COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
January 19, 2016
130 Burruss Hall

MEMBERS

Members Present: Richard Ashley (Chair), William Dougherty (for Scott Midkiff), Savita Sharma (for Dwight Shelton), Kathy Hosig, Robin Jones, Bradley Klein, Edward Lener, Daniel Newcomb, Ryan Speer, Sherwood Wilson

Members Absent: Mary Christian (with notice), Hunter Bowers (with notice), Felicia Etzkorn (with notice), Chris Kiwus (with notice), Christina Lapel, Heather Parrish, Charles Phlegar (with notice), Ken Smith, Don Taylor

Guests: Jon Fritsch, Dale Pike, Steve Mouras

Recorder: Vickie Chiocca

1. **Approval of Agenda**

    The Chair, Richard Ashley, called the meeting to order at 2:01 p.m. The agenda was approved.

2. **Approval of December 15, 2016 Minutes**

    The minutes from the December 15, 2016 Commission meeting were approved.

3. **New Business**

    Dale Pike, Executive Director of Technology-Enhanced Learning and Online Strategies (TLOS) presented an update on the transition from Scholar to Canvas (Attachment A). Notable progress has been made in terms of identifying the last groups of people using Scholar, especially those who are using group collaboration features of Scholar. Additional topics included:
    - Canvas Implementation will increase targeted messaging, as Scholar will be terminated the end of spring semester 2017.
    - New project sites were turned off in Scholar during fall 2016.
    - Student Assessment of Teaching (SPOT) replacement is simpler to use with 60% participation rate achieved in 2016 (compared to 39-43% previously).
    - Migration plans & communications for ePortfolio replacement are in process.

4. **Old Business**

    a. SGA Resolution on "Addition of Electronic Cigarettes to Policy 1010"
    - The Chair shared recent survey results, noting nearly 800 responses, with the vast majority in favor of including restrictions on vaping in Policy 1010.
    - The Chair introduced, Jon Fritsch, Assistant Director of Health Education, Hokie Wellness, who is a tobacco treatment specialist with a significant background in tobacco prevention and treatment. Mr. Fritsch spoke about tobacco usage noting the following main points for consideration:
        o Actual tobacco usage rates on campus (2% among students) are much smaller than perceived rates according to a national college health assessment.

- A number of peer institutions have gone completely tobacco-free
  - Six of 13 ACC institutions are smoke-free, four are 100% tobacco-free;
  - Sixteen out of US News top 50 schools are smoke-free; 14 of those are also tobacco-free.
- Benefits of going tobacco-free could include reduced health insurance costs and positive perceptions among public and donors.

Discussion followed and included: problems of enforcement, particularly with students; smoke-free versus tobacco-free campus; dipping; entire campus ban versus current 25 feet from building ban, and term "vaporizer" versus "vaping".

After considerable discussion, the members voted to amend the draft resolution and policy to include "the use of any electronic cigarette or vaping device" to the current definition of smoking (Attachment B). William Dougherty motioned to pass the draft resolution and policy as amended, motion was seconded by Daniel Newcomb and carried unanimously. This constitutes the first reading of the proposed resolution.

The Chair will forward the draft resolution and policy to the Faculty Senate for their review and comments on the proposed policy change. Following Faculty Senate consideration, the resolution and policy will be forwarded to the University Council.

New Business
The Chair shared that he received a recent inquiry from Warren Nooger, SGA representative on the Transportation and Parking Committee, regarding policy work on unmanned aerial vehicles (UAV's). The Chair will forward the request to Sherwood Wilson, since the policy is in development under the purview of the Vice President of Administration.

5. **Reports from Committee Chairs/Representatives**

The three reporting Committees (Campus Development, Energy and Sustainability, and Transportation and Parking) have not met since the Commission's last meeting in December 2016.

6. **Acceptance of Committee Minutes**

The following committee minutes were accepted by the Commission:
- Transportation & Parking Committee – November 21, 2016

7. **Next Meeting Date**

The next meeting date is scheduled February 16, 2017 at 2:00 p.m. in 130 Burruss Hall.

Adjourned 2:52 p.m.

