

# University Council Minutes

September 15, 1997

Present: D.A. Stetler (for Bob Bates), Landrum Cross, Eileen Hitchingham, Elyzabeth Holford, Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, Len Peters, Minnis Ridenour, Jean Eversole (for Ray Smoot), Charles Steger, Tom Tillar, Paul Torgersen, Robert Brown, Jenne Ginther, Ben Poe, Cosby Rogers, Kathy Lewis (for Terry Swecker), Authur Snoko (for Richard Bambach), Deborah Mayo, Paul Metz, Kevin Pelzer, Eliza Tse, Frank Gwazdauskas, John Randolph, Bob Benoit, James Yardley, David de Wolf, Rosemary Goss, Kay Burke, Gerri Johns, Tom Head, Terry Lawrence, Marilyn Norstedt, Nancy Phillips, Rajiv Khosla, Ningling Wang, Joel Donahue, Steve Schneider, Tekisha Everette, Moya Toohey, Raphael Castillo

Absent: Erv Blythe, Greg Brown, Peter Eyre, Rich Sorensen, Bill Stephenson, Andy Swiger, Sigrid Gustafson, Terry Herdman, Charles Lytton, Norm Marriott, Bernie Feldman, Curtis Lynch, Kathleen McNinney, Duncan Neasham

Guests: Pat Hyer, Ron Daniel, Chris Bunin, John Fulton, Bruce Harper

## 1. Adoption of Agenda

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

## 2. Announcement of approval and posting of Council Minutes of May 5, 1997

Dr. Torgersen noted that the minutes from the May 5, 1997, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. First Reading, Graduate Student Assembly Resolution 96-97B: Future of On-Campus Graduate Student Housing

Mr. Chris Bunin reported that over the summer events have transpired causing the context of the resolution to be outdated. Following discussion with Dr. Fulton and Dr. Peters, Mr. Bunin is requesting on behalf of the Graduate Student Assembly the withdrawal of the resolution.

## 4. First Reading, Commission on Administrative and Professional Faculty Affairs Resolution 97-98A: Membership Reapportionment

Dr. Pat Hyer reported that the resolution is to reapportion the membership of the Commission on Administrative and Professional Faculty Affairs. CAPFA includes extension, general administration, academic support and student affairs, and the number of people employed in the various areas have changed since the Commission was originally created. The resolution is to change the bylaws allowing the flexibility of every other year examining the number of employees in each of these categories and reapportioning membership accordingly as necessary to assure the number of employees is approximately proportional. A question was raised as to what has made this resolution necessary. Dr. Hyer explained that there are fewer extension agents and more general administration. Therefore extension agents are over-represented on the Commission compared to other employee groupings. A second question was raised regarding a fixed total. Dr. Hyer explained that the fixed total is nine. This resolution comes out of the Commission itself.

## 5. Council approved a packet of commission minutes comprised of:

- o Commission on Student Affairs, April 24, 1997
- o Commission on Administrative & Professional Faculty Affairs, April 15, 1997
- o Commission on Administrative & Professional Faculty Affairs, May 20, 1997

Note: Recommendations for preparation of minutes include:

1. Include last names in minutes.
2. Include those not in attendance, as well as those in attendance for clarification of a quorum.

Dr. Torgersen asked commission chairs to share these suggestions with their commission members.

## 6. Dr. Torgersen gave an update of his activities in regard to:

- o Athletic Director Search - There is a lot of interest in this position. The names of the individuals being considered is being kept confidential for their protection in particular as it relays to the press.
- o Legislative Visits - This is an investment in time on behalf of the university. Our location does not bring together a lot of local support. These visits during the summer should prove beneficial during the General Assembly session.
- o Capital Campaign - Progressing very well. Dr. Torgersen has attended 38 regional campaigns across the country during the past 18 months. The regional campaigns will conclude this fall with three weeks of regional campaigns in: 1) Washington to Philadelphia, 2) different locations in Virginia, and 3) New Jersey, New York and Connecticut. If on target, we will finish by June 30, 1998. Alumni support is remarkable.
- o Thomas W. Moss, Jr. Research Building - Just concluded exciting weekend. Dedicated building in Research Park for the Speaker of the House, The Honorable Tom Moss, VT Alumnus. Very fine turnout of university, town, and county officials and legislators. For a number, it was their first time here in Blacksburg. We generated a lot of favorable impressions of the attractiveness of the campus. It was worth all of the effort to have Delegate Alan Diamondstein, Newport News, chairs the Higher Education Subcommittee of the House Appropriations Committee, who did the dedication, and Speaker, Tom Moss, on the campus. We had the virtual groundbreaking for the Advanced Communication Information Technology Center. About two dozen legislators were still in town for the football game. They were introduced during half-time.

- Economic Advisory Board members will be here September 26-27 for an economic development session. Part of our mission is economic development. Successes include Corporate Research Center, Public Service Office, a lot of potential in regard to the Smart Highway.
- Report to curb student athlete misbehavior is a very positive report. Since this report was issued and steps implemented, we have had zero problems.
- Enormous amount of construction, in the amount of \$150 million, is going on at this time. Spring Road has been opened.

## 7. Procedural Details - Carole Nickerson

- a. Editorial changes to ex-officio office holders that sit on various committees and commissions. These are editorial changes that reflect administrative shifts over the summer and this makes it legal. The retirement of Ann Spencer made these changes necessary.
  - Employee Benefits, EO/AA Committee, Commission on Administrative and Professional Faculty Affairs, Commission on Classified Staff Affairs, replace the title Associate Vice President for Personnel and Administration with the title of Director of Personnel.
  - Transportation and Parking and Commission on University Support, replace the title Associate Vice Provost for Personnel and Administration with Director of Business and Administrative Services.
- b. Task Force on Council Communication, Paul Metz-Chair. The recommendations called for a number of changes that are now in place. One of the major recommendations was the establishment of a web page. We are working on this, but are delayed due to staff support changes and a loss of 60 days of continuity in the process. Until the web page is established, we will use the listserv as a way of informing individuals of the on-going topics and where they are in the process.
- c. Constitution, rosters and list of commission and committee chairs are available for those in attendance to take with them.
- d. Workshop will take place at the end of this meeting for commission and committee chairs, staff who support those bodies and any other interested parties. Resolution and minutes writing will be a part of this session.

## 8. Reports from Commission Chairs - Provost Meszaros

Introduction of commission chairs and report from the chairs regarding their activities for the year. Many of the items considered are also being considered on another committee or commissions. It helps the commission chair to see where the overlaps may be and how they can partner in putting together their items.

- Administrative and Professional Faculty Affairs - Pat Hyer for Charles Lytton
  - Generic Severe Sanctions - reductions in pay, suspension, leave without pay for violation of university policy. The Commission on Faculty Affairs will also be looking at this issue.
  - Commission wants to meet with Ralph Byers and/or Minnis Ridenour to see if there is anything the Commission can do to encourage the General Assembly not to create the differential between Instructional Faculty and Administrative Professional Faculty pay increases. Concerned about the kind of message that is being sent when AP Faculty receive 4% while Instructional Faculty are awarded a 6% increase. While this is a General Assembly decision, the Commission is looking at whatever avenues it might use to influence the General Assembly.
  - Concerns expressed by some members regarding administrative searches or administrative appointments without searches and what criteria is used to grant exemptions in such cases.
- Classified Staff Affairs - Benjamin Poe
  - During next couple of weeks a brain storming session will be held to discuss what the Commission wants presented to Council for policy recommendation.
  - Benefits for 1500 hour employees. We have some 1500 hour employees who have been employed in that status for 5-6 years, and we are looking into how this situation might be addressed.
  - Tuition waiver for dependents and spouses. It received some support from the Family Friendly Task Force, but there is the problem of money. This may be something that an employee can contribute to in the way of a cafeteria style plan in the same way as certain health benefits.
- Faculty Affairs - Pat Hyer for Sigrid Gustafson
  - Continuation of issue of severe sanctions. Draft policy will be published in September 18 Spectrum. CAPFA and CFA are looking for comments on this policy draft.
  - At recommendation of the Rector of the Board of Visitors, whether or not we should alter or increase the promotion adjustment for raises from Assistant to Associate Professor and Associate to Full Professor.
  - Minimum standards documents for post tenure review. Most were completed during the summer, some will see some action during the fall. We will make a report to the Commission on where we stand on the minimum standards documents in the next month or two.
  - Collegiality in relationship to promotion decision and in annual reviews. Want to see if anything productive can be done in helping to define guidelines related to collegiality, faculty to faculty relationships, and how those lead to productive performance in the departments.
  - Overload compensation particularly in relationship to continuing professional education for credit. Currently there is a policy that

allows faculty to earn 33 1/3% of their salary during the academic year for non-credit continued education. The issue has been raised as to whether or not we can be involved in paying faculty above their current salary for teaching credit courses in a continuing education setting.

- Commissions referred to us by the reconciliation committee related to promotion.
- Graduate Studies and Policies - Robert Brown
  - Program Review - Have formed an ad hoc committee that has met once. Hopefully before the end of the semester there will be a report from this committee on the actions they recommend.
  - PHD program off campus. Will impact residency requirements for our on-campus programs.
- Outreach - Kathy Lewis for Terry Swecker - No report.
- Research - Len Peters for Terry Herdman
  - Ad hoc committee working on revisions of the intellectual properties especially as it relates to software, courseware, etc. They are almost ready to make their report.
  - Federal government new cost accounting standards. These have a tremendous impact on the way one does budgets for research and the Commission on Research will be looking at ways that policy is going to impact our research and what policy changes might be appropriate.
  - Annually does reviews of interdisciplinary centers and there are five scheduled for this year. Interdisciplinary Center for Applied Mathematics, Center for Science and Technology, Virginia Water Resources Center, Gerontology Center and the Survey Research Center.
- Student Affairs - Jenne Ginther
  - **Improving operation of Financial Aid Office and University operations**
  - Process for student employees having problems with his/her supervisor
  - Mandatory core credit of a recreation course
  - **Graduate housing on campus**
  - **Student health insurance (Should it be required?)**
  - Career services for graduate students
  - Library policies
  - **Campus security**
  - "When students are victims of computer bureaucracy"
  - New Recreation and Fitness Center -- need students' input
  - **Handicap accessibility**
  - Special Purpose Housing -- dining halls; traffic during football games; road maintenance (snow removal)
  - Students being able to get seats in classes. Why such a problem this year?
  - Sexual awareness education
  - Pick up service for international students
  - **Faculty advising**
  - Structure should be developed for frequently occurring questions/concerns
  - **Lack of recreational playing fields for the general student body**
  - **Parking on campus**
  - Ticket price increase
  - HOV parking availability
  - New parking lots
  - **Computer systems modernization and upgrades**
  - **Academic eligibility**

Note: Jenne Ginther handed out a listing of the issues they will be working on this year. Those highlighted are the issues highlighted by Ms.

Ginther's during her presentation to University Council.

- o Undergraduate Studies and Policies - Cosby Rogers
  - Will be continuing normal function of reviewing all check sheets and courses that have been proposed for approval. Continues to be a large function of this group.
  - Looking at academic agenda and reviewing self study concepts.
  - Will be appointing ad hoc committee to look at issues in regard to mandatory student ownership of computers.
  - Just had a report from the Honor System, Leon Geyer making a special effort to improve the punctuality of the Honor System. Encourage faculty to support the implementing of policies for the Honor System.
- o University Support - Will elect chair at first meeting.

Reminder: One remaining open forum on the Focus Self Study for the SACS re-accreditation. Wednesday, 8:00-9:30 a.m., Squires Brush Mountain Room. Dr. Meszaros encouraged everyone to attend. The entire report is on the web.

Dr. Meszaros adjourned the meeting at 3:55 p.m.

Respectfully submitted,

Carole Nickerson

Executive Assistant to the President

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# University Council Minutes

October 6, 1997

3:00 p.m.

Present: D.A. Stetler (for Bob Bates), Dave Ostroth (for Landrum Cross), Eileen Hitchingham, Elyzabeth Holford, Janet Johnson, Robert Dunay (for Paul Knox), Peggy Meszaros, Carole Nickerson, Len Peters, Laurie Martinson (for Minnis Ridenour), Jean Eversole (for Ray Smoot), Rich Sorensen, Charles Steger, Bill Stephenson, Andy Swiger, Tom Tillar, Robert Brown, Pat Hyer (for Charles Lytton), Ben Poe, Sigrid Gustafson, Len Peters (for Terry Herdman), Cosby Rogers, Terry Swecker, Richard Bambach, Paul Metz, Kevin Pelzer, Eliza Tse, Frank Gwazdauskas, David de Wolf, Pat Scanlon, Rosemary Goss, Bernard Feldman, Kay Burke, Gerri Johns, Tom Head, Terry Lawrence, Marilyn Norstedt, Nancy Phillips, Peggy Rasnick, Joel Donahue, Steve Schneider, Tekisha Everette, Moya Toohey, Raphael Castilleso, Duncan Neasham, Natalie Wilson

Absent: Erv Blythe, Greg Brown, Peter Eyre, Paul Torgersen, Larry Shumsky, Norm Marriott, Curtis Lynch, Jenne Ginther, Deborah Mayo, John Randolph, Bob Benoit, James Yardley, Rajiv Khosla, Ningling Wang

Guests: W. David Conn, Skip Fuhrman, John Fulton, Anne McNabb

## 1. Adoption of Agenda

A motion was made to add the September 8, 1997, Commission on Undergraduate Studies and Policies minutes to the agenda. The motion passed. A motion was made and seconded to approve the agenda. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of September 15, 1997

Dr. Meszaros noted that the minutes from the September 15, 1997, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. Second Reading, Commission on Administrative and Professional Faculty Affairs Resolution 97-98A: Membership Reapportionment

Dr. Pat Hyer reported that the resolution is to reapportion the membership of the Commission on Administrative and Professional Faculty Affairs. The resolution is to change the bylaws allowing the flexibility of every other year examining the number of employees in each of these categories and reapportioning membership accordingly as necessary to assure the number of employees is approximately proportional. A motion was made to approve Commission on Administrative and Professional Faculty Affairs Resolution 97-98A: Membership Reappointment. The motion was passed.

