UNIVERSITY COUNCIL MEETING
April 16, 2018
3:00 p.m.
1045 Pamplin Hall
AGENDA

1. Adoption of Agenda
   Dr. Timothy Sands

2. Announcement of approval and posting of minutes of April 2, 2018
   These minutes have been voted on electronically and will be posted on the
   University web.
   Dr. Timothy Sands

3. Old Business
   Dr. Timothy Sands

   Commission on Research
   Resolution COR 2017-18A
   Resolution to Clarify Faculty Handbook Language on Research Faculty Promotion Process
   Dr. Ginny Pannabecker

   Commission on Research
   Resolution COR 2017-18B
   Resolution to Clarify Faculty Handbook Language on Overload Compensation for Research
   Faculty Members Teaching Credit Classes
   Dr. Ginny Pannabecker

   Commission on Research
   Resolution COR 2017-18C
   Resolution to Clarify Language in Faculty Handbook on Removal Processes for Research
   Faculty Members
   Dr. Ginny Pannabecker

   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2017-18F
   Resolution to Discontinue Bachelor of Science Degree in Environmental Policy and Planning
   Dr. Dean Stauffer

   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2017-18G
   Resolution to Approve New Major, Environmental Policy and Planning, in Bachelor of Arts in
   Public and Urban Affairs
   Dr. Dean Stauffer

   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2017-18H
   Resolution to Approve New Major, Smart and Sustainable Cities, in Bachelor of Arts in Public and
   Urban Affairs
   Dr. Dean Stauffer

   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2017-18I
   Resolution to Approve New Major, Chip-Scale Integration, in Bachelor of Science in Computer
   Engineering
   Dr. Dean Stauffer

   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2017-18J
   Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in
   Computer Engineering
   Dr. Dean Stauffer

   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2017-18K
   Resolution to Approve New Major, Machine Learning, in Bachelor of Science in Computer
   Engineering
   Dr. Dean Stauffer

   Commission on Undergraduate Studies and Policies
   Resolution CUSP 2017-18L
   Resolution to Approve New Major, Networking & Cybersecurity, in Bachelor of Science in
   Computer Engineering
   Dr. Dean Stauffer
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18M
Resolution to Approve New Major, Software Systems, in Bachelor of Science in Computer Engineering

Dr. Dean Stauffer

Resolution CUSP 2017-18N
Resolution to Approve New Major, Communications & Networking, in Bachelor of Science in Electrical Engineering

Resolution CUSP 2017-18O
Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Electrical Engineering

Resolution CUSP 2017-18R
Resolution to Approve New Major, Photonics, in Bachelor of Science in Electrical Engineering

Resolution CUSP 2017-18S
Resolution to Approve New Major, Radio Frequency & Microwave, in Bachelor of Science in Electrical Engineering

Resolution CUSP 2017-18T
Resolution to Approve New Major, Space Systems, in Bachelor of Science in Electrical Engineering

Commission on University Support
Resolution CUS 2017-18A
Resolution to Rename, Update Charge, and Change Membership of the Computing and Communication Resource Committee

Dr. Richard Ashley

Commission on Equal Opportunity and Diversity
Resolution CEOD 2017-18C
Joint Resolution to Update Membership of the Campus Development Committee

Dr. Deyu Hu

4. New Business

Commission on Equal Opportunity and Diversity
Resolution CEOD 2017-18A
Resolution to Modify Caucus Criteria for Representation on the Commission on Equal Opportunity and Diversity

Resolution CEOD 2017-18B
Resolution to Modify the Membership of the Commission on Equal Opportunity and Diversity (CEOD)

Dr. Deyu Hu
Resolution CGSP 2017-18A
Resolution to Incorporate an Inclusion and Diversity Education Component into Graduate Education

Resolution CGSP 2017-18C
Resolution to Revise the Graduate Honor System Constitution

5. Announcement of acceptance and posting of Commission Minutes
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
March 14, 2018
Commission on Faculty Affairs
March 16, 2018
Commission on Graduate Studies and Policies
March 21, 2018
Commission on Outreach and International Affairs
March 15, 2018
Commission on Undergraduate Studies and Policies
March 26, 2018
Commission on University Support
September 21, 2017
November 16, 2017
January 18, 2018
February 15, 2018

6. For Information Only
Minutes of the University Advisory Council on Strategic Budgeting and Planning
March 15, 2018

7. Presentation
Update of Strategic Planning Process

8. Adjournment
University Council Minutes
April 2, 2018
3:00 PM
1045 Pamplin Hall


Absent: Richard Blythe, Michael Friedlander, Guru Ghosh, Theresa Mayer, Steve McKnight, Jan Helge Bøhn, Diane Agud, Bryan Brown Bob Hicok, Eric Kaufman (with notice), Anita Puckett, Matthew Gabriele, Chris Lawrence, Judy Alford (with notice), Brian Huddleston, Katrina Loan, Teresa Lyons, Annette Bailey, Jeannie Layton-Dudding, John Massey, Ginai Seabron, Michele Waters, Adwoa Baah-Dwomoh, Brett Netto, and Seyi Olusina

Guests: Lori Buchanan, D’Elia Chandler, William Dougherty, Jack Finney, Sharon Kurek, Peggy Layne, Scott Nachlis, Paul Plassmann, Ellen Plummer, Jason Soileau, Diane Zahm

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 February 19, 2018

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). (Note: the March 12, 2018, and March 19, 2018, University Council meetings were cancelled.)

3. Old Business

University Council
Resolution UC 2017-18B
Resolution to Approve the Virginia Tech Carilion School of Medicine (MD) Degree Program

The March 12, 2018, University Council meeting was cancelled due to inclement weather. President Sands made a decision to have this resolution voted on electronically because its approval was required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in order for them to approve the integration of the Virginia Tech Carilion School of Medicine into Virginia Tech. The SACSCOC deadline was March 15, so it was critical that the vote on this resolution not be delayed. Forty members of University Council cast their vote in favor of UC Resolution 2017-18B by the deadline of 3:30 p.m. on Monday, March 12, 2018. There were no votes cast in opposition. The resolution passed.
4. New Business

Commission on Research
Resolution COR 2017-18A
Resolution to Clarify Faculty Handbook Language on Research Faculty Promotion Process

Dr. Jen Irish presented the resolution for first reading. This resolution will align the Faculty Handbook with current practices. There has been one update made to the resolution. The second to last sentence in section 6.2.1, "A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, “Potential Conflicts Involving Spouses and Immediate Family Members.”)" will be moved to the second-to-last sentence in section 6.2.2. There was a suggestion to remove “etc.” from section 6.2.1 because “such as” is already used earlier in the sentence and “etc.” is not needed.

Commission on Research
Resolution COR 2017-18B
Resolution to Clarify Faculty Handbook Language on Overload Compensation for Research Faculty Members Teaching Credit Classes

Dr. Jen Irish presented the resolution for first reading. This resolution will formalize the pilot program on overload compensation for research faculty members teaching credit classes that was started in 2012.

Commission on Research
Resolution COR 2017-18C
Resolution to Clarify Language in Faculty Handbook on Removal Processes for Research Faculty Members

Dr. Jen Irish presented the resolution for first reading. This resolution will take the language in this section of the Faculty Handbook and make it consistent with other sections of the Faculty Handbook. It was indicated that the sentence “In cases where there is a threat to health and safety, the 45-day period may be waived” should be revised to state who makes the determination. This passive voice is used in several sections in the Faculty Handbook. President Sands requested that this language, throughout the Faculty Handbook be reviewed and revised in the 2018-2019 academic year.

A suggestion was made to have an additional step prior to termination in cases where the 45-day notice for termination is waived. The process seems rushed. It was indicated that there is an appeal process already in place that suspends the termination process.

Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18F
Resolution to Discontinue Bachelor of Science Degree in Environmental Policy and Planning

Dr. Dean Stauffer presented the resolution for first reading. The Urban Affairs and Planning program has recently been restructured. There will be a new Environmental Policy and Planning major offered under the Bachelor of Arts in Public and Urban Affairs degree.

Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18G
Resolution to Approve New Major, Environmental Policy Planning, in Bachelor of Arts in Public and Urban Affairs

Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18H
Dr. Dean Stauffer presented these two resolutions for first reading. These new majors are a result of the restructuring of the Urban Affairs and Planning program.

Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18I
Resolution to Approve New Major, Chip-Scale Integration, in Bachelor of Science in Computer Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-1J
Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Computer Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18K
Resolution to Approve New Major, Machine Learning, in Bachelor of Science in Computer Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18L
Resolution to Approve New Major, Networking & Cybersecurity, in Bachelor of Science in Computer Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18M
Resolution to Approve New Major, Software Systems, in Bachelor of Computer in Computer Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18N
Resolution to Approve New Major, Communications & Networking, in Bachelor of Science in Electrical Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18O
Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Electrical Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18P
Resolution to Approve New Major, Energy & Power Electronics Systems, in Bachelor of Science in Electrical Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18Q
Resolution to Approve New Major, Micro/Nanosystems, in Bachelor of Science in Electrical Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18R
Resolution to Approve New Major, Photonics, in Bachelor of Science in Electrical Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18S
Resolution to Approve New Major, Radio Frequency & Microwave, in Bachelor of Science in Electrical Engineering
Commission on Undergraduate Studies and Policies
Resolution CUSP 2017-18T
Resolution to Approve New Major, Space Systems, in Bachelor of Science in Electrical Engineering

Dr. Dean Stauffer presented these twelve resolutions for first reading. The Department of Electrical and Computer Engineering is growing rapidly each year. These twelve new majors align well with content areas in
the employment arena. The changes within the department are very similar to departments in other universities in the United States. Having these majors will allow students to align with areas of interest. There will be a 25% overlap in the common core classes that students take before moving to specialty areas.

A question was raised as to what the advantage is when offering a major versus a track. It was indicated that only majors are recognized on transcripts.

**Commission on University Support**
Resolution CUS 2017-18A
Resolution to Rename, Update Charge, and Change Membership of the Computing and Communication Resource Committee

Dr. Richard Ashley presented the resolution for first reading. The Computing and Communications Resources Committee has been dormant for a number of years. The committee name change to “Information Technology Services and Systems,” the new charge, and the updates to the membership are more aligned with the scope of the committee and will more readily address the ever-changing technology climate. A suggestion was made to not indicate the number of subcommittees within the proposed charge to allow flexibility for changes to these subcommittees as the climate changes. The resolution will be updated to address this suggestion.

**Commission on University Support**
Resolution CUS 2017-18B

**Commission on Equal Opportunity and Diversity**
Resolution CEOD 2017-18C
Joint Resolution to Update Membership of the Campus Development Committee

Dr. Richard Ashley presented the resolution for first reading. This resolution will add the Director of ADA and Accessibility Services as an ex officio on the committee and one representative from the Commission on Equal Opportunity and Diversity (CEOD) as a member on the committee. These new positions will allow the CEOD access to provide input to the committee regarding accessibility as well as diversity and inclusion issues.

5. **Announcement of Approval and Posting of Commission Minutes**

These minutes have been voted on electronically and will be posted on the University web (http://www.governance.vt.edu). 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
  February 14, 2018

- Commission on Equal Opportunity and Diversity
  December 4, 2017
  February 5, 2018

- Commission on Faculty Affairs
  December 1, 2017
  February 2, 2018
  February 16, 2018
  March 2, 2018
• Commission on Graduate Studies and Policies  
  February 7, 2018  
  February 21, 2017  

• Commission on Outreach and International Affairs  
  February 15, 2018  

• Commission on Research  
  December 13, 2017  
  February 14, 2018  

• Commission on Student Affairs  
  September 28, 2017  
  October 26, 2017  
  November 9, 2017  
  November 30, 2017  

• Commission on Undergraduate Studies and Policies  
  February 12, 2018  
  February 26, 2018  

6. For Information Only  

Minutes of the University Advisory Council on Strategic Budgeting and Planning  
February 15, 2018  

7. Presentation  

Ms. Sharon Kurek, Executive Director of Audit, Risk, and Compliance, gave a presentation (attached) on enterprise risk management.  

8. Adjournment  

There being no further business, a motion was made to adjourn the meeting 3:57 p.m.
ENTERPRISE RISK MANAGEMENT (ERM) PROGRAM UPDATE

April 2, 2018

Sharon Kurek
Executive Director of Audit, Risk, & Compliance
ERM DEFINED

- A process applied in strategy-setting and across the enterprise that is designed to identify potential events that may affect the entity, manage risk to be within the entity’s risk tolerance, and support the achievement of entity objectives.

Source: Baker Tilly
PRIMARY DRIVERS FOR ERM

- Increased Risk Profiles
- Increased Expectations
- Higher Consequences

Impact on Organizational Goals
ERM Program Benefits -

Control Focus
- Silo managed
- Reactive, crisis resolution
- Current focus

Strategic Focus
- University-wide
- Designing risk mitigation scenarios
- Forward looking focus

Board of Visitors
- Enhanced visibility into the university's risks
- Align strategic planning with risk awareness
- Reviewing ERM program assessment results

Senior Management
- Engaged to identify and assess risks
- Align strategic planning with risk awareness
- Incorporate and update new and emerging risks

External Stakeholders
- Assurance on stewardship of resources by federal & state government, donors, and other stakeholders
- Promoting greater accountability for consideration by accreditors and public debt issuers
ERM TIMELINE

BOV

CHARGE & ERM OVERVIEW
SEPTEMBER 2017

ERM FRAMEWORK
NOVEMBER 2017

KEY RISKS IDENTIFIED
MARCH 2018

OVERVIEW OF KEY RISKS
JUNE 2018

OVERVIEW OF KEY RISKS
AUGUST 2018

MGT

BENCHMARKING WITH PEERS & FRAMEWORK DEVELOPMENT

FACILITATING ERM FRAMEWORK IMPLEMENTATION RESULTING IN KEY RISK ID

ASSIGNMENT OF RISK OWNERSHIP ANALYSIS OF CURRENT PROCESSES DEVELOPMENT OF RISK MITIGATION PLAN PERIODIC REPORTING TO OARC & ERM COMMITTEES

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ERM COMMITTEE STRUCTURE

ENTERPRISE RISK MANAGEMENT FRAMEWORK

BOARD OF VISITORS

CAR COMMITTEE

PRESIDENT

AUDIT, RISK, & COMPLIANCE

EXECUTIVE STAFF+ (ERM COMMITTEE)

President
Executive VP and Provost
Senior VP for Operations and Admin.
VP for Advancement
Executive Director of Audit, Risk, & Compliance

VP for Finance
VP for Research and Innovation
VP for Strategic Affairs
University Legal Counsel+

PRESIDENT’S LEADERSHIP TEAM (RISK ADVISORY COMMITTEE)

Executive VP and Provost
Senior VP for Operations and Admin.
VP for Advancement
VP for Human Resources
VP for IT and CIO
VP for Operations
VP for Policy and Governance
VP for Research and Innovation
Executive Director of Audit, Risk, & Compliance

VP for Strategic Affairs
VP for Student Affairs
Exec. Director of Gov't. Relations
Exec. Director - Office of the Pres.
Director of Athletics
Senior AVP for Univ. Relations
CEO of Virginia Tech Foundation
University Legal Counsel

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Organizational Objectives

ERM PROCESS

SPECIFIC, MEASURABLE & REALISTIC
Organizational Objectives

Identify & Categorize

ERM PROCESS

SPECIFIC, MEASURABLE & REALISTIC

STRATEGIC
FINANCIAL
COMPLIANCE
OPERATIONAL
REPUTATION
ERM PROCESS

Organizational Objectives

Identify & Categorize

Assess & Prioritize

Specific, Measurable & Realistic

Strategic

Financial

Compliance

Operational

Reputation

Likelihood of Occurrence

Significance of Impact

Velocity
RESIDUAL RISK ASSESSMENT

**Residual (Net) Risk:** The result of an assessment of the potential "impact" and "likelihood" of a risk after taking into account the effectiveness of the controls and other mitigations put into place to manage the risk.

<table>
<thead>
<tr>
<th>Level</th>
<th>Risk description</th>
</tr>
</thead>
</table>
| 1 - Insignificant | No impact on reputation  
No potential impact on enrollment/market share  
No potential impact on the retention/recruitment of faculty  
No potential impact on overall research funding  
Responsibility of junior management and staff to resolve |
| 2 - Minor | Consequences can be absorbed under normal operating conditions  
Local impact on reputation  
Potential negative impact on image, enrollment  
Potential negative impact on retention/recruitment of faculty  
Little impact on overall research funding  
Responsibility of middle management to resolve |
| 3 - Moderate | State-wide impact on reputation  
Enrollment of students or image will be affected in the short-term  
Recruitment and retention of faculty will be affected in the short-term  
Loss of research funding for X-X grantees  
Responsibility of senior and middle management to resolve |
| 4 - Major | Adverse impact on university reputation at the regional level  
Accreditation is threatened  
Long-term reduction in enrollment  
Ability to retain and recruit faculty  
Significant loss of research funding from multiple grantees resulting in curtailment of major sponsored programs  
Responsibility of the Board and senior management to resolve |
| 5 - Critical | Loss of accreditation  
National / Global impact on reputation  
Significant reduction in enrollment  
Ability to retain and recruit faculty  
Revocation of sponsored research funding across the institution  
Responsibility of the Board and the President to resolve |

**Probability (Likelihood of Occurring):**

<table>
<thead>
<tr>
<th>Level</th>
<th>Risk description</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Remote</td>
<td>Event may only occur in exceptional circumstances</td>
<td>0.5%</td>
</tr>
<tr>
<td>2 - Unlikely</td>
<td>Event could occur at some time</td>
<td>6.5%</td>
</tr>
<tr>
<td>3 - Moderate</td>
<td>Event should occur at some time</td>
<td>36 - 65%</td>
</tr>
<tr>
<td>4 - Likely</td>
<td>Event will probably occur in most circumstances</td>
<td>66.95%</td>
</tr>
<tr>
<td>5 - Almost certain</td>
<td>Event is expected to occur in most circumstances</td>
<td>96 - 100%</td>
</tr>
</tbody>
</table>

**Velocity (Speed of Onset):**

<table>
<thead>
<tr>
<th>Level</th>
<th>Risk description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Slow</td>
<td>Very slow onset; longer than 9 months to impact after occurrence</td>
</tr>
<tr>
<td>3 - Medium</td>
<td>Medium onset; between 3 to 9 months; Limited time for reaction and response planning</td>
</tr>
<tr>
<td>5 - Rapid</td>
<td>Very rapid onset; little or no warning; instantaneous; within 3 months after occurrence</td>
</tr>
</tbody>
</table>
Strengthen Virginia Tech’s role as a global land-grant institution

Our biggest risk is to not move the university forward... not just survive but thrive by adapting and anticipating the changing landscape of higher education

Success requires the willingness to take measured risk, perhaps failing a time or two, to yield innovative results

Evaluate sub-risks through the lens of this overarching perspective
ENTERPRISE RISK HEAT MAP -- VELOCITY
Organizational Objectives

Identify & Categorize

Assess & Prioritize

Manage & Monitor

Reporting & Awareness

RISK OWNERSHIP

BUSINESS PROCESSES

INTERNAL / EXTERNAL REVIEW & ANALYSIS

ERM NEXT STEPS

TIMELY

TRANSPARENT
QUESTIONS?
RESOLUTION TO CLARIFY FACULTY HANDBOOK LANGUAGE ON RESEARCH
FACULTY PROMOTION PROCESS

WHEREAS, research is part of the core mission of Virginia Tech, and

WHEREAS, research faculty make significant ongoing contributions to the university mission, and

WHEREAS, Virginia Tech wants to recognize and reward the contributions of research faculty through a process of review, recognition, and promotion where appropriate, consistent with the process for recognizing contributions of other types of faculty, now

THEREFORE BE IT RESOLVED, that section 6.2 of the Faculty Handbook be modified and a section 6.2.1 added that defines the process for research faculty promotions as indicated below.

6.2 Research Faculty Appointments

Research faculty appointments are designated to promote and expedite university research activities. The rank descriptions create several series common to current sponsored research or outreach projects. For example, employees involved in conducting research are generally appointed as research associates or research scientists (or to the “senior” titles for either of these). Those individuals who are appointed to a research traineeship for a period of up to four years following receipt of their doctorate are usually appointed as postdoctoral associates. (See Guidelines for the Hiring of Postdoctoral Associates on the OVPRI Human Resources website.) Usually, postdoctoral associates work closely with a faculty mentor in preparation for a career in academe or research; if they remain involved with research projects at Virginia Tech over a period of time, they are appointed or promoted into another appropriate rank.

The “project associate” series was designed for employees involved in sponsored activity other than traditional research, such as delivery of service or technical assistance,
consultation with particular clients, preparation of manuals and materials, and so on. The project associate series is also appropriate for personnel involved primarily in the administration of large and complex sponsored programs.

While there is logic to the progression between and among ranks, employees may change ranks as appropriate or necessary to reflect a change in role or project. Promotions from one rank to another in order to recognize a faculty member’s increased responsibilities, credentials, and/or contributions to the program over time may be recommended by the supervisor. Recommendations for promotions are done during the annual evaluation and merit adjustment process. The promotions require approval by the department head, dean, and Office of the Vice President for Research and Innovation. Approval by a departmental committee is also required for certain ranks (see below). A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, “Potential Conflicts Involving Spouses and Immediate Family Members.”)

Research faculty members may be assigned a functional title in addition to their official faculty rank in order to facilitate their work or clarify their role to internal or external constituencies. (A functional title may not be an official faculty rank other than that held by the research faculty member.) In some cases, increased responsibilities may lead to a change in functional title and possibly a salary adjustment rather than a promotion in faculty rank.

Appointments to research faculty ranks, except the rank of postdoctoral associate, are indefinitely renewable. However, tenure cannot be earned in any of the research faculty ranks and service is not applicable toward the pre-tenure probationary period if the employee is subsequently appointed to a tenure-track position.

The source of funds is not the determining factor as to whether a position carries a research faculty rank, but rather the nature and purpose of the assignment. Thus, a research faculty member may be funded by sponsored projects, overhead, state dollars, or other sources. Policies related to research faculty apply, regardless of the source of funding.

Research faculty may participate in activities outside of their direct source of funding, such as providing significant contributions to the conceptualization or writing of new proposals, or teaching; however, support for any time or effort spent on activities outside of their sponsored research must come from non-sponsored research funds. Special attention should be given in the development of position descriptions where funding is limited to only sponsored funding. (See chapter six, “Effort Certification Compliance Issues for Research Faculty Members,” and chapter ten, “Effort Certification and Salary Charges to Sponsored Grants and Contracts.”)