Respectfully submitted,

Vickie Chiocca

Scholar to Canvas

Commission on University Support
Committee Meeting
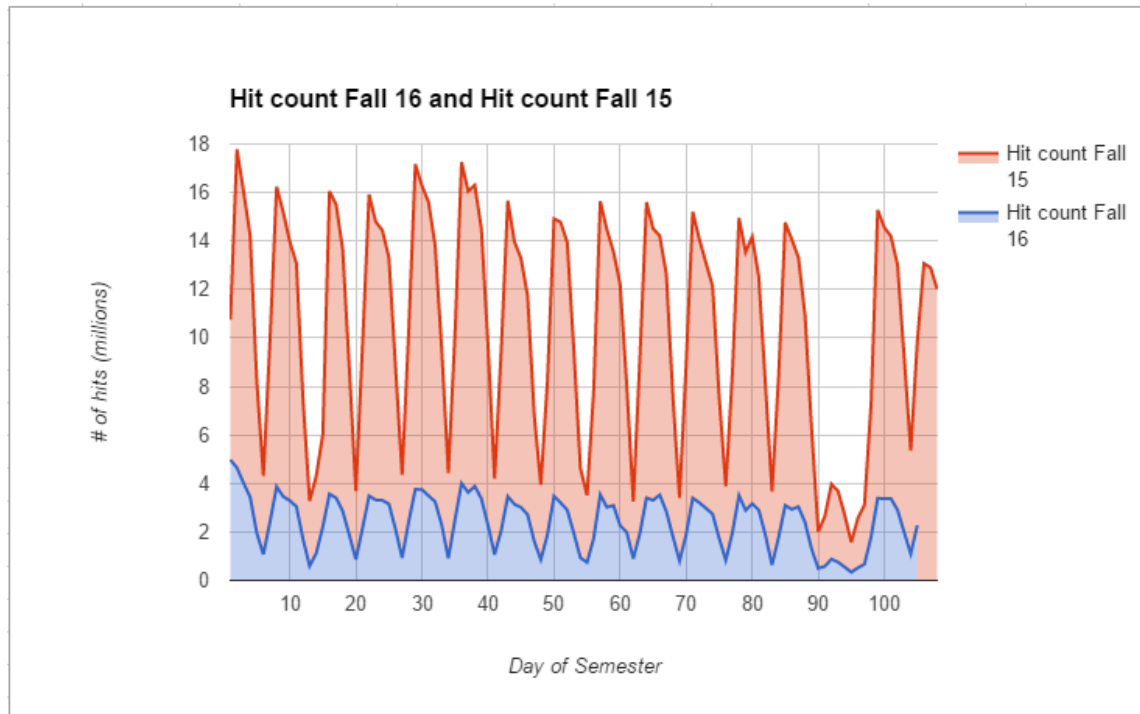January 19, 2017

Agenda

- Project Updates
  - Canvas Implementation
  - Project Sites Replacement
  - SPOT Replacement
  - ePortfolio Replacement

Canvas Implementation

Canvas Adoption Rates:

- Fall 2016 usage of Scholar was down considerably compared to 2015, but remained consistent

Hit count Fall 16 and Hit count Fall 15

Canvas Implementation

Communication Stream:

- Increasing warning messages in Scholar about the pending shutdown
- Countdown timer on the login page is now showing minutes and seconds to create a sense of urgency

Days until Scholar will be gone: **1 2 7 : 1 7 : 4 0 : 0 3**

- Added warning message to the Message of the Day to discourage the creation of new courses for Spring

Message of the day

WARNING: Spring 2017 is Scholar's final semester.
We encourage you to create new courses using Canvas!

If you are the Instructor of Record in Banner, you will find an official course shell (Canvas course site) for every CRN you are teaching for Spring or Winter Session 2017 in Canvas.

More than half of Virginia Tech courses have already moved to Canvas. Ready to make the switch? The Getting Started Guide for Instructors will get you on your way!