## 4. Council approved a packet of commission minutes comprised of:

- o Commission on Administrative & Professional Faculty Affairs, August 8, 1997
- o Commission on Faculty Affairs, April 25, 1997
- o Commission on Student Affairs, September 4, 1997
- o Commission on Student Affairs, September 18, 1997
- o Commission on Research, September 10, 1997
- o Commission on Undergraduate Studies and Policies, September 8, 1997

Chair Cosby Rogers shared with University Council members a copy of the September 8, 1997 minutes and briefed the committee on the content of the minutes. Following discussion and questions in regard to: 1) limited information in the minutes from the Athletic Committee, and 2) concern in regard to an increase in honor violations. Cosby Rogers will supply a full set of minutes to anyone who requests them. Dr. Rogers will talk with Leon Geyer in regard to the increase in honor violations. Carole Nickerson suggested that a presentation regarding honor violation increase by Leon Geyer be made at the end of the October 20, 1997, University Council meeting.

## 5. Report and Mini-Forum on University Self-Study

David Conn and Anne McNabb gave a brief report outlined as follows:

Components:

Compliance  
Strategic

Schedule:

Final Report Due December 1997  
Team Visit - March 15, 16, 17, 1998  
Team Report  
SACS Decision - December 1998

There are 17 members on the Steering Committee. There are 4 sub-committees chaired by members of the Steering Committee. Sub-committees are:

Traditional Undergraduates  
Graduate and Post Doctoral

Extended Campus Learners  
Faculty and Staff

Anne McNabb outlined the many areas each sub-committee is studying.

The report is 200 pages. There have been several forums recently for the purpose of sharing information to be included. Any feedback after the next couple of weeks will have to be included in appendices. Anne McNabb explained that the word "needs" (referring to things that need action and attention) is being used because the word "recommendation" as used by SACS refers to non-compliance, something that needs to be fixed.

A concern was expressed in regard to not including everyone as has been done with past self-studies. Anne McNabb explained that there was a survey sent to all faculty and staff and in addition the forums were for the purpose of seeking input. The Study is on the web and copies are available at the Library.

A request was made for the comparison of employees ten years ago and now. In regard to the number of faculty and staff positions lost during the hiring freeze and how many we have re-gained, David Conn reported that they are working to get accurate information in this area, but it is hard to get accurate numbers. Laurie Martinson reported that even though the hiring freeze was lifted, we remain subject to the Maximum Employment Level. This means there is a limit to the number of employees who can be hired. Wage employees are not affected under the Maximum Employment Level requirement.

## 6. Discussion Topics

Carole Nickerson reported that the response to her request for discussion topics for University Council has not been sufficient to create a prioritized list. A reminder will be sent requesting additional discussion topics.

Carole Nickerson adjourned the meeting at 3:55 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/ucm97-10-06.html>**

# University Council Minutes

October 20, 1997  
3:00 p.m.

Present: Bob Bates, Joanne Eustis (for Erv Blythe), Landrum Cross, Peter Eyre, Eileen Hitchingham, Janet Johnson, Peggy Meszaros, Carole Nickerson, Minnis Ridenour, Ray Smoot, Rich Sorensen, Charles Steger, Bill Stephenson, Tom Tillar, Robert Brown, Jenne Ginther, Ben Poe, Cosby Rogers, Larry Shumsky, Dixon Hanna (for Terry Swecker), Arthur Snoke (for Richard Bambach), Norm Marriott, Frank Gwazdauskas, John Randolph, Bob Benoit, James Yardley, David de Wolf, Pat Scanlon, Rosemary Goss, Bernard Feldman, Kay Burke, Gerri Johns, Terry Lawrence, Marilyn Norstedt, Ningling Wang, Joel Donahue, Steve Schneider, Tekisha Everette, Raphael Castillejo, Duncan Neasham, Natalie Wilson

Absent: Erv Blythe, Greg Brown, Elyzabeth Holford, Paul Knox, Len Peters, Andy Swiger, Paul Torgersen, Sigrid Gustafson, Terry Herdman, Charles Lytton, Deborah Mayo, Paul Metz, Kevin Pelzer, Eliza Tse, Tom Head, Curtis Lynch, Peggy Rasnick, Nancy Phillips, Rajiv Khosla, Moya Toohey

Guests: Skip Fuhrman, Pat Hyer, Barbara Scott, Ron Daniel

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of October 6, 1997

Dr. Meszaros noted that the minutes from the October 6, 1997, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. First and Second Reading

Commission on Graduate Studies and Policies

Resolution 97-98A: Renaming Degree and Certificate Titles in Educational Leadership and Policy Studies

Dr. Pat Hyer, on behalf of Dr. Don Creamer, presented to Council members background information regarding the resolution and the request to have first and second readings of the Commission on Graduate Studies and Policies Resolution 97-98A: Renaming Degree and Certificate Titles in Educational Leadership and Policy Studies, which was passed at the Commission meeting on October 15. The purpose of the resolution is to alter the names of two graduate degrees currently being offered and to change the name of the degree certificate, outlined as follows:

Student Counseling and Personnel Services: one degree currently serving two very separate program areas - a Counselor Education Training Program and Student Affairs-College Student Personnel. The action requested is to take off the piece related to Student Affairs and have it join a different degree program and rename the remaining piece Counselor Education. This is a degree title that makes sense and is sought after by the international students in that program.

Due in part to the downsizing of the College of Education, reexamining the talents of faculty remaining in the program, and evolutionary changes in the preparation of various kinds of K-12 and college personnel, the faculty determined they would like to restructure the educational administration program and redesign the options to include higher education and student affairs, creating a set of options more focused on leadership and policy studies at all levels of education. The restructured degree would be called Educational Leadership and Policy Studies.

The last part of the resolution is to re-title the name of the Certificate of Advanced Graduate Studies (CAGS) to the more nationally recognized designation of Educational Specialist. This certificate is available for most of the graduate programs in education.

Points of clarification:

- o Program representatives met with Laura Ford from SCHEV in the spring to discuss the proposal.
- o Programs offered to educational leaders need to be broadened to reflect the current issues that administrators are facing, such as policy and governance.
- o Originally there were two programs, Higher Education and Student Affairs. The Higher Education option was eliminated in 1994. This proposal does offer several tracks for preparation in higher education administration (such as assessment and institutional research); however, these have a different focus and content than the earlier higher education option.
- o We did not drop a degree; we never had a degree in Higher Education.
- o This is a redirection of resources and makes no difference in financial resources.
- o It was noted that if the resolution is not submitted at the November 10 Board of Visitors' meeting, there will not be sufficient time for approval from SCHEV to begin Fall 1998.
- o Students would be disadvantaged if this change does not take place in the Fall of 1998.
- o There will be an opportunity for Master's level employees at Virginia Tech to pursue degrees in this new option.
- o Currently, there are about 200 students in K-12 Principal Preparation program (largely an off-campus program) and about 50 enrolled in College-Student Personnel program (largely an on-campus program).
- o The State Council has already approved proposals from William and Mary and UVA to change the names of their parallel programs to Educational Leadership and Policy Studies, reflecting a national trend.
- o Classification of Instructional Programs (CIP Code) will be changed.

- o All changes are requested effective Fall 1998.

Following discussion regarding the resolution and the need for immediate approval, a motion was made and seconded to waive first reading. The motion was passed. A motion was made and seconded for second reading to approve the Commission on Graduate Studies and Policies Resolution 97-98A with an amendment to include the proposed effective date of Fall 1998. The motion was passed.

#### 4. Council approved a packet of commission minutes comprised of:

- o Commission on Classified Staff Affairs, August 12, 1997
- o Commission on Classified Staff Affairs, September 10, 1997
- o Commission on Faculty Affairs, September 12, 1997 -- It was noted that a quorum was not present.
- o Commission on Graduate Studies, September 17, 1997
- o Commission on Outreach, September 10, 1997 -- It was noted that a quorum was not present.
- o Commission on Student Affairs, October 2, 1997
- o Commission on Faculty Affairs, September 26, 1997, minutes were not complete. Therefore, a motion was made and seconded to request re-submission of complete minutes to be voted on at the next University Council meeting. The motion passed.
- o Commission on Undergraduate Studies and Policies, September 8, 1997, was approved at the October 6, 1997, University Council meeting and therefore no action needed.

REMINDER: Minutes approved by a Commission should be complete and accurate when sent to University Council members for review prior to voting. Minutes approved by University Council will appear on the Web as sent. Names of individuals should only be included in the body of the minutes if it is relevant to the clarification of a statement. When individual names appear in minutes, it is important to include both first and last names. Council members reminded Commission chairs of the importance of accuracy and detailed editing.

QUORUM ISSUE REMINDER: The issue of quorum must be raised at the time of a meeting and raised before actions are taken. It cannot be raised after the fact. Commission chairs are asked to help in the establishment of a quorum. Some Commissions as a matter of practice establish that a quorum is present before they begin business. We cannot legally undo the action if the matter of quorum was not raised at the opening of the meeting in question.

- o It was noted that the minutes of University Advisory Council on Strategic Budgeting and Planning for April 2, 1997, May 21, 1997, and June 26, 1997, were distributed for information only.

#### 5. Announcements

##### Parents' Day

Dr. Meszaros thanked people who made Saturday's Parents' Day very successful. Over 1,000 parents attended brunch on Saturday morning. Dr. Landrum Cross reported that this is a good opportunity for the university. Parents had a good time and the classes were well received. This is an opportunity for us to let parents know that we appreciate their relationship with us. Parents commented on the friendliness of the university community and on the way their sons/daughters are progressing academically.

##### Progress of Freshmen Students and Transfer Students

Delores Scott - Comparison of this year with last year and what programs we have in place to support these students.

Ron Daniel - Academic Eligibility and Policy

##### Delores Scott

1996 41.5% - Fall of 1997 45.5% - freshmen had no unsatisfactory grade  
 1996 27.5% - Fall of 1997 24.9% - students had one unsatisfactory grade  
 1996 31.3% - Fall of 1997 25.5% - students had two or more unsatisfactory grades  
 1996 50% - Fall of 1997 48.2% - African American students have two or more unsatisfactory grades  
 Fall of 1997 28.3% - transfer students with at least two unsatisfactory grades  
 Fall of 1997 35% - student athletes with at least two unsatisfactory grades  
 Fall of 1997 25.5% - overall for all first time freshmen

We are doing better than last year, but still not where we need to be.

How do we direct students to access the interventions? Last year money from Student Success grant was set aside to fund different types of interventions such as: student facilitated workshops in engineering fundamentals, general chemistry, calculus and there is also funding for an advising manual that is currently being worked on. Money was also provided by the Center for Academic Enrichment and Excellence to provide academic assistance to all undergraduate students which includes: special intervention program for African American students, structured study hall program to target all students with less than a 2.0 and entering freshmen with at least two unsatisfactory grades, study retreats, mentoring programs. Students with difficulty in reading can come in and work with a reading specialist. We do have a comprehensive intervention program. All programs have direct connections to the colleges.

##### Ron Daniel

Following information is based in part on survey by Rachael Holloway, as well as sessions done with residence hall students and faculty volunteers. The survey included 198 faculty of which 90 responded. Questions based on comparisons to last year's freshmen. Responses could

be: 1) see improvement in this year's behavior compared to last year, 2) see no change, 3) see this class is worse than last year.

Attending class: 45% improved, 53% same, 2% worse  
Arriving to class on time: 33% improved, 57% same, 10% worse  
Being prepared for class: 24% improved, 66% same, 10% worse  
Participating in class discussions and activities: 36% improved, 60% same, 4% worse  
Contact outside class: 38% improved, 48% same, 13% worse

These numbers give some indication of success.

Dr. Daniel shared a diagram for the new eligibility policy, stating that he hopes to put it into a format similar to the university calendar to make it more understandable and readable. It will explain the eligibility requirements on the back. He plans to get this information out soon.

In regard to a questions about making the university community aware of how we are doing with the academic standards, Dr. Meszaros noted that this would be made available and asked for some input on the kind of format that would be most helpful. Faculty are really interested in seeing how this is going.

### **Transfer Conference**

Announced that on December 8, 1997, Virginia Tech will be hosting a transfer conference here on campus. Community college colleagues have been invited to attend. We hope many of you and your colleagues have been prompted to attend. This is primarily meant for faculty-to-faculty interaction, to create shared understanding between community colleges and other transfer sites of mutual expectations, and, where possible, to be sure that the courses students take in their previous locations are meeting the standards we have here.

## **6. Discussion**

### **University Honor System - Leon Geyer**

Leon Geyer shared with Council members the structure of the Honor System as well as statistical data and other information pertinent to the system.

Web Site: <http://www.vt.edu/honorsystem/ugradhonor.html>

Chief Justice - Tatana Olson  
Administrative Assistant - Cindy Bright  
Leon Geyer - [geyer@vt.edu](mailto:geyer@vt.edu)

Chief Justice - 1  
Associate Justices - 5  
Case Coordinators - 20  
Panel Members - 60  
Counselors - 49

1995-96 - 80 cases --- 1996-97 - 136 cases

One reason for the jump in cases is that 20 cases were turned in at one time by one professor resulting in a delay in getting these processed.

The McCabe 1995 Study implies that we are better off with an honor code. Emphasis must be put on discouraging students from cheating, rather than catching students cheating.

The Honor System will work only with the cooperation of students, faculty and administrators. Faculty must explain and remind students of the code. An important aspect is to educate students in regard to the Honor System and Honor Code and help them understand that it is everyone's responsibility to see that cheating does not go unnoticed. Faculty have the duty to make it work. Everyone has to do his or her part by getting involved.

We have four honors programs: Graduate, Veterinary Medicine, Undergraduate, Corps of Cadets, in addition to the Judicial System.

