

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

March 20, 2014

3:30-4:30 p.m.

325 Burruss Hall

Attendance:

Don Back, Jan Helge Bøhn, Carlyle Brewster, Holly Grant, Ralph Hall, Shannon Jarrott, Reed Kennedy, Michael Schwarz (via phone), Llyn Sharp, Susan Short, Cathy Sutphin (for Ed Jones)

Absent:

Montasir Abbas, Kathy Alexander, Andrea Brunais, Kirsten Buhls, Lee Cooper, Jack Davis, Christine Fiori, Guru Ghosh, Ed Jones, Andy Overbay, Elankumaran Subbiah

1. Welcome

Carlyle Brewster welcomed everyone to the meeting; self-introductions were made.

2. Agenda Approval

Carlyle made a call for the approval of the agenda; the agenda was moved to approve; seconded and was approved.

3. Announcements

Carlyle made the call for announcements. No announcements were made.

4. Approval of Minutes, February 20, 2014

The minutes from the February 20, 2014 were sent out electronically for updates; were updated accordingly and were sent onto University Council and to the University Governance website (<http://www.governance.vt.edu/minutes.html>).

5. Chairman's Report

a. University Council Meetings

At the March 3, 2014 University Council, The Commission on Graduate Studies and Policies presented the resolution for second reading to establish a Master of Arts degree in Women's and Gender Studies; the resolution was approved. The Commission on Undergraduate Studies and Policies presented the resolution for second reading to approve the Bachelor of Science degree in Computational Modeling and Data Analytics. The minutes can be found at: http://www.governance.vt.edu/univcouncil/ucminutes_03-03-14.pdf.

The March 17, 2014 University Council meeting was cancelled.

6. Vice-Chair's Report

Reed Kennedy announced the winners of the individual and team awards for the Alumni Awards for Outreach Excellence. Reminders that the names are to be published by Special Events and are not contained within these minutes for that purpose. Reed indicated that 10 individual and 5 team packets were reviewed.

7. Reports

a. Virginia Cooperative Extension (VCE)

Cathy Sutphin talked about the celebration of the centennial of the Smith Lever Act for Extension. Events will take place May 8, 1914. She also talked about the birthday celebration on June 18th where children will be decorating birthday cakes through history.

There will be events on campus and at unit offices across the state. The website is: <http://www.extension100years.net/>. Cathy also talked about character counts in Brazil with young folks and an exchange of faculty members. A 4-H program in Senegal is in the process of being explored; Italy is starting up a similar program to our Kids Tech University; there is a need for colleges to offer information for the recruiting workshops for teens coming in this summer, June 17th.

b. University Council on International Affairs (UCIA) Meeting

Don Back gave the University Council on International Affairs report. He highlighted that the resolution regarding undergraduate graduation and degree conferrals was referred to the Academic Affairs Committee; specifically Dean Stauffer. The Education Abroad Health form resolution has been approved by the Commission on Outreach and International Affairs.

Regarding the UCIA meeting, Don passed around a handout on the Winter Session Guidelines (**see attached**). Discussion among the commission included pros and cons of winter-mester programs and how some of the programs aren't offered during the fall and spring. There were several people recognized for their outstanding work including Maria Elise Christie and Muni Muniappan. Larry Vaughan has gone to Senegal to take over for Patrick Guilbaud; and the Language Culture Institute (LCI) is planning a trip to Kurdistan. The ribbon cutting for the new LCI site in Fairfax is planned for April 30th; and Dr. Schurig is working on the strategic plan for international affairs. There was an FBI speaker at the UCIA meeting to talk about digital research and identity theft. Minutes are located at: http://www.outreach.vt.edu/UCIA/minutes_index.html.

8. Carnegie Reclassification Application Process Update

Susan Short spoke about the deadline for the Carnegie Reclassification, April 15th; and the hope is to get the rough draft out on Monday.