Original appointments and reappointments, including rank, salary, and other conditions, require the approval of the department head, dean (or next level administrator), and the Office of the Vice President for Research and Innovation before an offer is extended. Requests for principal investigator status may be submitted to the Office of the Vice
President for Research and Innovation. Such requests require the approval of the department head, dean, and the Office of the Vice President for Research and Innovation.

6.2.1 Research Faculty Promotions: Non-professorial Ranks

While there is logic to the progression between and among ranks, employees may change ranks as appropriate or necessary to reflect a change in role or project. Promotions from one rank to another in order to recognize a faculty member’s increased responsibilities, credentials, and/or contributions to the program over time may be recommended by the supervisor.

Recommendations for promotions are done during the annual evaluation and merit adjustment process within the non-professorial ranks (such as project associates, research associates, and research scientist) may be requested at any time during the year in recognition of significant increases in responsibilities, credentials or contributions. The promotions require approval by the department head, dean, and Office of the Vice President for Research and Innovation. Approval by a departmental committee is also required for certain ranks (see below). A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, “Potential Conflicts Involving Spouses and Immediate Family Members.”) Following approval of the promotion request, a promotion letter signed by the department head should be presented to the employee.

6.2.2 Research Faculty Promotions: Professorial Ranks

Promotion recommendation into and within the research professorial faculty ranks (research assistant professor, research associate professor and research professor) should align with the annual timeline published by the university. Faculty members being considered for promotion have their dossiers reviewed by: (1) a departmental committee and the head or chair; (2) a college committee and the dean; and (3) the vice president for research and innovation. A parallel process for review, approved in advance by the executive vice president and provost and the vice president for research and innovation, is required for promotion of a member of the research professor series whose primary appointment is not in an academic department. A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, “Potential Conflicts Involving Spouses and Immediate Family Members.”) Following approval of the promotion request, a promotion letter signed by the vice president of research and innovation should be presented to the employee.
WHEREAS, Virginia Tech places a high value on the contributions to the instructional mission and student learning made by qualified members of the university community, and

WHEREAS, while the primary responsibility of research faculty is to conduct research and advance the university’s research mission, there are circumstances in which the university and its instructional program benefit from the occasional participation of research faculty members with appropriate expertise, and

WHEREAS, section 6.16 of the faculty handbook does not currently provide for additional compensation for research faculty members who teach a class in excess of their normal research assignment, and

WHEREAS, Virginia Tech has successfully piloted a process for compensating research faculty for teaching classes over and above their usual job responsibilities, now

THEREFORE BE IT RESOLVED, that section 6.16 of the faculty handbook be modified to insert the third full paragraph below:

6.16 Instructional Responsibilities for Research Faculty Members

The primary responsibility of a research faculty appointment is to conduct research and contribute to the university’s research mission through the acquisition of and successful implementation of sponsored grants and contracts. Federal guidelines require truthful and auditable documentation of the faculty member’s efforts on a semester basis. If the faculty member’s salary is paid for by sponsored grants and contracts then there is a concomitant expectation that the faculty member’s time is allocated to those projects.
While keeping the primacy of the research role in mind, there are circumstances in which the university and its instructional programs benefit from the occasional participation of research faculty members who have the appropriate credentials, expertise, and interest. The usual limitation on teaching by research faculty members is one (three-credit) course per academic year, or no more than two courses in a two-year period. The principal investigator/supervisor, department head/chair, and dean must approve exceptions. The academic department provides instructional funding for the teaching appointment and research duties are adjusted accordingly. A three-credit course equates to .25 FTE during an academic semester; this is the usual basis for salary charges to the instructional budget.

Research faculty members may receive additional compensation to teach a class that is in excess of their normal research assignment. To qualify for additional compensation, the research faculty member may not be 100% supported from sponsored funds, must be the instructor of record, and must usually be assigned to teach for the entire semester. For courses with block teaching, the research faculty member must have a formal teaching assignment for a specified portion of the course. The academic department responsible for the course must fund the payment from non-sponsored funds and initiate the payment as a temporary pay action. The payment must be approved jointly by the academic and home departments and colleges and by OVPRI.
WHEREAS, research is part of the core mission of Virginia Tech, and

WHEREAS, research faculty make significant ongoing contributions to the university mission, and

WHEREAS, Chapter 6 of the Faculty Handbook describes policies and procedures related to employment of research faculty, and

WHEREAS, language addressing removal of research faculty in Chapter 6 of the Faculty Handbook is in need of clarification, now

THEREFORE, BE IT RESOLVED that section 6.14 of the faculty handbook be modified as outlined below to clarify policies related to removal of research faculty.

6.14.1 Dismissal for Cause

Research faculty members may be removed for just cause. Stated causes for removal shall include, but are not limited to: professional incompetence; unacceptable or unsatisfactory performance after due notice; unethical conduct or misconduct that interferes with the capacity of the employee to perform effectively the requirements of the position; violation of university policy; falsification of credentials, experience, leave reports, or other official employment documents. Filing a grievance does not constitute just cause for termination.

When it becomes necessary to terminate a member of the research faculty for unsatisfactory performance prior to the end of the appointment period, the following procedures apply:
When the faculty supervisor determines that performance is unsatisfactory, the supervisor writes a letter to the individual detailing the areas of performance that are deficient. This letter should indicate specific expectations of improvement by the employee during a specified time period of not less than 30 calendar days. The department head and college dean receive copies. In cases where there is some likelihood of threat to health or safety, the 30-day period may be waived.

At the end of the above period, the faculty supervisor must again write the research faculty member with an evaluation of his/her performance during the interim since the first letter, with copies to the department head and college dean or equivalent senior-level manager. If performance continues to be unsatisfactory, this second letter may contain a termination notice. The termination notice has an effective date 45 calendar days from the date of the second letter. In cases where there is a threat to health and safety, the 45-day period may be waived.

In the event of termination, the research faculty member may appeal to the department head. Should the appeal process be initiated, the termination is held in abeyance until the appeal process is complete.

The appeal must be made in writing within five working days of receipt of the letter. (If the department head has a conflict of interest, the head refers the matter to the college dean.)

The department head (or dean) must respond in writing within 10 working days. If the recommendations of the department head (or dean) are unsatisfactory to either party, an appeal may be made to the vice president for research and innovation in writing within five working days.

The vice president for research and innovation appoints a committee of three members of the general faculty who make recommendations to the executive vice president and provost within 10 working days.

The decision of the provost is final and is rendered within 10 working days of receiving the report. The above time limits of the appeal process may be altered by extenuating circumstances and the agreement of both parties.

If the research faculty member is a member of an interdisciplinary research center, the center director as well as the department head and college dean of the faculty supervisor are copied on all correspondence.

6.14.2 Termination of Appointment for Faculty on Restricted Contracts Non-reappointment of Research Faculty

The terms of faculty offer for a restricted appointment clearly defines the length of the appointment and also serves as a notice of termination. The terms of faculty offer also
makes clear that continuation of appointment, even during the initial year, is subject to
the availability of funds, the need for services, and satisfactory performance. (See section
6.9).

Research faculty members with regular appointment receive written notice of non-
reappointment as described in chapter two, section 2.11, “Retirement, Resignation, and
Non-Reappointment,” should it become necessary to end the appointment.

Occasionally a sponsor terminates funding before the end of a contract, or directs a
change in the research program resulting in the need to terminate the services of an
employee. While principal investigators and research centers are encouraged to make
every effort to assure continuity of employment to individuals performing satisfactorily,
there are circumstances in which this may not be possible or in the best interest of the
research program or university. Research faculty appointments may be terminated in the
case where there are insufficient funds or no further need for services. The date of
termination for a restricted faculty member is at least 30 calendar days from the date of
notification. A faculty member on a regular appointment is entitled to notice of non-
reappointment, as stated in chapter six, “Reappointment.” A proposed notice of
termination because of insufficient funds or lack of need for services requires the approval
of the department head, and dean (or appropriate administrator), and the OVPRI Human
Resources.

6.14.3 Termination Of Appointment For Faculty On Restricted Contracts of
Position Because of Insufficient Funds or No Further Need for Services

Occasionally a sponsor terminates funding before the end of a contract, or directs a
change in the research program resulting in the need to terminate the services of an
employee. While principal investigators and research centers are encouraged to make
every effort to assure continuity of employment to individuals performing satisfactorily,
there are circumstances in which this may not be possible or in the best interest of the
research program or university. Research faculty appointments may be terminated in the
case where there are insufficient funds or no further need for services. The date of
termination for a restricted faculty member is at least 30 calendar days from the date of
notification. A faculty member on a regular appointment is entitled to notice of non-
reappointment, as stated in chapter six “Reappointment,” two, section 2.11, “Retirement,
Resignation, and Non-Reappointment.” A proposed notice of termination because of
insufficient funds or lack of need for services requires the approval of the department
head, and dean (or appropriate administrator), and the OVPRI Human Resources.
Resolution to Discontinue Bachelor of Science Degree in Environmental Policy and Planning

WHEREAS, the Bachelor of Science in Environmental Policy and Planning was established in 1997; and

WHEREAS, the degree has educated 360 students over the past 20 years; and

WHEREAS, the location of the undergraduate program is being moved from the Urban Affairs and Planning program to the School of Public and International Affairs (SPIA); and

WHEREAS, the Bachelor of Arts in Public and Urban Affairs (PUA) will be the only degree offered by SPIA; and

WHEREAS, a new Environmental Policy and Planning major will be offered under the PUA degree; and

WHEREAS, a teach-out plan has been developed to ensure students currently enrolled in the Bachelor of Science may complete and be awarded the Bachelor of Science in Environmental Policy and Planning; and

WHEREAS, Spring 2018 will be the last term for admitting students to the Bachelor of Science in Environmental Policy and Planning; and

WHEREAS, current students in the Bachelor of Science in Environmental Policy and Planning have been informed that the degree will be discontinued and they have until December 2021 to complete the degree requirements; and

WHEREAS, current students who plan to graduate in Spring 2020 or after will have the option of transitioning to the new Environmental Policy and Planning major under the PUA degree.

THEREFORE, BE IT RESOLVED, that the Bachelor of Science in Environmental Policy and Planning be discontinued, effective Fall 2021.
Resolution to Approve New Major, Environmental Policy and Planning, in Bachelor of Arts in Public and Urban Affairs

WHEREAS, the Bachelor of Science in Environmental Policy and Planning will be discontinued effective Fall 2019; and

WHEREAS, promoting sustainable human interaction with the natural environment continues to be one of the critical challenges facing societies around the world, and while science and technology are critical to meeting this challenge, they must be supported by policies and plans responsive to diverse political, economic, sociocultural, institutional, and regulatory contexts; and

WHEREAS, the Major in Environmental Policy and Planning will provide students with the interdisciplinary knowledge and skills needed to function as policymakers and planners who can understand complex environmental issues and develop enduring solutions; and

WHEREAS, the Major in Environmental Policy and Planning will enable the School of Public and International Affairs to fully capitalize on the strengths and interests of faculty across the School via the focus on policy, planning, and governance; and

WHEREAS, the Major in Environmental Policy and Planning will prepare students for careers with federal, state, and local government agencies, nonprofit organizations, planning and consulting firms, real estate developers, and private industry; and

WHEREAS, the Major in Environmental Policy and Planning supports several strategic initiatives launched at Virginia Tech – Beyond Boundaries, Destination Areas (DAs), Strategic Growth Areas (SGAs), and InclusiveVT – and will ensure that Virginia Tech has an undergraduate program in a growing and increasingly important field.

THEREFORE, LET IT BE RESOLVED that the Major in Environmental Policy and Planning be approved for addition to the Bachelor of Arts in Public and Urban Affairs effective Fall 2018 and the proposal forwarded through University governance and the President for approval.
WHEREAS, it is estimated that 70% of the world’s population will reside in urbanized areas by 2050 and managing rapid urban growth requires an understanding of several inter-connected systems that preserve and enhance community life, protect the environment, and promote equity; and

WHEREAS, the increase in big data’s role in decision-making requires students to understand the limitations of the otherwise invaluable modeling and data analysis and to be familiar with more collaborative methods of decision-making and accessible ways of sharing their data and the models behind them; and

WHEREAS, the Major in Smart and Sustainable Cities will provide students with a deep understanding of sustainable urban development and how smart technology and urban analytics can be combined in the search for solutions to critical urban challenges; and

WHEREAS, the Major in Smart and Sustainable Cities will enable the School of Public and International Affairs to fully capitalize on the strengths and interests of faculty across the School via the focus on policy, planning, and governance; and

WHEREAS, the Major in Smart and Sustainable Cities will prepare students for careers with federal, state, and local government agencies, nonprofit organizations, planning and consulting firms, real estate developers, and private industry; and

WHEREAS, the Major in Smart and Sustainable Cities responds to several strategic initiatives launched at Virginia Tech – Beyond Boundaries, Destination Areas (DAs), Strategic Growth Areas (SGAs), and InclusiveVT – and provides Virginia Tech with one of the first undergraduate programs in the nation that integrates urban sustainability with urban data analytics.

THEREFORE, LET IT BE RESOLVED that the Major in Smart and Sustainable Cities be approved for addition to the Bachelor of Arts in Public and Urban Affairs effective Fall 2018 and the proposal forwarded through University governance and the President for approval.
Resolution to Approve New Major, Chip-Scale Integration, in Bachelor of Science in Computer Engineering

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Chip-Scale Integration; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Chip-Scale Integration establishes a required set of courses of the Chip-Scale Integration area while maintaining a robust curriculum within the same accredited Computer Engineering Degree; and

Whereas, a strong number of students continue to select Chip-Scale Integration technical elective courses indicating a continued interest in the studies of Chip-Scale Integration; and

Whereas, the establishment of the Major in Chip-Scale Integration enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Chip-Scale Integration studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Chip-Scale Integration will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Chip-Scale Integration be approved for addition to the Bachelor of Science in Computer Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Computer Engineering

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Controls, Robotics & Autonomy; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Controls, Robotics & Autonomy establishes a required set of courses of the Controls, Robotics & Autonomy area while maintaining a robust curriculum within the same accredited Computer Engineering Degree; and

Whereas, a strong number of students continue to select Controls, Robotics & Autonomy technical elective courses indicating a continued interest in the studies of Controls, Robotics & Autonomy; and

Whereas, the establishment of the Major in Controls, Robotics & Autonomy enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Controls, Robotics & Autonomy studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Controls, Robotics & Autonomy will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Controls, Robotics & Autonomy be approved for addition to the Bachelor of Science in Computer Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Commission on Undergraduate Studies and Policies  
Resolution 2017-18K  
Resolution to Approve New Major, Machine Learning, in Bachelor of Science in Computer Engineering

Faculty Senate Review Waived: February 27, 2018  
Approved by the Commission on Undergraduate Studies and Policies: March 26, 2018  
First Reading by University Council: April 2, 2018  
Second Reading by University Council: April 16, 2018  
Approved by President:  
First effective date to declare Major: Spring 2018  
First effective date to graduate: Winter 2020

**Whereas,** a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Machine Learning; and

**Whereas,** the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Machine Learning establishes a required set of courses of the Machine Learning area while maintaining a robust curriculum within the same accredited Computer Engineering Degree; and

**Whereas,** a strong number of students continue to select Machine Learning technical elective courses indicating a continued interest in the studies of Machine Learning; and

**Whereas,** the establishment of the Major in Machine Learning enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

**Whereas,** Machine Learning studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

**Whereas,** the Major in Machine Learning will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

**Therefore, let it be resolved** that the Major in Machine Learning be approved for addition to the Bachelor of Science in Computer Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Resolution to Approve New Major, Networking & Cybersecurity, in Bachelor of Science in Computer Engineering

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Networking & Cybersecurity; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Networking & Cybersecurity establishes a required set of courses of the Networking & Cybersecurity area while maintaining a robust curriculum within the same accredited Computer Engineering Degree; and

Whereas, a strong number of students continue to select Networking & Cybersecurity technical elective courses indicating a continued interest in the studies of Networking & Cybersecurity; and

Whereas, The establishment of the Major in Networking & Cybersecurity enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Networking & Cybersecurity studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Networking & Cybersecurity will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Networking & Cybersecurity be approved for addition to the Bachelor of Science in Computer Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Resolution to Approve New Major, Software Systems, in Bachelor of Science in Computer Engineering

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Software Systems; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Software Systems establishes a required set of courses of the Software Systems area while maintaining a robust curriculum within the same accredited Computer Engineering Degree; and

Whereas, a strong number of students continue to select Software Systems technical elective courses indicating a continued interest in the studies of Software Systems; and

Whereas, the establishment of the Major in Software Systems enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Software Systems studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Software Systems will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Software Systems be approved for addition to the Bachelor of Science in Computer Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Commission on Undergraduate Studies and Policies
Resolution 2017-18N
Resolution to Approve New Major, Communications & Networking, in Bachelor of Science in Electrical Engineering

Faculty Senate Review Waived: February 27, 2018
Commission on Undergraduate Studies and Policies: March 26, 2018
First Reading by University Council: April 2, 2018
Second Reading by University Council: April 16, 2018
Approved by President:
First effective date to declare Major: Spring 2018
First effective date to graduate: Winter 2020

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Communications & Networking; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Communications & Networking establishes a required set of courses of the Communications & Networking area while maintaining a robust curriculum within the same accredited Electrical Engineering Degree; and

Whereas, a strong number of students continue to select Communications & Networking technical elective courses indicating a continued interest in the studies of Communications & Networking; and

Whereas, the establishment of the Major in Communications & Networking enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Communications & Networking studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Communications & Networking will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Communications & Networking be approved for addition to the Bachelor of Science in Electrical Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Electrical Engineering

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Controls, Robotics & Autonomy; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Controls, Robotics & Autonomy establishes a required set of courses of the Controls, Robotics & Autonomy area while maintaining a robust curriculum within the same accredited Electrical Engineering Degree; and

Whereas, a strong number of students continue to select Controls, Robotics & Autonomy technical elective courses indicating a continued interest in the studies of Controls, Robotics & Autonomy; and

Whereas, the establishment of the Major in Controls, Robotics & Autonomy enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Controls, Robotics & Autonomy studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Controls, Robotics & Autonomy will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Controls, Robotics & Autonomy be approved for addition to the Bachelor of Science in Electrical Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Energy & Power Electronics Systems; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Energy & Power Electronics Systems establishes a required set of courses of the Energy & Power Electronics Systems area while maintaining a robust curriculum within the same accredited Electrical Engineering Degree; and

Whereas, a strong number of students continue to select Energy & Power Electronics Systems technical elective courses indicating a continued interest in the studies of Energy & Power Electronics Systems; and

Whereas, the establishment of the Major in Energy & Power Electronics Systems enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Energy & Power Electronics Systems studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Energy & Power Electronics Systems will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Energy & Power Electronics Systems be approved for addition to the Bachelor of Science in Electrical Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Commission on Undergraduate Studies and Policies
Resolution 2017-18Q
Resolution to Approve New Major, Micro/Nanosystems, in Bachelor of Science in Electrical Engineering

Faculty Senate Review Waived: February 27, 2018
Approved by the Commission on Undergraduate Studies and Policies: March 26, 2018
First Reading by University Council: April 2, 2018
Second Reading by University Council: April 16, 2018
Approved by President:
First effective date to declare Major: Spring 2018
First effective date to graduate: Winter 2020

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Micro/Nanosystems; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Micro/Nanosystems establishes a required set of courses of the Micro/Nanosystems area while maintaining a robust curriculum within the same accredited Electrical Engineering Degree; and

Whereas, a strong number of students continue to select Micro/Nanosystems technical elective courses indicating a continued interest in the studies of Micro/Nanosystems; and

Whereas, the establishment of the Major in Micro/Nanosystems enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Micro/Nanosystems studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Micro/Nanosystems will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Micro/Nanosystems be approved for addition to the Bachelor of Science in Electrical Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Commission on Undergraduate Studies and Policies
Resolution 2017-18R
Resolution to Approve New Major, Photonics, in Bachelor of Science in Electrical Engineering

Faculty Senate Review Waived: February 27, 2018
Approved by the Commission on Undergraduate Studies and Policies: March 26, 2018
First Reading by University Council: April 2, 2018
Second Reading by University Council: April 16, 2018
Approved by President: First effective date to declare Major: Spring 2018
First effective date to graduate: Winter 2020

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Photonics; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Photonics establishes a required set of courses of the Photonics area while maintaining a robust curriculum within the same accredited Electrical Engineering Degree; and

Whereas, a strong number of students continue to select Photonics technical elective courses indicating a continued interest in the studies of Photonics; and

Whereas, the establishment of the Major in Photonics enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Photonics studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Photonics will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Photonics be approved for addition to the Bachelor of Science in Electrical Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Resolution to Approve New Major, Radio Frequency & Microwave, in Bachelor of Science in Electrical Engineering

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Radio Frequency & Microwave; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Radio Frequency & Microwave establishes a required set of courses of the Radio Frequency & Microwave area while maintaining a robust curriculum within the same accredited Electrical Engineering Degree; and

Whereas, a strong number of students continue to select Radio Frequency & Microwave technical elective courses indicating a continued interest in the studies of Radio Frequency & Microwave; and

Whereas, the establishment of the Major in Radio Frequency & Microwave enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Radio Frequency & Microwave studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Radio Frequency & Microwave will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Radio Frequency & Microwave be approved for addition to the Bachelor of Science in Electrical Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
Commission on Undergraduate Studies and Policies
Resolution 2017-18T
Resolution to Approve New Major, Space Systems, in Bachelor of Science in Electrical Engineering

Faculty Senate Review Waived: February 27, 2018
Approved by Commission on Undergraduate Studies and Policies: March 26, 2018
First Reading by University Council: April 2, 2018
Second Reading by University Council: April 16, 2018
Approved by President: Spring 2018
First effective date to declare Major: Winter 2020
First effective date to Graduate: Winter 2020

Whereas, a well-established number of faculty in the Electrical and Computer Engineering Department (ECE) in the College of Engineering have international reputation, active research agendas, outreach activities, and teaching responsibilities in the areas of Space Systems; and

Whereas, the ECE Department has a well-established and broad set of technical elective courses that provide students with the opportunity to gain further knowledge and experience in many different aspects of Electrical and Computer Engineering, and the new Major in Space Systems establishes a required set of courses of the Space Systems area while maintaining a robust curriculum within the same accredited Electrical Engineering Degree; and

Whereas, a strong number of students continue to select Space Systems technical elective courses indicating a continued interest in the studies of Space Systems; and

Whereas, the establishment of the Major in Space Systems enables the ECE Department and the interested students to more clearly guide and establish educational objectives that align with societal, industrial and governmental needs; and

Whereas, Space Systems studies prepares students for a wide range of advanced degree studies, or makes them more marketable with potential employers seeking students with this specific knowledge; and

Whereas, the Major in Space Systems will provide for more curricular flexibility and specialization within the ECE Department, as well as a wider opportunity to participate in cross-disciplinary initiatives across the university.