The schedule for cases is as follows:

3 days - Assign the Case  
2 weeks - Case Coordinator/Investigation  
2 weeks - Panel Hearing  
2 weeks - Review Board - Provost Office

One of the problems, especially at the end of the spring semester, is that students dodge the mail. Letters are sent to all student addresses, local and permanent.

It is imperative that everyone follows due process. Faculty and students who catch students cheating can obtain a form from the web to complete and turn in. It is imperative that faculty document what happens and that everyone works together.

The Provost has never over-turned any cases.

Some concerns expressed by University Council members are as follows:

- o One reason cheating is not reported is that it is hard to get a conviction.
- o Not all faculty treat cheating the same.
- o Students' concerns are: 1) do not want to get involved, 2) afraid they will get in trouble, 3) have been encouraged by some faculty to look

out for themselves only, 4) afraid of being confronted or known.

- o Different countries have different values and it is imperative that all students know, understand, and follow the rules.

Leon Geyer asked members to send him any ideas or suggestions to make the system work better.

**7. Adjournment at 4:45 p.m.**

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/ucm97-10-29.html>**

# University Council Minutes

November 3, 1997

3:00 p.m.

Present: Dave Stetler (for Bob Bates), Landrum Cross, Peter Eyre, Rene Rios (for Elyzabeth Holford), Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, Len Peters, Laurie Coble (for Minnis Ridenour), Ray Smoot, Hap Bonham (for Rich Sorensen), Andy Swiger, Tom Tillar, Robert Brown, Sigrid Gustafson, Jenne Ginther, Ben Poe, Charles Lytton, Cosby Rogers, Larry Shumsky, Terry Swecker, Richard Bambach, Norm Marriott, Deborah Mayo, Paul Metz, Kevin Pelzer, Frank Gwazdauskas, John Randolph, Bob Benoit, James Yardley, David de Wolf, Pat Scanlon, Rosemary Goss, Bernard Feldman, Kay Burke, Terry Lawrence, Peggy Rasmick, Marilyn Norstedt, Nancy Phillips, Joel Donahue, Steve Schneider, Moya Toohey, Natalie Wilson

Absent: Erv Blythe, Greg Brown, Eileen Hitchingham, Charles Steger, Bill Stephenson, Paul Torgersen, Terry Herdman, Eliza Tse, Tom Head, Gerri Johns, Curtis Lynch, Rajiv Khosla, Ningling Wang, Tekisha Everette, Raphael Castillejo, Duncan Neasham

Guests: Skip Fuhrman, Pat Hyer, Bill Snizek, Jack Crawford, Michael Herndon, Carol Penn

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion **passed**.

## 2. Announcement of approval and posting of Council Minutes of October 20, 1997

Dr. Meszaros noted that the minutes from the October 20, 1997, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. Council approved a packet of commission minutes comprised of:

- o Commission on Faculty Affairs, September 26, 1997
- o Commission on Faculty Affairs, October 10, 1997
- o Commission on Graduate Studies, October 1, 1997
- o Commission on Research, September 24, 1997
- o Commission on Student Affairs, October 16, 1997
- o Commission on Undergraduate Studies and Policies, September 22, 1997

A question was raised in regard to mandatory computer ownership. Dr. Cosby Rogers shared information in regard to the Support Implementation Committee and the Academic Advisory Committee and how they work together. These two committees are subcommittees of the Computer Requirement Support Task Force. It is anticipated that a comprehensive plan will develop out of a two day retreat to be held on November 6 and 7, 1997, that will include both the academic side of the issues and the business decisions that will need to be made. The business aspect is the coordination of how students will make the computer purchases. There is no intention to penalize students if they do not purchase a computer. Regarding the reduction of textbooks with the mandatory computer program, Dr. Rogers indicated her willingness to raise this issue with the Curriculum and Course Issues Committee. Attached to these minutes is a copy of the Computer Requirement Support Task Force. The five working groups under the Academic Advisory Committee are: Baseline Configurations (hardware/software), Curriculum and Course Issues, Support and Training, Timing and Communication, and Ownership/Access.

- o Commission on Undergraduate Studies and Policies, October 13, 1997

## 4. Announcements

Dr. Meszaros reminded the group that there is a Campus Climate Forum scheduled for Monday, November 10, 1997, at 7:30 p.m. in the Auditorium of the Donaldson Brown Hotel and Conference Center. Everyone was encouraged to attend if available. Ms. Carole Nickerson reported that the forum has been largely planned by a group of minority students who have been meeting with Barbara Pendergrass (Dean of Students' Office) and Carole Nickerson. Dr. Torgersen will be using a specific set of remarks and there is also a generous question and answer time, as well as time for students who have concerns or observations to share them with the group. This is not a one-time event, but is the first of several on-going events designed to look at campus climate issues at Virginia Tech. Announcements have appeared in *Spectrum* and the *Collegiate Times* and will be announced via a flyer.

A question was raised in regard to the November 3 *Roanoke Times* article about the person Lee Hall was named for and his possible connection to activities that are KKK related. Dr. Peggy Meszaros noted that this and some other issues in the article speak to Campus Climate at Virginia Tech. Carole Nickerson reported that Dr. Torgersen was greatly troubled by the news that there may have been KKK activity by the person Lee Hall was named for. Dr. Torgersen has asked Dr. Peter Wallenstein to lead a very speedy workgroup which includes Dr. Joyce Williams Green and Mr. Michael Herndon, Ph.D. student and graduate student representative to the Board of Visitors. These three people have been asked to report to Dr. Torgersen by 5:00 p.m. Friday, November 7, on their historical examination and any other relevant material. Carole Nickerson assured the group that Dr. Torgersen has a strong interest in acting very carefully and thinking very well about the matter. He is acutely aware of the range of viewpoints regarding possible solutions.

## 5. Discussion

Campus Civility Issues Among Faculty, Staff and Students -  
Dr. Skip Fuhrman, President of the Faculty Senate

The Faculty Senate has two working groups that are now a permanent part of the Faculty Senate: The Legislative Liaison and the Public Perceptions Committee. This year, the Faculty Senate chose to work on assessment and climate. Jack Cranford from Biology is chair of the Assessment and Climate Committee.

Campus climate is sometimes referred to as the informal and formal climate on university campuses that affects learning. A large part of campus climate is uncivil behavior that ranges from students who bang their way out of classrooms disturbing their colleagues, to e-mail that disparages a

particular ethnic or minority group, to physical and verbal harassment. The issue of campus climate is widespread across American universities and campuses. The websites that have information regarding campus climate are: 1) Campus Climate Reports - [http://www.uic.edu/orgs/lgbt/campus\\_climate.html](http://www.uic.edu/orgs/lgbt/campus_climate.html), and 2) Academic Freedom and Campus Speech Codes - <http://cavern.uark.edu/comminfo/www/academic.html>. Dr. Fuhrman offered a handout called "A Proposed Process for Managing the First Amendment Aspects of Campus Hate Speech."

Dr. Bill Snizek, Alumni Distinguished Professor of Sociology -

One concern is a growing level of instability among certain students, a small group of students who are very vocal and very intrusive in their behavior. Rude behavior includes coming to class late, leaving early, talking and joking. This can be very disruptive. Other disruptive behavior: several students sit together and steal each others' pencils, talk, and hit each other. This behavior is escalating; Dr. Snizek suggested that something might be done in orientation to alert students to this unprofessional, uncollegial form of behavior. Dr. Snizek feels sorry for the students who are punctual, yet cannot hear what is going on. To interrupt a lecture to ask students to stop talking is disconcerting and affects the learning environment of the class. This is an issue that needs to be addressed.

Dr. Jack Cranford, Biology Department, Chair of Climate Committee -

Dr. Cranford handed out the Climate Committee report, which characterized responses received from students. Students and faculty met to discuss: 1) what conditions could clearly be recognized as positive, constructive, and good; and 2) what conditions students are concerned about. There are clear differences in how faculty and students view these matters. Students are making choices as to whether or not to attend classes. The pressure in the job market is for students to be well rounded; to be good students as well as members of SGA, GSA and other associations and activities; and to assume leadership roles. Sometimes this gets to be more important than actually going to class. When it is time to get a job, listing all the classes taken as well as all the other activities has more credibility and visibility. Students believe a good QCA plus all the other activities is better than a higher QCA. In regard to the honor system, students do not want to get involved and want the faculty to take care of it. Students are willing to let faculty know that someone is cheating, but are not willing to say who it is. Additional meetings of this kind are necessary with different groups to get a true understanding of the views of faculty and students. Students feel dorms and dorm life are good, and that study halls and study lounges provoke discussion, interaction and meaning. Beyond the freshman year the places that meet these needs are Squires Student Center, Donaldson Brown Hotel and Conference Center, and other places students congregate. It was suggested that future meetings of faculty and students should also include employers. Dr. Lanny Cross shared that Career Services does employer research and noted that grades are usually checked by an employer prior to the interview. Dr. Cross said that Dean of Students Cathy Goree would be willing to work with Jack Cranford's group.

Dr. Carol Penn, Student Health Services -

Dr. Penn reported on binge drinking. Binge drinking, heavy drinking and drinking to get drunk are terms used to describe the number one campus life problem. Some students are in fact drinking for the purpose of getting drunk. This kind of drinking results in both immediate and long term negative consequences for the drinker, other innocent people and ultimately the university. Dr. Penn invited everyone in the room to join together in teaching students to make healthy, appropriate, safe and legal drinking choices on this campus. There is no one solution to this problem. The point is not to criticize, but to do what we can as faculty and staff members to make a difference. This can take the form of advising students with potential problems, integrating alcohol prevention education into courses, and/or supporting various campus alcohol prevention events. Faculty, staff and students are invited to work together to prevent alcohol abuse on campus. The news reports speak for themselves. Some things being done in the Division of Student Affairs, the University Student Health Services and the Office of Health Education are: Catch the Wave (posters are available for the asking), Alcohol Awareness Week, a working pamphlet to assess drinking habits, Student in Crisis Guide, Binge Consequences You Can Live With Program, door hanger to help in alcohol emergencies, Friends Helping Friends (alcohol related problems or sexual assault), and several organizations and Greek organizations taking advantage of the alcohol free competition program. A task force was developed in Student Affairs to study what we can do to alleviate the problem. It was suggested that the Faculty Senate look at what faculty and administration can do to help.

Mr. Michael Herndon, Graduate Student Representative to the Board of Visitors and College of Arts and Sciences Cultural Diversity Committee (CDC) -

the Cultural Diversity Committee is charged as a principal mechanism within the college to consider, recommend, and oversee initiatives which will aid and improve recruitment and retention of minority and female undergraduate students, staff and faculty, and which will improve the classroom and community climate for cultural diversity. For CDC purposes, cultural diversity covers a broad span of concerns including race, gender, class, culture, ethnicity, age, sexual orientation, and physical ability. While the CDC recognizes the importance of this broad range of pluralistic concerns, the CDC has agreed to focus on issues of recruitment and retention of African American students, staff, and faculty as its immediate area of attention. Accomplishments in 1996-97 include: Annual Diversity Award, Diversity Enhancement Project, Undergraduate Student Advisory Board, Graduate Diversity Research and Mentoring Project, College Diversity Planning Process, Cluster Hiring, Diversity Handbook and Web Page, visited Office of African-American Affairs (Dean Rick Turner) at UVA, met with Gender, Race, and Education Class.

Faculty Senate was asked to look into why Virginia Tech has fallen out of the top 50 universities.

A comment was made that we need to do a better job of getting information out regarding our successes.

A question was raised in regard to what has happened to the EEOA Campus Climate Program. Response: there has been considerable training in regard to sexual harassment and sexual assault awareness.

It was also strongly urged that whatever is being done in regard to campus climate, there should be a collective effort so everyone is aware.

## 6. **Adjournment** at 4:45 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President  
/s/ws

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/ucm97-11-03.html>**



# University Council Minutes

December 1, 1997

3:00 p.m.

Present: Dave Stetler (for Bob Bates), Landrum Cross, Eileen Hitchingham, Elyzabeth Holford, Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, Laurie Coble (for Minnis Ridenour), Ray Smoot, Rich Sorensen, Charles Steger, Jack Osborne (for Bill Stephenson), Andy Swiger, Tom Tillar, Paul Torgersen, Jenne Ginther, Ben Poe, Cosby Rogers, Larry Shumsky, Terry Swecker, Richard Bambach, Norm Marriott, Paul Metz, Frank Gwazdauskas, Bob Benoit, David de Wolf, Pat Scanlon, Rosemary Goss, Bernard Feldman, Kay Burke, Gerri Johns, Carmela Banks, Spencer Allen (for Terry Lawrence), Peggy Rasnick, Marilyn Norstedt, Nancy Phillips, Ningling Wang, Joel Donahue, Steve Schneider, Tekisha Everette, Moya Toohey, Raphael Castillejo, Duncan Neasham, Natalie Wilson

Absent: Erv Blythe, Greg Brown, Peter Eyre, Len Peters, Robert Brown, Sigrid Gustafson, Terry Herdman, Charles Lytton, Deborah Mayo, Kevin Pelzer, Eliza Tse, John Randolph, James Yardley, Tom Head, Curtis Lynch, Rajiv Khosla

Guests: Marvin Foushee and Wanda Hankins Dean from the Office of University Registrar

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of November 3, 1997

Dr. Torgersen noted that the minutes from the November 3, 1997, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. Council approved a packet of commission minutes comprised of:

- o Commission on Administrative and Professional Faculty Affairs, October 30, 1997
- o Commission on Classified Staff Affairs, October 8, 1997
- o Commission on Student Affairs, November 6, 1997
- o Commission on Undergraduate Studies and Policies, October 27, 1997

It was brought to the attention of the Council that a quorum may not have been present. Dr. Rogers will determine which are voting and non-voting members, and will report findings at the next University Council meeting. Ms. Dean, who staffs the Commission, assured Council that a quorum had been present.

A question was raised in regard to the University Athletic Committee presenting a report to Council. Dr. Torgersen agreed that a report should be presented, but did not know what time of year this occurs. He also noted that this is not a report submitted for approval, but a report submitted for information. A follow-up report on this question will be given in January.

