contributions to service and outreach. Additionally, promotion to the rank of associate professor requires evidence that a candidate’s research, scholarship, Extension, or creative activity has had impact beyond the university and has the potential for greater impact in the future. Promotion to the rank of professor requires evidence that a candidate’s research, scholarship, Extension, or creative activity has had impact nationally or internationally, and that their earlier potential has been reached.

Not all candidates are expected to have equal levels of commitment or equal responsibilities in each of these areas. For example, some faculty positions are devoted primarily to conducting discipline-oriented research or Extension with few additional assigned responsibilities, and other faculty positions have extensive assigned duties in teaching and advising, with fewer opportunities for scholarly output. Regardless of assigned duties, some scholarly activity is expected of all tenure-track faculty in at least one of the mission areas of teaching and learning, research and discovery, and outreach and engagement, and this scholarship will be evaluated by the standard outlined above.

Evaluators must take unique features of every candidate’s discipline and assignment into account. Therefore each department is required to have an Expectations Document that accounts for disciplinary differences unique to and within the department and specifies what is required of their faculty members to fulfill the general requirements above. These distinctions can only be clarified at the department level, and must be taken into account by evaluators at every stage of the promotion and/or tenure process. A college may elect to adopt an Expectations Document that applies to all departments and schools in the college, which likewise should account for differences within and across departments and schools. Expectations Documents must be approved by the provost’s office and available online. Because expectations may change over time, candidates should be evaluated based on the aggregate of Expectations Documents over a five year window.
October 29, 2018

Dear Dr. Clarke,

Over the past several weeks, Theresa Johansson, Director of the Global Education Office (GEO), Dr. Guru Ghosh, myself and my fellow members of the Commission on Outreach and International Affairs (COIA) have continued our research and review into and discussions on study abroad scholarships. The following page summarizes our findings and recommendations.

I would like to invite you to visit a COIA meeting to discuss our proposals in more detail. We have two remaining meetings this semester, on November 15 and December 13. Both meetings will take place in the Gateway Center, Suite 120 from 3:30 to 4:30 p.m. Please let me know if you are available for either of these meetings.

Sincerely,

Brett Shadle
Chair, Commission on Outreach and International Affairs.
In his 2014 investiture address, President Tim Sands stated that “every undergraduate who wishes to participate in study abroad [should] have the opportunity to do so without delaying progress toward their degree and without financial hardship.” We fully support these sentiments. National research has demonstrated that students, who study abroad, especially underserved and underrepresented students, perform better academically and have higher graduation rates than those who do not. Study abroad participants also show superior growth in an array of personal traits and “power” skills, such as critical thinking, problem-solving, adaptability, interpersonal skills, communication, and tolerance for ambiguity, many of which are the very qualities that today’s employers – and VT faculty – value most.

Engaging our students in study abroad serves the specific needs of VT students, contributing materially to a VT-shaped education, and particularly to the goal of providing all graduates with experiential learning opportunities. It is difficult to imagine how Destination Areas and Strategic Growth Areas, and the Pathways associated with them, can fulfill their promise if our students have not spent time immersed in other cultures. As President Sands has recognized, “The best way for VT to serve Virginians is to acknowledge that a global perspective is required to help citizens and companies compete internationally and to help address our own complex problems locally.” A body of alumni with that global perspective, nurtured through study abroad, will be increasingly necessary to fulfilling our duty as a global land-grant institution.

The number of VT students engaging in study abroad (1421, i.e., 19.5%) is rising, but remains well below our SCHEV peers. For instance, the majority of our SCHEV peer institutions send at least 25% of their students abroad, and some have grown their study abroad enrollments to 39-69 percent. In fact, two of our fellow research institutions in the commonwealth, the University of Virginia and William and Mary, send nearly 50% of their graduating classes abroad. The Global Education Office (GEO) has set an ambitious goal of increasing participation to 23% by 2020, and 50% by 2030. GEO has the expertise and commitment to remove most of the obstacles towards reaching this goal, such as working closely with parents and families, coordinating with Financial Aid to ensure students are able to apply their grants and loans to study abroad, and identifying semesters abroad that will keep students on track to graduate, even in majors with tightly controlled course sequences. However, the single largest challenge, and one that VT must rise to at the institutional level, is cost.

The university now provides GEO a meagre $25,000 in scholarship funds to serve over 1,300 VT students studying abroad (the entire non-Steger Center study abroad population). These scholarships support less than 2% of the annual study abroad cohort. Many students decline scholarship awards of up to $3,000 because they are insufficient to bring study abroad experiences within their financial reach; for many others, the gap between program cost and availability of scholarships is so great that they never even apply. At the current level of assistance to less than 2% of study abroad participants, all but the most financially secure of our students are priced out of this transformational and life-changing experience.

Virginia Tech must be serious in our commitment to increasing and equalizing access to study abroad experiences, and if we are to live up to President Sands’ vision VT must begin to offer scholarships to a minimum of 12% of the study abroad cohort annually. For 2019-2020’s target numbers, this translates to 126 short-term (summer and wintersemester) faculty-led, 66 semester-long, and two academic year scholarships. We must also make awards at a level that will catalyze enrollment in study abroad programs. After careful review, GEO has concluded that the average scholarship levels necessary for short-term, semester, and yearlong programs are, respectively, $6,000, $9,000, and $15,000 per student. This will require a base budget allocation beginning in FY20 to be $1,380,000. Ultimately, to achieve the goal of 50% participation by 2030, GEO would require ongoing institutional support in the amount of $3,888,000 annually.

In the last month, the Commission on Outreach & International Affairs (COIA) has worked closely with the office of the vice president of Outreach and International Affairs (OIA) and the director of GEO to conduct a comprehensive overview of study abroad goals and set scholarship amounts to reach the goals highlighted above. We believe that these aspirational goals of enrollment increase and scholarships are achievable with a combination of institutional funding and private philanthropy. COIA looks forward to discussing this plan with you in more detail, including working with University Advancement leadership to institute a Global Education Scholarship Fund in the next Capital Campaign to ensure long-term support for students, thereby enabling vital immersive study abroad experiences to become an integral part of the Hokie experience.
Minutes

COMISSION ON RESEARCH

May 9, 2018

130 Burruss Conference Room

3:30pm-5:00pm

Attendees: Jennifer Irish (Chair), Phillip Young for Virginia Pannabecker, Randy Heflin for Sally Morton, Saied Mostaghimi, Alan Michaels, Dipankar Chakravati, Andrew Nielson, Myra Blanco, Kevin McGuire, Ken Miller, Kurt Zimmerman, Nancy Dudek, Uri Kahanovitch, Steve Nagle, Deborah Milley, Rachael Rupnow, Benjamin Corl, and Chris Tysor (Recorder).

