

**University Council Minutes**  
**September 18, 2006**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** James Hyatt (Presiding), Richard Benson, Randy Pelt for Erv Blythe, Lay Nam Chang, Jack Davis, Karen DePauw, Ray Plaza for Ben Dixon, John Dooley, Elizabeth Flanagan, David Ford, Zenobia Hikes, Eileen Hitchingham, Kurt Krause, Kevin McDonald, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Rodd Hall for Richard Sorensen, Tom Tillar, Judy Alford, Sumeet Bagai, Gene Egger, Francois Elvinger, Carlos Evia, Pat Hyer for Valerie Hardcastle, Frances Keene, Karen Roberto, Tom Walker, Bob Denton, Susanna Rinehart for Sam Easterling, Richard Goff, Kamal Rojiani, Fabrice Teulon, Ken Eriksson, Odendaal Hardus, Mark Anderson, John Browder, Gene Brown, Bruce Hull for Carolyn Copenheaver, Sheila Carter-Tod for Joe Eska, Leon Geyer, Muzzo Uysal, Jean Brickey, Teresa Lyons, Louellen Sharp, Lori Anne Sheppard, Chris Thomas, Betsey Waterman, Richard Shingles, Jonathan McCloud, Edward Lener, Therese Lovegreen, Ed McPherson, Laura Freeman, Antionette Stroter, Jory Ruscio, Jennifer Crook, Marc Saint Raymond, Sarah Saxton, Ryan Smith, Kerry Redican, Greg Sagstetter, Ennis McCrery

**Absent:** Brad Fenwick (with notice), J. Michael Kelly (with notice), Mark McNamee (with notice), Charles Steger (with notice), Jan Helge Bøhn (with notice), Karen Inzana (with notice), Delbert Jones, Donna Hamm (with notice), Duane Rollins, John Baer, Kellie Gleeson

**Guests:** Ron Daniel, Linda Woodard, Lisa Wilkes, Heidi McCoy, Teresa Wright

Mr. Hyatt 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 as presented. The motion carried.

**2. Announcement of approval and posting of minutes of May 1, 2006**

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

**3. New Business**

**Commission on Classified Staff Affairs**

Resolution CCSA 2006-07A

Resolution to Change the Name of the Commission on Classified Staff Affairs  
(Change to University Council Constitution and By-laws)

Ms. Judy Alford presented the resolution for first reading. This resolution proposes changes to the Commission name and charge. The Commission's charge will be revised to include the new classification of university staff, as well as classified staff and non-student wage.

**Commission on Student Affairs**

Resolution CSA 2006-07A

Resolution for Changes to University Policies for Student Life  
Reciprocity Statement for Jurisdiction of Off-Campus Misconduct

## **Commission on Student Affairs**

Resolution CSA 2006-07B

Resolution for Changes to University Policies for Student Life  
Withholding Academic Degrees for Serious Misconduct

## **Commission on Student Affairs**

Resolution CSA 2006-07C

Resolution for Changes to University Policies for Student Life  
Sharing Information with the Undergraduate and Graduate Honor Systems.

Mr. Sumeet Bagai presented the three resolutions (CSA 2006-07A, CSA 2006-07B, and CSA 2006-07C) for first reading. Ms. Frances Keene was introduced and reviewed each resolution.

### ***Resolution CSA 2006-07A***

Ms. Keene explained that this resolution is designed to convey to students that policy violations by visitors will be referred back to their host institutions. Additionally, action will be taken against our own students for engaging in misconduct at other institutions, particularly within the Commonwealth of Virginia. Our policy already allows action to be taken when university interests are deemed to be compromised.

### ***Resolution CSA 2006-07B***

This resolution gives the university the authority to withhold an academic degree in cases of serious misconduct by students when appropriate for that particular violation.

Serious misconduct is defined as a violation that would result in suspension or dismissal from school. If a student is dismissed, that student will not be allowed to reenroll. Therefore the student will not receive an academic degree from Virginia Tech.

Requests to clarify wording in item #6. The words "student/organization" are to be clarified as within the university system. The word "guilty" is to be changed to "responsible." Ms. Keene agreed to revise the wording.