## 4. Announcements

### Computer Requirement Support Task Force Handout

A handout on the computer requirement, prepared and very well done by Ron Daniel, Associate Provost for Undergraduate Studies, was distributed to Council members.

Dr. Torgersen opened the floor to questions directed to himself or Dr. Meszaros.

#### Computer Requirement

A question was addressed in regard to the computer requirement. Is it really a requirement? Is it true that it is not enforceable? Dr. Torgersen commented that what we will attempt to do is to persuade every entering Freshman to have a personal computer. It is required in the sense that we do wish it to be part of the financial aid package, and to that extent, it will be stated as a requirement. It is a requirement in the same sense that textbooks are "required," but we will try to make provisions for exceptions. We are very pleased that State Council for Higher Education has recommended a special scholarship fund just for this initiative. This does not necessarily mean it will get through the General Assembly or be a part of the Governor's budget, but these are the kinds of reactions that are very pleasing. Admission will not be denied to a student who cannot afford a computer. There are still questions that have yet to be addressed.

#### General Assembly

"Do you have a sense or observation of what the upcoming General Assembly Session will hold?" Dr. Torgersen responded that the state has been doing very well economically. There is a nice surplus building. On the other hand, the Governor has promised over a four or five year period to repeal the car tax which is going to drain significant revenues from that projected surplus. Dr. Torgersen's understanding is that Governor Allen is going to include in his budget a recommendation to the General Assembly to initiate the tax reduction rather than wait a year. There are questions about how much money is available, and priorities. Majority in the House is in balance - vote now is 51 to 48 with 1 independent. Independent is senior member of General Assembly, Lacy Putney from Bedford. Included is a democratic seat, George Heilig's seat in the Virginia Beach area, which is being contested because he won by only 8 votes. They will ask for a recount. If this swings the other way, there will be a 50 to 49 majority with 1 independent. The significance is profound. All of the committee appointments, all the chairs (Chair of Appropriations, Chair of Senate Finance Committee), are handled by the Speaker, who is elected by the General Assembly. That vote could be very close. The current Speaker is Tom Moss from Norfolk, a VT alum.

Commencement - December 19 and 20

George Simmons - Alumni Distinguished Professor, will speak at the Graduate Ceremony  
Jack Dudley - Director, Honors Program, will speak at the Undergraduate Ceremony

Students select a faculty member to be the undergraduate commencement speaker. We have had outstanding undergraduate commencement speakers, including Lucinda Roy, Tony Distler, Bud Robertson. All present have agreed that these appearances have been memorable.

## 5. Discussion

Wanda Dean shared information in regard to Presidential Policy Memorandum 177 and the approved 15 minute break between classes on Monday-Wednesday-Friday. As she had indicated during initial debate, the deadline of Fall 1998 could not be met. The Commission on Undergraduate Studies and Policies wanted to go forward with that effective date with the understanding that we would comply as resources dictated. The policy in its original form was changed, specifics were removed, and implementation left to the discretion of the Office of the University Registrar. Significant input has been received. On November 10, the Commission on Undergraduate Studies and Policies was reminded that resources to make such a significant change are very slim. The resources needed are still dedicated to implementing the new academic eligibility policy. In addition, resources are dedicated to the conversion to the year 2000. Computer resources are not available. A good new target would be Fall 2000. Some additional factors will emerge between now and the year 2000 that may affect how we implement Presidential Policy 177. State Council is about to direct all institutions in the Commonwealth to use one software package for scheduling purposes. Their intent is not to dictate how we schedule classes; their intent is to have a standardized method for them to extract information, such as classroom utilization. This is a positive for us because the software package they are promoting is Scheduler 25, which we have one part of and are currently using. SCHEV's directing that all institutions use the complete package of Scheduler 25 we believe will give us more power to implement significant scheduling enhancement. We can schedule by zone, which means we can define zones within the university and address the issue of students who have to take classes in the Ag Quad and have to get to the Upper Quad in ten minutes. It will help to make sure students are not in this situation. Another consideration is the impact of the integrated space plan. Classroom space on the Upper Quad will be gained. This will impact where courses are offered. The ACITC (Advanced Communication Information Technology Center) building will impact courses being taught in Lytton-Reaves. By the year 2000 all of these factors will enable us to make the best implementation of Presidential Policy 177. A question was raised about the ultimate need to fully implement Presidential Policy 177. Dr. Torgersen and Ms. Dean commented that there will be time to revisit Presidential Policy 177 if necessary. A comment was made that class scheduling times, bus scheduling, etc. would need to be considered. Dr. Torgersen commented that classroom occupancy is an issue the state always addresses, because they would like to save money on construction costs. Being an 8-5 university, we do not compare as well as the urban universities and we have to make that case. Wanda Dean reported that State Council defines the class day as 8 am to 10 pm. She also observed that zoning will not hamper course offerings. Also, we cannot fix a situation where there is only one course offering. The new software will definitely be implemented, but we are not sure of exact date. Other constraints mentioned: contact minutes, as well as number of classroom days in a term, is a big issue. There was also concern expressed in regard to staff members working past 5:00 in the labs, etc., if we do in fact switch to the 15 minute M-W-F break.

## 6. Adjournment at 3:50 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

/s/ws

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/uc/ucm97-12-01.html>**

# University Council Minutes

January 19, 1998  
3:00 p.m.

Present: Dave Stetler (for Bob Bates), Greg Brown, Landrum Cross, Peter Eyre, Don Kenney (for Eileen Hitchingham), Janet Johnson, Max Stephenson, Jr. (for Paul Knox), Peggy Meszaros, Carole Nickerson, Len Peters, Laurie Coble (for Minnis Ridenour), Jean Eversole (for Ray Smoot), Rich Sorensen, Charles Steger, Joe Tront (for Bill Stephenson), Andy Swiger, Tom Tillar, Paul Torgersen, Robert Brown, Sigrid Gustafson, Terry Herdman, Cosby Rogers, Larry Shumsky, Terry Swecker, Deborah Mayo, J.D. Jacobson (for Kevin Pelzer), Eliza Tse, Carl Polan (for Frank Gwazdauskas), John Randolph, David de Wolf, Rosemary Goss, Kay Burke, Tom Head, Terry Lawrence, Marilyn Norstedt, Nancy Phillips, Ningling Wang, Joel Donahue, Moya Toohey, Drew Lichtenberger,

Absent: Erv Blythe, Elyzabeth Holford, Raphael Castillejo, Charles Lytton, Ben Poe, Richard Bambach, Norm Marriott, Paul Metz, Bob Benoit, James Yardley, Pat Scanlon, Bernard Feldman, Gerri Johns, Curtis Lynch, Peggy Rasnick, Rajiv Khosla, Steve Schneider, Tekisha Everette, Jody Olsen, Natalie Wilson

Guests: Leonard Ferrari, David Ford, Pat Hyer, Jean Mottley, Deloris Scott

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of December 1, 1997

Dr. Torgersen noted that the minutes from the December 1, 1997, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. Introduction of Dave Ford

Dr. Peggy Meszaros introduced Dr. David Ford as the new Vice Provost for Academic Affairs.

## 4. Comments by Dr. Torgersen

Dr. Torgersen shared information regarding the Legislative Session and General Assembly. Delegate Robert Bloxom introduced Dr. Torgersen at an agricultural gathering on the Eastern Shore, Accomack and Northampton Counties. Delegate Thomas W. Moss, Jr. was elected Speaker of the House. There will be significant Republican representation on all the key committees in the House of Delegates.

The colleges and universities put together a "unified budget amendment" on behalf of all higher education rather than each university putting forward its own amendment. Within this plan is a certain amount of money for institutional amendments. There will be subset amendments offered on behalf of Virginia Tech, UVA, George Mason, etc. We will be working on the subset amendments. Dr. Torgersen attended the Inauguration to represent Virginia Tech. Delegate Richard Cranwell (an alum) played a key role in the Inauguration. There have been positive meetings with Governor Gilmore's people. The new Secretary of Education is Wilbert Bryant, who was the Deputy under Secretary Sgro. We have not heard anything about the Commissioner of Agriculture.

## 5. New Business

First Reading - Commission on Faculty Affairs and Commission on Administrative and Professional Faculty Affairs - Resolution 1997-98A: Imposition of Sanctions Other Than Dismissal.

Dr. Sigrid Gustafson shared with University Council members via handout and overheads information to further explain the resolution that was mailed to each University Council member prior to January 19. There have been a number of cases in which people have committed acts that were egregious enough to lead to dismissal for cause. During the course of attorneys dealing with each other and court cases, there was negotiation such that the ultimate penalty was rolled back to what was known as severe sanction, which was very serious but not actual dismissal from the job. There has been no specific language in the Faculty Handbook to deal with that particular kind of situation. It has not been a widespread issue, affecting half-a-dozen or fewer people over the last ten years. [A flow chart was shared with University Council members outlining the process as proposed in the policy.] This kind of process has been undergone a number of times using the same kind of methods and procedures that are being proposed for this resolution at this point. The language and existence of the policy and the way it is formulated are consistent with the AAUP guidelines. Much of the language AAUP recommends is verbatim in this resolution. Dr. Gustafson then reviewed the flow chart with University Council members. A brief outline follows:

- o Starts with charge, allegation, or complaint - can come from anyone in the university community.
- o Referred for investigation to either an appropriate faculty committee or an administrative officer responsible for the matter (example: the EO/AA officer, internal audit department, police, etc.).
- o Report of the findings of this investigation, if one is prepared, is shared with the faculty member. If there is no violation, the matter is resolved. If there is a minor violation, it would lead to a minor sanction, such as a letter of reprimand to the faculty member and to the personnel file. The proposed policy deals only with the finding of misconduct sufficiently egregious to warrant a severe sanction. Where a severe sanction was recommended or warranted, the same steps as dismissal for cause would be followed.

The steps are:

1. Discussion with provost, dean, faculty member, department head looking toward some kind of mutual settlement.
2. Ad hoc or standing committee review. This is eliminated if the investigation was conducted by a faculty committee.
3. President provides a formal statement of charges.
4. Appeal to university-wide hearing committee.
5. Appeal to Board of Visitors.

No changes are proposed for the process described in the Dismissal for Cause policy.

Section 2.11 of the Faculty Handbook currently contains policies related to termination for cause and reduction in force. The reduction in force policy will be moved to the subsequent section. Section 2.11 would be renamed "Imposition of a Severe Sanction or Dismissal for Cause."

The Commission recommends that "willful violation of university and/or government policies" be added to the list of "adequate causes" for consideration of a severe sanction or dismissal for cause. In addition, "incompetence" would now be stated as "incompetence as determined through post-tenure review." In response to a question, Dr. Gustafson explained that incompetence must now be determined through the post-tenure review, and that the language passed recently by the University Council and Board of Visitors is identical to that being considered here. That is, the definition and process for severe sanctions is the same, whether for post-tenure review or for reasons other than post-tenure review. Steps in the process for administering a severe sanction are the same as the steps for dismissal for cause, which is exactly what the AAUP recommends - that there should be as difficult a burden of proof to impose a severe sanction as to dismiss for cause.

A concern was expressed in regard to the kind of environment that might be created with the severe sanction. Someone may go back to a department with a salary reduction and/or a rank reduction and would the faculty member end up hostile and unproductive under those circumstances? Might it not be better to dismiss for cause in most cases? Dr. Gustafson said that, although the Commission had not discussed this particular problem, severe sanctions were in fact already occurring. Provost Meszaros indicated that in one or two recent cases the faculty members appeared to be returning to the department with serious intent to improve their conduct.

A concern was expressed regarding whether or not the document that is written reflects the flow chart. The concern has to do with Step 2, derived out of the change mentioned in regard to the statement "the matter was subsequently referred to the administration for sanctions or punitive action." A proposed change was offered to the text to read "having determined that in its opinion there is adequate cause for imposing a severe sanction, refers the matter to the administration." It was noted that this wording can be offered as a friendly amendment at second reading, once the resolution is on the floor.

It was suggested that we should have a formal opinion by our legal counsel on the resolution that comes to vote in two weeks. Dr. Gustafson informed the group that the proposal has been approved by legal counsel. Any substitution will also need to be approved by legal counsel. Dr. Gustafson will take responsibility of talking with legal counsel before the next meeting.

Dr. Pat Hyer shared with university council members that this proposal has a parallel piece for administrative and professional faculty. Reference page 8. The definition of severe sanction is identical or parallel, in this case it is reduction in title, responsibilities, and salary and/or suspension without pay for a period of time. A minor sanction is also defined. Dr. Hyer also defined the process for imposing a severe sanction as the dismissal for cause procedure for A/P faculty.

Both will be voted on in two weeks.

First Reading - Commission on Graduate Studies and Policies Resolution 97-98B: Resolution Regarding Offering a Master of Science and Doctor of Philosophy Degrees in Electrical and Computer Engineering.

Dr. Robert Brown shared with University Council members that the recommendation needed to be changed to strike "Electrical and" to read "Doctor of Philosophy Degrees in Computer Engineering" beginning January 1, 1999. Electrical engineering will remain a separate degree. Computer Engineering is a fast growing field in engineering. We are losing a number of students because they seek a degree specifically designated "Computer Engineering" rather than the more general degree in "Electrical Engineering." A question was raised regarding SCHEV approval and timing and whether consolidating first and second reading at University Council would expedite matters. This does need to go to SCHEV and will take about one year for review and approval. Question: Can this change be accomplished within the present faculty and with no new resources being requested? Response: We do not know how fast the program will grow. It is argued that there will be 250,000 new jobs created in computer engineering across the country in the next five years. Within Virginia it is hard to estimate, but probably on the order of ten to fifteen thousand new jobs. Since this program is already an option in electrical engineering, we are only creating one new course. No new resources are needed to offer the degree program. Northern Virginia may need new resources, because enrollments may be higher in Northern Virginia than on campus. In Blacksburg we do not anticipate large numbers of new students. It may be that our enrollment is down in Northern Virginia because we are not offering computer engineering. The program will be subject to normal review. A comment was made that the proposal that goes to SCHEV will have to spell out any request for new resources. A question was raised that if the title was left as Electrical and Computer Engineering, would you have to go to SCHEV for approval? Answer: A separate degree is needed and that is what should be pursued. Dr. Torgersen asked if we should contact State Council asking them to start work on its review before BOV approval at the end of February? Pat Hyer's response was no -- Board approval was essential and the proposal was not ready to mail at this time in any case.