Absent: Virginia Pannabecker, Van Crowder, Stefan Duma, Sally Morton, Robert Vogelaar, Sid Madhavan and Thomas Bell

Guests: Peggy Layne, Martin Daniel and Theresa Mayer

I. Approval of the Agenda - Approved by electronic vote

II. Announcements

a. Results of vote for next Commission Vice-Chair/Chair- Alan Michaels has been voted in as the new Vice-Chair for the 2018-2019 year!

b. Commission on Research was notified by Theresa Mayer’s office that the Center for Humanities, a college-level center in CLAHS with a research mission, has been approved. No action required. Documents are posted on the CoR Team Drive.

IV. University Climate Survey in Fall 2018 – Martin Daniel

a. Martin Daniel provided a quick update on the upcoming fall 2018 University Climate survey. It will be widely distributed and will be sent to faculty in fall 2018 and to students in spring 2019. The survey has been trimmed from the previous version which was approximately 80 questions to the planned 30 question version. It is attempting to capture high level themes such as how employees feel about leadership, how they feel about their work environment, their colleagues and indexing around employee engagement. The platform for launching the survey has been switched and will have a new feature which is a live dashboard with access to real-time results. The question was asked about who will receive access to the data? The data dashboard will allow information to be pulled and targeted to specific audiences so, for instance, there would be a high-level executive look, a department head view, an employee view. Not sure currently how long it would take to set up the dashboard, but the intent is to provide fairly broad access and actionable data. Myra Blanco asked how will it be ensured there is a representative sample size for the different categories of employees responding to the survey. Martin D replied there is a drop down for employees to choose their track/employee type and the responses will be collated. In the past the response rate has been slightly above average. Alan Michaels asked if the results will be comparable to other peer institutions or prior versions of the survey. Martin mentioned the University is looking to get onto the “Best University’s to Work For” list and then they will have comparable data. The survey is altered and asking different questions than in the past so it will be difficult to compare results of the data to previous versions.

b. III. Unfinished Business
a. Report of Ongoing Activities

a. Committee on Research Competitiveness – Jen Irish read a statement from Dr. Duma. Since the last CoR meeting, the Committee met and developed a plan to generate benchmark data from peer institutions. Stefan, Kurt and Ben developed a strategy and series of shared files that will allow for consistent data gathering processes. Specifically, a set of standardized questions was developed that will be used during interviews with peer institutions. The committee plans to cover a range of universities over the next few months including UVA, Ohio State, Colorado, Purdue, Cornell and NC State. Additional programs will be added as we move through the summer months. Barb will lead discussion groups with internal stakeholders over the summer and fall months. The committee expects to have a final report in spring 2019.

b. University Library Committee – Phillip Young provided an update. The ULC is developing a report to share with stakeholders, including the Commission on Research. The report is focused on critical library space and infrastructure updates (physical and digital) needed to empower research and learning in a growing university the size of Virginia Tech. Key stakeholder groups include students overall, graduate students, and faculty. The ULC will submit this report to CGSP, CUSP, and COR, as well as others, to request feedback on a report that demonstrates that library space and infrastructure support is a challenge that needs urgent attention. The report will also propose recommendations for addressing this challenge. We will finalize this draft report to circulate for feedback in the next few weeks and will share at that time. The Library Committee will also share it again in fall when Commissions and Committees come back for the 2018/19 year.

c. Faculty Senate – no update

d. Revisions to the Faculty Handbook- passed at University Council

e. Update to Policy 13005 – no update

f. Open Access Policy update— Kevin McGuire [https://sites.google.com/a/vt.edu/cor-oa-policy-working-group/] After presenting to the faculty senate for the 2nd time this semester and after some departmental targeted trainings, the Open Access group has determined they need to revisit and streamline their communication. They have been working for 2 years. They have met with Legal Counsel in that time, discussed policy, created a webpage and FAQ section, have an e-mail address that goes to committee members for questions and have done trainings. They may need to step back and take a look at the delivery of information because maybe the messaging isn’t being done in an impactful way. In fall 2018 the plan is to draft a policy which will be brought up to the commission. 2 of their committee members are stepping down and they would like faculty from other areas to participate so it is not so library-centric. They are looking at doing more forum-type/interactive session in fall so they can engage more. Nancy Dudek asked is the low participation a sign to drop the initiative? Jen Irish said she believes this is the future and dropping it would be a bad idea. Deborah Milley reiterated she believes it is just the way the information is being delivered that is the hang-up. This Open Access initiative is going to be (if not already) mandated by many federal funding organizations. Nancy D offered to send
a “How to do a Pitch” power point to the committee if that would be helpful. Kevin mentioned it might also be extremely helpful to have OVPRI send out the messaging for Open Access to the VT News Daily so it is disseminated in another form and by another group on campus.

b. Summary of call for potential topics and/or speakers for next year – So far the items on the list for consideration next year are as follows:
   a. Committee on Research Competitiveness:
      i. Continue focus groups on the topics of increasing support for alternative sources of funding (i.e., foundations, corporate partnerships)--identified in faculty survey—and increasing support for improving competitiveness for government grants (strategies include support for proposal development, establishing government relationships, includes evaluation of what peer institutions receive in terms of support). Consider the following previously or newly identified concerns:
         1. Administrative support for proposals and grants
         2. Support of limited submissions and related internal competition
         3. Policy and procedures for negotiating indirect for industry grants
      ii. Follow up on action/feedback on shared instrumentation report, including the following previously identified and newly identified concerns:
          1. Service contracts for high-end equipment
          2. Inventory of available lab/research equipment
          3. Subsidies for core research facilities
      iii. Other items of continued concern:
          1. Protecting faculty time from excess paperwork/busywork
   b. Continue Open Access Policy development
   c. Continue Policy 13005 revision, “Centers and University Institutes: Establishment, Governance and Programmatic Oversight”
   d. Postdoctoral scholar activities
   e. Follow up on long delays related to IRB, software licensing, contracting of new grants, and research faculty hires on grants
   f. Issues related to regulatory compliance, including IRB
   g. Sabbatical policies
   h. University- or college-wide policies for indirect return to investigators
   i. Review of research components of faculty dossier
   j. Defining research and teaching faculty appointments and expectations more firmly
   k. Communication of F&A

l. Sid Mostaghimi brought up Research Faculty hiring being an issue and Theresa Mayer explained there was a huge reorganization occurring in Human Resources that will restructure the entire HR Organization. This is being done after an extensive study done by an external consultant. They will be reviewing the 15 faculty tracks we currently have. They are in the process of hiring a new Director of HR and will be looking for a new Divisional Director for Finance, Divisional Director for HR and Divisional Director for IT. Hopefully this realignment and restructuring will help.
IV. New Business

a. Crowdfunding Resource- Susan Gill came and gave a presentation on VT Jump, the Virginia Tech crowdsourcing funding mechanism internal to the university. Her overview can be found in the Appendix following the meeting minutes.

b. Jen reviewed the names of those faculty members whose term is up following this academic year and said thank you for their service.

c. Dipankar C asked if there would be a way in the future for himself and others in Northern VA to connect via Zoom. He tries to come down once a month for the meetings but then has to plan other meetings on campus around this trip. It would be more accessible for faculty in Northern VA to participate via Zoom. Theresa M indicated she has IT people that could help/support that.

d. Theresa queried the group to see how many people had received the OVPRI Update on LINK that was sent out. Very few folks indicated they had received it. It seemed it may have only gone out to the Associate Deans and they need to work on the distribution of messages.