Therefore, let it be resolved that the Major in Space Systems be approved for addition to the Bachelor of Science in Electrical Engineering effective Spring 2018 and the proposal forwarded through University governance and the President for approval.
COMMISSION ON UNIVERSITY SUPPORT
RESOLUTION TO RENAME, UPDATE CHARGE, AND CHANGE MEMBERSHIP OF
THE COMPUTING AND COMMUNICATION RESOURCE COMMITTEE
CUS RESOLUTION 2017-18A

Approved by the Commission on University Support: March 13, 2018
First Reading by the University Council: April 2, 2018
Second Reading by the University Council: April 16, 2018
Approved by the President: 
Effective Date: August 1, 2018

WHEREAS, the Computing and Communications Resources Committee that reports to
the Commission on University Support has been dormant for a number of years; and,

WHEREAS, the function of the committee has since been adopted by a set of advisory
subcommittees charged with reviewing and evaluating the units within the university’s
Division of Information Technology so as to better address the breadth and complexity of
the university’s reliance on computing, communication, and other information technology
services; and,

WHEREAS, the Vice President for Information Technology and CIO endorses a change
in the scope of the committee to better address the ever-changing technology climate and
provide a reporting structure for the advisory subcommittees through this committee to
the Commission on University Support; and,

WHEREAS, the initial subcommittees will focus on: (a) teaching and learning; (b)
research computing and research support; (c) administrative systems and business
intelligence; and (d) network infrastructure, identity and access management, information
technology security, and user support.; and,

WHEREAS, the proposed name change to “Information Technology Services and
Systems’ better reflects the variety of information technology services critical to Virginia
Tech’s faculty, staff, and students, as well as the breadth of the types of systems, both at
Virginia Tech and contracted, that provide these services; and,

WHEREAS, the Vice President for Information Technology and CIO further endorses the
appointment of four department heads from the Division of Information Technology to the
committee to staff the advisory subcommittees and serve as content matter experts (as
described in the proposed charge), in order to ensure that the committee has direct
access to operational units within the Division of Information Technology; and

WHEREAS, the proposed membership would ensure at least two staff, two A/P faculty,
and two tenured or tenure-track faculty among the at-large membership and seek to
include representation from university locations beyond the main campus;
NOW, THEREFORE, BE IT RESOLVED that the name of the Computing and Communications Resources Committee be amended to the “Information Technology Services and Systems Committee”; and

BE IT FURTHER RESOLVED that the charge of the Information Technology Services and Systems Committee be amended as follows:

Current:
CHARGE: To make recommendations for the efficient utilization of the University's computer facilities and to recommend policies that relate to the operation, maintenance, and development of the University's communications network. The Committee's scope of concerns includes all instructional, research, extension, and administrative computing provided through the University's computing facilities, and all existing or proposed devices connected to the computing facilities.

Proposed:
CHARGE: To make recommendations for the effective offering and utilization of the University's information technology services and systems, and to recommend policies that relate to the governance of these services and systems. The Committee's scope of concerns includes all information technology services and systems related to instruction, research, outreach, and administration at the University. The committee organizes into subcommittees to address specific aspects of information technology and services and to report to the committee. Each subcommittee will be chaired by a member of the Division of IT with other members being assigned or volunteering based on interest or knowledge of subject matter area.

AND BE IT FURTHER RESOLVED that the membership of the Information Technology Services and Systems Committee be amended as follows:

- The Vice President for Information Technology and CIO (also representing the Commission on University Support)
- Four department heads or other leaders in the Division of Information Technology, appointed by the Vice President for Information Technology and CIO, with expertise to address the breadth of information technology services and infrastructure at the university
- Ten at-large members of the faculty-A/P-faculty-staff (with appropriate expertise) nominated by the Vice President for Information Technology and CIO in consultation with the Presidents of the Faculty and Staff Senates and the chair of the Commission on Administrative and Professional Faculty Affairs (three-year terms). At least two must be A/P faculty members, at least two must be staff employees, and at least two must be tenured or tenure-track faculty members, with a goal to include representation from university locations beyond Blacksburg. At least one of the tenured or tenure-track faculty members must be a member of the Faculty Senate.
• One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
• One representative from the Student Government Association nominated by the Student Government Association (one-year term)
WHEREAS, the Campus Development Committee (CDC) exists primarily to “make recommendations and to serve as a conduit to disseminate information and solicit feedback concerning the planned physical development of the university’s built environment;” and

WHEREAS, the Commission on Equal Opportunity and Diversity (CEOD) exists to advise on the university’s responsibilities regarding “accessibility, compliance, diversity, and inclusion;” and

WHEREAS, as part of the Inclusive VT initiative, the university community acknowledges that baseline compliance with Americans with Disabilities Act (ADA) regulations is no longer a sufficient measure or goal of campus accessibility; and

WHEREAS, we wish to exceed minimum requirements for physical accessibility by considering a wider range of topics such as universal design principles, single occupancy restrooms, and transportation infrastructure modifications in campus planning and construction efforts; and

WHEREAS, the CDC currently receives briefings and provides feedback to University Planning on a wide variety of university construction and renovation projects; and

WHEREAS, the Director of ADA and Accessibility Services serves as the university’s ADA Coordinator and provides oversight for physical accessibility for employees, students and visitors; and

WHEREAS, the CDC and campus construction and renovation projects would benefit from the two-way communication and perspective provided by adding a representative from the CEOD to the CDC;

THEREFORE LET IT BE RESOLVED, that the membership of the Campus Development Committee be amended to add:

- Director of ADA and Accessibility Services (Ex Officio)
- One representative from the Commission on Equal Opportunity and Diversity (one-year term)

AND BE IT FURTHER RESOLVED, that the changes take effect August 1, 2018.
WHEREAS, University Council resolution CEOD 2015-16B updated membership to include representation of diverse employee constituencies by faculty/staff caucuses at Virginia Tech, and

WHEREAS, the Commission on Equal Opportunity and Diversity seeks representation from populations that are underrepresented and/or underserved and historically marginalized, and

WHEREAS, faculty/staff caucuses have no common criteria for membership and representation on CEOD;

THEREFORE, BE IT RESOLVED, that the membership of the Commission on Equal Opportunity be revised in Section III-B of the Bylaws of the University Council, as noted below, effective August 13, 2018, and the proposal forwarded to the President for approval.
University Council By-Laws

B. Commission on Equal Opportunity and Diversity

Membership:

... 

TEN Eight Faculty and Staff Caucus community representatives (three-year terms)

Community representatives shall be chosen by one of two methods. Where there is a single widely representative organization for faculty and staff, this organization would have responsibility for electing a representative. Where there is no appropriate organization (or multiple organizations), then a related office, program, or center serving related interests will be responsible for the nominations and election (or selection) of a community representative. The Vice President for Strategic Affairs and Provost for Inclusion and Diversity will be responsible for overseeing the identification of community representatives on an annual basis, including assuring that named organizations, programs or offices use an open process for securing nominations and interested participants if an election is not feasible or reasonable. Representatives elected by a university organization with open membership for faculty and staff (one representative each). A Faculty/Staff Caucus shall demonstrate its representational nature for membership on CEOD through verification of the following criteria:

- At least one member serving in President, Vice President, Chair, or Vice Chair roles must be faculty or staff. Graduate students who are employees may serve on the leadership team.

- A written mission related to the advancement of equity, diversity, and inclusion.

- An advocacy focus for its own population as well as intersectional identities.

- Representative of an identity group that has been historically underrepresented, marginalized, and disenfranchised.

- Committed to upholding the Principles of Community.

- Maintains organizational documents and policies that include:

  - By-Laws and/or Constitution
  - Elected officers
  - Regular meetings and minutes
  - Definition of voting membership/quorum
• Annual reports of accomplishments and goals for the upcoming year

Changes to caucuses specified below per Resolution CEO 2015-16B shall be approved by University Council.

- Black Caucus
- LGBT Caucus
- Hispanic / Latino Faculty and Staff Caucus
- Appalachian Caucus
- American Indian and Indigenous People’s Caucus
- Women’s Alliance and Caucus Alliance
- Disability Caucus
- International Caucus
- Veteran’s Caucus
- Asian and Asian American Caucus

...
WHEREAS, the Commission on Equal Opportunity and Diversity has grown in size over the years to be the largest Commission in the governance system, and

WHEREAS, University Council resolution CEOD 2015-16B updated membership to include representation of diverse employee constituencies by faculty/staff caucuses at Virginia Tech, and

WHEREAS, the Commission on Equal Opportunity and Diversity membership from Ex-officio, Faculty Senate, and Staff Senate, and Commission on Student Affairs representatives is higher than other university commissions, and

WHEREAS, University Council resolution CEOD 2014-2015B specifies CEOD’s charge to “study, formulate, and recommend to University Council policies and procedures as they relate to the university’s responsibilities regarding equal opportunity, affirmative action, accessibility, compliance, diversity, and inclusion. Areas for consideration include recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university’s principles of community and commitment to equal opportunity and access”, and

WHEREAS, the Commission should be more efficient through reduced size and yet maintain a diverse and appropriate representation of faculty, staff, and students;

THEREFORE, BE IT RESOLVED, that the membership of the Commission on Equal Opportunity be revised in Section III-B of the Bylaws of the University Council, as noted below, effective August 19, 2018, and the proposal forwarded to the President for approval.
University Council By-Laws

B. Commission on Equal Opportunity and Diversity

Membership*:

**Ex-officio**

- **Vice President for Strategic Affairs & Vice Provost for Inclusion and Diversity** & **Associate Vice President for Administration**
- **Assistant Vice President for Equity and Accessibility**
- **Vice President for Human Resources**
- **Vice Provost for Faculty Affairs**
- **Senior Director Cultural and Community Centers**
- **Director, Cranwell International Center**
- **Dean of Students**
- **Director of ADA Services and Access Services**
- One academic dean selected by the Council of College Deans (two-year term)
- **One Three representatives elected by the Faculty Senate, who ****of which at least one must be a senator (three year term)
- **One Three representatives elected by the Staff Senate, who ****of which at least one must be a senator (three year term)
- One representative of the administrative/professional faculty elected by the **Commission on Administrative and Professional Faculty Affairs** CAPFA (three-year term)
- One staff representative from the Commission on Staff Policies and Affairs (one-year term)
- One faculty representative from the Commission on Faculty Affairs (one-year term)
- One student representative from the Commission on Student Affairs (one-year term)
- **Ten Eight Faculty and Staff Caucus community representatives** (three-year terms)

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- **Two Three faculty, staff, or student at-large members (three-year term for faculty/staff representatives; one-year term if a student is selected) ...**

The at-large members will be chosen by an application process, open to faculty, staff, and students, and conducted by the commission annually for the available, undesignated slot. The commission will forward at least two nominations (so long as there are at least two) for each vacant position to the president for appointment to the commission. The commission may rank the candidates in order of preference. The at-large positions are designed to allow representation from groups not identified above as well as individuals who would make significant contributions to the work of the commission, regardless of background.

- **Two One representative of the Student Government Association: the Director of Equity and Inclusion for SGA and one representative elected by the Student Government Association** (one-year term)
- One representative of the Graduate Student Assembly elected by the Graduate Student Assembly (one-year term)
- One student representative elected by the Council of International Student Organizations (one-year term)

*The chair will be elected from among the non-ex officio faculty or staff members of the commission

(Last updated on November 2, 2009, July 21, 2014, October 16, 2015, March 3, 2016, July 19, 2016, & October 11, 2016, ...
WHEREAS, the Virginia Tech community strongly endorses a well-rounded educational experience for graduate students, and

WHEREAS, all graduate students and those associated with their education are expected to uphold the Virginia Tech Principles of Community and the Graduate School’s Expectations for Graduate Study, and

WHEREAS, individual departments, colleges, and programs offer opportunities for graduate students to engage in educational programs that promote and strengthen their effectiveness working across disciplines, cognizant of the benefits of a diverse and inclusive environment while studying at Virginia Tech and thereafter,

WHEREAS, inclusion and diversity education at the graduate level would complement existing components developed by college or program diversity committees, InclusiveVT, AdvanceVT, required diversity-related pre-enrollment module and the undergraduate Pathways curriculum, and

WHEREAS, input and endorsement has been received from the Commission on Equal Opportunity and Diversity,

THEREFORE BE IT RESOLVED, that all graduate students participate in inclusion and diversity educational programs as part of their graduate studies, and

BE IT FURTHER RESOLVED, that the particular inclusion and diversity educational program for a graduate student be selected and approved by the student’s program, department, or college, and

BE IT FURTHER RESOLVED, that the details of the particular inclusion and diversity educational programs within each program, department, or college be submitted for approval to the Graduate School by the Graduate Program Director of a program or department, or its equivalent in a college, and

BE IT FURTHER RESOLVED, that the Program of Study for all graduate students show a record of the student’s participation in the particular inclusion and diversity educational programs delineated by the student’s program, department, or college, as part of the student’s graduation requirements.

RECOMMENDATION: Implementation to start with a soft rollout in Fall 2019 followed by a continuous process of review and expanded implementation toward full adoption. Details for inclusion and diversity education are found in the Appendix to Resolution 2017-18A.
APPENDIX TO CGS&P RESOLUTION 2017-18A

The guidelines offered in this Appendix seek to clarify the intent of the Resolution and to make specific recommendations regarding its implementation. It is the aim of the Resolution to serve the needs of all students, while acknowledging the distinctiveness of those needs across the range of departments, programs, and colleges (hereafter referred to as “academic units”). To comply with the terms of the Resolution, academic units are encouraged to make use of existing strategies and efforts to instill in their students a lasting awareness of the benefits of a diverse and inclusive environment and to instruct their students in this regard. Should measures existing in the academic units be insufficient, new measures will be put in place to satisfy the requirements set forth in the Resolution. The Office of Recruitment and Diversity Initiatives (ORDI) in the Graduate School and the Office for Inclusion and Diversity will be available to offer assistance with the identification of suitable instructional resources and formulation of these plans as needed and/or requested. Additional possible resources include the college diversity committee members and InclusiveVT representatives. Satisfactory plans may, among other possibilities, take the form of specialized workshops, stand-alone courses, or follow-up substantive discussion/reflections on required diversity related pre-enrollment module, or other modules incorporated into existing courses or incoming student orientation sessions. Professional development opportunities for faculty seeking best practices and strategies for managing these discussions will be provided through NLI. In all cases, the appropriate academic unit will submit for approval to the Graduate School the manner and method by which the requirement will be satisfied. Once the academic unit’s plan is approved, the completion of the requirement for any given student will be verified through that student’s Plan of Study.

With regard to the extent of topics to be covered, again recognizing the range of appropriate emphases across different academic units, four topics have been identified as appropriate for all students and must be included. Other topics should be addressed, as identified by the individual academic units and appropriate to specific disciplinary needs. Lists of required topics and potential additional focus areas appear below:

**Required Topics:**
1. The Virginia Tech Principles of Community as they apply to the valuing of human diversity and inclusion.
2. The impact that personal actions and words have on self, others, and the communities—university, national, and global—in which we live; issues of privilege, bias, power, prejudice, and discrimination; concepts of multiple personal, social, and cultural identities.
3. Available avenues of redress and our shared responsibilities as active by-standers.
4. The process of individual introspection required both to understand one’s own forms of implicit or unconscious bias and to create inclusive environments.

**Additional Topics/Focus Areas (as appropriate to the particular academic unit):**
1. Inclusion and Diversity in a global context; institutional and governmental policies affecting immigration, accessibility, affordability, and related matters.
2. Historical perspectives on diversity and the impact of traditions of privilege on the development of the discipline represented by the particular academic unit; inclusive pedagogy.
3. Effective strategies for inter- or intrapersonal conflict resolution; pathways to individual reconciliation of unconscious or implicit bias.
WHEREAS, the Virginia Tech community values academic integrity; and

WHEREAS, all graduate students are expected to uphold the Graduate Honor Code and exercise honesty and ethical behavior in all their academic pursuits at Virginia Tech, including study, course work, research, extension, or teaching; and

WHEREAS, the Graduate Honor System Constitution was alerted to problems in the appeals process and a desire to update language and penalties,

WHEREAS, a committee of faculty, graduate students, and administrators reviewed and revised the Constitution using guidance from other systems in the university and past cases to address concerns regarding the appeals process, and include more learner-centered language and penalties.

NOW, THEREFORE, BE IT RESOLVED, that the 2009 Constitution of the Graduate Honor System be retired and that the 2018 Constitution of the Graduate Honor System be adopted as the guiding document regarding academic integrity and the process of reviewing violations for graduate students.
ARTICLE I: PURPOSE AND DESCRIPTION

Section 1 - Graduate Honor Code

The Graduate Honor Code establishes a standard of academic integrity. As such, this code demands a firm adherence to a set of values. In particular, the code is founded on the concept of honesty with respect to the intellectual efforts of oneself and others. Compliance with the Graduate Honor Code requires that all graduate students exercise honesty and ethical behavior in all their academic pursuits at Virginia Tech, whether these undertakings pertain to study, course work, research, extension, or teaching.

It is recognized that graduate students have very diverse cultural backgrounds. In light of this, the term ethical behavior is defined as conforming to accepted professional standards of conduct, such as codes of ethics used by professional societies in the United States to regulate the manner in which their professions are practiced. The knowledge and practice of ethical behavior shall be the full responsibility of the student. Graduate students may, however, consult with their major professors, department heads, International Graduate Student Services, or the Graduate School for further information on what is expected of them.

More specifically, all graduate students, while being affiliated with Virginia Tech, shall abide by the standards established by Virginia Tech, as described in this Constitution. Graduate students, in accepting admission, indicate their willingness to subscribe to and be governed by the Graduate Honor Code and acknowledge the right of the University to establish policies and procedures and to take disciplinary action (including suspension or expulsion) when such action is warranted. Ignorance shall be no excuse for actions which violate the integrity of the academic community.

The fundamental beliefs underlying and reflected in the Graduate Honor Code are that (1) to trust in a person is a positive force in making a person worthy of trust, (2) to study, perform research, and teach in an environment that is free from the inconveniences and injustices caused by any form of intellectual dishonesty is a right of every graduate student, and (3) to live by an Honor System, which places a positive emphasis on honesty as a means of protecting this right, is consistent with, and a contribution to, the University's quest for truth.

Section 2 - Implementation

The Graduate Honor System was established to implement the Graduate Honor Code, and its functions shall be:

1. To promote honesty and ethical behavior in all academic pursuits, including, but not limited to, study, research, teaching, and extension.
2. To disseminate information concerning the Graduate Honor System to all new graduate students, faculty, and other interested parties.

3. To consider and review all suspected violations of the Graduate Honor Code in an impartial, thorough, and unbiased manner.

4. To review all cases involving academic infractions of the Graduate Honor Code brought before the System.

5. To assure that the rights of all involved parties are protected and assure due process in all proceedings.

Section 3 - Violations

All forms of academic work including, but not limited to, course work, labwork, thesis or dissertation work, research, teaching, and extension performed by any graduate student enrolled on a part-time or full-time basis under any of the admission categories listed in the Virginia Tech Graduate Catalog shall be subject to the stipulations of the Graduate Honor Code. Violations of the Graduate Honor Code are categorized as follows: Cheating, Plagiarism, Falsification, and Academic Sabotage. Violations are defined as follows:

1. **Cheating**: Cheating is defined as the giving or receiving of any unauthorized aid, assistance, or unfair advantage in any form of academic work. Cheating applies to the products of all forms of academic work. These products include, but are not limited to, in-class tests, take-home tests, lab assignments, problem sets, term papers, research projects, theses, dissertations, preliminary and qualifying examinations given for the fulfillment of graduate degrees, or any other work assigned by an instructor or professor, graduate committee, or department that pertains to graduate work or degrees.

   Any student giving or receiving unauthorized information concerning a test, quiz, or examination shall be responsible for an Honor Code violation. Submitting work that counts towards the student's grade or degree which is not the sole product of that student's individual effort shall be considered cheating, unless, for example, the professor explicitly allows group work, use of out-of-class materials, or other forms of collective or cooperative efforts. In general, all academic work shall be done in accordance with the requirements specified by the instructor or professor. In the absence of specific allowances or instructions by the professor, students shall assume that all work must be done individually.

   Some uses of permanently returned, graded material ("koofers") are cheating violations of the Code. By permanently returning graded materials, a faculty member or instructor demonstrates the intent that these materials should be accessible to all students. Such materials may be used for study purposes, such as preparing for tests or other assignments, and other uses explicitly allowed by the professor or course instructor. Once test questions have been handed out, koofers may not be used. Other specific examples of the unauthorized use of koofers include, but are not limited to, using koofers during closed-book exams, handing in any type of copy (e.g., a photocopy or a transcribed copy) of someone else's work (partial or complete) from a previous term, and copying a current answer key or one that was handed out in a previous term. Students may not copy and
hand in as their own work answers taken from any kind of koofer. When in doubt of what may or may not be used, students should consult with the course instructor. In the absence of specific instructions concerning koofers from the instructor, students shall assume that all submitted work must be the product of their own efforts without koofers or other unauthorized aid/materials.

2. **Plagiarism:** Plagiarism is a specific form of cheating, and is defined as the copying of the language, structure, idea, and/or thoughts of another and claiming or attempting to imply that it is one's own original work. It also includes the omitting of quotation marks when references are copied directly, improper paraphrasing (see Plagiarism), or inadequate referencing of sources. Sources used in preparing assignments for classes, theses, dissertations, manuscripts for publication, and other academic work should be documented in the text and in a reference list, or as directed by the instructor or professor. Sources requiring referencing include, but are not limited to, information received from other persons that would not normally be considered common knowledge (Plagiarism), computer programs designed or written by another person, experimental data collected by someone else, graded permanently-returned materials such as term papers or other out-of-class assignments (koofers), as well as published sources. A more detailed discussion of plagiarism may be found in Plagiarism.

