

UNIVERSITY COUNCIL MEETING

September 22, 2014

3:00 p.m.

1045 Pamplin Hall

AGENDA

1. **Adoption of Agenda** Dr. Timothy Sands

2. **Announcement of approval and posting of minutes of May 5, 2014** Dr. Timothy Sands

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

3. **Reports from Commission Chairs** Dr. Timothy Sands
 - Commission Chair Briefings
 - Commission on Administrative and Professional Faculty Affairs Ms. Susan Volkmar
 - Commission on Equal Opportunity and Diversity Dr. Aaron Bond
 - Commission on Faculty Affairs Dr. Rami Dalloul
 - Commission on Graduate Studies and Policies Dr. Hans Robinson
 - Commission on Outreach and International Affairs Mr. Reed Kennedy
 - Commission on Research Dr. France Bélanger
 - Commission on Staff Policies and Affairs Mr. Alex Parrish
 - Commission on Student Affairs Mr. Joseph Edens
 - Commission on Undergraduate Studies and Policies Dr. Stephen Martin
 - Commission on University Support Ms. Maxine Lyons

4. **Announcement of acceptance and posting of Commission Minutes** Dr. Timothy Sands

These minutes have been accepted for filing by electronic vote and will be posted on the University web. Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

Commission on Administrative and Professional Faculty Affairs
April 9, 2014

Commission on Graduate Studies and Policies
April 16, 2014
September 3, 2014

Commission on Outreach and International Affairs
April 17, 2014
May 8, 2014

Commission on Staff Policies and Affairs
March 26, 2014

Commission on Student Affairs
April 17, 2014
April 24, 2014

Commission on Undergraduate Studies and Policies
September 8, 2014

5. **For Information Only** Dr. Timothy Sands

Minutes of the University Advisory Council on Strategic Budgeting and Planning
April 24, 2014

6. **Adjournment** Dr. Timothy Sands

University Council Minutes
September 22, 2014
3:00 PM
1045 Pamplin Hall

Present: Tim Sands (presiding), Richard Benson, J.P. Morgan for Lay Nam Chang, Jack Davis, Karen DePauw, Elizabeth Flanagan, Gerhardt Schurig for Guru Ghosh, Edwin Jones for Alan Grant, Mark McNamee, Jeb Stewart for Scott Midkiff, Kim O'Rourke, Patricia Perillo, Tim Hodge for Dwight Shelton, Elizabeth Spiller, Tom Tillar, Martin Daniel for Robert Walters, Tyler Walters, Kayla Smith for Sherwood Wilson, Paul Winistorfer, France Bélanger, Aaron Bond, Rami Dalloul, Joseph Edens, Reed Kennedy, Maxine Lyons, Stephen Martin, Alex Parrish, Hans Robinson, Susan Volkmar, Charlene Eska, Joe Merola, Corinne Noiro, Christopher Beattie, Kathrine Carter, David Dillard, Paul Herr, Joan Hirt, Nanda Nanthakumar, Christine Watkinson for Darla Chudzik, Stacey Poertner, Lynn Short, Sue Teel, Tom Tucker, Brett Besag, Larry Cox, Raifu Durodoye, Alphonso Garrett, Michael Martin, De'Ashley Spain, Matthew Chan, Samantha Erwin, Taylor Fix, Kylie Gilbert, Stephen Hensell, B.H. Kim, Megan Nguyen, Jake Tully, Dan Cook, Bernice Hausman, Austin Larrowe

Absent: Cyril Clarke (with notice), Robert Sumichrast, Susan Anderson (with notice), Bruce Pencek, Anita Puckett, Susanna Rinehart, Dave Dugas, Tom Fox, Ana Agud (with notice), Melissa Means (with notice), Kyrille Goldbeck DeBose, Greg Purdy, Ashley Francis (with notice)

Guests: Wanda Dean, Jack Finney, Sandra Muse, April Myers, Marcy Schnitzer

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

1. Adoption of Agenda

A motion was made and seconded to adopt the agenda. The motion carried.

2. Announcement of approval and posting of minutes of May 5, 2014

Dr. Sands noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

3. Commission Chair Reports

Dr. Sands asked the Commission chairs to present briefly their goals for the academic year.

1. Commission on Administrative and Professional Faculty Affairs – Ms. Susan Volkmar, Chair
 - a. Plans to hold a panel discussion to discuss and answer questions about what A/P Faculty do
 - b. Working on increasing the Commission on Administrative and Professional Faculty Affairs' (CAPFA) communication with A/P Faculty through the use of a CAPFA website linked to the university governance website and work with Human Resources to determine other university websites where it would be beneficial to have the CAPFA website link added
 - c. Raising awareness and/or provide examples of best practices and guidance on the Human Resources website about the A/P performance evaluation process
 - d. Continuing Fall and Spring series (December 2 Dr. Patty Perillo, Vice President of Student Affairs will present "Everyone as an Educator")
 - e. Amending and improving guidance in Faculty Handbook regarding the A/P grievance policy
 - f. Discussions with Human Resources and communicate on the new optional legal resources benefit