V. Adjournment was at 1700.

*The meeting minutes of April 11, 2018, were voted on electronically. Please remember that the absence of a response indicated a positive vote.

Please take note of next year’s meetings which will all take place in Burruss 130 from 3:30pm-5:00pm unless otherwise noted:

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<td>14 November 2018</td>
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<td>12 December 2018</td>
<td>8 May 2019</td>
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I. Approval of the Agenda
   A. Approved by vote

II. Approval of May Minutes
   A. Approved by vote

III. Announcements
   A. No announcements

IV. Welcome to new members and Introductions around the room - V. Pannabecker
   A. Members introduced themselves with their name, title, area, and role on the commission

V. Logistics - Governance 101 at VT, Where to find information about COR, about University Council, COR documents (Agendas, supplementary documents, etc) & procedure for electronic approval of Minutes
   A. VT University Council: http://governance.vt.edu/
   B. Commission on Research: http://governance.vt.edu/research.php
   C. COR Team Drive: https://drive.google.com/drive/u/0/folders/0AOtk74itikosUk9PVA

VI. Unfinished Business
   A. Report of Ongoing Activities
      1. Committee on Research Competitiveness – S. Duma
         a) The Committee on Research Competitiveness (CRC) includes myself; Ben Corl, Dept. of Dairy Science, Agriculture and Life Sciences; Kurt Zimmerman, Biomedical Sciences & Pathobiology, Vet Med; and Barb Lockee, Instructional design and Technology, School of Education. After a great deal of debate last year, it was decided that the CRC would develop a summary report with two primary objectives:
            (1) Methods to increase large scale federal funding
b) In order to accomplish this, the CRC developed and began a two part plan.

1) First, we are benchmarking other leading research universities to quantify what strategies they use to increase and diversify research funding. To date we have benchmarked UVa, Brown, Cornell, Idaho, NC State, and Iowa State. We plan to review the top 25 research universities and combine the data into the report.

2) Our second activity will include discussion groups of faculty at Virginia Tech to solicit ideas and provide internal feedback.

c) We plan to issue the summary report to the COR by the end of spring 2019.

2. University Library Committee – V. Pannabecker - No report

3. Faculty Senate – B. Vogelaar

   a) No report as no faculty senate representatives attended this COR meeting.

4. Update to Policy 13005 – A. Michaels

   a) Provided background on the policy, which is 5-6 years old and needs updates. Working with Kim O'Rourke and Dee Harris to have support in governance processes. May look at other organizations that have multidisciplinary initiatives and policies related to these. Feedback on suggested changes to Policy 13005 is welcome.

   b) Discussion about the policy followed:

   1) There are parts of the policy that are redundant and inconsistent, for which the research division has highlighted issues and made recommendations. It may be possible to move forward swiftly to take action on these changes.

   2) Compliance - about 80% of centers are in compliance; review process is time consuming, just to catch up

   3) Need to address center policy as an institution: get an extension on ongoing evaluation of centers until we clarify the center portion of the policy

   4) Institute portion - significantly out of date

   5) Centers, Institutes, DAs, SGAs - should be part of strategic plan, how do we leverage the strategic planning process?

   6) How are centers out of compliance?
(a) A 5 year review is required for centers at university, college, department, institute levels; however, many college centers are out of the review process
(b) We don’t have a way to take notice of inactive centers
(7) Good to get an updated listing of VT centers
c) Alan will get a copy of the most recent research center evaluation report from Theresa

5. Open Access Policy update – K. McGuire
   a) 18 months ago formed committee and have website with more information:
      https://sites.google.com/a/vt.edu/cor-oa-policy-working-group/
   b) Drafted a policy on behalf of faculty on interest and need for OA publication methods - modeled off the Harvard OA Policy model
   c) 30-50 universities have OA policies supported by an institutional repository.
   d) NLI sessions this fall: 3 scheduled - Sep 27, Oct 26, Nov 5; discuss the policy, get more input from faculty
   e) Next steps: draft resolution; in particular interested in more T&R faculty to be on the committee; Oct 22-26 - OA week events - VT news stories will discuss open access broadly

VII. New Business
   A. Call for topics and/or speakers for next year – V. Pannabecker
      1. Ginny listed speaker possibilities, and COR priorities
         a) Continuing:
            (1) Review of and revisions to Policy 13005, Centers and University Institutes: Establishment, Governance and Programmatic Oversight
            (2) Committee on Research Competitiveness:
            (3) Open Access Policy development
         b) New:
            (1) Would like to reach out to CFA to learn more about updates to P&T Dossier, especially research components
            (2) Looking for opportunities to contribute to Research areas of Strategic Planning process
            (3) Contribute to review of Faculty Handbook for Research Faculty components
            (4) Consider a new committee to investigate department / college / other entity Facility & Administration costs related to grants - identifying differences in rates of such costs may help to put together questions or recommendations
towards facilitating collaborations across departments/colleges

2. Discussion of speaker possibilities and priorities for COR
   a) Strong interest in bringing Lisa Lee, in particular to discuss IRB
   b) Committee to learn more about F&A at VT - generally and departmentally specific charges that may come up for collaborative projects across departments/colleges is of interest
   c) Changes to dossier are of interest; conversation with CFA - perhaps they could speak at a meeting