9. Commission Board Member Comments

Cathy Sutphin passed around the Military 4-H Partnership Annual Corporate Report (**see attached**). Michael Schwarz talked about the Global forum for Agriculture last month; and food safety/USDA connections in Ecuador; and USDA Pakistan trip upcoming. The Dean's Forum will take place next week; and Jan Helge Bøhn talked about some relations with China including undergraduate student exchange with Shanghai Jiao Tong University.

A call for the meeting to be adjourned was made, seconded and approved; adjourned at 4:25 p.m.

Respectfully submitted,

Kimberly Rhodes
Recording Secretary

Virginia Tech
Winter Session Guidelines
Course Offering Departments

Definition of Term

Winter Session is a special additional session offering for credit classes between the fall and spring terms. The term will carry the internal designation of "12" and CRNs will begin with "2XXXX."

Instruction Guidelines

Instructional Delivery Options:

Virtual Campus: These courses would be delivered 100% over the internet.

Blended: These courses would use on-line methods for the first part of the instruction followed by in residence instruction on the Blacksburg campus. The in residence instruction would include class instruction of two hours each day to accommodate contact minutes and earning of appropriate credit hours.

Winter Experience: These courses would offer either international or domestic experience within the framework of academic course offering(s).

Residential: Courses 1 to 4 credit hours offered in face-to-face instruction. The in residence experience would include classes meeting 3.15 to 4 hours each day of the five day class week. Number of credit hours earned guides the framework for the required number of class contact

Selection of Courses

Centralized Course Approvals: Because Winter Session is a new instructional opportunity and a new funding model, the initial implementation of the session will be centrally managed. Departments will propose courses to be offered, along with projected cost of faculty and projected enrollments. Approval to list and offer the course will be at the discretion of the AVP for Enrollment Management and courses may be cancelled for small enrollment.

Departments may choose to offer courses from currently approved listings or use the "special study" format to offer experimental courses. Winter Session will allow departments an opportunity to explore and to expand instructional strategies to support the learning and pedagogy experiences envisioned in the Long Range Plan including: research and experiential learning, international experiences and foreign languages, problem solving and team building and application and integration of the arts and technology.

Revenue Based Funding Model: Tuition revenues generated by a Winter Session course will be shared with the department offering the course on the basis of cost plus an incentive allocation of any net revenues generated by the course. Program fees, study abroad fees, and lab/course fees will be credited to programs following the same for fall and spring. Note: colleges will identify any college specific costs designated for college-centric withholding.

Specifically, the course tuition revenues will allocated in the following priority:

1. To cover the faculty payment for delivering the course.
2. To cover the university overhead for instructional/student service support (30% of faculty payment)
3. 70% of any net revenues generated by the course will be allocated back to the department delivering the course.

The table below demonstrates a possible allocation strategy.

Sample Revenue, Expense and Net Distribution Calculation	
Cost of 3 Credit Hour Course (Current In-State Tuition)	\$ 1,148
Actual Course Enrollments	20
Actual Course Revenue	\$ 22,960
Cost of Instructor Overload Payment	8,000
Fringe Benefits (FICA 7.65%)	612
University Overhead Cost (30%)	2,400
Net Revenue	\$ 11,948
Net Revenue Returned to Department (70%)	\$ 8,364
Total Funding Returned to Department	\$ 16,364

Departments that offer courses that do not cover the instructional cost will be responsible for those costs but will not be assessed a university overhead charge.

Complete the business plan spreadsheet, "Course Revenue Calculator," for each course proposed for inclusion in Winter Session. The spreadsheet requires entry of course information, instructional delivery, estimated student enrollment, and negotiated faculty compensation. The form will calculate the projected revenue for each course. Determination of approval for inclusion in winter session will follow review of the proffered business plan for the course. The Office of the University Registrar will coordinate with the department scheduler the specifics of requested time (days and class periods) and preferred class locations.

Calendar

VBW: courses offered via virtual, blended, or winter experience. Courses may begin no earlier than the published first day as noted below and must end no later than the published exam date as noted below.

R Term: courses offered in residence begin as noted below with the First Day of Classes and End with the published exam date as noted below. Course offering departments are given the flexibility to define start and end times of classes and number of class meeting times each week. See example structures in "Scheduling Options" section.