3. **Falsification:** Students who falsify, orally, in writing, or via electronic media, any circumstance relevant to their academic work shall be responsible for a violation of this Code. Included are such actions as forgery of official signatures, tampering with official records or documents, fraudulently adding or deleting information on academic documents, fraudulently changing an examination or testing period or due date of an assignment, and the unauthorized accessing of someone else's computer account or files. Violations also include willfully giving an improper grade or neglecting to properly grade submitted material, improperly influencing the results of course evaluations, and knowingly including false data or results in any paper or report submitted for a grade, as a degree requirement, or for publication.

4. **Academic Sabotage:** Academic sabotage is purposeful vandalism directed against any academic endeavor or equipment. It includes, but is not limited to, the destruction or theft of written material, laboratory or field experiments, equipment used in teaching or research, or computer files or programs. Unauthorized tampering with computer programs or systems shall constitute a violation. Academic sabotage includes deliberately crashing or attempting to crash a computer system or the use of files intended to cause or actually causing computer systems to behave atypically, thereby impeding another person's or group's efforts. In particular, knowingly infecting any system with a virus, worm, time bomb, trap door, Trojan horse, or any other kind of invasive program shall be considered a serious violation. Note that violations under this category may also lead to University judicial action or to criminal suits charged by the University.

Misconduct in research and teaching deserves special mention in the Code since it is an area of special interest to graduate students. It is not a separate violation category since it may involve cheating, plagiarism, falsification, and/or academic sabotage as discussed above. Misconduct in research does not include those factors intrinsic to the process of research, such as honest error, conflicting data, or differences in interpretation concerning data or experimental design. Likewise, misconduct in teaching does not include honest disagreement over the method of
presentation of instructional material to a class or in the evaluation of the performance of a student. Research misconduct allegations may also be investigated by the Virginia Tech Office of Research Integrity.

* For further information on misconduct in research and its definition, see the references listed under item 4 of 1991 Revision -- Reference Material Used.

Section 4 - Composition

The Graduate Honor System shall consist of an Advisor, a Chair, one or more Associate Chair(s), GHS Facilitators, and Panelists for the Preliminary Review Panel and Review Panel. The Dean (or designee) of the Graduate School shall be responsible for the continued operation of the System. Appointment of Graduate Honor System personnel shall be made in accordance with Article XI, Section 7.

ARTICLE II: GENERAL ADMINISTRATION

Section 1 - Appointment of the Graduate Honor System Advisor

A member of the staff of the Dean of the Graduate School shall be appointed by the President to serve as the Graduate Honor System Advisor. The Advisor shall serve in an advisory capacity to the Chair and shall be present (or represented) at all hearings of both the Preliminary Review Panel and the Review Panel.

Section 2 - Duties and Functions of the Advisor

The following duties and functions shall be performed by the Advisor:

1. The advisor shall have the responsibility to train the Chair, Associate Chair(s), Facilitators, and new board and panel members.
2. The advisor shall provide counsel to the Chair and Associate Chair(s) in the preparation of cases.
3. The advisor shall provide staff for handling training sessions, scheduling meetings, and other matters related to the administration of the Graduate Honor System.
4. The advisor shall counsel faculty or students referring cases as well as those students charged with offenses.
5. The advisor (or designee) shall attend all hearings.
6. The advisor, in consultation with the Chair, shall be responsible for appointing the Associate Chair(s).
7. The advisor, upon the receiving the recommendation of the Chair, shall be responsible for approving the membership of the Preliminary Review Panel and Review Panel.

Section 3 - Appointment of the Chair

1. Nominations for the position of Chair shall be accepted from the Graduate Student Assembly, College Deans, and other members of the academic community, and applications by qualified persons shall be welcomed. Candidates for the position of Chair
must be graduate students in good standing and must have been in residence for at least one (1) semester immediately preceding nomination. Preferably, the nominee will have served as an Associate Chair or as a graduate student panelist for at least one (1) semester prior to appointment.

2. The term of office shall be one (1) year, but if available and willing, the current Chair may be re-appointed by the President of the University to serve subsequent terms, up to four (4) years, upon the recommendation of the Graduate Honor System Advisor.

3. The Chair Nominating Committee shall be convened by the Dean upon the resignation of the current Chair, upon completion of term of office, or upon termination of office. This committee shall consist of the Graduate Honor System Advisor, up to three (3) graduate student members of the Graduate Honor System, and one (1) faculty member having previously served on a Review Panel and appointed by the Dean of the Graduate School. All members shall have equal voting privileges. The function of this committee shall be to nominate a candidate for appointment by the President. The nomination process shall be to: (1) invite nominations and accept applications, (2) review applications and conduct interviews with applicants, and (3) recommend to the President of the University, from among these applicants, a nominee for the position of Chair. The recommendation of this committee shall be by majority vote.

4. The recommendation of the nominating committee is voted on by the Graduate Student Assembly (GSA) and the Commission on Graduate Studies and Policies (CGS&P).

5. The Dean of the Graduate School will forward the nomination to the President conveying the vote of the GSA and CGS&P.

6. The President shall appoint the Chair.

7. In the absence of a timely appointment, the President, through the recommendation of the Dean, can appoint the nominee as an interim Chair until the conclusion of the appointment process.

Section 4 - Duties and Functions of the Chair

The Chair shall perform the following duties and functions:

1. The Chair shall receive reports of suspected violations and determine, in consultation with the GHS Advisor, if the referred student is eligible for a Facilitated Discussion.

2. The Chair shall assign to the Preliminary Review Panel all cases not eligible for Facilitated Discussion.

3. The Chair shall preside at all Review Panel hearings. The Chair may request a member of the Review Panel to preside in his or her place.

4. The Chair shall assure justice, fairness, and due process.

5. The Chair shall secure nominations and select graduate student and faculty members for the Facilitated Discussion Process, the Preliminary Review Panel, and Review Panel, subject to approval by the Graduate Honor System Advisor.

6. The Chair shall assume responsibility for the instruction and training of graduate student and faculty members in the operation, function, and responsibility of the Graduate Honor System.

7. The Chair shall orient entering graduate students and new faculty to the values and obligations of the Graduate Honor Code.
8. The Chair shall conduct information activities and coordinate activities of the Graduate Honor System.
9. The Chair shall administer the operation of the Graduate Honor System throughout the entire calendar year.
10. The Chair shall keep the graduate community apprised of relevant activities of the Graduate Honor System.
11. The Chair shall consult with the Graduate Honor System Advisor in the appointment of the Associate Chair(s) and Facilitators.
12. The Chair shall select the panelists to hear the cases.

Section 5 - Staff of the Chair

The Chair, with the approval of the Graduate Honor System Advisor, shall appoint sufficient staff to assist with the duties of the office.

Section 6 - Appointment of Associate Chair(s)

1. The Graduate Honor System Advisor, in consultation with the Chair, shall appoint one or more Associate Chair(s). Nominations for this position shall be accepted from the Graduate Student Assembly, College Deans, and other members of the academic community; and applications from qualified personnel shall be welcomed. Students being considered for Associate Chair positions must be graduate students in good standing and must have been in residence for at least one (1) semester immediately preceding appointment. Preferably, the nominee will have served as a graduate student panelist of the Graduate Honor System for at least one (1) semester prior to the appointment. Associate Chair(s) shall serve a one (1) year term but may be re-appointed to serve subsequent terms, up to four (4) years, if available and willing.
2. The appointment of the new Associate Chair(s) shall be made upon the resignation of the current Associate Chair(s), upon completion of term of office, or upon termination of office.

Section 7 - Duties of Associate Chair(s)

Associate Chair(s) shall perform the following duties:

1. Associate Chair(s) shall gather evidence and conduct interviews with the referrer and the referred student(s).
2. Associate Chair(s) shall prepare a brief report summarizing the evidence.
3. Associate Chair(s) shall present the report summarizing the evidence to the referrer, referred student, and Chair before presenting it for review by the Preliminary Review Panel.
4. Associate Chair(s) shall convene and chair Preliminary Review Panel meetings.
5. Associate Chair(s) shall prepare a brief report for the Chair that summarizes the decision of the Preliminary Review Panel and shall brief the Chair on all the details of the case at hand.
6. Associate Chair(s) may attend and may present the evidence to the Review Panel.
7. Associate Chair(s) shall aid the Chair in convening and conducting training sessions for Preliminary Review Panel members.

Section 8—Appointment of Panelists

1. Panelists will include graduate students and faculty members from each College. Panelists will be recruited from all qualified graduate students and faculty (see Article XI Section 7).
2. Graduate student panelists shall be approved by the Graduate Honor System Advisor after training by the Chair and/or Associate Chair and following clearance of graduate student records (see Article XI Section 8). Graduate students may serve for up to four (4) years. After the four years, graduate students will take a one-year break from all duties related to the Graduate Honor System.
3. Faculty member panelists shall be approved by the Graduate Honor System Advisor after training by the Chair and/or Associate Chair. Faculty panelists may serve for up to four (4) years. After the four years, faculty will take a one-year break from all duties related to the Graduate Honor System.

Section 9—Duties of Panelists

1. Panelists shall sit on either the Preliminary Review Panel or the Review Panel.
2. Panelists shall evaluate the evidence and make recommendations regarding the case within a Preliminary Review Panel or Review Panel.
3. Panelists shall maintain the rights and confidentiality of the referred student(s) and referrer.
4. Panelists may assist in conducting educational sessions on campus and/or training sessions for new panelists.

Section 10 – Appointment of Graduate Honor System Facilitators

1. The Graduate Honor System Advisor, in consultation with the Chair, shall appoint one or more Graduate Honor System Facilitators. Applications for this position shall only be taken from current panelists. Graduate Honor System Facilitators must have significant experience with the Graduate Honor System as determined by the Graduate Honor System Advisor and Chair before appointment as Discussion Facilitators. Facilitators shall serve a one (1) year term but may be re-appointed to serve subsequent terms, up to four (4) years, if available and willing.
2. The appointment of new Facilitators shall be made as necessary to meet the needs of the Honor System.

Section 11 – Duties of Graduate Honor System Facilitators

1. Graduate Honor System Facilitators shall facilitate a discussion meeting between the referrer and the referred student(s).
2. Graduate Honor System Facilitators shall ensure that all applicable GHS guidelines are observed and followed.
3. Graduate Honor System Facilitators shall ensure that the rights of the referred and referrer are upheld.
4. Graduate Honor System Facilitators shall, upon examination of the facts of the case, have the authority to refer cases to the Chair so that they may be assigned an Associate Chair for evidence gathering and interviews.
5. Graduate Honor System Facilitators shall prepare a full report for the Chair, which summarizes the outcome of the facilitated discussion and shall brief the Chair on all the details of the case at hand.
6. Graduate Honor System Facilitators shall aid the Chair in conducting the training session(s) for new Graduate Honor System Facilitators.

**ARTICLE III: FACILITATED DISCUSSION**

**Section 1 - Composition**

1. The Facilitated Discussion shall be attended by the referrer(s) of the case, the referred student(s), and one Graduate Honor System Facilitator (as outlined in Article II, Sections 10 and 11).

**Section 2 – Functions of the Facilitated Discussion**

The Facilitated Discussion shall fulfill the following functions:

1. It shall assure that the rights of the referred and the referrer are protected and assure due process.
2. It shall facilitate a discussion between the referrer and referred student(s).
3. It shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a Preliminary Review Panel or a Review Panel.
4. It shall create a record of an Honor Code violation if all parties conclude that a violation did occur. This record shall be kept in the Graduate Honor System case files.

**Section 3 – Eligibility for the Facilitated Discussion**

A suspected Honor Code violation will be eligible for a Facilitated Discussion if **ALL** of the following criteria are met:

1. The referrer of the case is a Faculty member;
2. The suspected violation involves an allegation of either 1) cheating or 2) plagiarism as outlined in Article I, Section 3 of the GHS Constitution;
3. The referred student(s) is(are) not on Graduate Honor System Probation at the time the report of the suspected violation is received by the Graduate Honor System;
4. And the violation is one for which a reasonable person who is familiar with the form and functions of the Graduate Honor System would not assign a penalty of more than the sanctions outlined in Article VII, Section 1, Item 1, Parts a-f of this Constitution.

**Section 4 – Operation of the Facilitated Discussion**
1. The Chair, after determining if a case eligible for a Facilitated Discussion, will notify the referrer and the referred of this determination.
2. The referrer and referred will then have no more than ten (10) University business days to notify the Chair of their desire to participate in a Facilitated Discussion; otherwise the case will be sent for evidence gathering and panel review. Exceptions to the ten-day period will only be made under extenuating circumstances, as determined by the Chair or Graduate Honor System Advisor.
3. If either the referrer or the referred student(s) does not agree to participate in the Facilitated Discussion, the case will be sent for investigation and panel review.
4. During the Facilitated Discussion, the referrer of the alleged violation and the referred student will attempt to reach a resolution to the case, with the assistance of the Graduate Honor System Facilitator. The question that the referred student and the referrer must answer is “did the student commit a violation of the honor code?” A determination of a violation shall require both the referrer and the referred student to agree that the student is responsible for violating the honor code. A determination of no violation shall require both the referrer and the referred student to agree that the student did not violate the honor code. In the absence of such an agreement, the case shall be sent for evidence gathering and panel review.
5. If the referrer and student agree that the student has committed a violation of the honor code, the referrer and student may then decide upon an appropriate penalty. Sanctions for the Facilitated Discussion will be limited to those sanctions outlined in Article VII, Section 1, Item 1, Parts a-f of this Constitution. The referrer and referred must both come to an agreement on the appropriate penalty. In the absence of such an agreement, the case shall be sent for evidence gathering and panel review.
6. The GHS Facilitator shall prepare a record of the outcome of the Facilitated Discussion. This record, the original report of the alleged violation, and any relevant evidence shall be held in the Chair’s confidential file. The Chair shall inform the Dean of the Graduate School (or designee), in writing, of the outcome of all Facilitated Discussions.
7. For cases in which the referrer or the referred withdraws from the Facilitated Discussion, no record shall be kept that the Facilitated Discussion occurred and the fact that they did participate in such a proceeding shall not be deemed relevant in any future Honor System proceedings.

Section 5 – Withdrawal from the Decision of the Facilitated Discussion

1. The referred or referrer may withdraw from a decision reached during a Facilitated Discussion for any reason.
2. If the referred or referrer wishes to withdraw from the Facilitated Discussion decision, the Chair must be notified of the desire to withdraw from the decision within two (2) calendar days of the conclusion of the Facilitated Discussion.
3. If the referred or referrer withdraws from the Facilitated Discussion decision, the case shall be immediately sent for evidence gathering and panel review.
4. In these instances no record shall be kept that the Facilitated Discussion occurred and the fact that they did participate in such a proceeding shall not be deemed relevant in any future Honor System proceedings.
ARTICLE IV: PRELIMINARY REVIEW PANEL

Section 1 – Preliminary Review Panel Waiver

1. The referred student(s) and referrer shall have the opportunity to review the report prepared by the Associate Chair, before it is presented to a Preliminary Review Panel.
2. If, after review of the materials presented in the report, the referred student(s) accepts that there is substantive evidence to support the charge and warrant a full hearing of the case by the Review Panel, the student may request a Preliminary Review Panel Waiver. This request must be submitted to the Chair within five (5) University business days of the student(s) receiving the Associate Chair’s report.
3. A request for a Preliminary Review Panel Waiver must be received before a Preliminary Review Panel is scheduled.
4. A request for a Preliminary Review Panel Waiver does not, in any way, imply guilt or responsibility on the part of the student(s).
5. In cases involving multiple referred students, if all referred students do not request a Preliminary Review Panel Waiver, the case will proceed to a Preliminary Review Panel.
6. Cases for which a Preliminary Review Panel waiver is granted shall proceed directly to a Review Panel for a hearing.

Section 2 - Composition

1. The Preliminary Review Panel shall consist of trained graduate student and faculty panelists. Graduate student members of the Preliminary Review Panel shall have full voting privileges, whereas the faculty members shall serve in an advisory capacity to the student members and shall not have voting privileges.
2. The Associate Chair(s) (or designees) shall chair Preliminary Review Panel meetings and shall not have voting privileges.
3. The Graduate Honor System Advisor shall be a non-voting member and shall serve in an advisory capacity to the Associate Chair and the Preliminary Review Panel.

Section 3 - Functions of the Preliminary Review Panel

The Preliminary Review Panel shall perform the following functions:

1. It shall evaluate the evidence provided for the case.
2. It shall decide whether a hearing before the Review Panel should be held.

Section 4 - Operation

1. For each case without a Preliminary Review Waiver, a hearing shall be conducted by a Preliminary Review Panel, consisting of a minimum of five (5) graduate students and at least two (2) faculty members, to be selected by the Chair. The Associate Chair managing the case shall serve as chair of the Preliminary Review Panel. In addition, the Graduate Honor System Advisor shall be a non-voting member and shall serve in an advisory capacity to the Associate Chair and the Preliminary Review Panel.
2. Evidence gathering shall adhere to the basic tenets of due process and to the rights and responsibilities for referrer and referred as outlined in Article VIII and Article IX.

3. A decision to send the case to the Review Panel should be based upon substantive evidence to support the charge. The lack of such evidence should lead the Preliminary Review Panel to vote against sending the case to the Review Panel and consequently lead to the termination of the proceedings. Otherwise, the Preliminary Review Panel should send the case forward for the further scrutiny of the Review Panel. The fact that the case is forwarded to the Review Panel shall in no way imply guilt or responsibility for the violation; the Preliminary Review Panel is simply stating that the case should be reviewed with the aid of personal testimonies.

4. The student members shall have full voting privileges while the faculty members serve in an advisory capacity. Recommendations of the Preliminary Review Panel must be by majority vote of the graduate student members present. In the event of a tie vote, the case will go forward.

**ARTICLE V: REVIEW PANEL**

**Section 1 - Composition**

1. The Review Panel shall consist of trained graduate student and faculty panelists. Both graduate student and faculty members of the Review Panel shall have full voting rights. The Chair (or designee) shall be a non-voting member and shall serve as the panel moderator.

2. The Graduate Honor System Advisor shall be a non-voting member and shall serve in an advisory capacity to the Chair and the Review Panel.

**Section 2 - Functions of the Review Panel**

The Review Panel shall perform the following functions:

1. It shall hear evidence gathered by the Associate Chair.
2. It shall hear testimony of the referrer, referred student, and witnesses.
3. It shall hear the remarks of the University community representative of the referred.
4. It shall assure that the rights of the referrer and referred student are protected and assure due process.
5. It shall determine whether a violation occurred.
6. It shall recommend the penalty when the referred is determined to have violated the honor code.

**Section 3 - Operation**

1. For each case, a hearing shall be conducted by a Review Panel. The Review Panel shall consist of the Chair, a minimum of four (4) graduate students, a minimum of three (3) faculty members, and the Graduate Honor System Advisor. The number of voting faculty shall not exceed the number of voting graduate students present. The graduate students and faculty members shall be selected by the Chair with the approval of the Graduate Honor System Advisor. Each graduate student and faculty member shall have full voting privileges, while the Chair (or designee) shall be a non-voting member and shall serve as
the moderator of the hearing. In addition, the Graduate Honor System Advisor shall be a non-voting member and shall serve in an advisory capacity to the Chair and the Review Panel. The Associate Chair who gathered the evidence may attend the Review Panel as a non-voting member.

2. All Review Panel hearings shall adhere to the basic tenets of due process and rights and responsibilities as outlined in Article VIII and Article IX.

3. All persons involved with the hearing have the right to be treated with respect. Persons displaying disrespect for another person at the hearing or contempt for the proceedings shall be dismissed, and the hearing shall be concluded in their absence.

4. All evidence regarding cases should be submitted to the Associate Chair(s) during the evidence gathering and interviewing process (prior to the Preliminary Review Panel meeting). If additional information is submitted after the case is sent forward by the Preliminary Review Panel, the Review Panel will decide the relevancy of that information.

5. The referred must be adjudged to have violated the honor code before any consideration is given to the penalty, unless the referred acknowledges responsibility, in which case the deliberations shall focus solely on the penalty.

6. In evaluating evidence and testimony regarding whether a violation of the honor code has occurred, each member of the Review Panel shall consider whether or not there exists substantive evidence of a violation. The decision whether a violation occurred shall be based solely on the facts regarding the charge, i.e., based on evidence collected and testimony presented at the Review Panel hearing.

7. At the conclusion of the deliberations on whether a violation occurred for each charge against the student, the Chair shall poll the members of the Panel on the question: "Has the student violated the honor code?" An affirmative vote represents "a violation," while a negative vote represents "no violation." A determination of a violation shall require a majority vote. In the absence of such a vote, the Panel shall found that no violation has occurred. An abstention shall not be counted as a vote. In the unlikely event that a majority of the Review Panel members do not vote, the current panel shall be dismissed and a new panel shall be convened to re-hear the case.

8. In determining the appropriate sanction, such factors as the referred student's past history of violations, attitude, intent, severity of the violation, and the degree of cooperation may be considered.

9. Recommendations of penalty shall be by majority vote. An abstention shall not be counted as a vote.

10. A recording of the proceedings, the confidential recommendations of the Review Panel, together with all submitted evidence and votes recorded, shall be held in the Chair’s confidential file. The Chair shall inform the Dean of the Graduate School (or designee), in writing, of the findings and recommendations of the Review Panel.

**ARTICLE VI: UNIVERSITY ACTION**

*Section 1 - Review and Decision*

1. The recommendations (decision of violation, and penalty if required) of the Review Panel shall be submitted in writing by the Chair to the Dean of the Graduate School (or designee) for review and decision.
2. No penalty shall be announced until an official decision has been rendered by the Dean of the Graduate School (or designee).

3. The official decision of the Dean of the Graduate School (or designee) shall be transmitted in writing to the referred, the referrer, and the course instructor (or major professor for a research-related violation). The referred shall also be notified of the right to appeal the decision.

4. When the Review Panel's recommendation is not accepted by the Dean (or designee), the Panel shall be notified of the final decision of the Dean (or designee).

Section 2 - Appeals

1. The referred may appeal the official decision to the Dean of the Graduate School on grounds of (1) failure of the Graduate Honor System to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of the penalty. The imposition of the penalty shall be deferred until the termination of the appeals process.

2. The Dean of the Graduate School must receive the appeal within five (5) University business days after the referred receives written notification of the decision and penalty.

3. In the event of an appeal, the case will be forwarded to an appellate officer, who is well versed in the Graduate Honor System, graduate academic policies, and Virginia Tech standards of ethics and have received training from the Graduate Honor System. Such officers include, but are not limited to, the Director of Undergraduate Academic Integrity, Associate Dean for Professional Programs in the College of Veterinary Medicine, or Associate Vice President for Research Compliance.