B. Welcome and OVPRI update and priorities – Theresa Mayer [at 4:15 about]

1. Thank you to all
2. Biggest challenge as institution - ability to effectively communicate changes. If the commission members can also bring concerns that they're hearing from their areas, this would be very helpful for OVPRI to address needs. Biggest challenge: understanding where the real concerns are: challenges, bottlenecks; also, false information can get circulated and create confusion; need to understand resource priorities
3. Comments on items noted in this meeting’s agenda
   a) Human resources - Research faculty; HR division is undergoing transformation; new VP for Human Resources; Dwayne Pinkney, Senior Vice President for Operations and Administration; HR services are a priority; change is underway - each major unit on campus will have a divisional director who will have a dual report to a key leader within the functional unit as well to the VP for HR. Concerns about large number of ranks, and lack of clarity in processes for research faculty; OVPRI has engaged a consultant to get input and feedback from across the institution; consultant will share feedback and recommendations
   b) Possibly have OVPRI representative (Scott Nostaja, Senior Vice President, Sibson Consulting) come to a future Commission meeting, or share a report with the Commission or with other groups on campus with a stake in research faculty
   c) Facilities and Administrative Costs (not Indirect): Worries about possible changes to F&A options from federal grants; change dialogue to clarify these cover real costs for facilities and administration. Ways the commission can support this effort:
      (1) Do some work to educate with some of the materials that are available → OVPRI can share materials on this.
      (2) Use Commission as an advocate to help campus understand the whole process, rate negotiation, reimbursement for real costs for research facilities and research administrative costs
(3) If F&A is viewed as unnecessary or inflated overhead (potentially through use of phrases like ‘indirect return to faculty’), the case for maintaining F&A is undermined with federal government; if federal government caps at 10% this would devastate all of us

4. Entrepreneurial activities is a topic for promotion and tenure components; VA Commonwealth return on investment for research related support is increasingly viewed through our role in advancing research and innovation and creating new products and processes; start ups / connections to business; not seeing related processes in colleges to motivate entrepreneurial activities
   a) VT LAUNCH (companion to LINK) is looking to support this gap

5. IP Policy, IP Committee - looking broadly at our technology research and creation, not clear this committee is functioning as intended; Need to review relationship between this committee and VT IP Board - affiliated organization that manages our compliance - and consider current needs and best processes

6. OVPRI Updates
   a) This last year was a good year for research at VT; competitive, external research expenditures are up 7% overall - these are what we track very carefully; different from national science foundation, HERD survey - that also includes our non-competitive expenditure and our institutional support
      (1) Can put together a briefing packet for anyone interested in this
      (2) Another thing we’re tracking is our industry-supported research (though this does not include federal flow-through via industry)
   b) Pipeline for this year looks healthy
      (1) NSF, NIH, DOD = about ⅓ each from federal agencies
      (2) Well aligned and making progress towards further diversification for our portfolio

7. Questions / thoughts
   a) IRB - receiving good feedback from faculty who have been submitting to Western IRB, but interested to hear more from those who may not be having positive experiences.
      (1) Evaluating what we need for administrative staff for IRB; have posted a related position; in the meantime Western remains a critical part in order to scale the program. We have looked at the makeup of our IRB Committee to better align with the breadth of research at Virginia Tech. That’s a lot of work to do, so in the meantime, WIRB is important; also have some dual hat overlap issues so will change
structure of IRB administrator to make sure we don’t have institutional challenges - will be reaching out to recruit faculty to serve on the board (requires training)

(2) Intro to Lisa Lee: Link to Lisa Lee’s VT News article: https://vtnews.vt.edu/articles/2018/09/univrel-leeappointment.html - area of responsibility - Scholarly Integrity & Research Compliance, brings together human research protections, IACUC, bio safety, and our research integrity and scholarly conduct, especially with a greater educational component. Plan to develop an ethics consultation network; engage people as a network of faculty and students to help others work through ethics issues - proactive versus regulatory; pushing through a lot of protocols; VT’s portfolio is complex - this is reflected through the protocols that are coming through.

(3) Laurel Miner - Chief of Staff, PhD, previously a Senior Analyst at NIST (National Institute of Standards and Technology); engaged in strategic planning about how to support centers, institutes, etc.; it is clear that we’ve hit a plateau in our supporting infrastructure so looking at ways to expand that

(4) Will share news in next couple of weeks of a new attending vet - animal based research leader role - moving towards university-wide approved AAALAC institution

(a) New issues - environment in which animals are raised will be more important
(b) Comment: standardizing everything to meet AAALAC accreditation is not necessarily all positive, need to have a discussion; costs involved
(c) Response: this is something we are considering in looking for an attending vet - someone who understands the complexities of this

(5) Also in final stages of national search for AVP, Director of Sponsored Programs - 2nd candidate coming in tomorrow and Friday; 5 candidates coming in altogether

b) LINK Center for Industry Partnerships
   (1) Industry connections, sponsor support

c) StartUps and Entrepreneurship
   (1) APEX - particularly great support for undergraduate curricular development
   (2) LAUNCH - new center for start-ups / new ventures; beginning a search for an executive director of launch; Launch is also a joint venture with Advancement - donors
to support startups, alumni network to support startups, etc.; concept grant programs internal to the institution - for commercial validation of discoveries

(3) We have been underinvesting in IP protection compared to peer institutions, and that makes startups difficult. We looked at the current overall business model; 501(c)3 affiliated corporation; strengthening VTIP with a $250,000 commitment to protect IP - still not what we need it to be relative to peer institutions, but if we show its usefulness, university will provide further support; will continue patent administration and management - this is required for federal funding; increasing our support for patent administration and management; integrating contracting and team to integrate legal review, etc. for new industry projects

d) Comment: interrelated nature of patents, publications, and recognition / credit towards promotion and tenure process; agreement that this is important to keep in mind related to IP support

(1) Research competitiveness committee - What about this topic? Is this something the committee is looking at? Alignment of incentives related to P&T is not something the committee has addressed. As an example from College of Engineering, for promotion and tenure dossier categories we include specific categories that include entrepreneurship, patents, etc.; lots of groups are doing this; faculty need clarity on what’s valued

e) Costs of administrative support at institution - how is this funded at VT? What is it taking away from if anything? This is something a lot of people what to know more about - how is administration growth paid for, what is offsetting that, what are we losing, relative to F&A?

(1) Note made to move this question and topic to a future meeting agenda

VIII. V. Adjournment - Meeting called to adjournment at 5:05pm following motion, second, and approval by vote

*Please take note of the following upcoming meetings which will all take place in Burruss 130 from 3:30pm-5:00pm unless otherwise noted:

10 October 2018
14 November 2018
Minutes

COMMISSION ON RESEARCH

October 10, 2018
130 Burruss Conference Room
3:30pm-5:00pm

COR Documents available to COR members in Team Drive: [COR FY2018-2019](#)

Attended:
Members: Virginia Pannabecker, Theresa Mayer, Saied Mostaghimi, Stefan Duma, Randy Heflin (for Sally Morton), Brian Britt, Robert (Bruce) Vogelaar, Jason He (online), Deborah Milly, Dipankar Chakravarti, Mike Sorice (for Kevin McGuire), Lijuan Yuan, Elizabeth Grant, John Phillips, Nancy Dudek, Uri Kahanovitch, Alan Michaels, Sid Madhavan

OVPRI: Laurel Miner, Diane Zielinski

Guests: Menah Pratt-Clarke, Erin McCann, Patricia Becksted from Strategic Affairs; Peggy Layne