- Migrating from Scholar? See: Canvas Migrations Index for documentation.
- Transferring information from a draft course to your official course shell? See: How do I transfer my materials from my draft course to my official course?
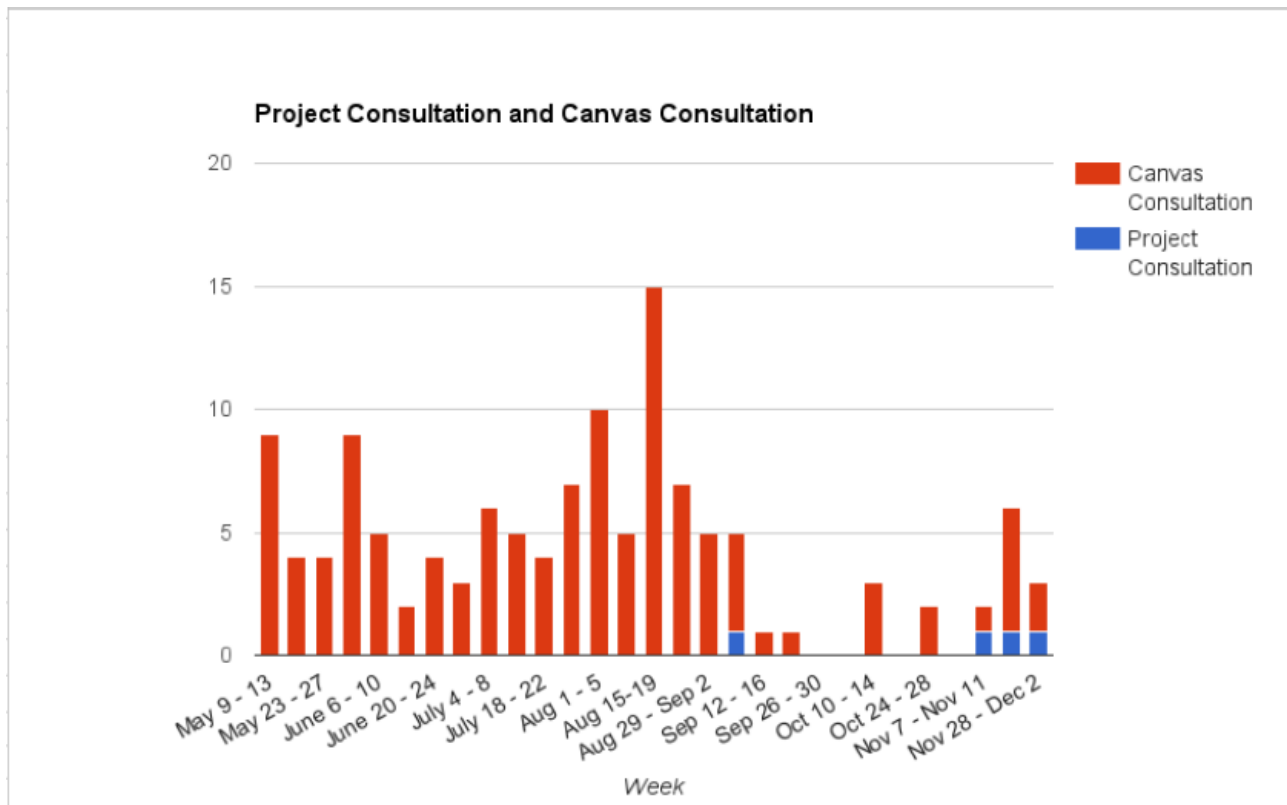- Merging CRNs? See: How do I merge (cross-list) sections into a single Canvas course site?

Don't forget! - Canvas Support is open 24/7 via phone, incident, or chat. To access, click the **Help** button in the bottom left corner of Canvas to access the Canvas Support options - get immediate help with an issue or link to register for NLI courses and One-on-One Help Sessions.
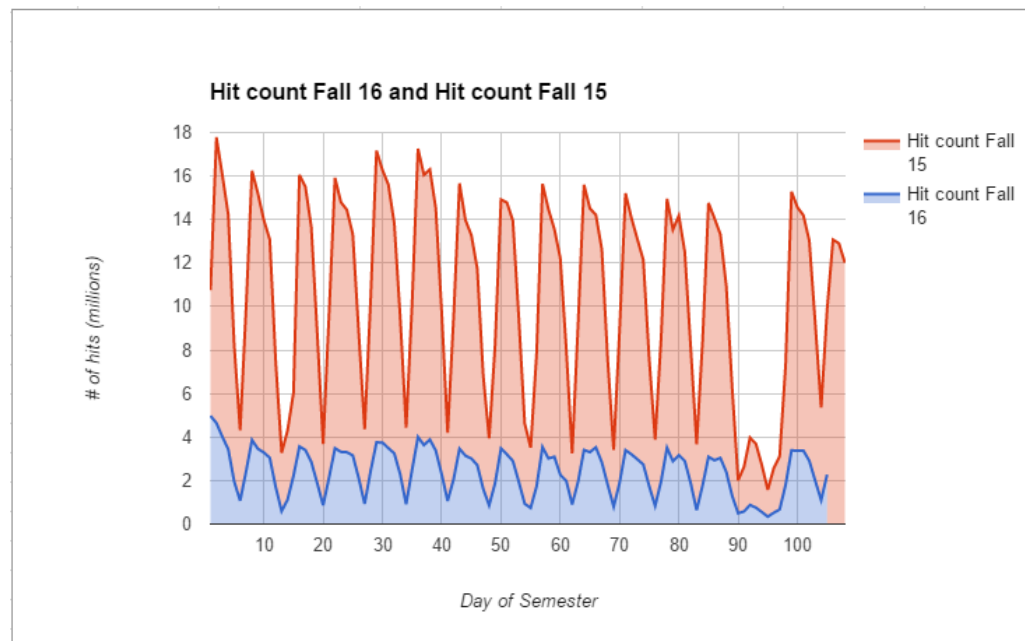
Canvas Implementation