A request was made to make language in items #7 and #8 consistent when referring to dismissal of the student. Ms. Keene agreed to revise the language.

### ***CSA 2006-07C***

The existing policy, which is in accordance with FERPA laws, already permits the Judicial System to share disciplinary information for matters involving athletes, international students, Corps of Cadets members, and graduate students with appropriate university offices that have a legitimate need to know.

This resolution states when judicial information may be shared with the Graduate and Undergraduate Honor system. This simply formalizes in policy instances when information will be shared.

Dean DePauw expressed concern that parts of this resolution may be in conflict with the Graduate Honor System Constitution, which is the responsibility of CGSP. The resolution does not specify how that information will be shared. There are benefits to this resolution, but also disadvantages. A suggestion was made that resolutions CSA 2006-07B and CSA 2006-07C

return to CGSP for review and in the meantime, the word "Graduate" be removed from the resolutions until further review can be done. Ms. Keene agreed to meet with CGSP.

There was a request for clarification that violation sanctions in one system would not be used to increase or worsen a violation sanction in another. Violation sanction(s) are to be used for educational purposes. One sanction would be used to complement another. Ms. Keene will work to clarify this in the resolution.

### **Commission on Undergraduate Studies and Policies**

Resolution CUSP 2006-07A

Resolution to Change the name of the University Core Curriculum and the University Core Curriculum Committee  
(Change to University Council By-laws)

Mr. Tom Walker presented the resolution for first reading. This resolution proposes changes to the committee name.

### **Staff Senate**

Staff Senate Resolution No. 2006A

Request for Changes in the constitution of the Staff Senate of Virginia Tech

Ms. Jean Brickey presented the resolution for first reading. The changes in the constitution reflect the Restructured Higher Education Financial and Administrative Operations Act that created a new category of "University Staff" and ensure that all staff would be adequately represented. The name of "Human Resources" replaces the previous department name of "Personnel Services." The Staff Senate Constitution requires that any changes to it must be approved by University Council.

## **4. 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  
April 28, 2006  
May 5, 2006
- Commission on Equal Opportunity and Diversity  
May 1, 2006
- Commission on Faculty Affairs  
April 21, 2006
- Commission on Graduate Studies and Policies  
April 5, 2006

On behalf of the CAPFA chair who had briefly stepped out of the meeting, Dr. Pat Hyer raised a question regarding the minutes in regards to recommendations affecting staff and A/P faculty who are pursuing graduate degrees. This may need to be presented in resolution form as a policy item rather than an item merely discussed in the minutes. Dr. DePauw stated that a policy already exists that allows faculty and staff to pursue

graduate degrees, but agrees that further review and clarification may be needed. Drs. Hyer and DePauw agreed to meet for further discussion. The chair of the Commission on Classified Staff Affairs also requested to be part of the discussion.

- Commission on Outreach and International Affairs  
May 11, 2006
- Commission on Undergraduate Studies and Policies  
April 24, 2006

## **5. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
June 22, 2006

## **6. Commission Chair Reports**

Mr. Hyatt asked Commission chairs to present briefly their goals for the upcoming year.

### 1. Commission on Administrative and Professional Faculty Affairs – Frances Keene, Chair

CAPFA conducted a survey during the last academic year to identify themes among A/P faculty that could produce work items. Action items this year include:

- a) Best practices for performance management for both the A/P faculty and their supervisor in dealing with performance management.
- b) To educate A/P faculty on the process of compensation decisions and salary comparisons within the university and outside of the university.
- c) Higher Education Restructuring may create the need to expand the definition of A/P faculty.

### 2. Commission on Classified Staff Affairs – Judy Alford, Chair

- a) Change the name of the Commission to Commission on Staff Policies and Affairs (CSPA).
- b) Review/develop procedures for identifying individuals for employee of the week when there are not enough to pull from in the President's award and Governor's award. The Commission will continue to support Human Resources in writing the articles for employee of the week.
- c) To work with Human Resources and Staff Senate to promote communication/publication of information regarding new Human Resources policies and obtain staff input.
- d) Work closely with Human Resources and other offices to provide input on staff training and professional development needs, promote support for staff development and publicize programs.
- e) Work with Human Resources to review current state and university policies regarding alternate work schedules, telecommuting, different types of leave and other policies or programs that support a high quality of work/life for staff; and advise on ways to promote and better utilize these programs. Staff are not familiar with the different types of leave (e.g. jury duty.)