First Reading - Commission on Undergraduate Studies and Policies - Resolution 1997-98A: Virginia Tech Credits Required for the Awarding of a Degree

The resolution was introduced by Dr. Terry Swecker in Dr. Cosby Rogers absence. It was noted for clarification that the undergraduate catalog does have residency requirements that are consistent with this requirement. We do have a 27 credit requirement which is very close to a quarter of the 120 credit degree. It was noted that the resolution needs to be clarified in light of the policy in the catalog which says that "all academic program changes will have a two year notification." Dr. Torgersen said that we can discuss and debate this at the next University Council meeting. It was suggested that comments and questions be forwarded to Dr. Rogers.

#### 6. Council approved a packet of commission minutes comprised of:

- o Commission on Undergraduate Studies and Policies, November 10, 1997
- o Commission on Administrative and Professional Faculty Affairs, November 20, 1997
- o Commission on Classified Staff Affairs, November 12, 1997
- o Commission on Faculty Affairs, October 24, 1997
- o Commission on Graduate Studies and Policies, November 5, 1997
- o Commission on Outreach, November 13, 1997
- o Joint Meeting of the Commission on Research and the Commission on Graduate Studies and Policies, November 12, 1997
- o Commission on Student Affairs, November 12, 1997

#### 7. Announcements

Diversity Summit - January 19, 1998 Dr. Lanny Cross shared with the University Council members that one of the academic agenda items in the

University Strategic Planning process is to address the campus climate concerns. In that regard we had a summit this morning where there was good dialogue and a lot of listening. The format for the summit was a series of process groups, summarized thinking, and then reporting to a larger group. A particular feature used this morning was to put together tables of sub-segments of the University community that might have common interests or perspectives on diversity and asked them to join talking circles, which then reported to the larger group. This was an opportunity for the many sides of diversity to be heard, many perspectives to be heard, and I think we were successful. We concluded with a fairly long list of points made and ideas raised and those will be directed to a task force that is being chaired by Elyzabeth Holford. The task force is responsible for coming up with recommendations for action.

#### Attorney General's Task Force On Alcohol Use and Abuse Among College Students

Dr. Lanny Cross reported that this task force is moving along a little slowly. The task force has not yet met, however, it has been divided into four teams and each team has eight questions assigned by the Attorney General's Office to develop a narrative that would be presented to the task force when it meets, perhaps in mid-March. Dr. Torgersen has been appointed to the task force to serve as team leader for Team 2. Dr. Cross has been providing staffing work. Dr. Cross will assure that all eight questions are addressed. Dr. Cross plans for the team to meet in conjunction with the task force. Dr. Torgersen added that drinking on college campuses is a major, major problem. Multiple deaths have resulted >from college drinking. Our team has to deal with the extent to which drinking really begins in the high school. Some students bring alcohol problems with them when they enter as freshmen.

#### Meeting With Commission Chairs

Dr. Peggy Meszaros reported on a recent meeting with the Commission Chairs. This meeting was for the purpose of sharing issues that were being discussed and then make University Council members aware of these issues. This was done at the beginning of fall and again last week. There were some cross over issues and some similarities. Some issues of the Commissions are:

##### Outreach -

Definition of Outreach

Awards Committee

Involvement in Search for new Vice Provost

##### Administrative and Professional Faculty -

Concern with low student participation in Commission activities (this is a concern with other Commissions.) Student participation is encouraged.

##### Severe Sanctions

Administrative and professional faculty hours involved in instruction in order to clarify the instructional role of A/P faculty.

Grievance procedure revisions.

##### Classified Staff Affairs -

Further decentralization and how they will be affected.

Trigon Insurance Issue.

Sponsored Programs Compliance and change in federal guidelines.

##### Graduate Studies and Policies -

Auditing changes as listed on transcripts.

Handling of independent and special studies.

Program review of graduate programs and residency requirements.

##### Undergraduate Studies and Policies -

Computer requirement task force.

Academic eligibility policy and student status.

##### Research -

Review of university research centers, which is a regular process that takes place every five years for each center.

Changes to the intellectual properties policy.

##### NCAA Report

Jean Eversole reported that the NCAA Self Study Report (600 pages) is complete. Anyone wanting a copy should send a note to [EVERSOLE@VT.EDU](mailto:EVERSOLE@VT.EDU).

##### Report of the Athletic Committee

A question was raised about the report of the Athletic Committee. Laurie Coble reported that she talked with the chair, who did not recall nor could he find a notation where this report is to be made to University Council. Dr. Meszaros reported that the Athletics Committee does make a regular report to the Commission on Undergraduate Studies and Policies and that may be the report in question. As a discussion topic in the spring, the Athletic Committee may want to report to Council on how we are coming with the compliance plan, as well as how we have integrated the academic efforts into all athletics.

8. Adjournment at 4:15 p.m.

Respectfully submitted,

Carole Nickerson

Executive Assistant to the President

/s/ws

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/uc/ucm98-01-19.html>**

# University Council Minutes

February 2, 1998

3:00 p.m.

Present: Bob Bates, Greg Brown, Landrum Cross, Peter Eyre, Paul Metz (for Eileen Hitchingham), Elyzabeth Holford, Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, Len Peters, Lisa Wilkes (for Minnis Ridenour), Ray Smoot, Hap Bonham (for Rich Sorensen), Bill Stephenson, Andy Swiger, Tom Tillar, Robert Brown, Kelli Campbell (for Raphael Castillejo), Sigrid Gustafson, Jim Burger (for Terry Herdman), Ben Poe, Cosby Rogers, Larry Shumsky, Terry Swecker, Deborah Mayo, Paul Metz, Kevin Pelzer, Frank Gwazdauskas, John Randolph, Bob Benoit, James Yardley, David de Wolf, Pat Scanlon, Rosemary Goss, Kay Burke, Tom Head, Marilyn Norstedt, Joel Donahue, Drew Lichtenberger, Jody Olson

Absent: Erv Blythe, Charles Steger, Paul Torgersen, Charles Lytton, Richard Bambach, Norm Marriott, Eliza Tse, Bernard Feldman, Gerri Johns, Terry Lawrence, Curtis Lynch, Peggy Rasnick, Nancy Phillips, Rajiv Khosla, Steve Schneider, Ningling Wang, Tekisha Everette, Moya Toohey, Natalie Wilson

Guests: Wanda Dean, David Ford, Kay Heidbreder, Pat Hyer, Rebecca Lovingood

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of January 19, 1998

Dr. Meszaros noted that the minutes from the January 19, 1998, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. Comments by Dr. Meszaros

Dr. Torgersen is testifying today in Richmond for the House Appropriations Committee and the Senate Finance Committee.

## 4. New Business

First Reading - Commission on Undergraduate Studies and Policies - Resolution 1997-98B: Expansion of Admissions Criteria for Students Applying to the Corps of Cadets.

Dr. Cosby Rogers presented the Commission on Undergraduate Studies and Policies, Resolution 1997-98B: Expansion of Admissions Criteria for Students Applying to the Corps of Cadets for first reading. Dr. Rogers shared with University Council members that this resolution does not technically change the way the university is currently functioning. It actually brings some recognition to the Corps of Cadets. In the process of recruiting, if they want to say that leadership is a criteria that is used, it could be used in that way. In actuality it does not change the admissions requirement.

Dr. Meszaros commented that this is the first reading, and will come to the next meeting for a second reading and vote. She then opened the floor for questions.

A question was raised as to why this resolution is needed when this is the kind of thing that is examined for all students who are trying to gain admission to this university. Dr. Rogers responded that the question was originally brought to CUS by Col. Schwabe. The intent and motivation behind it is that there is a drive to increase the enrollment in the Corps of Cadets and to meet goals such as 2000 students by the year 2000. They felt that in order to recognize leadership in ROTC they would like to have this criteria made explicit. Leadership is already understood to be a part of the admissions criteria that can be considered - it is not the first thing on the list. Dr. Rogers is not sure this is a necessary resolution, but CUS was responding to the request by the Corps of Cadets to make it more visible in their recruitment.

A suggestion was made to change "may be considered" to "shall be considered" under "Therefore, ..." Dr. Rogers explained that after discussions with Col. Schwabe and Karen Torgersen that those criteria might not be examined unless there was some point at which a decision would have to be made in regard to accepting one student over another. So they may not look at all the criteria in the initial evaluation unless it comes down to deciding between two students to fill one slot. This criteria would not be considered in all cases.

Dr. Lanny Cross commented that it is his understanding the Corps of Cadets does indeed need to pursue the criteria.

A comment was made that if this resolution does have substance and is more than being candid about what our procedures already are, it needs to be further clarified when it comes forward to University Council at second reading.

It was suggested that Karen Torgersen and/or Col. Schwabe address this issue for clarification at the next University Council meeting.

## 5. Ongoing Business

Second Reading - Commission on Undergraduate Studies and Policies Resolution 1997-98A: Virginia Tech Credits Required for the Awarding of a Degree

Dr. Cosby Rogers presented the Commission on Undergraduate Studies and Policies, Resolution 1997-98A: Virginia Tech Credits Required for the Awarding of a Degree for second reading. Dr. Rogers commented that this resolution is necessary in order to meet the criteria for the Self Study, SACS Review. It is not a substantive change, but a change in wording. The resolution says it affects both graduate and undergraduate students. Dr. Eaton says it would not affect graduate students. It should be amended to apply only to undergraduate students. A friendly amendment was made to modify the resolution to specify undergraduate throughout the resolution. The friendly amendment was accepted.

Dr. Rogers made a motion to put the resolution on the floor for discussion. The motion was seconded.

Wanda Dean, University Registrar, read the SACS requirements. For undergraduate degree completion at least 25 percent of credit semester

hours must be earned through instruction by the institution awarding the degree. We have been in compliance for the past two years. Transfer students are most affected by any change. This university has always operated under the premise of 25 percent. Our language in the catalog and some of our printed material was not clear enough to support the 25 percent. We will not have the catalog ready for the committee in March, so an official copy of the resolution will be provided.

A question was raised regarding how this resolution will be affected by the statement in the catalog which refers to the two year notification period for any change in graduation requirements. Do we need a formal process to waive this requirement? Wanda Dean assured the Council that no student will be unduly penalized by putting this in place. Dr. Meszaros summarized by saying we know we are putting it in place for the SACS requirement, and no student will be unduly penalized. Wanda Dean noted that this will be reflected in the minutes.

The resolution with the friendly amendment specifying undergraduate degrees was voted upon and passed.

Second Reading - Commission on Faculty Affairs and Commission on Administrative and Professional Faculty Affairs - Resolution 1997-98A: Imposition of Sanctions Other Than Dismissal.

Dr. Sigrig Gustafson presented the Joint Resolution, Commission on Faculty Affairs and Commission on Administrative and Professional Faculty Affairs, Resolution 1997-98A: Imposition of Sanctions Other Than Dismissal for second reading. Dr. Gustafson briefly summarized the first reading discussion. This is an effort to put into policy what is already being done in practice. The summary included: the reduction-in-force language was moved to another section, severe sanctions were defined, matters to be investigated for severe sanctions being imposed are defined, matters it can be levied for are the same as for Dismissal for Cause, which is the AAUP guidelines. At the last meeting it was suggested that there be an amendment to 2.11.2 on page 4 of the resolution to make it clearer that in fact the faculty committee itself are the ones to determine whether or not the sanction should be imposed. Dr. Gustafson shared Dr. Mayo's suggested rewording. This wording has been cleared with University General Counsel and there is no problem with making this change. A friendly amendment was made to incorporate the changes made by Dr. Mayo. Dr. Gustafson summarized the amendment: At one point this read "adequate cause will be determined by." On recommendation of the Faculty Senate it was changed to read: "reason to consider the imposition of the severe sanction," so we would not get into a situation where someone such as the police were actually making the final determination of whether the sanction would occur or not. The process allows for a review committee of faculty, unless faculty committee were the ones who brought the charge in the first place. With the new language we have something that reaffirms that position. The faculty committee will refer the matter to the administration.

Dr. Gustafson made a motion that the resolution be accepted as amended through the friendly amendment. The resolution was voted upon and passed.

Second Reading - Commission on Graduate Studies and Policies Resolution 1997-98B: Resolution Regarding Offering a Master of Science and Doctor of Philosophy Degrees in Computer Engineering.

Dr. Robert Brown presented Commission on Graduate Studies and Policies Resolution 1997-98B: Resolution Regarding Offering a Master of Science and Doctor of Philosophy Degrees in Computer Engineering for second reading. Dr. Brown stated that when the resolution was last brought to the floor we agreed to strike the word "electrical" and in turn would read "Doctor of Philosophy Degree in Computer Engineering." This has been done. Dr. Brown made a motion that this resolution be approved.

Wanda Dean pointed out that the beginning date of January 1, 1999, should be changed to read Spring 1999. January 1, 1999, we would still be clearing for fall graduation and this has caused confusion in the past. Pat Hyer shared that this has to go through SCHEV and the earliest a degree could be awarded would be Spring 1999. Dr. Meszaros clarified that the request is to change "beginning January 1, 1999" to "effective Spring 1999." This is agreeable.

The resolution was voted upon and passed.

#### 6. Council approved a packet of commission minutes comprised of:

- o Commission on Undergraduate Studies and Policies, December 8, 1997
- o Commission on Faculty Affairs, December 12, 1997. Dr. Pat Hyer presented the minutes in lieu of Dr. Sigrig Gustafson. A question was raised concerning the activity of the University Committee on Equal Opportunity and Affirmative Action. Dr. Hyer reported that the EOAA committee has divided into two task forces. One is investigating the effectiveness of the search committee procedures. The second committee is involved in programming and self education. They are also following the search for the Vice President for Multicultural Affairs.