Support Stream:

- The student consultations are averaging around 3-5 per week at the end of the semester. Typically 1 project site consultation per week.

Project Sites Replacement

Project Site Usage:

- Fall 2016 usage of project sites Scholar
- Usage was down considerably compared to 2015, but remained consistent throughout the semester

Project Sites Replacement

Communication Stream

- Email was sent out to owners of large project sites (sites larger than 1GB) providing information on how to get help with migrating their information.

Technical Stream

- Provided ServiceNow "requestable item" to register needs of help with "large" (> 1 GB) project site migrations. 700/14000 are large.
- We are working on a tool to push (when requested only) large site contents from Scholar into Google for site organizers.
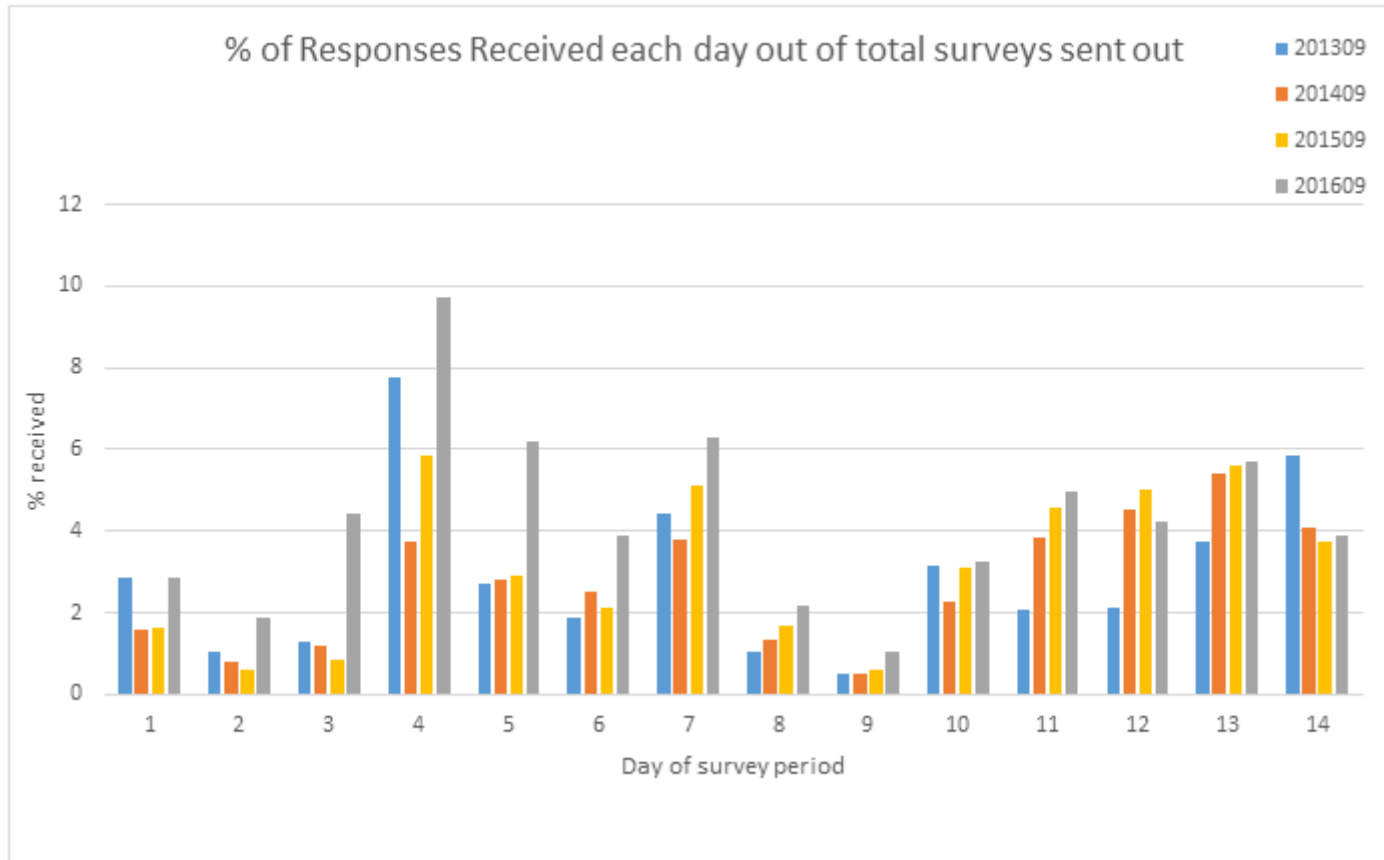
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Student Assessment of Teaching Replacement