Winter Session 2014

Virtual, Blended, or Winter Experience Calendar (20 days maximum) [VBW]:

- ❖ First Day of Classes, Saturday December 28, 2013
- ❖ Last Day of Classes, Friday January 17, 2014
- ❖ Exam, Saturday January 18, 2014
- ❖ Posting of final grades, Tuesday, January 21, 2014

Residential Calendar (12 days maximum) [R Term]

- ❖ First Day of Classes, Thursday, January 2, 2014
- ❖ Last Day of Classes, Friday, January 17, 2014
- ❖ Exam, Saturday January 18, 2014
- ❖ Posting of final grades, Tuesday, January 21, 2014

Scheduling Options:

Courses may not begin before the published start of the calendar type [VBW or R Term]. Course offering departments are given the flexibility to define start and end times of classes and number of class meeting times each week. The department and instructor may establish break periods within the framework of the extended class session. However, for R Term, the total number of contact times is needed to assure appropriate delivery of instruction is equivalent to credit hours earned. For the R Term option, departments may wish to offer a four or five day class framework.

R Term Required Contact Minutes for 12 class session:

- 1 credit = 62.5 minutes per session (1.04 hour)
- 2 credit = 125 minutes per session (2.08 hours)
- 3 credit = 187.5 minutes per session (3.12 hours)
- 4 credit = 250 minutes per session (4.16 hours)

Example Class meeting Frameworks (times approximate to reflect contact minutes):

3 credit course, : M,Tu,W,Th,F (10 – 12) and (2 – 315)

Or

3 credit course: M, Tu, W, Th, F (9-12:15)

Or

3 credit course: M, Tu, W (1:30 – 4:45), Th, F (9 – 12:15)

Or

3 credit course: M, Tu, W, Th (*requires 4 hrs 20 minutes) (8:30 – 1:00) or (8:30 – 11:30 and 2:00 – 3:30)

Target Student Population:

The target populations for the Virginia Tech Winter Session are (a) currently enrolled undergraduate and graduate students and (b) visiting students who are not seeking admission as degree-seeking students. Newly admitted students will not be considered for winter session enrollment as their first term.

Faculty Compensation

Faculty on academic or calendar year appointments may be invited by the department head or chair to teach in Winter Session. The faculty member may receive overload payment for teaching a Winter Session credit course as it is not considered part of the normal expectation for the instructional year. Compensation for teaching in the special session is negotiated by the faculty member and the department. Maximum compensation is set at 3.75% of the faculty member's annual salary for each one-credit semester course taught. An additional incentive grant may be negotiated up to a maximum of one month salary. The overload payment is considered in the total allowable additional aggregate compensation of no more than 33 1/3% of annual salary.

Appropriately credentialed administrative and professional (A/P) faculty may also teach during this special session with approval of their department head. Guidelines set forth in **Policy 4071, Policy for Staff Employed to Teach For-Credit Courses** and **Policy 4072, Teaching Credit Classes and Overload Compensation for Administrative and Professional Faculty Members** apply.

Overload payments must be processed using the P14 (Adjunct and Faculty Wage Payment) form. Use the employee Winter Session class code of [to be designated] to initiate payment. All P14s must be approved by Enrollment Management before processing by Human Resources.

2013-2014 Winter Experience Courses*

ALS 2984:

SPECIAL STUDY: Sustainable Agriculture in the Developing World: Past, Present and Future.
Senegal

BC 4974:

INDEPENDENT STUDY: Construction Culture. Study Abroad in Spain and Portugal

COS 4984:

International Nanoscience/France, Germany and Switzerland

GEOG 3954:

STUDY ABROAD: Sustaining Human Societies and the Environment – New Zealand

HORT 2984:

Agriculture in Spain

HTM 2454:

TRAVEL & TOURISM MANAGEMENT - Resort Management in Punta Cana, Dominican Republic.

IDS 3204:

TOPICS IN PROFESSIONAL DEVELOPMENT: Design Empowerment - India

MGT 3954:

Business and Culture in Italy

MGT 3954:

Business, Culture and Leadership in New Zealand

*During the inaugural Winter Session, **115** students participated in winter experience courses.