4. The appeal is not a retrial and must be focused solely upon one or more of the following: (1) failure of the Graduate Honor System to follow proper procedures, (2) introduction of new evidence, (3) severity of penalty. The appeal shall be limited to the consideration of the specific information pertaining to one or more of the above. The burden shall be placed on the appealing student to demonstrate why the original finding or sanction should be changed.

5. The decision of the appellate officer is limited to the grounds of the appeal. Judgments are made according to the following guidelines:
   a. Failure of the Graduate Honor System to Follow Proper Procedures

      Determine whether or not the Graduate Honor System followed proper procedures. If proper procedures were followed, then the official decision is enforced. If proper procedures were not followed, then the referred student is acquitted and the case is closed.

   b. Introduction of New Evidence

      Determine whether or not the new evidence is relevant to the official decision. In the event that the information is determined to be relevant, the appellate officer shall inform the Dean of the Graduate School or the Graduate Honor System Advisor that a new Review Panel is requested. The new Review Panel shall have no members from a previous panel. If information is determined to be irrelevant or there is no new evidence, then the original decision is upheld.

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c. **Severity of Penalty**

Determine if the penalty is too severe for the violation(s), for which the student was found responsible. The finding of a violation is not appealable and the case will not be reheard. The appellate officer has the option to consult GHS facilitators or experienced panelists who were not involved with the original case, as identified by the Chair or Advisor to the GHS, if perspective on the severity of the penalty is required. In the event that the penalty is found to be too severe, a lower penalty may be determined by the appellate officer from those specified under Article VII of this Constitution.

6. The final determination of an appeal shall be the sole responsibility of the appellate officer. The student shall be notified in writing of the disposition of the appeal.

**ARTICLE VII: ACTIONS OF THE GRADUATE HONOR SYSTEM**

**Section 1 - Penalties**

Where a violation is determined, the Review Panel or Facilitated Discussion shall also be responsible for determining an appropriate sanction. There are four major penalty levels (1-4) with increasing severity. These penalties are (1) Graduate Honor System Probation, (2) Suspension in Abeyance, (3) Suspension, and (4) Permanent Dismissal. For each charge of a Graduate Honor Code violation for which a student acknowledges responsibility or is found responsible, one of these four penalties must be given.

For cases resolved through Facilitated Discussion, only penalty 1 (Graduate Honor System Probation), subparts a-f may be applied.

For those cases where suspension or dismissal is not warranted, the subparts of penalty 1 (Graduate Honor System Probation) provide a further gradation in the penalty action. Whereas penalties 2, 3, and 4 must be given as a whole (i.e., no parts may be given without the others), penalty 1 may be given in part or in full. However, **if penalty 1 is selected, parts a and b are required.** Only parts c-i of penalty 1 shall be optional. The very minimum penalty given shall be penalty 1, parts a and b.

1. **Graduate Honor System Probation** (parts a and b mandatory, parts c-h optional)
   a. The referred shall not be suspended from the University, but shall be placed on Graduate Honor System Probation until graduation or termination of enrollment. The sentence of Probation is a warning and is intended to serve as a deterrent against future misconduct. In the event of any other University or Graduate Honor Code violation, the appropriate parties shall be notified of the previous history of the referred. In the event of resignation and re-enrollment within a period of one (1) year, the referred shall be reinstated on Graduate Honor System Probation (penalty 1, part a only) subsequent to re-enrollment.
   b. The referred shall also automatically receive a zero on the assignment on which the violation occurred. In cases other than those involving course work (or other
similar work where a zero is applicable), action shall be taken to negate any advantages obtained by the violation.

c. A record of the action shall be kept in the referred student's folder (not the official transcript) in the Graduate School until graduation from the University or termination of enrollment.

d. The referred shall be required to attend a meeting or meetings with the Chair and the Dean of the Graduate School for the purpose of achieving a better understanding on the student’s part of the requirements and purpose of the Graduate Honor System. Failure to participate in this meeting(s) shall constitute grounds for the automatic invocation of part "g" below.

e. The referred shall be required to write an essay on academic integrity, prevention of academic misconduct, and/or what they have learned regarding academic integrity. Additional essay topics may be requested by the Review Panel. The Chair or Associate Chair from the case will review and guide the writing of the essay. Failure to complete this assignment shall constitute grounds for the automatic invocation of part “g” below.

f. The referred shall be required to complete GRAD 5014: Academic Integrity and Plagiarism course. Failure to successfully complete this course shall constitute grounds for the automatic invocation of part "g" below.

g. The notation "placed on Graduate Honor System Probation" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

h. If substantial unfair academic advantage was gained, that is to say, if the violation, undetected, would have led to an advantage over the other students (or if the referred thought it would), then a grade of "F" for the course in which the offense occurred shall also be a penalty action under this part. This grade shall appear on the student's grade report and permanent record (transcript) as an "F."

i. If substantial unfair academic advantage was gained, that is to say, if the violation, undetected, would have led to a substantial grade advantage over the other students (or if the referred thought it would), then a grade of "F for violation of the Graduate Honor Code" for the course in which the offense occurred shall also be a penalty action under this part. This grade shall appear on the student's grade report and permanent record (transcript) as an "F*", and it shall be a permanent notation.

2. **Suspension in Abeyance** (all parts mandatory)

   a. The referred shall be allowed to remain in the University to complete the semester in which the offense occurred or in which the hearing is held.

   b. The penalty shall automatically include a grade of "F for violation of the Graduate Honor Code" for the course (or equivalent) in which the offense occurred. This grade shall appear on the student's grade report and permanent record (transcript) as an "F*", and it shall be a permanent notation.

   c. After the completion of the semester as specified in item (a) above, the referred shall be suspended for a period not to exceed two (2) successive semesters or one (1) full academic year as specified by the official notification of the University action (as specified under Article VI, Section 1, item 3 of this Constitution).
d. The notation "suspended for violation of the Graduate Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

e. Upon the referred student's re-enrollment at Virginia Tech at the end of the period of suspension, the student shall be placed on Graduate Honor System Probation (penalty 1, part a only) until graduation or termination of enrollment.

3. Suspension (all parts mandatory)
   a. Suspension is immediate and the student shall not be allowed to complete the current semester. In addition, the referred shall be suspended for a period not to exceed two (2) successive academic semesters or one (1) full academic year following the current semester (as specified under Article VI, Section 1, item 3 of this Constitution).
   b. All credits shall be lost for work done during the semester in which the student is currently enrolled. The penalty shall automatically include a grade of "F for violation of the Graduate Honor Code" for the course (or equivalent) in which the offense occurred. This grade shall appear on the student's grade report and permanent record (transcript) as an "F*", and it shall be a permanent notation.
   c. The notation "suspended for violation of the Graduate Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.
   d. Upon the referred student's re-enrollment at Virginia Tech at the end of the period of suspension, the student shall be placed on Graduate Honor System Probation (penalty 1, part a only) until graduation or termination of enrollment.

4. Permanent Dismissal (all parts mandatory)
   a. The referred shall be permanently dismissed from the University without being allowed to complete the current semester.
   b. All credits shall be lost for work done during the semester in which the student is currently enrolled. In addition, if the offense did not occur during the semester in which the hearing is held, then a grade of "F for violation of the Graduate Honor Code" shall also be assigned for the course in which the offense was committed. This grade shall appear on the student's grade report and permanent record (transcript) as an "F*", and it shall be a permanent notation.
   c. The referred may never re-enroll in the University.
   d. The notation "permanently dismissed for violation of the Graduate Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

Section 2 - Acquittal

In the event of acquittal by the Graduate Honor System, all records of any description in conjunction with the trial shall be completely destroyed, except the "charges" and the "Findings of the System," which shall be filed in the Chair’s confidential file.

Section 3 - Announcement
1. In cases where students are found in (or claim responsibility for) violation of the honor code, the penalty and specifications may be published without names, when the case is resolved, in such media as the GHS annual report and reports to the Graduate Student Assembly or Commission on Graduate Studies and Policies.
2. Exonerations may also be published (without names) if the referred so desires. A written release must be obtained from the referred prior to publication.

**ARTICLE VIII: RIGHTS AND OBLIGATIONS OF THE REFERRED STUDENT**

**Section 1 - Rights of the Referred Student**

A student referred for violating the Graduate Honor Code shall have certain procedural guarantees to ensure fair judicial hearing of evidence. These rights under the Graduate Honor Code shall be as follows:

1. Students shall be considered innocent until judged guilty.
2. Students shall have the right to refrain from speaking for or against themselves.
3. Students shall have the right to speak in their own behalf.
4. Students may choose a member of the university community, such as a fellow student, faculty member, or staff member who is willing to assist them in preparing their defense. This person may attend a Facilitated Discussion, but may only participate in an advisory capacity to the student. During a Review Panel, the student's representative shall only be allowed to address the Review Panel; they may not question witnesses. Lawyers retained by referred students shall not be permitted in Review Panel hearings or at Facilitated Discussions.
5. Students may terminate a Facilitated Discussion at any time, without reason.
6. Students shall have the right to review the report prepared by the Associate Chair, prior to the scheduling of a Preliminary Review Panel.
7. Students shall have the right to suggest corrections and/or additions to the report prepared by the Associate Chair, prior to the scheduling of a Preliminary Review Panel. All suggestions will be considered at the discretion of the Chair and the Associate Chair for the case.
8. Students may at any time privately seek counsel with their university community representative. Statements made at this time shall be confidential.
9. Students may have any Graduate Honor System function that they are entitled to attend stopped at any time for a point of clarification.
10. Students may leave any Graduate Honor System function at any time; however, it is in their best interest to remain until they are made aware of all the details.
11. Students shall have the right to receive written notice of the charges, the "Order of Events for Review Panel Hearings," and any other pertinent information sufficiently in advance of the Review Panel hearing and in reasonable enough detail to allow them to prepare a case in their behalf. Likewise, students shall have the right to examine all evidence collected during evidence gathering prior to the Review Panel hearing. The students and their representatives shall have a copy of the evidence during the Review Panel hearing.
12. Students shall have the right to be aware of all testimony.
13. Students shall have the right to face the referrer, when such opportunity exists, at the Review Panel hearing and to present a defense against the charges, including presenting
witnesses on their behalf. Consequently, students shall be consulted in the scheduling of the Review Panel hearing. However, students shall only be allowed to reschedule the Review Panel hearing once. Except under extenuating circumstances, Review Panel hearings shall not be rescheduled unless the Chair or the Graduate Honor System Advisor is notified of the requested change prior to three (3) days preceding the scheduled hearing date.

14. Failure of students to be present at Review Panel hearings, assuming reasonable effort has been made to ensure their presence, shall indicate that they are waiving their rights to face the referrer and to appear before the Review Panel.

15. Students may ask that a panel member be excused from the Review Panel hearing if they can give reasonable cause why that panel member may be biased or have some other conflict of interest. The Chair and the Graduate Honor System Advisor shall make a final ruling on any such request.

16. Students shall have the right to an appeal as specified under Article VI, Section 2.

Section 2 - Obligations of the Referred Student(s)

Students referred of Graduate Honor Code violations shall have the responsibility of cooperating with Graduate Honor System personnel. Furthermore, when a case involves other students, these students' rights to privacy should be observed. Students should be aware that the confidentiality of Honor System proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar’s website.

ARTICLE IX: RIGHTS AND OBLIGATIONS OF THE REFERRER

Section 1 - Rights of the Referrer

A person referring charges of a Graduate Honor Code violation against a graduate student shall be accorded the following rights:

1. Discussion of the charges between the referrer and referred prior to the Review Panel hearing shall be allowed, although the referrer shall have the right to decline to discuss the case with the referred. The referrer shall have the right, with the permission of the referred, to have one witness present when talking with the referred about the alleged violation.

2. The referrer shall have the right to choose one person (any member of the university community, such as a graduate student, a faculty or staff member, or department head) to assist them in preparation of the case. This person is not allowed to be present at the Review Panel hearing or during a Facilitated Discussion.

3. The referrer shall have the right to terminate a Facilitated Discussion at any time, without reason.

4. The referrer shall have the right to review the report prepared by the Associate Chair, prior to the scheduling of a Preliminary Review Panel.

5. The referrer shall have the right to suggest corrections and/or additions to the report prepared by the Associate Chair, prior to the scheduling of a Preliminary Review Panel. The referrer shall have the right to receive a copy of the evidence collected during the evidence gathering, the "Order of Events for Review Panel Hearings," and any other
pertinent information, if the Preliminary Review Panel sends the case to the Review Panel.

6. The referrer shall have the right to receive written notification of the final disposition of the case.

7. The referrer shall have the right to be secure in person and property.

8. Professors referring charges of violations may opt to grade or refrain from grading any assignment referred to the Graduate Honor System. It is recommended that instructors, if they are able to do so, grade the assignment with the assumption that the student is innocent of the charge. However, an incomplete grade may be assigned to the referred student pending the decision of the Graduate Honor System. The incomplete grade will be removed when the case is resolved.

Section 2 - Obligations of the Referrer

A person referring a suspected of a Graduate Honor Code violation shall accept the following obligations:

1. The referrer shall cooperate with the Chair, the Graduate Honor System advisor, the Associate Chair, and any other personnel of the Graduate Honor System.

2. The referrer shall be expected to appear at the Review Panel hearing.

3. The referrer shall have the responsibility of maintaining confidentiality in all matters pertaining to the case. However, referrers may discuss the case with their counsel (see Article IX, Section 1, item 2). The referrer should be aware that the confidentiality of Honor System proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar’s website.

ARTICLE X: OBLIGATIONS OF PARTIES INDIRECTLY INVOLVED IN HONOR SYSTEM CASES

1. Parties indirectly involved in Honor System cases include but are not limited to persons who witness alleged violations, witness discussions between referrers and referred students, and serve as members of the University community that help referrers and referred students prepare their case.

2. Parties indirectly involved in Honor System cases shall have the responsibility of maintaining confidentiality in all matters. Parties indirectly involved in Honor System Cases should be aware that the confidentiality of Honor System proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar’s website.

ARTICLE XI: GENERAL

Section 1 - Reporting of Violations

It is the obligation of all members of the academic community to report alleged violations of the Graduate Honor Code. Reporting the observance of a Graduate Honor Code violation shall not be optional; it shall be mandatory. Reports should be submitted in writing to the Chair or the
Graduate Honor System Advisor on forms provided for that purpose, which are available at the Graduate Honor System website. The report form also may be obtained at the Graduate School.

Alleged violations of the Graduate Honor Code must be reported within ten (10) University business days after the date of discovery. Only under very special circumstances shall exceptions to this policy be granted, and then only at the discretion of the Chair and the Graduate Honor System Advisor. A possible reason for exception could include, but is not limited to, unavoidable delays in obtaining the evidence.

Section 2 - Violations at Extended Campuses

1. Students engaged in graduate studies at any of Virginia Tech’s extended campuses shall be subject to all provisions of this Constitution.
2. Designated panelists may assist in gathering evidence if it is not possible for an Associate Chair to do so. The evidence obtained shall be presented to the Preliminary Review Panel and shall be evaluated in a manner prescribed in Article IV of this Constitution.
3. Unless otherwise designated by the Chair, with the approval of the Dean of the Graduate School, all hearings shall be conducted at the Virginia Tech main campus in Blacksburg.

Section 3 - Summer

Because of the decreased availability of graduate student and faculty panelists during the summer, delays in processing and hearing cases may result. Thus, reasonable delays of this sort shall not be considered as violating the student's rights or as grounds for an appeal.

Section 4 - Graduate Students Enrolled in Undergraduate Classes

Graduate students shall be subject to stipulations within this Constitution regardless of whether they are enrolled in undergraduate or graduate classes. In cases in which the graduate student is referred in conjunction with an undergraduate student, the Graduate Honor System will work with the Office of Undergraduate Academic Integrity.

Section 5 - Undergraduate Students Enrolled in Graduate Classes

The undergraduate honor system, commonly referred to as The Virginia Tech Honor System, shall have jurisdiction over cases involving undergraduate students in graduate classes unless the student is also enrolled in the Graduate School and taking graduate classes for graduate credit under the classification of "Dual Student" or "Combined Student," and “Bachelor/Master’s Degree Student,” in which case the Graduate Honor System shall have jurisdiction. In cases in which an undergraduate student is referred with a graduate student, the Graduate Honor System will work with the Office of Undergraduate Academic Integrity.

Section 6 - Violations Involving Graduate Students Already Graduated

If the degree towards which the student was working at the time of the alleged violation has already been awarded, the case shall be referred to the Dean of the Graduate School who shall
convene a committee to review and investigate the charge and make recommendations. The committee composition shall be determined by the Dean of the Graduate School. The Chair of the Graduate Honor System shall be an ex officio member of this committee and shall have the same voting privileges as the other members of this committee.

**Section 7 - Recruitment of Graduate Honor System Members**

Recognizing that it is strongest when it fosters and reflects the support of all graduate students and faculty at the University, the Graduate Honor System shall seek to be as broadly representative of the graduate student and faculty bodies at Virginia Tech as possible. To this end, all qualified graduate students and faculty shall be encouraged to participate in the Graduate Honor System. No otherwise qualified graduate student or faculty may be excluded from membership on the basis of race, sex, handicap, age, veteran status, national origin, religion, political affiliation, or sexual orientation.

**Section 8 - Clearance of Graduate Student Records**

Graduate students volunteering or appointed to serve on the Graduate Honor System must receive clearance of their personal disciplinary records and their academic records through the Dean of the Graduate School. Such clearances shall be conducted consistent with the University's regulations on the confidentiality of records and shall assure a minimum academic quality credit average of 3.00 and no previous or current disciplinary action for each appointee.

**Section 9 - Confidentiality**

All investigations, hearings, reviews, and other associated activities of the Graduate Honor System shall conform to the University's "Confidentiality of Student Records" and FERPA policies.

**Section 10 - Substitution of Graduate Honor System Personnel**

The Chair or the Graduate Honor System Advisor shall be authorized, when circumstances dictate, to appoint substitutes for any Graduate Honor System personnel in any case before the Graduate Honor System. However, faculty may not be substituted for graduate students and vice versa.

**Section 11 - University Policies**

Where appropriate, the Graduate Honor System shall abide by all applicable policies, statements, and principles as contained in the *University Policies for Student Life.*

**Section 12 – Definition of a “University business day”**

A “University business day,” as referred to in this constitution, shall be defined as any day on which the main Virginia Tech campus is open and the Graduate School offices are open.
ARTICLE XII: AMENDMENTS

Proposed amendments to the Constitution of the Graduate Honor System may be initiated through one of the following channels: (1) by a majority vote of the Graduate Student Assembly, (2) by a majority vote of the Commission on Graduate Studies and Policies, or (3) by direct submission to the Chair or the Dean of the Graduate School. Also, at the discretion of the Chair and the Graduate Honor System advisor, amendments may be initiated through the Graduate Honor System. Upon receiving such proposals, the Dean of the Graduate School shall convene the Constitution Revision Committee. With the approval of two-thirds of this committee, proposed amendments shall be forwarded for approval by the Commission on Graduate Studies and Policies and thereafter through the proper channels of the University governance structure (which at the time of the 2008-09 revision is described in Policies and Procedures No. 8011). Any substantive changes in proposed amendments as they proceed through subsequent levels of approval shall be resubmitted to the Constitution Revision Committee for its approval.

The Constitution Revision Committee shall consist of the Chair, the Graduate Honor System Advisor, a minimum of six (6) panelists (minimum of four (4) graduate students and two (2) faculty), and up to two (2) other representatives from the graduate student body to be nominated by the Graduate Student Assembly.

2018 Revision

The Vice President and Dean of the Graduate School convened a Constitution Review Committee in the Spring of 2018. This revision was conducted by a panel of graduate students and faculty members in accordance with the constitution.

The goals of the revision were to address concerns about the path of appeals, update language within the constitution to better fit the Honor System’s values, and include penalties that fit the Honor System’s values and mission which were not available at the time of the last revision.

2008-09 Revision

At the request of the Dean of the Graduate School, a Constitution Review Committee was convened in 2008 to perform a periodic review to bring the GHS Constitution up to date with current University policies and the climate of the time. This revision was conducted by a panel of graduate students and faculty in accordance with the constitution.

The goals of the current revision were two-fold: First, revisions were intended to address substantive issues that have arisen since the 1991 revision. Second, revisions were intended to improve the efficiency and effectiveness of the Honor System. The Review Committee considered a number of changes and ultimately rejected those that did not meet either of the above mentioned goals. The committee has worked very hard to ensure that the revisions to this constitution stand for at least another 15 years.

1991 Revision
Following the conclusion of the 1987 University Self-Study, a Constitution Revision Committee was convened to evaluate the Graduate Honor System. Since the Constitution had not received serious scrutiny in a decade or more, and since the Graduate Honor System has now matured to a level where the old Constitution is hardly serviceable, the ultimate goal of this committee from the outset was a revision of the Constitution. Much work has gone into ensuring that this revision will stand the test of time and will be instructive in guiding the operation of the Graduate Honor System in the years ahead.

Reference Material Used

Revision of this document was based on a variety of materials; these include:


3. Several ideas and sentences from the following sources have been used with and without modification in the writing of the section "Purpose and Description of Graduate Honor Code" (Article I, Section 1):
   a. Reference 1.

4. Information used in defining "Misconduct in Research" (Article I, Section 3):
   a. Recommendations on "Research Misconduct and Graduate Students at VPI&SU" submitted to the Constitution Revision Committee by the Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAPC) of the Commission on Graduate Studies, January 18, 1990.

5. "Computer Science Department Policy on Koofers, Old Programs, Cheating, and Microcomputer Use," CS Bits & Bytes (CS Dept. VPI&SU), Wednesday, February 15, 1989, pp. 7-8. (Ideas and and wording from this policy were used in Article I, Section 3.)
Summary of GHS Constitution Proposed Revisions

A constitution review committee was convened in Spring 2018 by Karen DePauw, Vice President and Dean for Graduate Education, to consider proposed amendments to the language of the constitution and review and revise the Appeal Process (Article VI, Section 2). The committee was chaired by Erin Lavender-Stott, chief justice of the GHS.