I. Approval of the Agenda
   A. Approved by vote

II. Approval of September Minutes
   A. Approved by email

III. Announcements
   A. Policy 13020 recently had a few technical edits to update the policy with correct contact names and organizational area names
   B. Research Policies are listed here: [https://www.research.vt.edu/compliance/research-policies-procedures.html](https://www.research.vt.edu/compliance/research-policies-procedures.html)

IV. Logistics Follow up - V. Pannabecker
   A. Faculty Senate relationship to COR; VT Governance Overview presentation in COR FY2018-2019 Team Drive
   B. Presentations at the last year’s meetings (minutes describe presentation and discussion; Slides are at the end of the minutes)
      1. Link presentation by Brandy Salmon - [October 4, 2017](#)
      2. VT-ARC overview by Sanjay Raman - [November 8, 2017](#)
      3. VTTI’s Strategies for Attracting Large Grants and Diversifying its Funding Portfolio by Tom Dingus - [March 14, 2018](#)
V. Unfinished Business

A. Report of Ongoing Activities

1. Committee on Research Competitiveness – S. Duma: The Committee on research competitiveness met earlier this week. This year Barb Lockee is a Fellow in the Office of Faculty Affairs so stepping off committee. Also, Kurt Zimmerman is on sabbatical this year. Have asked Barry Miller to help me and Ben Corl assemble the report. We will continue our data gathering and interviews over the next six weeks and then begin to compile the report.

2. University Library Committee – V. Pannabecker - No report

3. Faculty Senate – B. Vogelaar: September: Discussion of PIBB with cabinet and provost. Resolution to modify rules of faculty senate for term limits. Todd Schenk led discussion regarding strengthening faculty senate connections. Attended President’s state of the university. October: Theresa Mayer talked about innovations to OVPRI. Lisa Lee discussed scholarly integrity and compliance. Discussion: This was a good starting conversation. Faculty senate would like to discuss further regarding human research protection and IRB. OVPRI is working on interacting and communicating more with faculty senate.

4. Update to Policy 13005 – A. Michaels: Data gathering - 5 schools with similar policies. Not all peer institutions, but similar to Virginia Tech in that the structure of their overall policy for institutes and centers is similar. Working with Dee Harris - have an outline of a new policy draft. Call for more committee members. Would like to pull in a couple other center directors to get their input for rewrite. Discussion: This will likely align with strategic planning and innovative approaches. Destination Areas are not currently guided by a policy; may work to include them in this or other policy.

5. Open Access Policy update – K. McGuire or V. Pannabecker. No report (will report in Nov)

B. Research Backlogs - Software licensing review - interest in following up on special panel held by COR last April? - V. Pannabecker

1. Discussion: Yes, there is interest. Many are experiencing issues due to the backlog in reviewing licenses, and to new level of compliance enforcement. Office of Sponsored Programs may be taking a role on this to help support sponsored program software, research software. OVPRI suggests getting a stakeholder group together to look at a more efficient method for review. OSP, Conflict of interest office handles all conflict of
interest and one broader thing to think about within university: are there efficiencies that this may help related to research software review?

VI. New Business
   A. [10 min] Investigation of topics of interest - V. Pannabecker
      1. Invitation to Lisa Lee to address Research Ethics - her approach and topics of interest/questions from COR
         a) IRB process now and going forward
         b) Other interests to forward to Lisa? Please email Ginny and Alan.
      2. Committee to investigate:
         a) Communicating with faculty/researchers at VT about Facilities and Administration costs, their purpose and implementation at VT
         b) Department Facilities and Administration costs related to cross dept/college funding
         c) To what extent do these topics overlap with Committee on Research Competitiveness if at all?
         d) This is of interest; will send a call for committee members. No overlap with Committee on Research Competitiveness.
      3. P&T Handbook revisions related to research
         a) See draft revision from Commission on Faculty Affairs (CFA Mainly section 3.4.4
         b) Is this something we'd like someone from CFA to come and speak to us about?
         c) Discussion: Yes, we'd like someone to come from CFA to talk about this. Further comments: Regarding participation in fund reviews and other types of research-related service and research products - not all are given weight at college level. Not sure to what extent the guidelines get involved in these kinds of choices. Can this be discussed or noted? Maybe add examples to the guidelines? Regarding requirement to write up department P&T guidelines, certain departments or colleges are further along than others; do any have a good draft/finished version to share with others?
   B. Strategic Affairs - Presentation on strategic planning draft priorities and time for feedback from COR:
      1. Menah Pratt Clarke, Vice President for Strategic Affairs and Vice Provost for Inclusion and Diversity presented on the current status of the Strategic Planning Process and led a discussion. Background information on Strategic Planning, including a presentation showing the leadership and committee group membership is here:
         http://www.beyondboundaries.vt.edu/strategicplanning.html, with current group membership on the Strategic Planning website:
         https://strategicaffairs.vt.edu/StrategicPlanning/StrategicPlanningCommittees.html. See information presented in handouts at COR about
“Strategic Planning Key Themes Augst 2018” and “Emerging Themes” under “The Process” on the strategic planning website: [https://strategicaffairs.vt.edu/StrategicPlanning/StrategicPlanningProcessPage.html](https://strategicaffairs.vt.edu/StrategicPlanning/StrategicPlanningProcessPage.html). Scans of handouts are also in the COR October Meeting Folder. To contribute feedback or request a presentation and discussion for your group or area, see this page: [https://strategicaffairs.vt.edu/TakePart.html](https://strategicaffairs.vt.edu/TakePart.html). Goal - end of spring semester have a larger strategic plan framework. Discussion provided some feedback on needs for research at VT to be successful:

a) Faculty struggle with additional administrative burdens - efficiencies in this area would be helpful, including: Support for faculty to address / comply with funding agency compliance changes and regulatory burdens; Consider the impact on faculty participation time for events such as Open house, which has been tripled this fall for undergraduates.

b) Make what researchers have been doing well more visible

c) Work life balance - Growth of faculty doesn't proportionally match growth of students. For new faculty: things that have been done do help a lot, such as for childcare, but more work is needed here

d) Question about Faculty participation in strategic planning - how has this worked? Strategic Affairs went to NCR and saw many faculty. Partnered with each college to get feedback from groups and open forums. Every college is represented on the committee - some depts have gotten groups together to provide feedback. Hosted a Diversity Summit with 200-300 people - describe the Ut Prosim difference, what makes VT unique. Looking to identify 5-7 big projects (could be existing) that will impact VT; where should we put additional investment? Met w/dept heads to get more feedback on this. Focus of strategic plan is distinctive areas of VT.

e) Suggestions included: The group of associate deans for research in each college may be a group that would be good to talk to as well as the individuals. If VT is going to make a big jump in research, entire infrastructure needs to be upgraded - faculty, facilities, equipment, proposal support, IT. Strategic Planning sees infrastructure as a key need; looking at ways to describe this need with the expected outcomes of building up infrastructure to make this a strategic goal. Reinforcement of need of proportional faculty increase to match student increase otherwise research will suffer in favor of teaching commitments; a very small initial step would be to increase TAs and GAs (although this still requires faculty effort to hire and train). Also need increase in staff as well, especially compensation.
f) Strategic Affairs encouraged everyone to reach out to set up meetings in their areas, or with comments.