Military 4-H Partnership Annual Corporate Report

A Year in Review - Kathleen Jamison, 4-H Military Liaison & Louetta Jones, 4-H Military Club Director

The Virginia 4-H Military Partnership continues to provide a 4-H support network across the state to help youth of military families develop skills to become more resilient in the face of change and adaptive in navigating everyday life and the issues of growing up.

Over 1,900 Virginia military youth participate in 4-H clubs or programs. This includes military youth enrolled in county/city 4-H programs and those enrolled in 4-H clubs on 14 military installation sites. Thirty counties and three cities report enrollment of military youth in local 4-H clubs. It remains a challenge to capture the number of geographically dispersed military youth engaged in 4-H programming such as community afterschool programs, school enrichment programs, summer camps, State 4-H Congress, Intermediate Congress, achievement night programs, competitions, and county fairs.

Learning opportunities in 4-H are focused on three main program areas: Citizenship, Healthy Living and STEM (science, technology, engineering, and math). 4-H Extension Agents and 4-H Installation Club Coordinators work with installation staff to identify projects of interest to military youth as well as projects that focus on their respective branch needs. Regardless of the project selected, 4-H curriculum is researched-based and leads to the development of life skills.

The reporting of 4-H Military Club outcomes - changes in knowledge, skills, and attitudes—are evidenced this year. We are proud of strengthened partnerships.



*Mission: To Provide 4-H Military Youth
Diverse Opportunities to Learn and Practice Life Skills*

4-H Military Club Partners



Military 4-H Partnerships are supported by the U.S. Department of Agriculture, National Institute of Food and Agriculture, 4-H Headquarters; U.S. Army Child, Youth and School Services; U.S. Air Force Child and Youth Programs; U.S. Navy Child and Youth Programs; and the Virginia Cooperative Extension 4-H Program (Virginia Tech and Virginia State University) through grant funding at Kansas State University.

Facts At A Glance

- 1,414 military youth are enrolled in 4-H installation military clubs.
- 11 installations with 14 sites have 4-H Military Clubs.
- 13 installation clubs received new or renewed club charters.
- 1 off-installation chartered club has 10 military youth members and 4 military-connected youth.
- 35 trainings for youth staff on installations were held.
- 105 youth staff on military installations were trained.
- 510 military youth were enrolled in 33 different 4-H youth development programs statewide, including branches of Army Active & Reserve, Air Force Active & Reserve, Navy Active & Reserve, Army National Guard, Air National Guard, Marine Corps Active & Reserve, and Coast Guard Active & Reserve.



2013 Goals:

- Provide military families and youth with information about the benefits and availability of 4-H programs in Virginia through emails, the Virginia 4-H Military Club website and local 4-H program marketing .
- Strengthen current and develop new 4-H chartered clubs on targeted military installations.
- Assist military staff to identify projects of interest to military youth
- Provide information on project topics identified as needs by their respective branches.
- Educate staff on outcome-collection strategies (changes in knowledge, skills, attitudes)
- Assist with development of annual calendar.
- Build connections between on-installation 4-H clubs and local 4-H clubs/programs.

Outcomes of 4-H Military Club Programming

Citizenship:

- 502 youth participants increased the frequency in which they play by the same rules they set for others. (A 136% increase)*
- 485 youth participants increased the frequency of doing kind acts for others. (A 128% increase)*
- 468 youth improved how they take care of property they have permission to use. (A 138% increase)*
- 432 youth demonstrated improved teamwork. (A 173 % increase)*

Healthy Living:

- 597 youth indicated they have incorporated at least one new health or nutrition practice (eating correct portion sizes, eating in moderation, choosing healthier beverages over high calorie/high sugar drinks, eating healthier snacks and/or increasing physical activity) into their daily lives. (A 180% increase)*
- 558 youth indicated increased knowledge on the benefits of physical activity.
- 557 youth indicated the importance of healthy food options.
- 381 youth indicated increased knowledge of diseases related to obesity. (A 217% increase)*
- 526 youth identified ways to say no to tobacco (cigarettes and cigars), alcohol and illegal/legal drugs when offered a substance. (A 374% increase)*