After a thorough review and discussion, the committee proposes the following changes:

- Update terminology to better reflect the educational mission and functions of the honor system (all articles and sections):
  o Change the title of chief justice to chair
  o Change the title of investigator to associate chair
  o Change investigative board to preliminary review panel
  o Change judicial panel to review panel
  o Simplify language describing the referral and review process (Article IV, sections 2, 3 and 4; Article V, sections 1, 2 and 3)
- Describe panelist recruitment and appointment process with greater clarity (Article II, sections 8 and 9)
- Update the appeal process (Article VI, section 2):
  o Define a new role of appellate officers (Director of Undergraduate Academic Integrity Office, Associate Dean for Professional Programs in the College of Veterinary Medicine, or Associate Vice President for Research Compliance)
  o Describe a new appeal review and decision process (see attached flow chart)
- Update penalty options (Article VII, Section 1):
  o Remove penalty option of performing community service hours
  o Introduce new penalty option of writing an reflection essay
  o Introduce new penalty option of ethics course requirement (GRAD 5014: Academic Integrity and Plagiarism)
  o Update penalty option “F#” (penalty 1. g) to “F” to reflect actual practice of how the GHS-assigned F grade appears on the transcript
- Update announcements about GHS cases to reflect changes in available media for information distribution (Article VII, Section 3)
- Update or remove references to outdated internal and external resources (Article V, Section 3; Article IX, Section 2; Article X, Article XI) such as websites.
Student submits appeal to dean of Graduate School

Was appeal received within five university business days of notice of verdict?

Yes

Appealed case is forwarded to one of three Appellate Officers for review (based on violation type and home department/college of student)

Appeal case packet includes:
- original case file
- recording of judicial panel hearing
- rationale of judicial panel for verdict and penalty
- appeal with detailed information

Appeal denied; original decision enforced

No

Is appeal based on any of the following?
- procedural irregularities,
- introduction of new evidence;
- severity of penalty

Yes

Appeal case packet includes:
- original case file
- recording of judicial panel hearing
- rationale of judicial panel for verdict and penalty
- appeal with detailed information

No

Appeal case packet includes:
- original case file
- recording of judicial panel hearing
- rationale of judicial panel for verdict and penalty
- appeal with detailed information

Appellate Officer reviews all materials

Procedures not properly followed: review procedural details

New evidence:
- review new evidence

Severity of penalty:
- review violation and penalty options

Appellate Officer confers, as needed, with experienced GHS panelists not connected to the case (as identified by CJ or GHS advisor)

Appellate Officers:
- Head of UGHS (Assistant Provost for Academic Strategy and Planning)
- Associate Dean for Professional Programs at College of Veterinary Medicine
- Research Integrity Officer

Were GHS procedures followed?

Yes

Is evidence new and relevant?

No

Was original penalty too severe?

Yes

Appellate Officer determines lower penalty

No

Student, referrer, Graduate School, and original Judicial members are notified in writing.

Case is returned to GHS for new judicial panel hearing with no members from previous panel(s)

Student acquitted, case closed
CAPFA Minutes
Commission on Administrative and Professional Faculty Affairs
March 14, 2018 – 1:30pm – 2400 North End Center/WebEx

Present: Janice Austin, John Benner, Allen Campbell, Mallory Foutch, Alan Grant, Debbie Greer, Amy Hogan, Mary Norris, Vicky Radcliffe, Margaret Radcliffe, Jeremy Daubert, Monika Lawless, Martin Daniel, Joy Hottenstein

Absent: Maria Balota, David Clubb (with notice), Laura Neff-Henderson, Cayce Myers (with notice), Lonnie Johnson (with notice), Sue Teel (with notice)

Dr. Austin called the meeting to order at 1:38pm. A quorum was present.

Note of Approval of Minutes from February 14, 2018 done electronically
Dr. Austin reported the minutes were sent out on February 28 for review, and were approved electronically. They have since been forwarded to the University Council.

Old Business
Dr. Austin mentioned there is one current AP faculty grievance active and the formal hearing panel was completed earlier today. The hearing panel will report its findings to Dr. Lisa Wilkes.

Dr. Austin then asked the commission to review the Procedures for the Conduct of the CAPFA Grievance Committee. Edits and changes to the document were presented in red and had been sent to the commission via email on March 8. Some of the major changes to the document include acceptance of document evidence as a pdf or electronic copy. There were also additional language that defined grievability. The commission discussed these changes and then voted to accept them as amended. Amy Hogan mentioned the Provost must be notified of grievances that make it past the initial grievability panel.

New Business
Margaret Radcliffe indicated the Library Faculty Association is interested in having a representative on CAPFA. The question was then opened if such a representative would be a voting member of CAPFA. Amy Hogan mentioned they would have a current allowance through academic support and would have to win a ballot election to have a voting representative. Dr. Austin mentioned that they would be welcome to have a non-voting representative attend the meetings.

Next item of discussion were commission representative reports.
Commission on Staff Policies and Affairs (Margaret Radcliffe) – The staff policies and commission have discussed leave benefits and the pros and cons of winter closing. The cost savings for winter closing are not as significant as previously hoped.

Transportation and Parking – The transportation and parking commission recently had an engineer from the campus master plan present at their meeting. Discussion centered on the changes occurring regarding parking at Perry Street. Construction continues on the multimodal transportation facility. There will be more faculty staff parking spaces in the parking garage. The number of buses that currently run around the Drillfield per hour is 27. When the multimodal facility is up and running, then on average there should only be 14 buses. Wage employees who in the past could only purchase quarterly permits, now have the option to buy monthly permits.

Graduate Student Assembly (Mary Norris) – The Graduate Student Assembly also have discussed parking at their recent meeting. In addition the bike share will also be off and running in April. 8 stations will be included in the roll out.

Commission on Student Affairs (Mallory Foutch) – The CSA will be meeting on March 15. They hope to determine a graduate and undergraduate rep for the board of visitors.

The meeting concluded at 2:15 pm with an announcement of the next meeting to be held on April 11, 2018 at 1:30 PM.

Dr. Menah Platt-Clarke will be the guest speaker for the April 11, 2018 meeting.
Commission on Faculty Affairs  
Minutes  
March 16, 2018  
10:30 a.m.-12:00 p.m.  
130 Burruss Hall

In Attendance:  J. Ferris (Chair); J. Billingsley (for Rex Willis); R. Blieszner; R. Hicok; J. Finney, V. Groover; M. McGrath; M. Paretti; T. Schenk; R. Speer; P. Young

Absent:  G. Amacher; L. Brogdon; S-Y Chien; G. Daniel; J. Spotila

Guests:  T. Bluestein

Upcoming Meetings:  March 30 (330E Burruss);  April 13 (130 Burruss)

1. **Welcome and Approval of Agenda**  
   J. Ferris  
   Meeting called to order at 10:30 a.m.  
The agenda was approved unanimously.

2. **Approval of March 2, 2018 Minutes**  
   J. Ferris  
   Two minor changes to the March 2, 2018 Minutes were proposed and approved unanimously. The first change was to add T. Schenk as in attendance, and the second was to remove P. Young from the in-attendance list as he was represented by proxy. After the changes were made, the Minutes overall were approved unanimously.

3. **Position Paper describing how to support faculty members engaged in destination and strategic growth areas**  
   J. Finney  
   J. Finney, Vice Provost for Faculty Affairs, reported to the Commission that the Position Paper will be edited to offer points for consideration in regards to how departments can support faculty members engaged in destination and strategic growth areas. Additionally, these points will offer suggestions for other collaborative and transdisciplinary work such as how to support faculty engaged in work being done in Virginia Tech’s institutes and other transdisciplinary projects. These suggestions will be about information sharing, and departments will be encouraged to incorporate the suggestions into their department expectations documents for faculty Promotion and Tenure.

   T. Schenk asked a question about coordinating interdisciplinary areas to encourage new transformative work, and whether there is coordination going on between the Provost’s Office and Office of Institutional Research. J. Finney suggested that there has been confusion about Destination Areas and Strategic Growth Areas, and that David Guerin, Associate Vice Provost for Communications, will continue to work on clarifying communications. Additionally, symposiums are being planned in regards to Destination Areas, and these will help encourage more understanding of Destination Areas and hopefully encourage more collaboration across the University.
The Commission also discussed cluster hires surrounding Destination Areas and how to manage faculty candidates whose work is very interdisciplinary and might not “fit” into a current department or college. The Commission suggested that some very attractive faculty candidates might not be offered positions because of this lack of “fit,” but that the University should consider developing methods to attract and hire these candidates.

Finally, once the Position Paper is edited to incorporate the suggestions mentioned above, J. Finney will bring the document to the Commission (as well as other stakeholders) to read and provide comment.

4. **Promotion and Tenure Work Group Update**  
   
   J. Ferris, Chair of the Commission on Faculty Affairs, gave an update on the Promotion and Tenure Work Group. Currently, the Work Group is discussing quite a few topics, and suggested that they debate the extremes of solutions to encourage consensus and comprehensiveness, which has caused their progress to be slightly slower than anticipated. However, the Group has recently been working closely to offer a recommendation for the role of supervisors (i.e. Department Chairs and College Deans) in Promotion and Tenure discussions. The Committee and constituency is concerned with having complete and open dialogue about promotion and tenure candidates in front of supervisory-level individuals. The Work Group has suggested (and is working on draft language) that supervisors be excluded from the final summative discussion about candidates, just prior to the Committee vote. The Commission discussed the practical considerations of this possible change, as well as the need to balance the supervisor’s need to be present for the bulk of the discussion against allowing some time for discussion without the supervisor present. Other major issues that the Work Group is considering includes candidate notification procedures.

The Work Group intends on using their next few meetings to produce and release draft language for Promotion and Tenure guidelines for the Departmental and College level reviews. Once these drafts are ready, the Work Group intends on sending them out to various stakeholder groups on campus, including the Council of Deans, Department Chairs, the Faculty Senate, and the Commission on Faculty Affairs for comment. A letter will be attached to these recommendations detailing the rationale of the Work Group as a preamble-type document for stakeholder review and comment. The Work Group is also considering making presentations to these various stakeholder groups. Finally, once these recommendations are released and feedback solicited and received, the Work Group will then use their remaining meeting times to discuss this feedback and make changes, if necessary.

5. **Other Business**  

6. **Adjourn**  

   The meeting was adjourned at 11:47 a.m.
MINUTES
Commission on Graduate Studies & Policies
March 21, 2018
3:30 – 5:00 p.m.
Graduate School Conference Room


Absent with notification: Jacob Barney, Kevin Edgar, Eric Hill, Rachel Holloway, Alex Hyler, Xin Luo, Brett Netto, Sally Paulson, Annie Pearce, Robert Sumichrast, and Tyler Walters (ex officio).

Absent without notification:

Visitors and invited guests: Zach Duer, Muhammad Hajj, Bryan Hanson, Bill Huckle, Charles Nichols, Simone Paterson, Michael Rhoades, and Kenneth Wong.

Call to Order

The meeting was called to order by Dr. Bagchi at 3:30 p.m.

Approval of the Agenda

The agenda was approved as amended.

Approval of the Minutes

The minutes of February 21, 2018 were approved as presented.

Committee Reports

Graduate Curriculum Committee

The minutes of February 22, 2018 were accepted as presented. Dr. Bagchi reported three proposals were tabled, and all others approved.

Graduate Student Appeals Committee

Dr. DePauw reported there are no appeals under review.

Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee

Dr. Bodenhorn deferred her report on Resolution 2017-18A until the Old Business discussion.
DRSCAP met last week and had a lively discussion about transfer credits, except that we were discussing the wrong question, so we might have a suggested change of policy about transfers once we have the right discussion.

**Constituency Updates**

**Graduate Student Assembly**

Dr. Baah-Dwomoh reported a GSA meeting will be held tomorrow. The Graduate Research Symposium will be held next Wednesday with a guest speaker.

**Graduate Honor System**

Ms. Lavender-Stott reported three cases are moving through the system. She is also working on the revisions to the Constitution.

**University Library Committee**

There was no report.

**Faculty Senate**

Dr. Barney deferred the Faculty Senate’s response to CGS&P Resolution 2017-18A to Old Business.

**Student Government Association**

Ms. Whiteman reported officer elections are underway.

**Board of Visitors**

There was no report.

**University Council and Commission Updates**

Dr. Bagchi reported that University Council did not meet.

Dr. Baah-Dwomoh reported on the Commission of Student Affairs. The Commission met with the BOV candidates for student positions. The international street fair is changing, and student organizations will not be able to serve food. Pre-packaged food will be allowed. Additional options are being considered.

Dr. Holloway, in absentia, sent in a report that she had no relevant news to report from CUSP.

There were no other commission updates.

**Graduate School Update**
Dr. DePauw reported the BOV will meet this weekend. The new student representatives will be interviewed by the BOV at the meeting. The student compensation package will also be on the agenda.

Dr. DePauw reported on the notifications of academic changes. Modifications to the PhD in Statistics have been approved. A new accelerated SPIA Program with Wuchang University of Technology has been approved. The agreement was signed yesterday. An accelerated/modified 4+1 Masters in Urban Resource Planning has been approved.

**Old Business**

Dr. Bodenhorn reported that she and Dr. Bagchi met with the Faculty Senate on March 13th. Dr. Bodenhorn, Dr. Matheis, and Dr. Huckle met with CEOD on March 19th. These discussions regarding the CGS&P Resolution 2017-18A were helpful. CEOD officially voted to endorse the CGS&P Resolution 2017-18A and there was an appropriate discussion. A letter has been received from Faculty Senate indicating lack of support from the faculty and encouragement that if and when a plan is initiated, it be delivered as a pilot program. A soft roll-out as a pilot program for Fall of 2019 was recommended by Dr. DePauw. An amendment will be made prior to the resolution moving forward.

**New Business**

Several commissioners attended the iThenticate training held today. The members are excited and encouraged to have this tool and found the training to be very helpful.

Dr. DePauw presented the concept and expectations for the iPhD program. Dr. Huckle introduced Dr. Paterson and explained his role in supporting Mr. Rhoades. Mr. Rhoades presented his iPhD proposal. Dr. Paterson commented on Mr. Rhoades dedication to learning and his ability to be a role model to other students. She is confident of his ability to complete the iPhD in a timely fashion.

Dr. Hanson provided an overview of his 2016-2017 annual report from the Ombuds Office. He explained his purpose in serving the Graduate School community and listening and assisting in the resolution of stressful situations. He stressed the significance of confidentiality and informality. He has served 158 faculty, students, and others throughout the year. Dr. Hanson provided commentary on the data he has captured throughout the year, noting the types of issues experienced by his clientele. He provided three recommendations, as supported through the provided documents reviewed by the Commission.

Ms. Lavender-Stott presented the reasons for developing revisions to the GHS Constitution. The Commission supported the first reading of the constitution and the second reading will be held at the next meeting.

Dr. DePauw commented that the re-envisioning of the PhD was demonstrated today with the iPhD proposal.

**Announcements**

Dr. DePauw reminded everyone that Grad Ed Week will be held next week.

**Adjournment**
The meeting was adjourned at 5:12 p.m.

Respectfully Submitted,

/s/

Marilynn R. King  
On behalf of Karen P. DePauw, Ph.D.  
Vice President and Dean for Graduate Education
COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
Minutes
March 15, 2018; 3:30-4:30 p.m.
Gateway Center; 902 Prices Fork Road; Suite 120


Absent: Ed Jones, Ian Leuschner, Djordje Minic, Susan Short, Kang Xia

1. Welcome and Introductions
   Jan Helge Bøhn welcomed the group; self-introductions were made.

2. Agenda Approval
   Jan Helge made the call for modifications and motion to approve the agenda; there were no modifications and all were in favor and the agenda was approved.

3. Call for Announcements
   Jan Helge made the call for announcements. Heinrich Schnoedt addressed the issue of graduate student STEM certification and accreditation certification for international students. Conversations included the need for response from the registrar and SCHEV. The suggestion was made to speak to Ian Leuschner about the issues, and Guru Ghosh was going to follow-up to get Ian to reach out to Heinrich.

   Guru announced the Mahindra group from India would be opening offices in the Corporate Research Center (CRC) to manage autonomous farm equipment in conjunction with Mechanical Engineering with hopes to expand; there will be 5-8 members in the delegation. Guru also spoke of Kathy Alexander’s work in Botswana and his commitment to invest in her research. Guru also spoke about the European Studies Task Force that has been meeting to explore future strategies in Europe and the activities at the Steger Center.

4. Announcement of Approval of Minutes, February 15, 2018
   Jan Helge announced that the minutes from the February 15, 2018 meeting have been approved electronically and forwarded to the University Council and to the University Governance website: http://www.governance.vt.edu/outreach-and-international-affairs.php.

5. Chairman’s Report
   Jan Helge spoke about the February 19, 2018 University Council to include the second reading and passing of the resolution to change authority to manage the Staff Career Achievement Award; resolution to approve a new Bachelor of Arts in Science, Technology and Society; resolution to approve a new Bachelor of Science in Science, Technology and Society were presented for a second reading, and passed. New business included the resolution to approve the Virginia Tech Carilion School of Medicine (MD) Degree Program for first reading. A presentation on parking and transportation was given.

   The March 12, 2018 meeting was cancelled. Minutes may be found at: http://www.governance.vt.edu/.

   The Engagement Leadership Council met on March 1, 2018. The meeting highlights included Engagement Scholarship Consortium deadlines; conference dates; grant/incentive program; an update on the Executive Briefing Center and rate schedule and funding opportunities. Penny McCallum gave an overview on outreach and STEM programs in southwest Virginia.
6. **Call for Language Update for the Alumni Awards for Outreach Excellence**
   Discussion included to further define the language in the criteria for the Alumni Awards for Outreach Excellence. In particular the criteria for the team award in which a “lead” should be both identified, and must be a teaching/research faculty member. Questions also included how team members receive a portion of the award, how taxes are imposed, and if there is the ability to give the award back into the department for further outreach activities. Also included was to further define that the faculty members must be faculty for three (3) years as of the application deadline date. Brett Shadle also suggested that the cover sheet be revised to include a line for lead in a team. The question was to suggest the Alumni Affairs (i.e. Matt Winston) visit a COIA meeting.

7. **Subcommittee on International Alumni Relations and Advancement**
   Svetlana Filiatreau gave the report on the subcommittee on International Alumni Relations and Advancement, which met last Friday. She indicated the meeting was very productive; the group clarified and created systems to include different categories of Alumni. She indicated the process had originally been started three (3) years ago in which needs were identified. The committee determined that more people that are familiar with the data systems are needed on the committee; and that the committee needed to look at the technical side and how data could be captured. Svetlana requested a 2-3 day retreat during the summer to focus on the activities and asked if there could be resources available to accomplish this, Guru agreed to a conversation to take place about that. Discussions included the need for Alumni Chapters; faculty support for education abroad; and a request for the President and/or Provost to attend a meeting in the fall.

8. **Reports**
   a. **Virginia Cooperative Extension (VCE)**
      There were no reports, Guru indicated that VCE and Outreach and International Affairs (OIA) partnered to bring a workshop entitled Vibrant Virginia to address economic development initiatives and providing grants.

   b. **University Committee on International Affairs (UCIA) Meeting**
      No representative from UCIA was at the meeting to provide a report. Minutes from UCIA may be found at: [https://www.outreach.vt.edu/VP/CommissionsAndCommittees/ucia/uciaminutes.html](https://www.outreach.vt.edu/VP/CommissionsAndCommittees/ucia/uciaminutes.html).

9. **Commission Board Member Comments**
   The group asked if Kim could send out the report from COIA to the President from last year as it related to the advancement committee.

   A motion to adjourn was made, seconded, all were in favor; adjourned at 4:35 p.m.

Respectfully submitted,

Kimberly Rhodes-Recording Secretary

**TENTATIVE MEETING DATES FOR 2017-2018**

*(All meetings will be from 3:30-4:30 p.m, and will take place at the Gateway Center-902 Prices Fork)*

- April 19, 2018
- May 10, 2018

**TENTATIVE MEETING DATES FOR 2018-2019**

- August 30, 2018 (3:00-3:30 p.m. Orientation New Members only)
- September 20
- October 18, 2018
- November 15, 2018
- December 13, 2018
- NO JANUARY MEETING
- February 21, 2019
- March 21, 2019
- April 18, 2019
- May 9, 2019
PRESENT: D. Stauffer; K. Albright; S. Sumner for A. Grant; T. Hammett; M. Kasarda; A. Knoblauch; C. Leeth; R. Panneton for S. Morton; C. Boone for J. Ross; J. Sible; D. Thorp; R. Willis

ABSENT WITH NOTIFICATION: V. Fowler; K. Redican; L. Zietsman

ABSENT WITHOUT NOTIFICATION: J. Billingsley; D. Clubb; G. Daniel; M. Davenport; M. Hajj; R. Holloway; K. Hosig; G. Jenkins; L. Khansa; S. Metko; A. Roche; S. Tatum; S. Ulrich; A. Zink-Sharp

VISITORS: N. Akers; G. Costello; M. Coulter; R. Hall

CALL TO ORDER

The meeting was called to order at 3:01 PM by D. Stauffer.

ADOPTION OF THE AGENDA

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

ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES

D. Stauffer announced the February 26, 2018 minutes were electronically approved and can be accessed via the University Registrar’s website:

OLD BUSINESS:

Resolution 2017-18.F Resolution to Discontinue Bachelor of Science Degree in Environmental Policy and Planning, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.F Resolution to Discontinue Bachelor of Science Degree in Environmental Policy and Planning.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.F.

D. Stauffer opened the floor for discussion on Resolution 2017-18.F.
Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.F.

The motion passed unanimously.

Resolution 2017-18.G Resolution to Approve New Major, Environmental Policy and Planning, in Bachelor of Arts in Public and Urban Affairs, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.G Resolution to New Major, Environmental Policy and Planning, in Bachelor of Arts in Public and Urban Affairs.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.G.

D. Stauffer opened the floor for discussion on Resolution 2017-18.G.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.G.

The motion passed unanimously.

Resolution 2017-18.H Resolution to Approve New Major, Smart and Sustainable Cities, in Bachelor of Arts in Public and Urban Affairs, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.H Resolution to Approve New Major, Smart and Sustainable Cities, in Bachelor of Arts in Public and Urban Affairs.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.H.

D. Stauffer opened the floor for discussion on Resolution 2017-18.H.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.H.

The motion passed unanimously.
Resolution 2017-18.I Resolution to Approve New Major, Chip-Scale Integration, in Bachelor of Science in Computer Engineering, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.I Resolution to Approve New Major, Chip-Scale Integration, in Bachelor of Science in Computer Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.I.