Technical Stream

- Winter SPOT running from 1/11-1/18; EvaluationKIT setup took one person less than 3 hours, compared to 20 person hours involving TLOS developers in past cycles.
- Fall SPOT completed last month and reports were delivered to instructors and department administrators.
- Upcoming work this Spring:
  - Extraction of data from EK using their soon to be released (1/29/17) API; data to be pushed into Microstrategy for consistency with history.
  - Changes to enable department admins to have more control over their data directly and further reduce TLOS operational support requirements.
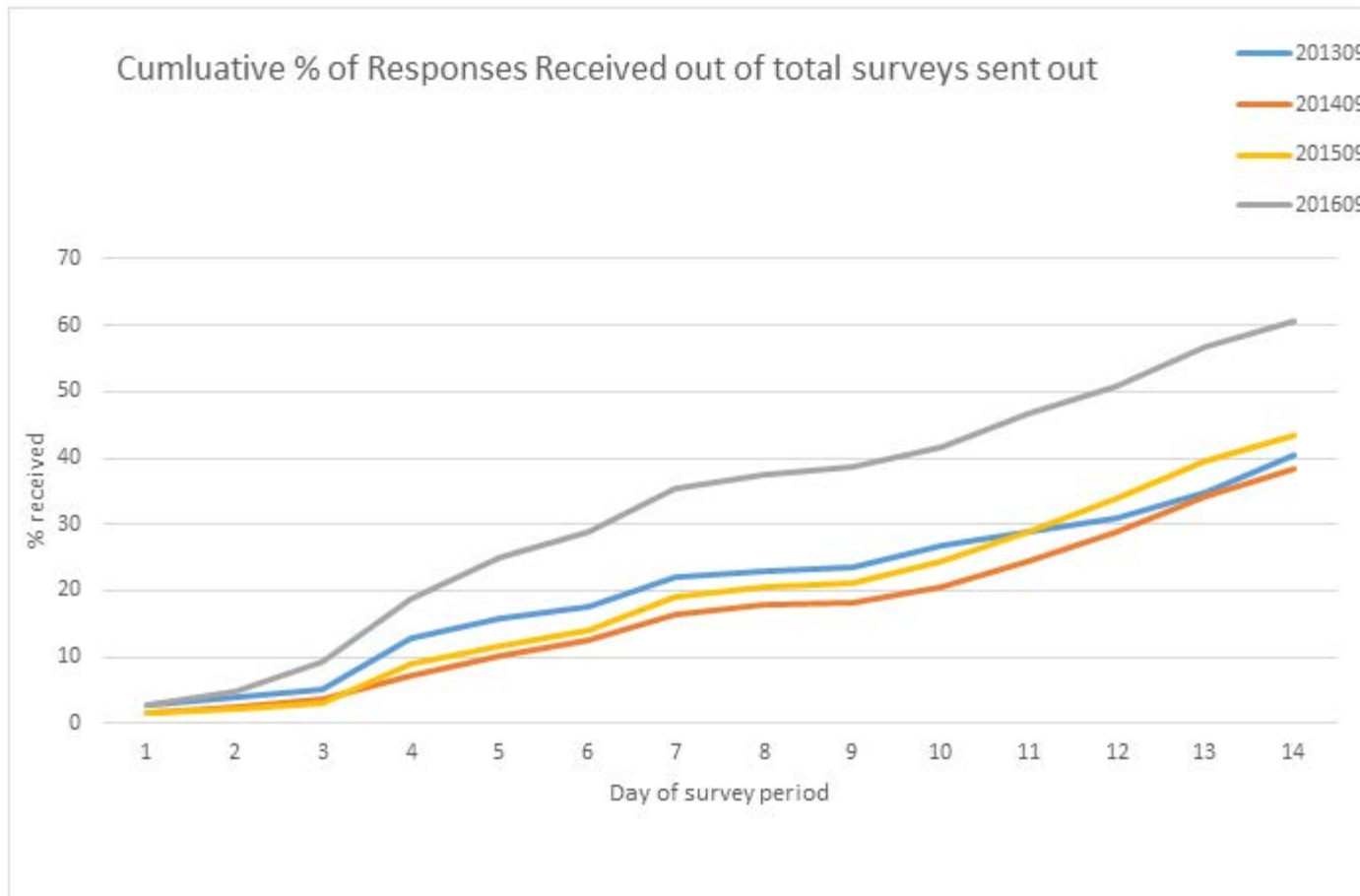
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Student Assessment of Teaching Replacement