Science:

- 263 youth increased knowledge in STEM (*Science, Technology, Engineering, and Math*) taught through gardening, aerospace, plant growth, robotics and alternative energy.
- 92 youth increased STEM skills and abilities to construct woodworking projects, build robots, build and launch rockets, and use computers.
- 304 youth improved teamwork in STEM when working together to conduct or complete projects such as science experiments, gardening, plant growth charts, robots, and assembly of tent for outdoor adventure. (A 76% increase)*
- 251 youth increased STEM problem-solving abilities by completing science experiments or woodworking projects. (A 230% increase)*



* The outcomes of FY 2013 were compared to outcomes of FY 2012.

Army Installations With 4-H Clubs



U.S. Army Child, Youth
& School Services

Fort Belvoir
Fort Lee
Joint Base Myer - Henderson Hall

**2 Chartered Clubs - 23 Project Groups
616 Military 4-H Youth Members**

A variety of 4-H projects were conducted by Army 4-H clubs to promote resiliency. Projects included public speaking, officer training, photography, theater arts, service learning, citizenship, character education, consumerism, foods & culture, bullying prevention, health and fitness, Health Rocks, first aid, sewing, babysitting, child development, robotics, gardening and aerospace. See highlighted stories:

Fort Belvoir - Stomp Out Smoking Campaign: In partnership with Fort Belvoir Elementary School, the School Age Center (SAC) Steppers consisting of 18 youth, performed a dance/step routine called "Stomp It Out!" during a school assembly. Their step routine demonstrated the importance of "Stomping Out" the use of tobacco. Youth also performed for their peers, SAC staff and families during the after school SAC program. A banner was created and presented to the school. The Steppers reached 310 participants with their stop smoking message. This method allowed youth to express their feelings and ideas through dance and movement.

Joint Base Myer-Henderson Hall - Cooking Club: Thirty members of the School Age Center Cooking Club were passionate about cooking. Youth developed useful skills in the kitchen such as how to read recipes, follow directions, accurately measure ingredients, and use kitchen equipment such as a blender and stand up mixer.



Fort Lee Bike Safety Camp, "Calling All Bikers:

Seventy-five 4-H youth learned bike safety, repairing and riding tips. Youth also learned about different bikes with wheels including motorcycles, which included a field trip to a local store to learn more about the different types of motorcycles. The camp culminated with a bike ride around FT Lee, led by the Fort Lee Veterans Association on their motorcycles.



Air Force Installations With 4-H Clubs



Joint Base Langley/Eustis - Eustis
Joint Base Langley/Eustis - Langley Air Force Base

**1 Chartered Club - 19 Project Groups
534 Military 4-H Youth Members**

Numerous projects were conducted to support the Air Force focus of health, nutrition, and fitness, Health Rocks, and STEM Education. Youth also participated in several citizenship projects. See highlighted stories:

Fort Eustis School Age Program- CHARACTER COUNTS! Week:

Over 50 youth participated in the character education week activities. The theme for spring break was *Character Counts!* Every day a pillar of character was highlighted as the theme for the day.

Throughout the week the children created a "Kindness chain" writing individual acts of kindness on pieces of paper that were linked together to form a chain that stretched the length of the hall.



In addition, fifteen 4-H members worked with kindergartners at the child development center on base to make a "Handprint Friendship Quilt." Other service projects conducted included planting flowers and a trash clean up around the base.

FT Eustis Youth Program - 4-H Pet Care Club: Fifteen youth participated in the 4-H Pet Care Club. There were youth who were afraid of animals and overcame their fear to help nurture puppies who lost their mothers. For a week the puppies were fed, walked, and groomed. The youth gained additional knowledge on the work and responsibility involved with taking care of a pet.



"The youth worked as a team to care for the puppies and were helpful. It was very nice to see them evolving."

