

**Commission on Faculty Affairs**  
**Minutes**  
**April 5, 2013**

**Members Attending:** Joe Merola (Chair), Brad Klein, Ellen Plummer (Rep. Jack Finney), Kay Hunnings (Rep. Rich Sorensen), John Massey, Eric Vance, Velva Groover, Allan Grant, Diane Agud, Wornie Reed, and Matt Chan.

**Guests Attending:** Tom Thompson (Department of Crop & Soil Environmental Science).

The Commission on Faculty Affairs (CFA) meeting was called to order by Joe Merola, Chair, who distributed the agenda with two items.

1. Approval of minutes from the last meeting.
  2. Discussion and resolution on changes on Academy of Faculty Service policy.
1. Approval of Minutes from Previous Meeting

The minutes of the CFA meeting on March 22, 2012, were approved without change.

2. Discussion and resolution on changes on Academy of Faculty Service policy

CFA members discussed proposed changes made to the Academy of Faculty Service policy including an edited section of the Faculty Handbook and a draft document on appointments to the Academy of Faculty Services to be posted on the Virginia Tech web pages.

A motion was made and seconded to support the resolution to approve the new wording and changes to Section 9.16.8 of the Faculty Handbook on the Academy of Faculty Service with one edit. The commission voted 9 in favor, 0 opposed for the motion.

3. Old Business
  - a) CGS&P resolution on Ethics Training for Graduate Students

Joe Merola informed members that the Commission on Graduate Studies and Policies (CGS&P) is planning to present for first reading a resolution requiring all graduate students to complete an ethics training that would be shown on the student's transcript. This will be on the agenda at the April 15 University Council.

CFA members were presented with a copy of the resolution and an attached appendix as guidelines on the implementation of the ethics training.

CFA members gave two suggestions.

- I. The Graduate School should have a more generic version of the ethics training that fulfills the requirement and that gives leeway to departments to cover other parts that they consider important to their disciplines.
- II. The proposal should have language that suggests a specific time (e.g., during the first year of graduate study) when the training should be completed so that students have the benefits of the education throughout their graduate study.

Joe Merola will write a more comprehensive draft of the two suggestions and email it to CFA members to provide input before he forwards the suggestions to CGS&P.

4. Briefings on relevant Commission or Committee Agendas

Joe Merola informed members that the President Steger will establish a task force to look into issues involving study abroad and international collaborations. The task force will be chaired by Jerry Niles. The Task Force will look at concerns of the State Department that relate to the alerts conveyed to students about visiting particular countries. Such issues include security of students, medical procedures, and contact persons.

Joe also updated members on discussion about merit raises. He informed members that Dwight Shelton gave a budget presentation that included information on the current declining trend of less state funds allocated to Virginia Tech. Members were informed that the process of merit raises had been completed and faculty will learn about merit increases after the June Board of Visitors meeting.

Adjournment

There being no further business, the meeting was adjourned.

Recorder, Maxwell Awando