▫ Day-by-day comparison of responses. Demonstrates higher response rate earlier in the cycle with EvaluationKit in 2016.

Student Assessment of Teaching Replacement

▫ Year-by-year comparison of response rates. 2016 reached just over 60% compared to the approximately 39-43% seen in recent years.

ePortfolio Replacement

- Office of Assessment & Evaluation is making progress on the TK20 implementation. They are currently working with the vendor and Enterprise Systems to get the system configured and populated with VT data
- The team is working on migration plans and communications for existing ePortfolio users
- VT Libraries is now participating in the ePortfolio Replacement project and ramping up initiatives to support student portfolios

Questions or Feedback?

Meeting Notes

Resolution to amend Policy on Smoking No. 1010
Commission on University Support
Resolution 2016-2017A

First Reading by Commission on University Support   January 19, 2017
Approved by the Commission on University of Support: (Date)
First reading by University Council: (Date)
Approved by University Council: (Date)
Approved by the President: (Date)
Approved by the Board of Visitors: (Date)
Effective Date: (Date)

WHEREAS, the state of Virginia prohibits the sale, distribution, and use of electronic cigarettes, vapor products and other alternative nicotine products to persons under the age of 18, mirroring their regulation of tobacco products like cigars and cigarettes, and

WHEREAS, there is currently no FDA regulation of what can be included in electronic cigarettes, and

WHEREAS, initial lab tests conducted in 2009 found detectable levels of toxic cancer causing chemicals in two leading brands of electronic cigarettes, and

WHEREAS, the American College Health Association recommends that colleges and universities "Develop a strongly worded tobacco policy… including, but not limited to, cigarettes, electronic cigarettes, cigars, and cigarillos," and

WHEREAS, universities including University of Florida and Vanderbilt University have adopted similar policies, and surveys conducted by the Commission on University Support (CUS) show majority support for treating electronic cigarettes in the same manner as other tobacco products, and

WHEREAS, Policy 1010, Section 4, currently reads:
     "SMOKING is the lighting or burning of any pipe, cigar, or cigarette or other tobacco product."

THEREFORE BE IT RESOLVED, that Policy 1010, Section 4, be amended to read:
     "SMOKING is the lighting or burning of any pipe, cigar, or cigarette, or other tobacco product; or the use of any electronic cigarette, or vaping device."

Subject: Policy on Smoking

1. <u>Purpose</u>

Virginia Polytechnic Institute and State University is committed to providing a safe, healthy, and pleasant learning and working environment for its students and employees. Medical research has shown that smoking poses hazards to one's health. Furthermore, research suggests that passive smoke may be hazardous to non-smokers. This policy is an effort to protect students and employees from the potential health hazards and discomfort of exposure to smoke, while also recognizing and respecting the rights of those who choose to smoke.