C. OVPRI Update on Research Component of Strategic Planning - L. Miner provided an update:

1. Please take a look at the bullets that are within the themes that are shown in the Strategic Planning Themes and Emerging Themes documents - how can we best prioritize these? Please share your thoughts with OVPRI. Next Friday OVPRI is doing a Community Connection for input and feedback related to the strategic plan framework and research. OVPRI will come back to COR to discuss strategic planning again, following review of feedback from the Community Connection event. Will have a research focused, in-depth addition to the strategic plan. Looking to include / infuse aspirational ideas / values - improving people’s’ lives, etc. into these themes and their components.

VII. Adjournment

*Please take note of the following upcoming meetings which will all take place in Burruss 130 from 3:30pm-5:00pm unless otherwise noted:

14 November 2018
12 December 2018
9 January 2019
13 February 2019
13 March 2019
10 April 2019
8 May 2019
Agenda
COMMISSION ON RESEARCH
November 14, 2018
130 Burruss Conference Room
3:30pm-5:00pm

COR Documents available to COR members in Team Drive: COR FY2018-2019

Attended:

Members: Virginia Pannabecker, Theresa Mayer, Marie Elisa Christie, Barry Miller (for Stefan Duma), Alan Michaels, Kevin McGuire, Deborah Milly, Nancy Dudek, Rajaram Bhagavathula, Brian Britt, John B. Phillips, Steve Nagle, Elizabeth Grant, R. Bruce Vogelaar, Zhen (Jason) He, Suzie Le, Uri Kahanovitch

OVPRI: Theresa Mayer, Diane Zielinski

Guests: Ken Miller, Kim Linkous

Presenters: Lisa M. Lee, Associate Vice President for Scholarly Integrity and Research Compliance; Bob Hickok, Chair, Commission on Faculty Affairs; Professor, Department of English

I. Approval of the Agenda
   A. Approved by vote

II. Approval of October Minutes - approved by email

III. Announcements
   A. New member - Rajaram Bhagavathula, Senior Research Associate, Center for Infrastructure-Based Safety Systems joined COR as an elected representative for research faculty
   B. Deadline Dec 7th - Submit nominations for the Alumni Award for Research Excellence. Awards are in two categories: science or engineering and social sciences, humanities, or arts with one award in each category and no more than one awardee from a single major unit (college or institute)
   C. Deadline Dec 1st - Submit Intention to Participate Form for The Faculty Research Incentive Plan (FRIP)

IV. Presentation by Lisa Lee, Associate Vice President for Scholarly Integrity and Research Compliance
A. See slides at the end of the minutes

B. New Division in October
   1. Research Integrity and Consultation Program. Will include a research
      ethics consultation service - for researchers when ethical questions come
      up and they’re not sure. This consultation can be before submitting a
      protocol.
   2. Institutional Biosafety Committee Program
   3. Animal Care and Use Program
   4. Human Research Protection Program (HRPP)
      a) Has received a great deal of attention; great increase in this type
         of research. Institutional Review Board (IRB) is required by federal
         law, 45 CFR 46, 21 CFR 56) and is part of HRPP. Conducted
         benchmarking and saw that VT HSP staff were low relative to
         comparative institutions; reviewed case load compared to
         research expenditures (included proposals not just awarded
         projects). By regulation have to touch each protocol each year to
         verify it is proceeding as approved; also have edits to protocols
         (about 3-5 per year on average); sometimes adverse events that
         require reporting beyond VT; currently have 4 staff (had 3).
      b) HRPP staffing - HRPP Director search underway - this person will
         ensure compliance with regulations, including data management.
         HRPP Coordinators, search for 3 underway. Will provide
         bootcamp training in January for common training on process;
         then reallocation of workload to manage the bottleneck → part of
         this is ensuring researchers understand expectations; redesigning
         protocol submission forms; collaborating with Statistical
         Applications and Innovations Group (SAIG) to analyze initial
         submissions. Will look at revision request letters to inform rolling
         out revised general and targeted training (by college or
         department). Rolling out research ethics consultation service
         (RECS) to encourage early engagement
      c) New rules coming out in January - designed to decrease
         regulatory burden of human subjects research - these will be
         addressed in the January IRB bootcamp.
      d) VT IRB - has too few members; only 6 members and 1 alternate
         compared to median 14 members and 13 alternates at peer
         institutions; looking to increase number and diversity of those
         serving on IRB; actively recruiting for 10 new members; bootcamp
         training scheduled; also working to improve recognition of this type
         of service; will reallocate designated reviewers to avoid and
         manage bottlenecks; looking at data of where protocols come from
         for targeted outreach.
e) Developing an integrated Human Subjects Advisor corps within each department / college; facilitate implementation of changes to the IRB regulations (in effect Jan 2019); “dotted line” participation in HRPP (training); better initial protocol submission

5. Privacy & Research Data Protection Program
   a) Secure Research Working Group: Proactive effort to build an integrated data framework to support world-class research. Started with data sharing and reuse group - IT, VTCRI, and others included; did assessment and some test projects. Phase 2 working group for integrated data framework to support all types of data security needs for a system wide approach

6. Conflict of Interest Program
   a) Retirement of Linda Bucy; looking to restructure; create conflict of interest committee; Vicky Radcliffe = interim Conflict of Interest Officer; reorganization of this area is the next big project

7. Questions
   a) Lisa Lee has provided tailored training for a class of students - what is the sustainability of that? Will be rolling out a new training in about 8 weeks; then after that more opportunities for all in HRPP to provide training as needed (one on one with researchers; and in the future there will be one position designated as a full time educator
   b) How many proposals does full board review? Fewer than 100 per year go to the full board, but a huge chunk currently go to one designated reviewer, the Chair. As biomedical protocols increase, more will go to the full board - the more risk, the more likely it goes to the full board.
   c) Is there legal exposure to those on the board? No; as long as institution meets requirements for board.
   d) Is there a mechanism for protocols that are no risk, not funded, then renewed - faster review? Will be working on triage method at start and with more staff can route reviews by efficiency.
   e) What is your short term advice, such as for graduate students - should we have them go to Western Institutional Review Board (WIRB) (https://www.wirb.com/Pages/Default.aspx) because it’s faster or do something else? We (VT IRB) are about 4-6 weeks out on reviews now because of help from WIRB. WIRB is stronger in biomedical protocol review, less so in social sciences fields so consider that when you submit.