D. Stauffer opened the floor for discussion on Resolution 2017-18.I.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.I.

The motion passed unanimously.

Resolution 2017-18.J Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Computer Engineering, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.J Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Computer Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.J.

D. Stauffer opened the floor for discussion on Resolution 2017-18.J.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.J.

The motion passed unanimously.

Resolution 2017-18.K Resolution to Approve New Major, Machine Learning, in Bachelor of Science in Computer Engineering, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.K Resolution to Approve New Major, Machine Learning, in Bachelor of Science in Computer Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.K.
D. Stauffer opened the floor for discussion on Resolution 2017-18.K.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.K.

**The motion passed unanimously.**

**Resolution 2017-18.L Resolution to Approve New Major, Networking & Cybersecurity, in Bachelor of Science in Computer Engineering, Second Reading**

The motion was made and seconded to present for second reading Resolution 2017-18.L Resolution to Approve New Major, Networking & Cybersecurity, in Bachelor of Science in Computer Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.L.

D. Stauffer opened the floor for discussion on Resolution 2017-18.L.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.L.

**The motion passed unanimously.**

**Resolution 2017-18.M Resolution to Approve New Major, Software Systems, in Bachelor of Science in Computer Engineering, Second Reading**

The motion was made and seconded to present for second reading Resolution 2017-18.M Resolution to Approve New Major, Software Systems, in Bachelor of Science in Computer Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.M.

D. Stauffer opened the floor for discussion on Resolution 2017-18.M.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.M.

**The motion passed unanimously.**
**Resolution 2017-18.N Resolution to Approve New Major, Communications & Networking, in Bachelor of Science in Electrical Engineering, Second Reading**

The motion was made and seconded to present for second reading Resolution 2017-18.N Resolution to Approve New Major, Communications & Networking, in Bachelor of Science in Electrical Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.N.

D. Stauffer opened the floor for discussion on Resolution 2017-18.N.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.N.

The motion passed unanimously.

**Resolution 2017-18.O Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Electrical Engineering, Second Reading**

The motion was made and seconded to present for second reading Resolution 2017-18.O Resolution to Approve New Major, Controls, Robotics & Autonomy, in Bachelor of Science in Electrical Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.O.

D. Stauffer opened the floor for discussion on Resolution 2017-18.O.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.O.

The motion passed unanimously.

**Resolution 2017-18.P Resolution to Approve New Major, Energy & Power Electronics Systems, in Bachelor of Science in Electrical Engineering, Second Reading**

The motion was made and seconded to present for second reading Resolution 2017-18.P Resolution to Approve New Major, Energy & Power Electronics Systems, in Bachelor of Science in Electrical Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.P.
D. Stauffer opened the floor for discussion on Resolution 2017-18.P.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.P.

**The motion passed unanimously.**

**Resolution 2017-18.Q Resolution to Approve New Major, Micro/Nanosystems, in Bachelor of Science in Electrical Engineering, Second Reading**

The motion was made and seconded to present for second reading Resolution 2017-18.Q Resolution to Approve New Major, Micro/Nanosystems, in Bachelor of Science in Electrical Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.Q.

D. Stauffer opened the floor for discussion on Resolution 2017-18.Q.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.Q.

**The motion passed unanimously.**

**Resolution 2017-18.R Resolution to Approve New Major, Photonics, in Bachelor of Science in Electrical Engineering, Second Reading**

The motion was made and seconded to present for second reading Resolution 2017-18.R Resolution to Approve New Major, Photonics, in Bachelor of Science in Electrical Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.R.

D. Stauffer opened the floor for discussion on Resolution 2017-18.R.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.R.

**The motion passed unanimously.**
Resolution 2017-18.S Resolution to Approve New Major, Radio Frequency & Microwave, in Bachelor of Science in Electrical Engineering, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.S Resolution to Approve New Major, Radio Frequency & Microwave, in Bachelor of Science in Electrical Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.S.

D. Stauffer opened the floor for discussion on Resolution 2017-18.S.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.S.

The motion passed unanimously.

Resolution 2017-18.T Resolution to Approve New Major, Space Systems, in Bachelor of Science in Electrical Engineering, Second Reading

The motion was made and seconded to present for second reading Resolution 2017-18.T Resolution to Approve New Major, Space Systems, in Bachelor of Science in Electrical Engineering.

D. Stauffer reported that the Faculty Senate had waived its right to review Resolution 2017-18.T.

D. Stauffer opened the floor for discussion on Resolution 2017-18.T.

Hearing no discussion, a motion was made and seconded to APPROVE Resolution 2017-18.T.

The motion passed unanimously.

REPORTS AND MINUTES FROM COMMISSION COMMITTEES/SUB-COMMITTEES

COMMITTEE REPORTS

Academic Support Committee

No Report.

Academic Policies Committee

No Report.
Athletics Committee

S. Sumner presented the minutes of the February 21, 2018 meeting of the University Athletics Committee. A motion was made and seconded to accept the minutes of the February 21, 2018 meeting of the University Athletics Committee.

The motion passed unanimously.

Commencement Committee

No Report.

Honor Council

No Report.

Library Committee

No Report.

Undergraduate Curriculum Committee

M. Kasarda presented the March 2, 2018 report of the Undergraduate Curriculum Committee. A motion was made and seconded to approve the March 2, 2018 report of the Undergraduate Curriculum Committee.

The motion passed unanimously.

<table>
<thead>
<tr>
<th>UNDERGRADUATE CURRICULUM COMMITTEE REPORT—MARCH 2, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR “FIRST AND SECOND READING”</td>
</tr>
<tr>
<td>UNANIMOUS APPROVAL</td>
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</tbody>
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<table>
<thead>
<tr>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>New:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Fall 2018</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>College of Engineering</td>
</tr>
<tr>
<td>AOE 4324 Energy Methods for Structures (CM-4124)</td>
</tr>
<tr>
<td>AOE 4454 Spacecraft Position/Navigation/Timing and Orbit Determination (CM-4125)</td>
</tr>
</tbody>
</table>
AOE 4804 Special Topics in Dynamics, Control, and Estimation (CM-4129)

AOE 4824 Special Topics in Energy and the Environment (CM-4118)

CEE 4814 Risk Assessment and Reliability Analysis in Civil and Environmental Engineering (CM-3931)

Revised:

Fall 2018

College of Engineering

AOE 2114 Fundamentals of Flight Training AOE (CM-4122)

AOE 3054 Experimental Methods (CM-3649)

**DEGREES, MAJORS, OPTIONS, MINORS**

Minor:

New:

Effective Graduating Calendar Year 2020

College of Natural Resources and Environment

Establishment of New Minor: Geographic Information Science (GISG), effective for students graduating in calendar year 2020, first effective date to declare minor: Spring 2018, first effective date to graduate: Winter 2020 (CM-3969).

Checksheet: Minor: Geographic Information Science (GISG) (CM-3969)

Revised:

Effective Graduating Calendar Year 2020

College of Natural Resources and Environment

Checksheet: Minor: Geographic Information Science (GIS) (CM-3968)
University Curriculum Committee for General Education

There was discussion regarding the possibility (and clarification of the approval process for) extending the Pathways Ad Hoc Review Committee for another year, as needed.

On behalf of L. Zietsman, M. Kasarda presented the February 28, 2018 report of the Pathways Ad Hoc Review Committee. A motion was made and seconded to approve the February 28, 2018 report of the Pathways Ad Hoc Review Committee.

The motion passed unanimously.

On behalf of L. Zietsman, M. Kasarda presented the March 14, 2018 report of the Pathways Ad Hoc Review Committee. A motion was made and seconded to approve the March 14, 2018 report of the Pathways Ad Hoc Review Committee.

The motion passed unanimously.

<table>
<thead>
<tr>
<th>PATHWAYS AD HOC REVIEW COMMITTEE REPORT—FEBRUARY 28, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR “FIRST AND SECOND READING”</td>
</tr>
</tbody>
</table>

| COURSES |

New:

**CLE Fall 2018/Pathways Fall 2018**

**College of Liberal Arts and Human Sciences**

FR 3434: French Culture from Baroque to Revolution (CLE Area 2, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 3975)

FR 3454: French Culture from World Wars to Global Present (CLE Area 2, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 3976)

**College of Science**

ECON 3034: Economics of Poverty and Discrimination (CLE Area 3, Pathways Reasoning in the Social Sciences G03, Critical Analysis of Equity and Identity in the United States G07, Ethical Reasoning G10) (CM 3973)
MATH 1524: Business Calculus (CLE Area 5, Pathways Quantitative and Computational Thinking G05f, Intercultural and Global Awareness G11) (CM 3848)

Revised:

**CLE Fall 2018/Pathways Fall 2018**

**College of Agriculture and Life Sciences**

AAEC 3324: Environmental and Sustainable Development Economics (CLE Area 3, Pathways Reasoning in the Social Sciences G03, Critical Analysis of Equity and Identity in the United States G07, Intercultural and Global Awareness G11) (CM 4015)

**College of Architecture and Urban Studies**

LAR 1254: Environment and Natural Systems (CLE Area 4, CLE Area 5, Pathways Reasoning in the Natural Sciences G04, Foundational Quantitative and Computational Thinking G05f, Intercultural and Global Awareness G11) (CM 3965)

**College of Liberal Arts and Human Sciences**


PHIL 3024: Philosophical Movements (Pathways Critical Thinking in the Humanities G02, Ethical Reasoning G10) (CM 3916)

PHIL 3454 (RLCL 3454): Philosophy of Religion (CLE Area 2, Pathways Critical Thinking in the Humanities G02, Ethical Reasoning G10) (CM 3917)

RED 4604: Environmental and Sustainability Issues in Housing (CLE Area 7, Pathways Reasoning in the Social Sciences G03, Critical Analysis of Equity and Identity in the United States G07, Intercultural and Global Awareness G11) (CM 3977)

RLCL 2054 (SOC 2054): Ethnography: Studying Culture (CLE Area 3, Pathways Reasoning in the Social Sciences G03, Intercultural and Global Awareness G11) (CM 3978)

**College of Natural Resources and the Environment**

GEOG 1014: World Regions (CLE Area 3, CLE Area 7, Pathways Reasoning in the Social Sciences G03, Intercultural and Global Awareness G11) (CM 3967)
**College of Science**

MATH 1014: Precalculus with Transcendental Functions (CLE Area 5, Pathways Foundational Quantitative and Computational Thinking G05f, Intercultural and Global Awareness G11) (CM 3912)

**Pathways Fall 2018**

**College of Engineering**

ENGE 1215-1216: Foundations of Engineering (Pathways Critique and Practice in Design and the Arts G06d, Ethical Reasoning G10) (CM 3955)

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**PATHWAYS AD HOC REVIEW COMMITTEE REPORT—MARCH 14, 2018**

**FOR “FIRST AND SECOND READING”**

**UNANIMOUS APPROVAL**

**COURSES**

New:

**CLE Fall 2018/Pathways Fall 2018**

**College of Liberal Arts and Human Sciences**

HIST 1354: Conflict and Security in Modern East Asia (CLE Area 3, CLE Area 7, Pathways Critical Thinking in the Humanities G02, Reasoning in the Social Sciences G03, Intercultural and Global Awareness G11) (CM 4042)

HIST 2224: Ancient Greek and Roman Women (CLE Area 2, Pathways Critical Thinking in the Humanities G02, Ethical Reasoning G10) (CM 4045)

**Pathways Fall 2018**

**College of Engineering**

ENGE 4104: Applied Explorations in Innovation (Pathways Advanced Quantitative and Computational Thinking G05a, Critique and Practice in Design and the Arts G06d, Ethical Reasoning G10, Intercultural and Global Awareness G11) (CM 3680)

**College of Liberal Arts and Human Sciences**

ENGL 2634: Writing and Social Justice (Pathways Advanced Discourse G01a, Critical Analysis of Equity and Identity in the United States G07, Ethical Reasoning G10) (CM 4041)
Revised:

CLE Fall 2018/Pathways Fall 2018

College of Engineering

CEE 3804: Computer Applications for CEE (CLE Area 5, Pathways Advanced Quantitative and Computational Thinking G05a, Intercultural and Global Awareness G11) (CM 3894)

CS 1014: Introduction to Computational Thinking (CLE Area 5, Pathways Foundational Quantitative and Computational Thinking G05f, Ethical Reasoning G10) (CM 4016)

College of Liberal Arts and Human Sciences

HUM 3034 (RLCL 3034) (COMM 3034): Theories of Popular Culture (CLE Area 2, Pathways Discourse G01A, Critical Analysis of Equity and Identity in the United States G07, Intercultural and Global Awareness G11) (CM 3944)

HIST 2114: Topics and Critical Issues in European History (CLE Area 2, CLE Area 7, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 4043)

HIST 2124: Topics and Critical Issues in World History (CLE Area 2, CLE Area 7, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 4044)

PHIL 2125, 2126: History of Modern Philosophy (CLE Area 2, Pathways Critical Thinking in the Humanities G02, Intercultural and Global Awareness G11) (CM 4046)

MINORS

New:

Effective Graduation Calendar Year 2019

College of Engineering

Establishment of new Pathways Minor: Innovation (INNO); First term to declare minor: Fall 2018; First term and year to graduate: Winter 2019 (CM 3679)

Checksheet: Pathways Minor in Innovation (INNO); First effective date to declare minor: Fall 2018; First effective date to graduate: Winter 2019 (CM 3679)
CONSTITUENT REPORTS

Commission on Administrative and Professional Faculty Affairs

No report.

Staff Senate

No report.

Faculty Senate

No report.

Student Government Association

No report.

Graduate Student Assembly

No report.

OTHER BUSINESS

5 Year Untaught Course Report

G. Costello presented the 5 Year Untaught Course Report. A motion was made and seconded to approve the 5 Year Untaught Course Report.

The motion passed unanimously.

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Virginia Tech Office of the University Registrar
PPM No. 273, Policy on Untaught Courses in the Undergraduate Course Catalog and the Curriculum for Liberal Education Review

List of Courses Inactivated & Extended
Effective 201801

Untaught Courses to be Inactivated

| Course | There are no items. |

Untaught Courses to be Extended

| Course | There are no items. |
End of Year Governance Action

G. Costello, presented a request to the Commission to consider review and electronic approval of the final reports of both the Undergraduate Curriculum Committee and Pathways Ad Hoc Review Committee for the last meetings of the Spring 2018 term occurring after the last scheduled Commission meeting.

A motion was made and seconded to review and approve electronically the final reports of both the Undergraduate Curriculum Committee and Pathways Ad Hoc Review Committee.

The motion passed unanimously.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 3:24 PM.

Respectfully Submitted,
Megan Coulter, Office of the University Registrar
ATTENDEES

Members Present: Richard Ashley, Jonathan Bradley, Kelly Fomenko, Josh Garrison, Robin Jones (for Patty Perillo), Ed Nelson (for Julia Ross), Pat Rodgers (for Scott Midkiff), Savita Sharma (for Dwight Shelton), Julie Shumaker (for Charlie Phlegar), Kayla Smith (for Sherwood Wilson), Ben Tracy

Members Absent: Chris Kiwus (with notice), Bradley Klein, Heather Parrish (with notice), Ken Smith (with notice), Sarah Woodward (with notice)

Guests: Denny Cochrane, Jason Soileau, Jack Washington

Recorder: Sarah McCoy

1. **Call to Order & Approval of Agenda**
   
The Chair, Richard Ashley, called the meeting to order at 2:05 p.m. The agenda for the meeting was approved. The Chair asked for introductions from all attendees.

2. **Approval of Meeting Minutes**
   
The minutes from the April 20, 2017 Commission meeting were approved.

3. **Old Business**
   
a. **Selection of Commission Representative to serve on Transportation and Parking Committee**
   
The Chair asked for a volunteer from the Commission to serve as a representative on the Transportation and Parking Committee. No volunteer came forward. The item will be revisited at the October meeting.

   Richard Ashley requested that the Recorder provide the Transportation & Parking Committee schedule to the members for consideration of this role. The Committee meets on the 4th Wednesday of each month; the next meeting is scheduled for September 27th at 10:00 a.m.

4. **New Business**
   
a. **Review of: Committee Charge, Membership, Meeting Dates/Times**
   
The Chair reviewed the Commission’s Charge, Membership and upcoming meeting dates.
b. Election of Vice-Chair for 2017-18
The Chair asked for nominations to serve as the Vice Chair for the Commission. None were offered. Richard Ashley asked for a volunteer to act as Chair for the October meeting since he will not be able to attend and a Vice Chair has not been elected. Jonathan Bradley volunteered to serve for the October meeting only. The nominations for Vice Chair will be revisited at the next meeting.

c. Discussion of Potential Topics and Agenda Items
The Chair asked members to think about potential agenda and presentation items for both the Commission and University Council.

5. Reports from Committee Chairs / Representatives

a. Campus Development Committee – Jason Soileau, Chair
The Committee last met on May 25, 2017. Updates were given on Cowgill Hall, Drillfield Trail Head and Drillfield Path Research. The Committee’s next meeting will be held October 26th at 10:30 a.m.

b. Energy & Sustainability Committee – Denny Cochrane, Chair
The Committee last met on April 24, 2017. The Committee revised their Charge during the last semester through University Council. The Chair reported that Earth Week was a big success and the annual Y-Toss program kept six tons of garbage out of the landfill during student move-out in May. This week is Sustainability Week; a brochure (attached) was provided to the group describing events through September 24, 2017. The Committee’s next meeting will be held September 25th at 2:00 p.m.

c. Transportation & Parking Committee – Not Available
No update was available.

6. Acceptance of Committee Minutes
The following committee minutes were accepted by the Commission for posting:
- Campus Development Committee – May 25, 2017
- Energy & Sustainability Committee – April 24, 2017
- Transportation & Parking Committee – April 17, 2017

7. Next Meeting Date
The next meeting is scheduled for October 19, 2017 at 2:00 p.m. in 130 Burruss Hall.

Adjourned at 2:53 p.m.

Respectfully submitted,

Sarah McCoy
ATTENDEES


Members Absent: Chris Kiwus, Ken Smith, Benjamin Tracy, Sarah Woodward

Guests: Denny Cochrane, Andi Ogier, Jason Soileau, Jack Washington

Recorder: Sarah McCoy

1. Call to Order & Welcome
The Chair, Richard Ashley, called the meeting to order at 2:00 p.m.

2. Approval of Meeting Minutes
The minutes from the September 21, 2017 Commission meeting were approved.

3. New Business
      The Chair introduced Josh Garrison, SGW Representative, to give an overview of the proposed legislation. A motion was made and passed to table the proposed legislation until the Vice President for Policy and Governance could provide feedback on appropriate mechanisms for recommending changes to administrative processes.

4. Old Business
   a. Selection of Vice Chair for Commission
      The Chair asked for a volunteer from the Commission to serve as Vice Chair. Jonathan Bradley volunteered to serve as Vice Chair during the 2017-18 year, with the understanding that there is no obligation to serve as Chair during 2018-19.

   b. Selection of Commission Representative to serve on Transportation and Parking Committee
      The Chair asked for a volunteer from the Commission to serve as a representative on the Transportation and Parking Committee. Richard Ashley asked Debbie Greer who is currently serving on the T&P Committee as the representative from Dwight Shelton’s office to also report back to the Commission until an official representative is identified.
c. **Recommendations for Potential Topics and/or Presentations**
   The Chair asked for members to generate a list of discussion/action items or presentations. Topics of discussion and/or presentations include:
   - Secure/Shelter in Place – Kevin Foust and Mike Mulhare;
   - Library – new space and services being offered;
   - IT Division – happy to present or give information on a variety of topics.

5. **Reports from Committee Chairs / Representatives**
   a. **Campus Development Committee** – Jason Soileau, Chair
      The Committee last met on October 26, 2017. Updates were given on four projects including Public Safety, Master Plan Update, Holden Hall Renovations, and Open Space Park Project. The Committee’s next meeting will be held January 25, 2018.
   
   b. **Energy & Sustainability Committee** – Denny Cochrane, Chair
      The Committee met on September 25 and October 23, 2017. Updates were given on the Green RFP Program, Burruss tunnel lighting converted to LED’s, Sustainability Forum, and planning for the 2018 Sustainability Week. The Committee’s next meeting will be held November 27, 2017.
   
   c. **Transportation & Parking Committee** – Andi Ogier, Chair
      The Committee met on October 25, 2017. Updates were given on the Bike Share Program - which is close to launching, Campus to Campus Bus, and visitor parking. The Committee’s next meeting will be held January 24, 2018.

6. **Acceptance of Committee Minutes**
   The following committee minutes were accepted by the Commission for posting:
   - Campus Development Committee – October 26, 2017
   - Energy & Sustainability Committee – September 25 & October 23, 2017
   - Transportation & Parking Committee – October 25, 2017

7. **Next Meeting Date**
   Due to Commencement on December 21st, the next Commission meeting will be held on January 18, 2018 at 2:00 p.m. in 130 Burruss Hall.

**Meeting Adjourned** at 2:42 p.m.

Respectfully submitted,

Sarah McCoy
ATTENDEES

Members Present: Richard Ashley, Jonathan Bradley, William Dougherty for Scott Midkiff, Kelly Fomenko, Angela Hayes for Charlie Phlegar, Robin Jones, Brad Martens for Julia Ross, Savita Sharma for Dwight Shelton, Kayla Smith for Sherwood Wilson, Sarah Woodard

Members Absent: Chris Kiwus, Ken Smith, Josh Garrison, Tracy Gilmore, Bradley Klein, Heather Parrish, Benjamin Tracy.

Guests: Denny Cochrane, April Myers, Kim O'Rourke, Patrick Tomlin, Jack Washington

Recorder: Sarah McCoy

1. Call to Order & Welcome
The Chair, Richard Ashley, called the meeting to order at 2:00 p.m.

2. Approval of Meeting Minutes
The minutes from the November 16, 2017 Commission meeting were approved.

3. Old Business
   a. Proposed Legislation from SGA: Kim O'Rourke, Vice President for Policy and Governance stated that the SGA is to be commended for their efforts to identify and raise items that are of concern to students. However, she explained that some of the language in the proposal (i.e. mandating a specific file format for information collection) would not be imposed by leadership as a requirement on administrative units due to the complexity and variety of administrative processes across the institution. She also shared that there are already initiatives underway to improve many of these processes. Dwight Shelton, Chief Financial Officer for Virginia Tech, made a presentation to the Board of Visitors in November 2017 regarding some of these efficiency projects (http://www.bov.vt.edu/assets/~november-5-6-2017-meeting-posting-(2).pdf, pages 511-520) that may be beneficial to review. Kim O'Rourke suggested that the SGA continue conversations with Robin Jones in Student Affairs and Savita Sharma in Finance to gather additional information on how these concerns are already being addressed through channels outside university governance. The Commission voted to table this item until a future meeting when SGA representatives were in attendance.

   b. Status of Commission Representative on the Transportation & Parking Committee: Debbie Greer was not present, Savita Sharma will check with her on the status.
4. **New Business**  
   a. None to discuss

5. **Presentation to the Commission**  
   a. **University Libraries: Space and Services Offered**  
      Patrick Tomlin gave a presentation on Studios available through the Library for use by students, staff and faculty. Presentation attached.