*Project Leader,
Pet Care Club*



Langley Air Force Base - Bethel Manor Youth Programs -

Digital Media Project: 11 youth participated in the 4-H Virginia Youth Voices program. These youth gained digital media knowledge and skills while creating collages representing youth voice. The collage created by these youth, "We Took A Stand to Stay Drug Free" was recognized as the Digital Collage of the Year at the Virginia 4-H Red Carpet Event.

Navy Installations With 4-H Clubs

Joint Expeditionary Base Fort Story/Youth
Joint Expeditionary Base Little Creek/Youth
Naval Air Station Oceana
Naval Air Station Oceana Midway Manor
Naval Station Norfolk
Naval Support Activity Northwest Annex
Naval Support Activity South Potomac -Dahlgren
Naval Weapons Station Yorktown
Norfolk Naval Shipyard Portsmouth



**10 Chartered Clubs - 3 Project Groups
264 Military 4-H Youth Members**

Projects were conducted to support the Navy core program areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, Fitness and Technology. See highlighted stories:

Joint Expeditionary Base Fort Story - 4-H Day at the Capitol:

Five members of the Fort Story First Landing 4-H'ers participated in 4-H Day at the Capitol. They met 4-H members from across Virginia as they learned more about the State Capitol.



Statements made by Fort Story 4-H members during the trip home from the Capitol included:

*"I can't wait for the next year."
"I want to be a Delegate."*

Geographically Dispersed Youth - Honored by Adobe Youth

Voices: Two geographically dispersed youth (Air National Guard and Marine) of Prince George County 4-H Military Off-Installation Club and their local 4-H Extension Agent participated in the 2013 Adobe Youth Voices (AYV) Summit held at Santa Clara University in California. Over 30,000 youth and adults submitted applications to attend the AYV Summit and our Virginia military youth were among the 113 who were chosen to participate. At the summit, the 4-H youth worked with a production team to create a digital media project and learned new media techniques with youth from 23 countries around the world.



"This was an experience of a lifetime. The three of us surely have a lot to share with everyone now that we are back home. We look forward to 'creating with a purpose' as they say at Adobe."

Hermon Maclin, Extension Agent 4-H Youth Development

Naval Air Station Oceana: Children's Hospital Garden Clean-up Service Project: Thirteen 4-H members cleaned up the therapy garden at a children's hospital. Prior to the trip, youth made homemade garden markers that featured laminated flowers, seeds and seed packs.

Naval Air Station Oceana Midway - Giving Back to the Community: Twelve 4-H club members made cookies and muffins to give to the local volunteer firefighters. After the youth delivered the cookies, the firefighters gave them a tour of the fire house. They also explored the fire trucks and were encouraged to ask questions.

Naval Support Activity South Potomac, Dahlgren - Lego Robotics: Twelve members of the Lego Robotics team went to the Norfolk tournament and competed in Lego Design. They won *first place* and received the Robot Design Award. The youth also came in second place and received the *Champion Award*. Through the robotics project, youth learned to research a problem, develop a solution, construct and program a robot to complete challenges, and increased their ability to work as a team.

Naval Weapons Station Yorktown - Growing Your Own Food:

Twelve 4-H members learned how to plant and maintain a garden. They also learned about the health benefit of the vegetables they grew. Vegetables planted were watermelon, cucumbers, peppers, squash, and eggplant.



Virginia Cooperative Extension 4-H Youth Development Programs Providing Support to 4-H Military Clubs

Arlington, Chesapeake, Fairfax, Hampton,
King George, Newport News, Norfolk, Prince George, and
Virginia Beach

Contacts for Virginia 4-H Military Club Partnership:

Kathleen Jamison, Ph.D., State 4-H Military Liaison
Phone: 540-231-9411 E-mail: jamisonk@vt.edu

Louetta Jones, Virginia 4-H Military Club Director
Phone: 804-712-8467 E-mail: lojones@vt.edu

Website for Additional Virginia 4-H Military Club Stories:

<http://www.virginia4-hmilitaryclubs.org>

National Website to Learn about 4-H Military Partnerships:

<http://www.4-hmilitarypartnerships.org>