C. Please send further comments and questions to Lisa Lee, Associate Vice President for Scholarly Integrity and Research Compliance
V. [4:15pm - 25 min] T&R Faculty P&T Guidelines Changes by Bob Hickok, Chair, Commission on Faculty Affairs; Professor, Department of English
   A. Discussion of Faculty Handbook Promotion and Tenure Guidelines revisions in process by Commission on Faculty Affairs. A full revisions document plus an update for section 3.4.4, ‘General expectations for promotion and tenure.’
   B. Bob Hickok provided an overview of the revisions process, noted some key changes, including reviewing the 3.4.4 most recent update. COR members provided comments and asked questions.
      1. Notes: Expectations documents required for each department. Use of metrics is a topic of great interest - primarily leaving this to departments. Interest was expressed regarding institutional policy or approach, or some other method of standardization. Goal for sending the new revisions through for approval is June, but waiting to time with completion of department expectations documents. Revisions must also be in sync with provost guidelines for promotion and tenure. For those going up for promotion or tenure this year, reference the current guidelines. Question about how to ensure recognition of work towards diversity and inclusion? Recommendation is to look to include in department expectations documents. Language in handbook guidelines moving away from qualified terms such as ‘outstanding’ towards concepts of ‘impact’ and scope ‘national,’ ‘international.’ Please send further questions or comments to Bob Hickok, Chair of Commission on Faculty Affairs.

VI. [4:40pm] Unfinished Business
   A. Report of Ongoing Activities
      1. Committee on Research Competitiveness – B. Miller for S. Duma
         a) The Committee on research competitiveness has continued benchmarking other universities to compile best practices relative to increasing large scale funding as well as diversifying the portfolio. We continue to target Spring 2019 to complete our report.
      2. University Library Committee – V. Pannabecker
         a) The ULC met on October 30th. The Committee discussed membership, space issues, new library systems in relationship to identifying objectives for the coming year. Edward Becker (CAUS) volunteered to facilitate the next meeting. The next meeting is planned for December but, due to scheduling conflicts, the date has not been set yet.
      3. Faculty Senate – B. Vogelaar or B. Britt
         a) Met 6 times; 2 issues recently include: How visas are handled in hiring faculty from outside the U.S.: need more people to review these for better efficiency; and Faculty Handbook Promotion &
Tenure guidelines review discussion - find ways to reward faculty service.

4. Update to Policy 13005 – A. Michaels
   a) Have a completed draft; inviting anyone interested to help review; it’s now out to Stefan Duma to review; will send to others as well.

5. Open Access Policy update – K. McGuire
   a) Meeting this Friday with an enhanced committee. In response to earlier feedback to include more teaching and research faculty from more areas: added Cayelan Carey from Biological Sciences, Tom Sanchez from School of Public and International Affairs. Updating presentation. Elements system is an easy method to submit articles to the VTechWorks institutional repository and provides guidance on journal-specific posting policies as well as an embargo option all within the system.

6. Software Review Backlogs update
   a) Commission on University Support discussion addressing this issue is planned for CUS meeting on Nov 15th, 2:00pm, Burruss 130.

B. OVPRI Update - T. Mayer
   1. Trudy Riley, the new associate vice president for research and innovation, Sponsored Programs, just announced in VT News. Riley was previously at University of Delaware; most recently executive director of the Office of Sponsored Programs at Georgia Tech. Brings a strong understanding of integrity and compliance; has overseen research portfolios for institutions, large portfolios of research. Begins January 7th.
   2. Also beginning on January 7th - David Schabdach will begin as an associate vice president for research and innovation, serving as the Attending Veterinarian and directing the university program for laboratory animal resources.
   3. News regarding new innovation campus in Alexandria. Virginia has made a tremendous commitment to Virginia Tech as part of supporting this new campus. Funds will go towards faculty to support enrollment growth in Blacksburg as well as in northern Virginia. Diversification of economy is a priority for the commonwealth and representatives in the Virginia legislature understand the importance of higher education and are looking to support it.

VII. [4:55] New Business
   A. Center Updates
      1. CREATe - Notification of change to center bylaws.
      2. Center for Watershed Studies requested to close as it is no longer active and the request was approved by OVPRI who is working with them to manage administrative tasks for closing.
B. Lisa Lee presentation (see above)
C. Bob Hickock presentation (see above)

V. Adjournment

*Please take note of the following upcoming meetings which will all take place in Burruss 130 from 3:30pm-5:00pm unless otherwise noted:

12 December 2018
9 January 2019
13 February 2019
13 March 2019
10 April 2019
8 May 2019
Scholarly Integrity & Research Compliance

COMMISSION ON RESEARCH
LISA M LEE, PHD, MA, MS
NOVEMBER 14, 2018
The division of Scholarly Integrity and Research Compliance facilitates scholarly excellence by fostering ethical decision-making and ensuring research regulatory compliance.

*Proposed
The division of Scholarly Integrity and Research Compliance facilitates scholarly excellence by fostering ethical decision-making and ensuring research regulatory compliance.

*Proposed*
The division of *Scholarly Integrity and Research Compliance* facilitates scholarly excellence by fostering ethical decision-making and ensuring research regulatory compliance.

*Proposed*
The division of Scholarly Integrity and Research Compliance facilitates scholarly excellence by fostering ethical decision-making and ensuring research regulatory compliance.
HRPP Structure
Structure to support IRB regulatory requirements

IRB Membership
Members and alternates

HRPP Staff
Number and qualifications
IRB: Board of research peers

HRPP: HSP professionals assisting researchers and IRB

• IRB: Institutional Review Board
  Required by federal law (45 CFR 46, 21 CFR 56)
  Protect rights & welfare of human research participants
  Concerned with ethical protections for participants
  Review research protocol & monitor research activities

• HRPP: Human Research Protection Program
  Median # Human Subjects Protection professionals:
  3–4 times Virginia Tech’s current staffing
VT HRPP Caseload & Staffing, 2010-2018

- R&D Dollars (in $M):
  - 2010: $398
  - 2011: $454
  - 2012: $522
  - 2013: $551
  - 2014: $522
  - 2015: $522
  - 2016: $522
  - 2017: $522
  - 2018: $5163

- HRPP Staff:
  - 2010: 3
  - 2011: 3
  - 2012: 3
  - 2013: 3
  - 2014: 3
  - 2015: 4
  - 2016: 4
  - 2017: 4
  - 2018: 4

- HRPP Caseload:
  - 2010: 1175
  - 2011: 2279
  - 2012: 3091
  - 2013: 3884
  - 2014: 4379
  - 2015: 4657
  - 2016: 5044
  - 2017: 5163
  - 2018: 5163
HRPP Solutions