6. **Reports from Committee Chairs / Representatives**  
   a. **Energy & Sustainability** – Denny Cochrane, Chair  
      The Committee last met on November 27, 2017. Updates were given on Green RFP proposals that have been submitted by students. These proposals are currently being reviewed and will be vetted through the E&S committee for further advancement to the Finance division. The Committee’s next meeting will be held on January 22, 2018.

   b. **Campus Development Committee** – no new information to report, the committee’s last meeting was held 10-26-17.

   c. **Transportation & Parking Committee** – no new information to report, the committee’s last meeting was held 11-15-17.

7. **Acceptance of Committee Minutes**  
   No new minutes to approve from reporting committees.

8. **Next Meeting Date**  
   February 15, 2018 @ 2:00 p.m. in 130 Burruss Hall

**Meeting Adjourned** at 2:41 p.m.

Respectfully submitted,

Sarah McCoy
ATTENDEES


Members Absent: John Brenner, Chris Kiwus, Ken Smith, Benjamin Tracy, Sherwood Wilson (with notice), and Sarah Woodard

Guests: Denny Cochrane and Jason Soileau

Recorder: Sarah McCoy

1. Call to Order & Welcome
   The Chair, Richard Ashley, called the meeting to order at 2:00 p.m.

2. Approval of Meeting Minutes
   Commission approved the January 18, 2018 Commission meeting minutes.

3. Old Business
   a. Commission Representative to serve on the Transportation & Parking Committee
      Tracy Gilmore volunteered to represent the Commission on the Committee.
   b. Proposed Legislation: Electronic Form Submission
      Jeremy Smith, new SGA representative on the Commission noted that the SGA is still interested in discussing the topic. Robin Jones and Jeremy Smith will discuss meeting with Kim O'Rourke and Savita Sharma as noted in the January minutes.

4. New Business
   a. First Reading; Resolution CUS2018A – Rename, Update Charge, and Change Membership of the Computing and Communication Resource Committee
      William Dougherty presented the Resolution to the Commission. After discussion, a recommendation was made to amend the Resolution to include one faculty senate representative.
   b. First Reading; Resolution CUS2018B and CEOD 2018_ - Update Membership of the Campus Development Committee
      Jason Soileau presented the Resolution to the Commission and gave a short presentation. After discussion, there were no recommendations to amend the resolutions as written.
A recommendation was made to consider changing the name of the Campus Development Committee. Some members feel the name is confusing, as “development” is often associated with fundraising rather than facilities. This request will be forwarded to the Vice President for Operations for review and consideration.

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

   a. **Campus Development Committee** – Jason Soileau
      The Committee last met on January 25, 2018. Updates were given on the master plan, five year project timeline, 460 project, Multi-Modal Transit Facility and the northwest chiller plant.

   b. **Energy & Sustainability** – Denny Cochrane
      The Committee last met on January 21, 2018. The Committee continues to review RFP proposals; students are currently involved in Recycle Mania competition; and a student planning committee is working on plans for Earth Week, which is scheduled to take place April 16 – 22, 2018.

   c. **Transportation & Parking Committee** – No report given, as the committee’s last meeting was held on November 15, 2017.

6. **Acceptance of Committee Minutes**
   The Commission accepted the following committee minutes for posting:

   a. Campus Development Committee – January 25, 2018
   b. Energy & Sustainability Committee – January 21, 2018

7. **Next Meeting Date**
   March 15, 2018 at 2:00 p.m. in 130 Burruss Hall

Meeting Adjourned at 2:51 p.m.

Respectfully submitted,

Sarah McCoy
MINUTES
UNIVERSITY ADVISORY COUNCIL ON
STRATEGIC BUDGETING AND PLANNING
March 15, 2018

PRESENT: Tim Hodge, Amr Hilal (substitute for Andi Ogier), Randy Penson, Robert Sebek, Jeff Earley (substitute for Ken Smith), Jason Soileau, Michael Sorice, and Benjamin Tracy.

ABSENT: Julia Billingsley, Maria Balota, Michele Borgarelli, Cyril Clarke, Henri de Hahn, Omchand Mahdu, Cayce Myers, Quinton Nottingham, Hans Robinson, Dwight Shelton, Linbing Wang, and Susan White.

1. CALL TO ORDER AND WELCOME NEW MEMBERS

Mr. Tim Hodge, Associate Vice President for Budget and Financial Planning, called the meeting to order.

2. APPROVAL OF THE FEBRUARY 15, 2018 MINUTES

Mr. Hodge stated that the February 15, 2018 minutes were shared electronically, having received no feedback, those minutes are considered approved and are forwarded to the University Council for posting on the web.

3. UPDATE ON 2018 GENERAL ASSEMBLY SESSION

Mr. Hodge reminded the council that the Executive Biennium Budget proposed by Governor McAuliffe on December 18, 2017 was passed on to the General Assembly, which convened on January 10, 2018. Both the House of Delegates and Senate reviewed the Governor’s budget and each branch made changes to the original budget. On Sunday, February 18, 2018 the budget Crossover occurred between the two branches and the two budgets were sent to the Conference committee, which was made up of both House Delegates and Senators. The Conference committee could not reconcile the two budgets and the General Assembly adjourned on March 9, 2018 with no approved budget. Mr. Hodge updated the council with a side-by-side comparison of the each budget as of Crossover. Some items Mr. Hodge highlighted with the council were the Commonwealth CyberX Initiative, which would provide $50 million over the biennium to create a Commonwealth Cyber Initiative with Virginia Tech serving as the anchoring institution. Mr. Hodge also reviewed enrollment growth support, undergraduate student financial aid, E&G interest earnings, faculty and staff compensation plans, and higher education restructuring. Governor Northam called for a Special Legislative session to begin on April 11, 2018 to continue work on the budget. A summary on the General Assembly Session as of Crossover is attached to these minutes.

4. No further business was discussed, and the meeting adjourned at 4:42 p.m.
## Operating Budget

### General Fund

<table>
<thead>
<tr>
<th>Division/Education Area</th>
<th>Executive Budget 2018-19</th>
<th>House Budget 2018-19</th>
<th>Senate Budget 2018-19</th>
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<tbody>
<tr>
<td>University Division E&amp;G</td>
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</tr>
<tr>
<td>Degrees in Data Science &amp; Technology, Science &amp; Engineering, Healthcare, &amp; Education</td>
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<td>$2,608</td>
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<tr>
<td>2% Faculty &amp; Staff Raise, Effective December 1, 2019 (Executive)</td>
<td>-</td>
<td>2,056</td>
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<tr>
<td>2% Faculty &amp; Staff Raise, Effective June 10, 2019 (House)</td>
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<td>-</td>
<td>3,625</td>
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<tr>
<td>2% Contingent Faculty &amp; Staff Raise, Effective June 10, 2019 (Senate)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1% Staff Employee Merit Increase, Effective June 10, 2019 (House)</td>
<td>-</td>
<td>388</td>
<td>-</td>
</tr>
<tr>
<td>Up to 2% Contingent Staff Bonus (House)</td>
<td>-</td>
<td>673</td>
<td>-</td>
</tr>
<tr>
<td>Restoration of Interest Earnings and Credit Card Rebate</td>
<td>$700</td>
<td>700</td>
<td>$700</td>
</tr>
<tr>
<td>Technical Adjustments (fringe rate changes, annualization of prior year costs, etc.)</td>
<td>6,748</td>
<td>6,748</td>
<td>6,748</td>
</tr>
<tr>
<td><strong>Subtotal University Division Operating</strong></td>
<td>7,448</td>
<td>9,504</td>
<td>10,729</td>
</tr>
</tbody>
</table>

### Student Financial Aid

<table>
<thead>
<tr>
<th>Program</th>
<th>Executive Budget 2018-19</th>
<th>House Budget 2018-19</th>
<th>Senate Budget 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Undergraduate Financial Aid</td>
<td>474</td>
<td>1,572</td>
<td>237</td>
</tr>
<tr>
<td><strong>Unique Military Activities</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Higher Education Research Initiative

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Executive Budget 2018-19</th>
<th>House Budget 2018-19</th>
<th>Senate Budget 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>CyberX - Leasing and Establishment of Hub facility</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CyberX - Research Faculty, Entrepreneurship Programs, Internships, &amp; Operations of Hub</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CyberX - Virginia Research Investment Fund to Scale Initiative at Hub and Spoke Sites</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CyberX - Renovations &amp; Equipment at Hub and Spoke Sites (Capital)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Higher Education Research Initiative (CyberX)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Higher Education Equipment Trust Fund

<table>
<thead>
<tr>
<th>Allocation Type</th>
<th>Executive Budget 2018-19</th>
<th>House Budget 2018-19</th>
<th>Senate Budget 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Allocation</td>
<td>10,332</td>
<td>10,332</td>
<td>10,332</td>
</tr>
<tr>
<td>Research Allocation</td>
<td>5,240</td>
<td>5,240</td>
<td>5,240</td>
</tr>
<tr>
<td><strong>Subtotal Equipment Trust Fund</strong></td>
<td>15,572</td>
<td>15,572</td>
<td>15,572</td>
</tr>
</tbody>
</table>

### Cooperative Extension/AES Division (CE/AES)

<table>
<thead>
<tr>
<th>Program</th>
<th>Executive Budget 2018-19</th>
<th>House Budget 2018-19</th>
<th>Senate Budget 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Scientist Assistance Program</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of New Facilities</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2% Faculty &amp; Staff Raise, Effective December 1, 2019 (Executive)</td>
<td>-</td>
<td>666</td>
<td>-</td>
</tr>
<tr>
<td>2% Faculty &amp; Staff Raise, Effective June 10, 2019 (House)</td>
<td>-</td>
<td>-</td>
<td>1,142</td>
</tr>
<tr>
<td>2% Contingent Faculty &amp; Staff Raise, Effective June 10, 2019 (Senate)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1% Staff Employee Merit Increase, Effective June 10, 2019 (House)</td>
<td>-</td>
<td>-</td>
<td>162</td>
</tr>
<tr>
<td>Up to 2% Contingent Staff Bonus (House)</td>
<td>-</td>
<td>281</td>
<td>-</td>
</tr>
<tr>
<td>Technical Adjustments (fringe rate changes, annualization of prior year costs, etc.)</td>
<td>2,123</td>
<td>2,123</td>
<td>2,123</td>
</tr>
<tr>
<td><strong>Subtotal CE/AES</strong></td>
<td>2,123</td>
<td>2,789</td>
<td>3,104</td>
</tr>
</tbody>
</table>

**Total Operating Budget State Support**

- Executive: $25,617, House: $33,179, Senate: $25,380
- 2018-19: $30,695

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**PROPOSED APPROPRIATIONS FROM THE EXECUTIVE BUDGET AND EACH HOUSE OF THE GENERAL ASSEMBLY**

as of February 20, 2018

$ in Thousands

**Schedule 1**
PROPOSED APPROPRIATIONS FROM THE EXECUTIVE BUDGET AND EACH HOUSE OF THE GENERAL ASSEMBLY
as of February 20, 2018
$ in thousands

<table>
<thead>
<tr>
<th>Capital Budget</th>
<th>Executive Budget</th>
<th>House Budget</th>
<th>Senate Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Support</td>
<td>State Support</td>
<td>State Support</td>
</tr>
<tr>
<td>Maintenance Reserve FY2019</td>
<td>$13,574</td>
<td>$13,574</td>
<td>$13,574</td>
</tr>
<tr>
<td>Maintenance Reserve FY2020</td>
<td>13,574</td>
<td>13,574</td>
<td>13,574</td>
</tr>
<tr>
<td>University Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTCRI Biosciences Addition</td>
<td>-</td>
<td>6,100</td>
<td>6,100</td>
</tr>
<tr>
<td>Virginia Cooperative Extension/AES Division (VCE/VAES)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hampton Roads Agricultural Research and Extension Center (AREC)</td>
<td>-</td>
<td>Full Project</td>
<td>-</td>
</tr>
</tbody>
</table>
### UNIVERSITY OPERATING BUDGET

<table>
<thead>
<tr>
<th>Commonwealth Cyber Initiative - CyberX</th>
<th>Executive</th>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Provides $50 million over the biennium to create a Commonwealth Cyber Initiative, with Virginia Tech serving as the anchoring institution. Support includes operating and capital funding for the Hub and Spoke institutions/partners.</td>
<td>No change to the Executive Budget.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Growth Support</th>
<th>Executive</th>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
</table>
| N/A                       | Proposes funding across the system to grow degrees in four key areas (Data Science & Technology, Science & Engineering, Healthcare, and Education). $2.6 million GF in the first year and $5.2 million GF in the second year is proposed for Virginia Tech to achieve the following degree growth goals (16-17 is baseline):  
  - **Data Science & Technology:** 30 more awards in the first year and 60 more awards in the second year.  
  - **Science and Engineering:** 50 more awards in the first year and 100 more awards in the second year. | No change to the Executive Budget. | |

<table>
<thead>
<tr>
<th>Unique Military Activities</th>
<th>Executive</th>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Additional $300k GF is proposed in each year of the biennium.</td>
<td>No change to the Executive Budget.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate Student Financial Aid</th>
<th>Executive</th>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposes increased undergraduate student financial aid of $474,238 (GF) in the first year and $1,571,790 (GF) in the second year.</td>
<td>No change to amounts in Executive Budget. Language proposed to allow up to 15% of GF received for the Virginia Guaranteed Assistance Program be directed towards students enrolled in Data Science &amp; Technology, Science &amp; Engineering, Healthcare, and Education programs.</td>
<td>Reduces the Executive Budget's proposed increases to Student Financial Aid by 50 percent.</td>
<td></td>
</tr>
<tr>
<td><strong>E&amp;G Interest Earnings and Credit Card Rebate</strong></td>
<td><strong>Executive</strong></td>
<td><strong>House</strong></td>
<td><strong>Senate</strong></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Restores financial incentives related to Higher Education Restructuring that had been eliminated; Results in approximately $700,000 in each year of the biennium.</td>
<td>No change to Executive Budget.</td>
<td>No change to the Executive Budget.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Agency 229 Operating Budget Support</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
</table>
| No change | • Proposes $500k GF in each year to support Operation and Maintenance needs of new facilities.  
• Proposes $200k GF in each year "to restore the Soil Scientist Assistance Program." | No change to the Executive Budget.|

**COMPENSATION & BENEFITS**

<table>
<thead>
<tr>
<th><strong>Faculty and Staff Salary Increase</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
</table>
| Proposes a two percent salary increase in the second year of the biennium for all state employees, effective December 1, 2019. | Accelerates proposal of 2 percent across-the-board increase to June 10, 2019.  
An additional 1 percent merit component is proposed for staff employees on June 10, 2019. | Executive proposal is eliminated.  
Creates a revenue reserve to be used to offset any downward revision to FY19 and FY20 revenues. If this reserve is not needed to offset downward revenue revisions, the resources shall be used to fund a 2% statewide salary increase effective June 10, 2019. |

<table>
<thead>
<tr>
<th><strong>Staff Employee Contingent Bonus</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Contingent upon FY18 revenues exceeding target by at least $32.8 million, a one-time bonus of up to 2 percent for staff employees is proposed for December 1, 2018.</td>
<td>No change to the Executive Budget.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Health Insurance</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides support to cover the Employee share of the projected 6% increase in FY19 and 8.5% increase in FY20.</td>
<td>Eliminates proposed support for Employee share of cost increase, instead opting to supplement the compensation program described above.</td>
<td>No change to the Executive Budget.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Optional Retirement Plan</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Language calls on the Virginia Retirement System, the Department of Accounts, and the universities of higher education to work to develop a methodology to identify and</td>
<td>Language calls on the Virginia Retirement System, the Department of Accounts, and the universities of higher education to work to develop a methodology to identify and</td>
<td></td>
</tr>
<tr>
<td>Executive</td>
<td>House</td>
<td>Senate</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>report separately personnel services expenditures for university personnel in positions that use to be classified positions but have been transitioned to university staff positions. Language also proposes surcharge on institutions offering their own optional retirement plan to positions that would have previously been required to participate in the Virginia Retirement System.</td>
<td></td>
<td>report separately personnel services expenditures for university personnel in positions that use to be classified positions but have been transitioned to university staff positions.</td>
<td></td>
</tr>
</tbody>
</table>

### STATEWIDE INITIATIVES

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Executive</th>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Program</td>
<td>N/A</td>
<td>Language is proposed to allow flexibility in the use of state scholarship funding to support students participating in a private sector partner internship program.</td>
<td>Provides $200k General Fund per year to support internship program. The state grant shall be matched equally by the partner with non-state funding. Goal of program is to support identified workforce needs, research and research commercialization, regional economic growth, job readiness of students, and reduce educational loan debt.</td>
</tr>
<tr>
<td>Higher Education Joint Subcommittee/Restructuring</td>
<td>N/A</td>
<td>House directs Joint Subcommittee on the Future Competitiveness of Higher Education in Virginia to &quot;identify and evaluate policies and processes that facilitate alignment of institutional programs and activities with the strategic economic objectives of the Commonwealth of Virginia and its communities and regions; and (k) identify practices by which institutions can develop public-private partnerships and recruit business organizations and other public- and private-sector partners to assist in accomplishing the foregoing objectives.&quot;</td>
<td>Language directs the Joint Subcommittee on the Future Competitive of Higher Education in Virginia to “identify and evaluate policies and processes that facilitate alignment of institutional programs and activities with the strategic objectives of the Commonwealth of Virginia. “ This initiative would encourage institutions to enter into “outcome agreements” with the Commonwealth that support state economic and workforce needs while potentially providing institutions with enhanced autonomy to achieve those goals.</td>
</tr>
<tr>
<td>Statewide Higher Education Finance Plan</td>
<td>N/A</td>
<td>N/A</td>
<td>“The staff of the House Appropriations and Senate Finance Committees will work with the State Council of Higher Education for Virginia staff, the Virginia Economic</td>
</tr>
<tr>
<td><strong>Associate Secretary</strong></td>
<td><strong>Executive</strong></td>
<td><strong>House</strong></td>
<td><strong>Senate</strong></td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------</td>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Development Partnership, and higher education stakeholders to develop a statewide higher education finance plan that incorporates the priorities of the Joint Subcommittee. This plan will be a component of the Joint Subcommittee’s final report.”</td>
</tr>
<tr>
<td><strong>Procurement</strong></td>
<td>N/A</td>
<td>Aligns the small purchase threshold for Level III Institutions with the levels set for other state agencies.</td>
<td>No change to the Executive Budget.</td>
</tr>
<tr>
<td><strong>Tuition Increase Public Comment</strong></td>
<td>N/A</td>
<td>Proposes requiring at least 30 days notice to students, any parent who has co-signed a student loan, and the public of 1) the projected range of increase in undergraduate tuition or mandatory fees, 2) an explanation of the need for the increase, and 3) the date and location of the board meeting at which those individuals will be permitted to provide public comment in advance of any vote.</td>
<td>No change to Executive Budget.</td>
</tr>
<tr>
<td><strong>Equipment Trust Fund</strong></td>
<td>Proposes continuation of current year funding of $10,331,639 for traditional equipment and $5,240,458 for research equipment.</td>
<td>No change to Executive Budget.</td>
<td>No change to Executive Budget.</td>
</tr>
<tr>
<td><strong>GO Virginia</strong></td>
<td>Proposes additional General Fund support of $637,000 to increase program administration.</td>
<td>Proposes to increase support by $5 million GF in the first year and $10 million in the second year of the biennium. Language also proposes adjustments to award limits, etc.</td>
<td>Eliminates the new funding proposed in the Executive Budget. Authorizes a like amount of funding to be reallocated from existing resources in the Growth and Opportunity Fund.</td>
</tr>
<tr>
<td><strong>Virginia Management Fellows Program</strong></td>
<td>Proposes funding for an additional cohort of this two-year program for the upcoming biennium.</td>
<td>No change to Executive Budget.</td>
<td>Retains Executive Budget funding, yet allows the Secretary of Finance to contract with any university for the continuation of the program. Also requires a report to the HAC and SFC on the efficacy of the program.</td>
</tr>
<tr>
<td><strong>Mandatory Fee Limit</strong></td>
<td><strong>Executive</strong></td>
<td><strong>House</strong></td>
<td><strong>Senate</strong></td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Proposes lowering the current five percent annual limit on increases of non-E&amp;G mandatory to three percent. (As a Level III institution, VA Tech is exempt from this language)</td>
<td>No change to Executive Budget.</td>
<td>No change to Executive Budget.</td>
<td>No change to Executive Budget.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Student Loan Ombudsperson</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposes $115,333 (GF) in the first year and $124,000 (GF) in the second year to the State Council for Higher Education in Virginia (SCHEV) for a new student loan ombudsperson to assist borrowers.</td>
<td>No change to Executive Budget.</td>
<td>No change to Executive Budget.</td>
<td>No change to Executive Budget.</td>
</tr>
</tbody>
</table>

**CAPITAL BUDGET**

<table>
<thead>
<tr>
<th><strong>Capital Projects</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No new state support for higher education capital projects.</td>
<td>Proposes support for Furniture, Fixtures &amp; Equipment for the VT-Carilion Research Institute Biosciences addition.</td>
<td>Proposes $6.1 million for Furniture, Fixtures &amp; Equipment for the VT-Carilion Research Institute Biosciences addition.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposes replacement of the Virginia Tech <em>Agricultural Experiment Station in Hampton Roads</em> in the FY19 statewide capital funding pool.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Maintenance Reserve</strong></th>
<th><strong>Executive</strong></th>
<th><strong>House</strong></th>
<th><strong>Senate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposes funding of $27,148,422 for the biennium, an increase of $3.9 million per year over the 2017-18 allocation to the university.</td>
<td>No change to Executive Budget.</td>
<td>No change to Executive Budget.</td>
<td>No change to Executive Budget.</td>
</tr>
</tbody>
</table>