2. <u>Policy</u>

Within facilities owned or leased by the university and in university-owned vehicles, smoking is not permitted. This also includes parking garages, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on university-owned property by contractors or vendors. Smoking is permitted outdoors on university grounds, plazas, sidewalks, malls, and other similar open pedestrian-ways, provided smokers are at least 25 feet from an air intake, entrance or exit of any facility, including parking garages.

3. <u>Procedures</u>

3.1 Employee Work Breaks

In accordance with University Policy 4300, Hours of Work (http://www.policies.vt.edu/4300), supervisors may grant staff and wage employees working an 8-hour shift one morning break and one afternoon break which shall not exceed fifteen minutes each. These work breaks may be used to smoke outside buildings, as provided in Section 2 above. No additional smoking breaks are allowed.

3.2 Disposal of Smoking Materials

Where ash urns are furnished, they shall be placed at outside locations (25 feet or more from entry/exit ways) to aid smokers in disposing of smoking materials.

3.3 Responsibility

It is the responsibility of all students, faculty, and staff to observe the smoking policy. It is the responsibility of each supervisor, manager, department head, director, dean, and vice president to enforce the provisions of this policy in their area of accountability.

Those who smoke outside of buildings are expected to be considerate and courteous of other individuals in the university community. Smoking locations should not impede traffic flow in or out of buildings and should be in a location where smoke cannot drift into office, class or living space. Additionally, smokers should leave the smoking locations free of cigarette butts and other trash materials. All faculty, staff, students and visitors share the responsibility of keeping the campus clean, attractive, and litter-free.

4. <u>Definitions</u>

SMOKING is the lighting or burning of any pipe, cigar, or cigarette, or other tobacco product; or the use of any electronic cigarette or vaping device.

5. <u>References</u>

Virginia Tech, University Policy 4300, Hours of Work
            http://www.policies.vt.edu/4300

6. <u>Approval and Revisions</u>

Approved by the Virginia Polytechnic Institute and State University Board of Visitors on November 6, 1989. Effective January 1, 1990.

- Revision 1

    Smoking prohibited in all university facilities and university-owned vehicles with the exception of special purpose housing and Hancock Hall Atrium.

    Approved April 7, 1997, by the President, Paul E. Torgersen.

- Revision 2

    Section 2.3 deleted. Smoking no longer permitted in Hancock Hall Atrium

    Approved June 17, 1999, by the President, Paul E. Torgersen.

Annual Review December 2, 2001 by Executive Vice President and Chief Operating Officer, Minnis E. Ridenour. No revisions.

- Revision 3

    Section 2 revised. The only exception to the policy where smoking is allowed is in lodging rooms designated as smoking rooms in the Donaldson Brown Hotel and Conference Center.

    Sections 2.1 and 2.2 deleted. Smoking is no longer permitted in Residential and Special Purpose Housing.

    Approved by Residence Hall Federation on April 23, 2002.
    Approved by the Commission on Student Affairs on October 24, 2002.
    Approved by University Council on December 2, 2002.
    Approved by the President, Charles W. Steger, on December 2, 2002.
    Approved by the Board of Visitors on March 10, 2003.

- Revision 4

  Section 2 revised to read "The only exception to the policy where smoking is allowed is in lodging rooms designated as smoking rooms at The Inn at Virginia Tech and Skelton Conference Center, which is not operated by the university." (Administrative change due to name change from Donaldson Brown Hotel and Conference Center to the Inn at Virginia Tech and Skelton Conference Center.) Revised February 8, 2007.

- Revision 5

  To comply with Governor's Executive Order 41 and guidelines promulgated by the Secretary of Administration for the Commonwealth of Virginia, as amended on July 22, 2008. The policy was revised to add the more stringent regulation that smoking is not permitted within 25 feet of an air intake, entrance, or exit of any facility owned or leased by the university, including parking garages. Smoking is not permitted in structures placed on state-owned property by contractors or vendors.

  Approved by the Commission on University Support on November 20, 2008.
  Approved by University Council on February 16, 2009.
  Approved by President Charles W. Steger on February 16, 2009.
  Approved by the Board of Visitors on March 23, 2009.

- Revision 6

  Section 2 revised to remove the exemption that previously allowed smoking at The Inn at Virginia Tech and Skelton Conference Center.

  Approved January 28, 2011 by President Charles W. Steger.

- Revision 7

  Technical updates to references.

  Approved January 3, 2017 by President Timothy D. Sands.

- Revision 8

  Section 4 revised to add electronic cigarette or vaping device to the definition of Smoking.