#### 7. Announcements

##### Academic Agenda

Dr. Meszaros reminded the group of the Academic Agenda. She also noted that the book *Leading Change* has been distributed to the Strategic Budget and Planning Committee, Deans, Vice Provosts and Vice Presidents. Copies are available for loan through the Provost's office. It is a wonderful complement for our university in focusing on performance, targets, and missions related to our strategic directions. The book lays out a scheme to keep an academic agenda moving forward. There has been one brown bag reading session where thoughts were shared. Two others are scheduled and University Council members are welcome to attend.

#### 8. Discussion

Dr. Meszaros noted that in the Academic Agenda is an item called "Teaching and Learning: A Land Grant Learning Community." As a part of that community we are interested in all participants and the diversity of those participants. There is an item in our Academic Agenda which speaks to establishing a task force to study and recommend needed policies and programs to create a more supportive learning and working environment for women and minorities. This task force has been appointed and Elyzabeth Holford is chair. Dr. Holford has been asked to share with us today where the task force is going, projects that are underway, when the work is expected to end, and the recommendations that will come out of that task force.

Dr. Holford shared that the task force is called the "Work Group on Campus Climate." There is the necessity to collect data and we must be clear and careful in our collection of data. We have many examples of data collection such as: Self Study, Benchmarking Efforts, NCAA Certification as part of Self Study, University Planning, Core Values Process, In-State Out-of-State Student Status Study, SCHEV Performance Indicators,

and the Perry Report that deals with admissions and retention issues. Other retention studies have been done such as summer school studies and student success studies that are on-going now. We pride ourselves on our ability to assess our situation and use that information in our planning. One area where this is not true in positioning ourselves for leadership, is in assessing a situation in terms of climate. It is imperative that before we suggest change in a situation, we have information to assess attitudes in our community right now, and to assess ideas about need for change and what that change might involve.

The mission of the "Work Group on Campus Climate" comes from the University Plan. The purpose statement is: "To review the relevant policies and programs as well as the living and working environments that affect women and minorities at Virginia Tech." In practice, this includes all of us. This task is not exclusive to just women and minorities, but affects the working and living environment that affects all of us. We all have some ownership in what that environment looks like right now and what we want it to look like in the future.

The charge is a four part analysis. We intend to conduct a Program Analysis, Climate Analysis, Policy Analysis, and to create a Database of Status Indicators.

Program Analysis - Programs that have been designed specifically for women and minorities at Virginia Tech. Some are university-wide programs, some are specific to student organizations, some are specific to colleges, some are at the departmental level, some deal with retention. Within these areas are some programs that we have had in the past that perhaps we only have on paper now. There are also programs that are not officially funded or recognized within different organizations. This is an attempt to get a handle on the programs and assess their actual current status. We want to know about successful programs and possibly use them in other locations. There will be a web site questionnaire. There will be follow-up interviews specifically with programs that appear to be very successful to learn what the lessons are and use those lessons, techniques, and strategies in other situations across the university.

Policy Analysis - Will look at university-wide policies, as well as policies that are specific to colleges and departments. Elements that are working, that make the environment better for all of us, we need to utilize to the fullest degree. Where policies are not working they should be analyzed. A question was raised regarding how data would be collected. Dr. Holford said that though she is not sure, she thinks it will take the form of a review. There will be an attempt to be thorough and efficient.

Status Indicators - We already have much university information about who we are, what we are, what our diversity looks like, who left when. We do not have it all in a format which presents the clear picture that is both readable and understandable. We will be taking existing information and will put it in a format that provides a front piece for the rest of the information that will go into our report.

Climate Analysis - Quite a few of our peer institutions have done climate surveys in the last five to seven years. In the surveys they have attempted to include all of the various groups on campus. We are working on a survey tailored more for Virginia Tech. We are relying on the Center for Survey Research to do the survey. Within the next few months a survey of all faculty, staff and a sampling of students will be done. It will be anonymous with no coding. It will be sensitive. Follow-up interview will also be conducted, and this will be voluntary. Several questions were raised regarding the ability to analyze this information at the department level. Statistics will be analyzed at the college level. It will not be possible to go to the department level and still protect anonymity.

The preliminary report should be available by June 30, 1998.

The information formulated by this work group will be used the way we use other information to plan our budgets in advance and to plan staffing needs. This is the kind of information needed to assess our situation and make rational and good management choices about our environment and how we can improve the working environment for everyone.

Working Group includes: Elyzabeth Holford, Merle Flynn, Bob Leonard, Shelley Blumenthal, Delores Scott, Lanny Cross, Barbara Pendergrass, Pat Hyer. The task force was not formed based on wide representation, but involves people who work in these areas and have access to the information needed and also have a concept of what information we have not pulled together that we would like to acquire. We are also working with some graduate students and a research associate. As chair of the committee, Dr. Holford's intent is to be sure the committee is used as a leadership committee and as a directional committee. The actual work is being done by those with responsibility for certain areas of the study.

Questions/suggestions should be sent to Elyzabeth Holford. It is hopeful that this will be a continuing effort to assess the success of what is being done to improve the environment.

Concerns were raised in regard to the level of identification and how this will help and be effective to each department. Dr. Holford said that this may be true for the climate survey; however in the program analysis, we are looking at individual programs. They are identifiable. The program analysis is a separate analysis from the climate analysis. The program review is for programs set up specifically designed to affect and hopefully improve the environment.

A concern was raised in regard to including those outside colleges and departments. How broad is data collection? Dr. Pat Hyer said that we could code these as senior management levels to cover the President's Office, Vice Presidential area, Cooperative Education, Experiment Station.

A question was asked about whether this is part of the SACS Self Study. Dr. Meszaros responded that the SACS Self Study is completed in terms of its two parts, the IE Compliance part as well as the Focused Self Study. This is not a part of that. It is a part of our larger view of where the university is going. Both the strategic directions and the academic agenda are what it would more closely relate to.

Do you have from other institutions guidelines about the ideal number of identifiers for where action is needed? There seems to be a tremendous amount of data that will be need to be analyzed. Dr. Hyer reported that the model we are using is from the University of California, LA, with some modifications from the University of Maryland, College Park. This will be modified in terms of where we ought to be. Dr. Hyer outlined some of the data we hope to get from this survey.

What is the definition of minorities? Dr. Holford said that the attempt is to look as broadly as we can. Dr. Hyer noted that questions will be asked about nationality, race, gender, sexual orientation, and other affiliations. Religion will not be included. UCLA's data on religion was found not to be useful.

Will hard copies of questionnaire be sent? Dr. Holford responded that there will be a hard copy of the climate survey which goes to all faculty, staff and a sampling of students. The program survey will be web page with follow up meetings.

Several concerns were expressed regarding the sampling of students. Some felt it would not be accurate if all were not surveyed. Dr. Hyer reported that it would not be possible to survey all students. They probably select all students who are in the four protected minority groups, probably will over sample women, and will probably will do a one-in-ten sample of white men. Off campus students will be surveyed. All groups will be covered.

There were concerns that the survey is already biased and would not reflect true data. Dr. Hyer stated that it is financially and feasibly impossible to survey all 25,000 students.

Dr. Holford reported that the distribution of surveys will probably be early March.

Dr. Meszaros suggested that Dr. Holford report findings to University Council in the early fall.

9. Adjournment at 4:10 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/uc/ucm98-02-02.html>**

# University Council Minutes

February 16, 1998

3:00 p.m.

Present: Dave Stetler (for Bob Bates), Landrum Cross, Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, Gene Brown (for Len Peters), Minnis Ridenour, Jean Eversole (for Ray Smoot), Rich Sorensen, Jack Osborne (for Bill Stephenson), Andy Swiger, Paul Torgersen, Robert Brown, Kelli Campbell (for Raphael Castillejo), Terry Herdman, Ben Poe, Cosby Rogers, Richard Bambach, Norm Marriott, Paul Metz, Frank Gwazdauskas, David de Wolf, Pat Scanlon, Rosemary Goss, Bernard Feldman, Tom Head, Terry Lawrence, Marilyn Norstedt, Nancy Phillips, Ningling Wang, Aaron McClung (for Steve Schneider), Jody Olson

Absent: Erv Blythe, Greg Brown, Peter Eyre, Eileen Hitchingham, Elyzabeth Holford, Charles Steger, Tom Tillar, Sigrid Gustafson, Charles Lytton, Larry Shumsky, Terry Swecker, Deborah Mayo, Kevin Pelzer, Eliza Tse, John Randolph, Bob Benoit, James Yardley, Kay Burke, Gerri Johns, Curtis Lynch, Peggy Rasnick, Rajiv Khosla, Joel Donahue, Tekisha Everette, Moya Toohey, Drew Lichtenberger, Natalie Wilson

Guests: Ralph Byers, David Conn, Marty Day, Wanda Dean, David Ford, Bernard LaBerge, Ed Schwabe, Karen Torgersen

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of February 2, 1998

Dr. Torgersen noted that the minutes of the February 2, 1998, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. Comments by Dr. Torgersen

Dr. Torgersen shared with the University Council members special topics of discussion that will be addressed at today's session.

## 4. New Business

First Reading - Commission on Graduate Studies and Policies, Resolution 1997-98C, Policy on Auditing Graduate Courses.

Dr. Robert Brown presented the Commission on Graduate Studies and Policies, Resolution 1997-98C: Policy on Auditing Graduate Courses for first reading. Dr. Brown noted that there are three changes:

- 1) "An audit requires the approval of the instructor and the Graduate School." This was changed to read: "An audit requires the approval of the instructor and the student's graduate advisor."
- 2) In the paragraph that begins "Registration for audit ..." strike the last sentence which reads "Once a student audits a course, the student may not repeat the course for credit."
- 3) Add statement at end of resolution which reads: "At the end of the course period, the instructor will determine if an audit is "satisfactory" or "unsatisfactory" based on participation and other expectations set forth at the beginning of the course period. Unsatisfactory audits will not appear on transcripts."

A request was made to have a copy of the resolution with changes before the second reading.

## 5. Ongoing Business

Second Reading, Commission on Undergraduate Studies and Policies, Resolution 1997-98B: Expansion of Admissions Criteria for Students Applying to the Corps of Cadets

Dr. Cosby Rogers presented the Commission on Undergraduate Studies and Policies, Resolution 1997-98B: Expansion of Admissions Criteria for Students Applying to the Corps of Cadets. A motion for approval was made and seconded. Discussion: It was again suggested that "may be" needs to be changed to "should be." A question was raised: "Are we being asked to amend current admissions criteria?" Dr. Rogers commented that the committee that developed the resolution and forwarded it to CUS wants to make it explicit that the criteria would be a consideration in addition to, but not replacing existing selection criteria. Ms. Karen Torgersen, Director of Admissions, explained the admissions process and answered questions regarding the process. There was a concern expressed that "to the degree we give something prominence, we are putting something else in the background." If leadership is first, academics is in the background. In response to a question, Ms. Torgersen stated that the GPAs and SATs of the Corps of Cadets entering freshmen are slightly higher because they are predisposed for engineering. She also commented that the admission decision for a student never comes down to offering admission to one student over another. There is flexibility to offer admission to a group of students. Col. Ed Schwabe explained the need by the Corps of Cadets to emphasize the leadership requirement. Col. Schwabe noted that we do not have wording in our university policy that addresses leadership. He read from the current catalog. He commented that this is an important resolution for the Corps of Cadets. In response to a question raised regarding the need for a statement regarding leadership criteria to be included in the catalog, Col. Schwabe responded that he was told we do not necessarily need to proceed that far, but would benefit from the resolution being presented for approval from University Council. A comment was made that the resolution is worded with flexibility as is needed. Following additional discussion, an amendment was made to substitute the "may's" for "shall's." Ms. Torgersen responded that using shall will make it more binding on the admissions process. Dr. Rogers commented that this resolution is probably not necessary. However, it does not cost a great deal to Admissions and might assist the Corps of Cadets. A comment was made that if it helps the Corps of Cadets it is worth doing. Leadership is criteria that needs to be considered by the Corps. The amendment to change "may" to "shall" was withdrawn and a call for vote was requested.

The resolution was voted on and passed.

Council approved a packet of commission minutes comprised of:

Commission on Graduate Studies and Policies, January 21, 1998, presented by Robert Brown.

Commission on Student Affairs, January 22, 1998, presented by Ms. Kelli Campbell in the absence of Raphael Castillejo.

Commission on Undergraduate Studies and Policies, January 26, 1998, presented by David Ford in the absence of Cosby Rogers.

6. Announcements

General Assembly Session in Richmond - Mr. Ralph Byers

Ralph Byers gave an update on the state budget. He reviewed with University Council members a handout showing general and non-general fund operation appropriations for 1996-98 and how Higher Education will be affected. He also outlined the cost of the elimination of the car tax. If the car tax is enacted in its entirety five years from now, the amount of money will be equivalent to the total budget for higher education. Mr. Byers was asked to explain the difference between general fund and non-general fund appropriations. General funds are the basic tax dollars (income tax, sales tax, corporate income tax, etc.). Non-general funds for higher education would be tuition and fees, auxiliary enterprises, grants and contracts. An example of non-general funds relating to the entire state budget would be the gasoline tax designated for highway construction. In summary, we are talking about the difference between designated fees for a particular purpose (non-general) as opposed to the general taxes which are paid to support the overall operations (general). Federal money is generally earmarked for one purpose or another.

7. Discussion

Update on Plans for our SACS Reaccreditation Site Visit - Dr. David Conn Dr. Conn gave an overview of the SACS Reaccreditation Site Visit scheduled for March 15-18, 1998 - beginning at 2:00 p.m. on March 15, ending with exit interview at 1:00 p.m. on March 18. The SACS report is on the web. The SACS team will review the report, conduct interviews, and submit recommendations. This will be conducted simultaneously with a visit from the NCAA which will be certifying the university at the same time.