2. Commission on Equal Opportunity and Diversity – Dr. Aaron Bond, Chair
 - a. Commission on Equal Opportunity and Diversity (CEOD) has three working groups –
 - Group to review faculty and staff cultural and religious issues
 - Group to review student cultural and religious issues
 - Group to review the CEOD membership, mission, and change
 - b. Reviewing religious holidays and university scheduling
 - c. Education about changes to Policy 1025, Gender Identity and Gender Expression in Discrimination policy
3. Commission on Faculty Affairs – Dr. Rami Dalloul, Chair
 - a. Discussion of acquisition of the school of medicine by Virginia Tech and status of medical faculty
 - b. Considering a process change for the faculty grievance process in terms of when to convene a faculty panel and the willingness of faculty to serve in the summer
 - c. Expecting a document from the Faculty Senate on proposed changes of shared governance to the University Council constitution for better direct involvement of faculty with academic and faculty affairs
 - d. Considering a change to the instructor promotion process in the dossier preparation process
 - e. Discussion on better definition on what constitutes self-plagiarism in research and publications
4. Commission on Graduate Studies and Policies – Dr. Hans Robinson, Chair
 - a. New degree proposals: one in Statistics and two in the School of Education have been passed by the Commission on Graduate Studies and Policies
 - b. Continuing to work on the resolution on degree titles that was returned to the commission last semester
 - c. Will present resolutions related to a new policy on continuous enrollment for graduate students. Currently, it looks like this will include three separate resolutions:
 - A resolution establishing a continuous enrollment requirement for graduate students
 - A resolution setting the parameters for leave of absence for graduate students
 - A resolution establishing a summer student status for graduate students
 - d. Discussion on whether to augment the minimum number of faculty members required on a graduate student's committee when two spouses or domestic partners are both serving on that committee
 - e. Examining the sporadic occurrence of students who do not accumulate any graded academic credits during the first year in graduate school to see if a new policy is needed to discourage this practice
 - f. Developing guidelines for when and how to remove graduate certificates from the books in which there has been no enrollment for an extended period of time
 - g. Will look into possibly starting to publish a Ph.D. yearbook where all students who obtain their Ph.D. in a given year contribute a two-page extended abstract, as a way to showcase the research done at Virginia Tech
5. Commission on Outreach and International Affairs – Mr. Reed Kennedy, Chair
 - a. Soliciting proposal, evaluating, and determining recipients of two Alumni Awards for Outreach Excellence; an individual award and a team award
 - b. Potential new or revised policies from the University Council on International Affairs related to:
 - Study abroad program centralized approval process

- Study abroad faculty compensation
 - Tuition model revisions for study abroad students
 - Improving the safety and security of study abroad students
- c. Potential policies related to the establishment of a Lifelong Learning Institute, where senior citizens take special courses at Virginia Tech
 - d. Establishing a university-wide database of faculty and what countries they do work research in
6. Commission on Research – Dr. France Bélanger, Chair
- a. Revision to policy 13015, Ownership and Control of Research Results
 - Predates digital era
 - Sub-committee has been formed
 - b. Pursuing discussion of safety protocols in laboratories
 - c. National Science Board document: Reducing Investigators' Administrative Workload for Federally Funded Research
 - Review what recommendations to bring forward to Virginia Tech
 - d. Evaluating the barriers to research for teaching faculty
 - e. Working with the Commission on Faculty affairs to review self-plagiarism as a possible addition to the policy on misconduct in research
7. Commission on Staff Policies and Affairs – Mr. Alex Parrish, Chair
- a. Ongoing efforts to boost visibility of staff awards
 - b. Critical need to inform staff about the importance of contributing to retirement
 - c. Increasing awareness of Hokie Wellness
8. Commission on Student Affairs – Mr. Joseph Edens, Chair
- a. Working with stakeholders to develop a realistic and sustainable plan for childcare (this is not a student issue, faculty issue, or a staff issue, but it is a university issue and should be treated as such)
 - b. Seek to support the Division of Student Affairs in the introduction and advancement of the co-curricular Keystone Experience - continuing to blend the curricular and extra-curricular experience for students is central to our charge
 - c. Seek to offer the student perspective through meaningful collaboration with stakeholders including constituent governing organizations such as Student Government Association, Graduate Student Assembly, Faculty Senate, and Staff Senate and our commission partners - issues related to:
 - student, faculty, and staff health and wellness
 - growth of shared governance
 - provide student perspective in the further development of the curriculum for liberal education
 - engaging in a proactive approach in the issues surrounding the student code of conduct
 - d. Look to increase communication and education with members of the commission and those non-members who wish to participate in university governance.
9. Commission on Undergraduate Studies and Policies – Dr. Stephen Martin, Chair
- a. Approval of the new general education curriculum
 - b. Review of policies pertaining to “Shop and Drop” of courses and whether this is limiting the availability of courses to students.
 - c. Review of repeat course enrollment policy

- d. Request for a report on the debt status of our students
- e. Aiming to monitor the ongoing ideas about undergraduate enrollments and how that affects the strategy for teaching undergraduates

10. Commission on University Support – Ms. Maxine Lyons, Chair

- a. Considering research on the use of e-cigarettes on campus

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5. For Information Only

Minutes of the University Advisory Council on Strategic Budgeting and Planning
April 24, 2014

6. Announcement

Ms. Kim O'Rourke announced that a notice was sent out asking for discussion or presentation topics and volunteers for University Council meetings. A few suggestions have been made so far which include:

- The relationship between the Foundation and the University
- The Budget Process
- The Capital Planning Process
- Pylons of Promise
- The General Education Curriculum

Ms. O'Rourke asked that any other ideas and/or volunteers to be sent to the President's office for inclusion on future University Council agendas.

7. Adjournment

There being no further business, a motion was made to adjourn the meeting at 3:18 p.m.