*Human Research Protection Program

- HRPP: Staffing Improvements In Progress
  - HRPP Director search underway
  - HRPP Coordinators (n=3) search underway
  - Bootcamp training in January
  - Reallocation of workload to manage bottlenecks
Number of Protocols Submitted to HRPP and Number in Need of Revision, Jan, Apr, Jul 2018

- **January**:
  - Submissions: 130
  - Revisions requested (85%): 110

- **April**:
  - Submissions: 120
  - Revisions requested (85%): 100

- **July**:
  - Submissions: 80
  - Revisions requested (85%): 70
HRPP Solutions

*Human Research Protection Program

- HRPP: Protocol Submission Improvements In Progress
  - Redesigning protocol submission forms for next PM release
  - Collaborating with SAIG to analyze initial submissions
  - Rolling out revised general and targeted training (by college or department)
  - Rolling out Research Ethics Consultation Service (RECS) to encourage early engagement
Median # Members: 14
Median # Alternates: 13

VT # Members: 6
- 3 faculty
- 3 non-faculty

VT # Alternates: 1
IRB* Solutions

*Institutional Review Board

• IRB: Board Improvements In Progress
  Actively recruiting 10 members, 5 alternates
  Recognition of service in tenure and promotion
  Bootcamp training scheduled
  Reallocation of Designated Reviewers to avoid and manage bottlenecks
Office of the Vice President for Research and Innovation
ASSOCIATE VICE PRESIDENT FOR SCHOLARLY INTEGRITY AND RESEARCH COMPLIANCE

3 VT Faculty IRB Members:
- CALS (HNFE)
- INST (VTTI)
- COS (Psych)

Number of Active IRB Protocols, by College, Virginia Tech, 2018

N=5163
Combined Academic & HRPP Solutions

- **Academic : HRPP Interface**
  - Developing an integrated Human Subjects Advisor corps
  - Facilitate implementation of changes to the IRB regulations (in effect Jan 2019)
  - “Dotted line” participation in HRPP (training, etc.)
  - Better initial protocol submission = more efficient review
Achieving Success

• SIRC
  HRPP staffing, training
  IRB composition, expertise
  Clarify expectations

• Research Community
  IRB service
  Infusion of dual-expertise
  Recognition of investigator duty
COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
September 20, 2018
130 Burruss Hall

ATTENDEES


Members Absent: Chris Kiwus, Ken Smith

Guests: Denny Cochrane, Andi Ogier, Jack Washington

Recorder: Sarah McCoy

1. Welcome and Introductions

The Chair, Jonathan Bradley called the meeting to order at 2:05 p.m. The Chair asked for introductions from attendees.

2. Acceptance of the September 2018 Agenda

A motion was made and passed to accept the September Agenda.

3. Approval of the April 2018 Meeting Minutes

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

4. Old Business

   a. None

5. New Business

   a. Review of: Committee Charge, Membership, Meeting Dates/Times

      The Chair reviewed the Commission’s Charge, Membership and upcoming meeting dates.

   b. Selection of Vice-Chair for 2018-19

      The Chair asked for nominations or a volunteer to serve as the Vice Chair. Ben Tracy volunteered to serve as Vice-Chair. A motion was made and passed to accept Ben as the Vice-Chair.
c. Volunteer to serve on the Transportation & Parking Committee
   The Chair asked for a volunteer to serve on the TPC. Richard Ashley volunteered to serve on the committee if his schedule would allow. He will attend the next meeting and report back to the Commission in October. The item is tabled until October.

d. Discussion of Potential Topics and Agenda Items
   The Chair asked members for speakers, topics or presentations they would like to receive during the 2018-19 sessions. Potential items were discussed; the Chair will reach out for additional ideas.

6. Updates from Reporting Committees

a. Campus Development Committee – Jack Washington
   The Committee last met on April 26, 2018. Updates were given on the Master Plan, Drillfield Projects, and capital projects.

b. Energy & Sustainability Committee – Denny Cochrane
   The Committee last met on April 23, 2018. Updates were given on the Governor’s Environmental Excellence Award, Sierra Club Cool School rating, and the Green RFP program.

c. Transportation & Parking Committee – Andi Ogier
   The Committee last met on April 25, 2018. Updates were given on parking app that the TPC plans on reviewing and reviewing “special / temporary” parking for expecting mothers.

7. Acceptance of Committee Minutes

   The following committee minutes were approved by the Commission for posting:
   - Campus Development Committee – April 26, 2018
   - Energy & Sustainability Committee – April 23, 2018
   - Transportation & Parking Committee – April 25, 2018

Adjourned at 2:36 p.m.

Respectfully submitted,

Sarah McCoy
ATTENDEES


Members Absent: Chris Kiwus, Ken Smith, and Sarah Woodward

Guests: Jeri Baker, Denny Cochrane, Erin McCann, Savita Sharma, Jack Washington, and Stacey Wilkerson

Recorder: Sarah McCoy

1. Welcome
   The Chair, Jonathan Bradley, called the meeting to order at 2:01 p.m.

2. Acceptance of the October 2018 Agenda
   A motion was made and passed to accept the October agenda.

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

4. Old Business
   a. Volunteer to serve on the Transportation & Parking Committee
      Item was tabled until the November meeting because the October Transportation & Parking Committee meeting was cancelled.

5. New Business
   a. VT Services and Related Corporations
      Questions were raised to the Chair from constituents regarding how the Bookstore is structured and what controls the university has over how they operate. The Commission received the attached presentation regarding Related Corporations from Dwight Shelton.
b. **24/7 Faculty / Staff Parking**

Questions were raised to the Chair from constituents regarding available parking on the weekends and after normal business hours for faculty and staff, particularly in core campus. The Commission received the attached handout and engaged in a discussion with Jeri Baker, Director of Parking and Transportation about the available areas for 24/7 Faculty/Staff parking on campus.

6. **Updates from Reporting Committees**

a. **Campus Development Committee** – Jack Washington
   The Committee last met on September 27, 2018. Updates were given on the Master Plan, Alumni Plaza, and capital projects.

b. **Energy & Sustainability Committee** – Denny Cochrane
   The Committee last met on September 25, 2018. Updates were given on Sustainability week, tailgate recycling and the RFP program.

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

7. **Acceptance of Committee Minutes**

The following committee minutes were approved by the Commission for posting:
   - Campus Development Committee – September 27, 2018

8. **Presentation**

Due to time restraints, the Commission rescheduled the Strategic Planning presentation by the Office for Strategic Affairs to November.

9. **Meeting Schedule Update**

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

   - The next meeting will be held on November 15, 2018.

10. **Adjourned** at 3:04 p.m.

Respectfully submitted,
Sarah McCoy