8. Adjournment at 4:20 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

/s/ws

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/uc/ucm98-02-16.html>**

# University Council Minutes

March 2, 1998

3:00 p.m.

Present: Dave Stetler (for Bob Bates), Landrum Cross, Peter Eyre, Eileen Hitchingham, Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, Minnis Ridenour, Ray Smoot, Hap Bonham (for Rich Sorensen), Charles Steger, Andy Swiger, Tom Tillar, Paul Torgersen, Robert Brown, Kelli Campbell (for Raphael Castillejo), Ben Poe, Cosby Rogers, Terry Swecker, Norm Marriott, Paul Metz, Frank Gwazdauskas, Bob Benoit, David de Wolf, Rosemary Goss, Lynn Grizzard (for Kay Burke), Tom Head, Terry Lawrence, Marilyn Norstedt, Judy Fielder (for Nancy Phillips), Joel Donahue, Aaron McClung (for Steve Schneider), Tara Beresak (for Tekisha Everette), Jessica Mayton (for Moya Toohey), Drew Lichtenberger, Jody Olson, Natalie Wilson

Absent: Erv Blythe, Greg Brown, Elyzabeth Holford, Len Peters, Bill Stephenson, Sigrid Gustafson, Terry Herdman, Charles Lytton, Larry Shumsky, Richard Bambach, Deborah Mayo, Kevin Pelzer, Eliza Tse, John Randolph, James Yardley, Pat Scanlon, Bernard Feldman, Gerri Johns, Curtis Lynch, Peggy Rasnick, Rajiv Khosla, Ningling Wang,

Guests: David Ford

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of February 16, 1998.

Dr. Torgersen noted that the minutes of the February 16, 1998, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. New Business -- None

## 4. Ongoing Business

Second Reading, Commission on Graduate Studies and Policies, Resolution 1997-98C: Policy on Auditing Graduate Courses

Following questions for clarification, Robert Brown confirmed that with the approval of the resolution the Graduate School will no longer approve an audited course and when the auditing is finished there will be a "satisfactory" or "unsatisfactory" assigned to the audit. Another change is that an audit course can be repeated for credit. The purpose is to promote people in their education. It was also noted that this policy applies to graduate audits only. Following discussion the resolution was voted on and passed unanimously.

Council approved a packet of commission minutes comprised of:

Commission on Classified Staff Affairs, January 14, 1998, presented by Ben Poe.

Commission on Faculty Affairs, January 23, 1998, presented by Peggy Meszaros in the absence of Sigrid Gustafson.

Commission on Student Affairs, February 5, 1998, presented by Ms. Kelli Campbell in the absence of Raphael Castillejo.

Commission on Research, January 14, 1998, presented by Peggy Meszaros in the absence of Terry Herdman.

## 5. Announcements - None

## 6. Discussion

Dr. Torgersen circulated a memorandum regarding "General Assembly Actions on the Budget." He reviewed this information with members present. In response to questions regarding salary increases, Dr. Torgersen commented that additional information will be available in the next two weeks. A question was also raised regarding the Plan to Serve. Dr. Torgersen responded the house is recommending \$2.4 million, the senate \$400,000; an agreement will be forthcoming.

Dr. Torgersen shared that Dr. Robert Richardson - Nobel Laureate in Physics, and Dr. James I. "Bud" Robertson, Jr. - Professor of History and author of Stonewall Jackson - The Man, The Soldier, The Legend were recognized in the House of Delegates and the Senate, both received a standing ovation.

## 7. Adjournment at 3:25 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

/s/ws

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/uc/ucm98-03-02.html>**

# University Council Minutes

April 6, 1998

3:00 p.m.

Present: Bob Bates, Cathryn Goree (for Landrum Cross), Peter Eyre, Leslie O'Brien (for Eileen Hitchingham), Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, John Eaton (for Len Peters), Lisa Wilkes (for Minnis Ridenour), Ray Smoot, Hap Bonham (for Rich Sorensen), Janis Grubb (for Charles Steger), Jack Osborne (for Bill Stephenson), Andy Swiger, Tom Tillar, Robert Brown, Kelli Campbell (for Raphael Castillejo), Terry Herdman, Ben Poe, Cosby Rogers, Terry Swecker, Richard Bambach, Norm Marriott, Bruce Obenhaus (for Paul Metz), Rick Howard (for Kevin Pelzer), Eliza Tse, Frank Gwazdauskas, Bob Benoit, David de Wolf, John Seiler, Rosemary Goss, Bernard Feldman, Kay Burke, Tom Head, Terry Lawrence, Peggy Rasnick, Marilyn Norstedt, Nancy Phillips, Ningling Wang, Joel Donahue, Clyde Harris (for Jody Olson), Megan Logsdor (for Tekisha Everette), Aaron McClung (for Natalie Wilson), Drew Lichtenberger, Moya Toohey

Absent: Erv Blythe, Greg Brown, Elyzabeth Holford, Paul Torgersen, Sigrid Gustafson, Charles Lytton, Larry Shumsky, Deborah Mayo, John Randolph, James Yardley, Gerri Johns, Curtis Lynch, Rajiv Khosla

Guests: David Ford, Wanda Hankins Dean, Karen Torgersen

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion **passed**.

## 2. Announcement of approval and posting of Council Minutes of March 2, 1998

Dr. Meszaros noted that the minutes of the March 2, 1998, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. New Business

First Reading, Commission on Undergraduate Studies and Policies Resolution 1997-98C - Expansion of Admissions Criteria for Students from Other than Accredited Schools

Dr. Cosby Rogers presented the Commission on Undergraduate Studies and Policies Resolution 1997-98C, Expansion of Admissions Criteria for Students from Other than Accredited Schools for first reading. Dr. Rogers reported that the university has no criteria for accepting students who are home schooled unless they are participating in an accredited program. Karen Torgersen, Director of Undergraduate Admissions, addressed the group. Karen Torgersen explained that this is increasingly becoming an issue as more students are coming from home schools and small academies that are not or may not be accredited. On some occasions students are asked to take a GED; however, they must be 18 to do so. Sample copies of a transcript and a ledger of courses and grades were shared with members present. In situations like these, additional information regarding actual student accomplishments is needed. One possibility would be through SAT IIs. The university wants to be able to offer admission to students from Charter Schools that are not accredited. There was a concern expressed that international students would be put at a disadvantage. A suggestion was made to think about rewording the resolution to accommodate international students. A comment was made that all home schooled students are required to take the Iowa Standard or the Stanford Standard test to see that they did master the information. It was suggested that using this test score and the SAT II test score and then developing a body of data would tell you if a student is capable or not capable of performing. Ms. Torgersen said that SATs only capture English and Math. She also indicated that the Iowa and Stanford tests may not be required outside the state of Virginia. A comment was made that web sites where students have taken courses should be considered in addition to text books. It was also mentioned that there are many different kinds of tests, to which Ms. Torgersen replied that the SAT II is standard across the country. Ms. Torgersen commented that admissions decisions are based on the entire picture, not just individual scores. In response to a question, Ms. Torgersen confirmed that a student can get into Virginia Tech without writing an essay. Virginia Tech has an "optional personal statement," and has never had a requirement to submit an essay for admission to the university. The university is concerned more with the history of academic performance. In 99% of cases the essay does not make difference in the admission decision. A truly outstanding personal statement may be enough to counter a borderline record. A question was raised concerning the potential of these students, to which Ms. Torgersen replied that there is no way to track these students. They are entered under artificial high school codes. Parents of home schooled students are more likely to talk with the admissions office early to determine what is needed so the student can be prepared. A comment was made that the idea is to accommodate a group of students that have not been accommodated in the past. It was suggested that we start tracking these students once they are admitted and revisit this issue after trying it for a couple of years. A comment was made that something in addition to SATs is needed.

First Reading, Commission on Student Affairs Resolution 1997-98A - Revisions to the University Policies for Student Life Code of Conduct

Ms. Kelli Campbell, Vice Chair of Commission on Student Affairs, presented the Commission on Student Affairs Resolution 1997-98A, Revisions to the University Policies for Student Life Code of Conduct for first reading. Ms. Campbell distributed a copy of the current Student Code of Conduct and a copy of the proposed resolution with suggested changes. Both refer to the "Abusive, Disorderly, or Obscene Conduct" policy. Dr. Cathryn Goree, Dean of Students and representative for Dr. Landrum Cross, shared with members that this resolution is the result of the Ebonics e-mail and other issues. Dr. Goree noted that following that incident, Dr. Torgersen had asked that the Student Code of Conduct be reviewed and made clearer. The committee elected on advice of Counsel to create three separate policies. The abusive conduct section had language that was constitutionally unenforceable. The disorderly conduct policy seems workable as it is. The obscene conduct part of the policy contained words that were unenforceable. Obscene and indecent are not the same thing and are used interchangeably. Proposed is a much more tightly worded "Abusive Conduct Policy" separate from the "Disorderly Conduct Policy," and the "Obscene Conduct Policy" became a "Public Nudity Policy." Dr. Goree noted that this has to be approved by the Board of Visitors and in order to get it into upcoming publication this summer it must go to the Board this month. Therefore, waiver of first reading was requested. Dr. Meszaros offered in summary the following: After review of University Policies for Student Life, the Code of Conduct was deemed to be in need of more structured language, as well as the various parts broken apart for greater understanding and clarity. Dr. Goree agreed. A question was asked as to whether or not the intent of some of these policies had been changed. Dr. Goree responded by giving an examples of wording that is not enforceable such as: "comfort," "intimidating," "individual," as opposed to a group. Only a threat against an individual, not a group, can be enforced. The proposed resolution uses wording that tracks state law and makes it more enforceable and more clear. In response to a question regarding the misuse of computer mail, Dr. Goree stated that there is a separate "Computer Misuse Policy" being considered by a different committee. It was noted that Kay Heidebreder, Associate General Counsel, sat on this task force and has approved this resolution. Cathryn Goree noted that it took four months to get information ready to

present to University Council. A recommendation to alter wording would need to be reviewed with Kay Heidbreder, given the legal and constitutional implications. In response to a question regarding acts to one's self, Dr. Goree stated that attempted suicide is dealt with through detaining orders, and drug and alcohol addiction has never been handled through Dean of Students. Judicial referral is submitted to the Dean of Students and a hearing is held either by an administrative hearing officer or by a student judicial committee. Typically the request for an administrative hearing officer or a student judicial committee by the person who is charged is honored. This is not handled by the honor system. Concerns were also expressed regarding: 1) acts against one's self and 2) the possibility of charging someone with assault that is not really assault, 3) "ability" under the "Abusive Conduct: Assault."

A formal motion was made and seconded to waive first reading. A roll call vote was requested. First reading in the Commission on Student Affairs involved a lot of discussion, second reading no discussion and passed unanimously. The motion to waive first reading appeared to have passed by a vote of 23 in favor and 17 opposed and was followed by passage of the resolution; at which point David deWolf reminded Council that bylaws require a majority vote of 2/3 of those present to successfully waive first reading. Carole Nickerson confirmed deWolf's procedural point, and the vote was declared moot. The resolution will be brought for second reading on April 20.

#### 4. Ongoing Business

- a. Council approved a packet of commission minutes comprised of:

Commission on Undergraduate Studies and Policies, February 9, 1998, presented by Cosby Rogers.

Commission on Undergraduate Studies and Policies, February 23, 1998, presented by Cosby Rogers. In regard to "accommodations for students with disabilities," it was noted that there is a recommendation that if a student elects not to have special accommodations, the faculty member should seek to have a written statement signed by the student that they have waived their right to special accommodations.

Commission on Faculty Affairs, February 13, 1998, presented by Janet Johnson.

Commission on Faculty Affairs, February 27, 1998, presented by Janet Johnson.

Commission on Graduate Studies and Policies, February 18, 1998, presented by Robert Brown.

Commission on Research, February 25, 1998, presented by Janet Johnson.

In response to a question, it was noted that the course taught is out of biology, but is taught in the center.

Commission on Student Affairs, February 19, 1998, presented by Kelli Campbell.

A "thank you" was directed to Dr. Cross regarding his emphasis on the importance of attendance at these meetings, and it was noted that these comments should also be addressed to University Council members.

Commission on Student Affairs, March 5, 1998, presented by Kelli Campbell.

Commission on Student Affairs, March 19, 1998, presented by Kelli Campbell.

#### 5. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning -- September 8, 1997 - October 9, 1997 - November 13, 1997 - January 8, 1998 - February 12, 1998.

A question was raised regarding a quorum at the January 8 meeting. Several members responded that while the roll may not show it clearly, there was definitely a quorum present at that meeting. Dr. Meszaros noted that the attendance roll will be checked and minutes will be corrected accordingly.

#### 6. Announcements

Dr. Meszaros reminded Council members of the Attorney General's Task Force on Alcohol on College Campuses. Dr. Torgersen, Dr. Cross and others are in a hearing session now. The public hearing tonight will be at 7:00 p.m. in Squires Student Center and all are encouraged to attend.

#### 7. Adjournment at 4:20 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/uc/ucm98-04-06.html> [**

# University Council Minutes

April 20, 1998

3:00 p.m.

Present: Dave Stetler (for Bob Bates), Landrum Cross, Eileen Hitchingham, Mary Ann Lewis (for Janet Johnson), Bob Schubert (for Paul Knox), Peggy Meszaros, Carole Nickerson, Len Peters, Minnis Ridenour, Jean Eversole (for Ray Smoot), Hap Bonham (for Rich Sorensen), Janis Grubb (for Charles Steger), Andy Swiger, Robert Brown, Kelli Campbell (for Raphael Castillejo), Terry Herdman, Ben Poe, Bob Parsons (for Cosby Rogers), Larry Shumsky, Richard Bambach, Norm Marriott, Deborah Mayo, Paul Metz, John Jacobson (for Kevin Pelzer), Eliza Tse, Frank Gwazdauskas, John Randolph, GM Simmons, Jr. (for Bob Benoit), David de Wolf, John Seiler, Rosemary Goss, Bernard Feldman, David Taylor (for Tom Head), Terry Lawrence, Nancy Phillips, Ningling Wang, Joel Donahue, Jody Olson, Beth Reinhard (for Tekisha Everette), Clyde Harris (for Natalie Wilson), Drew Lichtenberger, Moya Toohey

Absent: Erv Blythe, Greg Brown, Peter Eyre, Elyzabeth Holford, Bill Stephenson, Tom Tillar, Paul Torgersen, Sigrid Gustafson, Charles Lytton, Terry Swecker, James Yardley, Kay Burke, Gerri Johns, Curtis Lynch, Peggy Rasnick, Marilyn Norstedt, Rajiv Khosla

Guests: Pat Hyer, David Ford, Wanda Hankins Dean, Karen Torgersen

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of April 6, 1998

Provost Meszaros noted that the minutes of the April 6, 1998, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

## 3. New Business

### First Reading

Commission on Graduate Studies and Policies

[Resolution 1997-98D - Policy on Independent and Special Study Courses](#)

Dr. Robert Brown presented the Commission on Graduate Studies and Policies, Resolution 1997-98D, Policy on Independent and Special Study Courses for first reading. Dr. Brown reported that the work in regard to liberalizing the use of special studies and independent studies started last year. He reviewed with Council the proposed resolution. A question was raised as to the number of survey results returned regarding this resolution. Response: the specific programs queried were masters programs that required a total of 30 hours, there are about 10 programs, and there was a response from all programs. How many students are affected by this policy? Response: this issue was pursued from the point of view of what was reasonable, and not number of students affected. This resolution will be presented for second reading at the May 4 University Council meeting.

## 4. Ongoing Business

### 1. Second Reading

Commission on Undergraduate Studies and Policies

[Resolution 1997-98C - Expansion of Admissions Criteria for Students from Other than Accredited Schools](#)

Dr. Bob Parsons, representing Dr. Cosby Rogers as Chair of the Commission on Undergraduate Studies and Policies, moved the approval of second reading of the Commission on Undergraduate Studies and Policies Resolution 1997-98C, Expansion of Admissions Criteria for Students from Other than Accredited Schools; it was seconded. A concern was raised in regard to changes discussed at the April 6 University Council meeting that do not appear on the resolution. Carole Nickerson, with support from Wanda Dean and others, explained that first reading material proceeds to second reading intact. If suggestions made at the first reading discussion are to be incorporated, that action takes place in the form of amendments, friendly or otherwise, at second reading. Following discussion, a friendly amendment was offered and seconded to substitute the "documentation requirement" that is currently proposed with the following: application for admission, transcripts, grades, ACT and/or SAT scores, standardized test results, and SAT IIs to include math, writing and a third of their choice. The friendly amendment was accepted by Bob Parsons, representing Cosby Rogers as chair of CUS&P. It was suggested to set a minimal set of requirements, track the students admitted to determine if these requirements are sufficient and make provisions at the end of a year or two if necessary. In response to a question regarding requirements for international students, Karen Torgersen reported that this resolution does not apply to international students, but does apply to students only from other than accredited institutions. It was suggested that this resolution be returned to the Commission for consideration of the suggested amendments. In response, a concern was expressed that there is not enough time for additional review this year and therefore another year will be entered without a way to help these students. Council agreed we should proceed to get something out we can test. The friendly amendment was voted on and passed unanimously. A motion was made, seconded and passed unanimously to accept the resolution with the friendly amendment. Provost Meszaros noted that we have the Admissions Criteria for Students from Other than Accredited Schools with an understanding that it will be tracked over time and if necessary brought back to University Council for further modification.

### Second Reading

Commission on Student Affairs

[Resolution 1997-98A - Revisions to the University Policies for Student Life Code of Conduct](#)

Ms. Kelli Campbell, Vice Chair of Commission on Student Affairs, moved the approval of second reading of the Commission on Student Affairs Resolution 1997-98A, Revisions to the University Policies for Student Life Code of Conduct for first reading; it was seconded. Carole Nickerson noted that Jerry Cain, University General Counsel, was present to answer questions about wording that is legal and constitutional. In response to a question regarding changes suggested at April 6 Council meeting, it was noted that first reading is for presentation and discussion and second reading is for amendment and action. Landrum Cross addressed Council with a summary of the proposed resolution. An issue arose fall semester regarding the balance between free speech and hostile speech and what we could do

within the judicial system regarding this issue. President Torgersen requested a task force be put together to study our policies and how they could either be inappropriately applied or just not clear. This task force recommended some changes to the University Policies in the undergraduate Hokie Handbook. There were four recommendations, three of which could be handled administratively with editorial rewriting. The only one that involves a change in student life policies is the one presented in this resolution. The purpose is to clarify expectations in terms of abusive and threatening behavior. Wording in the old policy which used "feel uncomfortable" is not enforceable in a harassment situation. This resolution is an attempt to clarify what can be done and to remove inappropriate language that was promising we would do things that constitutionally in terms of free speech we could not do. Suggestions from Council from April 6 meeting have been reviewed by Kay Heidebreder and Jerry Cain. In response to a comment regarding acts against one's self, it was noted that under "Battery: The use of physical force against an individual," the term "individual" can be interpreted to include the "self." It is not considered advisable to have language that deals with emotional difficulties handled in legalistic, judicial processes. The resolution was voted on and passed unanimously.

2. Council approved a packet of commission minutes comprised of:

Commission on Undergraduate Studies and Policies, March 23, 1998, presented by Bob Parsons for Cosby Rogers.

Commission on Graduate Studies and Policies, March 4, 1998, presented by Robert Brown. It was re-emphasized that first names only should not be used in minutes.

Commission on Graduate Studies and Policies, March 18, 1998, presented by Robert Brown.

Commission on Student Affairs, April 2, 1998, presented by Kelli Campbell for Raphael Castillejo.

5. Announcements

Paul Metz shared that the Library has launched this year's Serials Cancellation Project and encouraged individuals to share the notices and offer suggestions in regard to the 1800 titles being reviewed. Some titles will be converted to electronic format.

Peggy Meszaros commented on the most recent Governor's action which will reduce the merit pool of dollars for faculty salaries. President Torgersen has been speaking with legislators and others regarding this issue. The Presidents will be discussing this issue via phone tomorrow. Every effort is being made to obtain support to bring back the merit pool money that the legislature approved. The Governor's proposal is \$27 million for salaries for the state, \$4.8 million for Virginia Tech, which will move faculty salaries from 5.8% to 4.1%. In response to a question, Minnis Ridenour commented that he is not aware of any constitutional questions raised. The budget bill has been signed and this is a new piece of legislation as a House/Senate bill the Governor is introducing to the special session for Wednesday that would make an amendment to the existing bill that has been signed.

Carole Nickerson shared information about the progress of the search for the new Vice President for Multicultural Affairs. Four candidates are scheduled to visit campus between Wednesday, April 22 and Friday, May 8. It is fortunate that we have an exceptionally strong and large pool of applicants. Information is being disseminated via electronic mail concerning the interview schedule. Commission chairs will be meeting with each candidate at special events. Council members were encouraged to participate in one or some of the planned events to meet the candidates. Evaluation forms will be available.

6. Adjournment at 4:00 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

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*Virginia Tech Governance Information*

**URL: <http://www.vt.edu/uc/ucm98-04-20.html>**

# University Council Minutes

May 4, 1998

3:00 p.m.

Present: Landrum Cross, D.P. Sponenberg (for Peter Eyre), Eileen Hitchingham, Rene Rios (for Elyzabeth Holford), Janet Johnson, Paul Knox, Peggy Meszaros, Carole Nickerson, Len Peters, Lisa Wilkes (for Minnis Ridenour), Jean Eversole (for Ray Smoot), Rich Sorensen, Janis Grubb (for Charles Steger), Bill Stephenson, Andy Swiger, Tom Tillar, Martin Day (for Robert Brown), Kelli Campbell (for Raphael Castillejo), Terry Herdman, Spencer Allen (for Ben Poe), Cosby Rogers, Terry Swecker, Richard Bambach, Deborah Mayo, Bruce Obenhaus (for Paul Metz), Kevin Pelzer, Eliza Tse, Frank Gwazdauskas, Bob Benoit, James Yardley, John Seiler, Rosemary Goss, Bernard Feldman, Kay Burke, Jamaa Bickley-King, Tom Head, Terry Lawrence, Marilyn Norstedt, Nancy Phillips, Joel Donahue,

Absent: Bob Bates, Erv Blythe, Greg Brown, Paul Torgersen, Sigrid Gustafson, Charles Lytton, Larry Shumsky, Norm Marriott, John Randolph, David de Wolf, Curtis Lynch, Peggy Rasnick, Rajiv Khosla, Ningling Wang, Jody Olson, Tekisha Everette, Natalie Wilson, Drew Lichtenberger, Moya Toohey

Guest: David Ford

## 1. Adoption of Agenda

A motion was made and seconded to adopt the agenda as distributed. The motion passed.

## 2. Announcement of approval and posting of Council Minutes of April 20, 1998

Provost Meszaros noted that the minutes of the April 20, 1998, University Council meeting have been voted on and approved electronically. Once voted upon, University Council minutes can be publicly accessed on the Governance Information System on the WEB.

Provost Meszaros noted that Dr. Torgersen was called away to meet with the Chair of the State Council on Higher Education.

## 3. New Business

None

## 4. Ongoing Business

### a. Second Reading

Commission on Graduate Studies and Policies

Resolution 1997-98D - Policy on Independent and Special Study Courses

Dr. Marty Day, representing Dr. Robert Brown, presented the Commission on Graduate Studies and Policies, Resolution 1997-98D, Policy on Independent and Special Study Courses for second reading. Dr. Day summarized the history and content of this resolution. Commission on Graduate Studies and Policies has been working on this resolution for two years. Due to an increased number of requests for allowances to exceed the standard limits, Dr. John Eaton requested a review of the limit on use of independent study courses and special study courses that are allowed on programs of study for graduate degrees. Regarding the standard baseline 30 hour masters degree program, the existing rule is that there is a maximum of six hours of independent study and special study courses total. The Commission's recommendation would increase that number to nine, but not allow all nine hours to be of the same type. The student can take a maximum of six hours of independent study and a maximum of six hours of special study, with the total being no more than nine. To find an appropriate way to scale this up for other masters degree programs that have a higher total number of hours, contact was made with the programs to seek advice before formulating guidelines. At the Ph.D. level the current existing rule is that a total of nine hours combined of independent and special study courses be allowed. The Commission's recommendation is to double the number to eighteen to allow a maximum of twelve of either type. The reason for the change is that in many areas the "state of the art" is advancing so fast that many programs need to increasingly rely on special study courses, which are usually the first step toward a course becoming a regular offering. These limits are not to be viewed as an absolute and inviolate rule. The Graduate School grants exceptions where there is good cause. Individual programs are free to impose their own rules and guidelines, and could be more restrictive if they want. In response to a question in regard to how many students are requesting to exceed the existing limits, the response was "several dozen per semester." In response to a question regarding the necessity of this resolution, it was noted that the requests for exception were already being granted. This also helps students who may not request waiver because of the stated limit. It is a matter of communicating what is appropriate. A motion and second was made to accept this resolution. The resolution was approved unanimously.

### b. Council approved a packet of Commission minutes comprised of:

Commission on Undergraduate Studies and Policies, April 13, 1998, presented by Cosby Rogers.

Commission on Undergraduate Studies and Policies, April 27, 1998, presented by Cosby Rogers.

Commission on Classified Staff Affairs, April 8, 1998, presented by Spencer Allen for Ben Poe.

Commission on Faculty Affairs, March 27, 1998, presented by Janet Johnson for Sigrid Gustafson. Note: Mary Moore and Darlene Grega were not listed as present or absence. A quorum was not present at the meeting.

Commission on Faculty Affairs, April 10, 1998, presented by Janet Johnson for Sigrid Gustafson.

Commission on Faculty Affairs, April 24, 1998, presented by Janet Johnson for Sigrid Gustafson.

Commission on Graduate Studies and Policies, April 1, 1998, presented by Marty Day for Robert Brown.

Commission on Outreach, March 26, 1998, presented by Terry Swecker.

5. Announcements

Provost Meszaros announced that this is the last University Council meeting of the academic year, and reminded Council that Graduate Commencement is on Friday, Undergraduate Commencement is on Saturday.

Carole Nickerson announced that plans for next fall include an even more "exciting" workshop for Commission chairs and staff who work for Commissions. A meeting of the Commission chairs will be called before the year begins to plan discussion topics. A more sophisticated web page is being planned for next year that will begin to log and track some of the items.

Provost Meszaros reported that the draft report of the Self Study has been received and it did verify the information from the exit interview. There were twelve recommendations, and we are already making progress on improvements. (Some other recent self studies had brought much higher numbers of recommendations.) In our case, most were technical, small detail items that need attention, and none were regarded as substantive or qualitative. The Self Study was in two parts: 1) the compliance component (the twelve recommendations fall in this area), and 2) focused strategic self-study - a more non-traditional approach of studying an area of interest to the university. We chose transforming the university with technology. This portion of the self study had a consultants group of four people who examined what we said about ourselves and offered observations and opinions and validation, as well as pushed us into the future. Recommendations are not made for part 2. We are not required to make a response, although there will be some way to follow up with what the consultants told us about ourselves. The consultants' summary at the exit interview was highly complimentary of the university and the large strides we have taken in the recent years building on a strong foundation of technology transformation. We have received the draft report to look at errors of fact. Response to the draft report was sent on May 1. Between May 1 and August we have a chance to prepare a more substantive response in terms of the recommendations: what steps are we taking, how are we organizing ourselves, which ones have already been accomplished. This will be submitted to the team chair and in turn the committee report and our response will be sent to the SACS reaffirmation team. The reaffirmation team will meet in December and make a decision regarding reaffirmation. We fully expect to be reaffirmed. The complete report and response will be shared with University Council, possibly at the first University Council meeting in the fall.

6. Adjournment at 3:25 p.m.

Respectfully submitted,

Carole Nickerson  
Executive Assistant to the President

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