3. Commission on Equal Opportunity and Diversity – Carlos Evia, Chair
  - a. The Commission will define a task force to work with the office of Multicultural Affairs to revise diversity strategic plan.
  - b. Recommendations for incorporating compliance of diversity in the FARs.
  - c. To support the Provost's Task Force on Race and the Institution.
  - d. Coordinate among all groups to diversity summit.
  - e. Planning of Diversity Summit, Multicultural Luncheons, and functions from Black History and Hispanic Heritage months replicating the successful format used for Martin Luther King Day.
  
4. Commission on Faculty Affairs – Pat Hyer for Valerie Hardcastle, Chair
  - a. Survey faculty concerning promotion and tenure procedures, such as committee membership and voting, and make recommendations for changes as needed and supported by faculty.
  - b. Address the lack of consistency in annual performance evaluations for faculty members. The faculty handbook designates that all faculty are to have annual reviews, but there are differences in the consistency and quality of reviews.
  - c. The ADVANCE policy work group is working to develop a resolution around part-time tenure-track opportunities.
  - d. Develop a rank structure and career path for instructors, with defined steps and promotions.
  - e. Redesign 40-year old instrument to measure student perceptions of instruction. (Faculty Senate task force).
  - f. Revise list of valid grievable issues
  - g. Address policy/procedures for two and four year reviews for tenure track faculty in Faculty Handbook.
  
5. Commission on Graduate Studies and Policies – Francois Elvinger
  - a. Ethics and professional conduct related to discovery, learning and engagement.
  - b. Inclusion of Principles of Community throughout graduate education and recommendations from the Diversity Think Tank.
  - c. Quality advising and mentoring (eAdvising and eMentoring).
  - d. Discussion of the role of research at VT, coursework-only degrees, master's and doctoral degrees.
  - e. Review and approval of new and extended graduate degrees identified through the IPGD.
  - f. Review of results from exit and entry surveys.
  - g. Policy and procedures reviews, including
    - Admissions requirements: three-year degrees from international institutions; provisional admission status
    - Summer enrollment and status of graduate students
    - Residency requirements for doctoral degrees
    - Quality assessment for graduate courses
    - others
  
6. Commission on Outreach and International Affairs – Gene Egger, Chair
  - a. Continued work will focus on the Scholarship and Pedagogy of Outreach and International Programs with respect to faculty recognition during the Promotion and Tenure Process.

- b. Continued work with giving awards to Faculty for outstanding contributions in Outreach and International Affairs.
  - c. *Outreach NOW2006, Inventing the Future through Engagement*
  - d. Work to strengthen collaboration between the Commission and University Council, and other significant Commissions, Councils and Committees within University Governance.
7. Commission on Research – Karen Roberto, Chair
- a. Review of Faculty Scholarship and Research Integrity Procedures and Policies
  - b. Center reviews – selected center reviews
  - c. Review and approval of charters
    - Institute for Critical Technology and Applied Science (ICTAS)
    - Institute for Biomedical and Public Health Sciences (IBPHS)
    - Third Institute
  - d. Review of Policy 3020: Centers Financial and Administrative Procedures and Policies
  - e. Review Policy 13000: Policies on Intellectual Properties
  - f. Review Principles and Procedures for Research Space Allocations (CRC)
8. Commission on Student Affairs – Sumeet Bagai, Chair
- a. Continue to improve interaction and response from students. There are 26,000 students. How do we get feedback?
  - b. Review of Student Activity Fee
  - c. Review of the Student Budget Board allocation decision process
  - d. Use of Student Center and allocation of space within that student center
  - e. Review process for selection of Undergraduate Representative to the Board of Visitors
9. Commission on Undergraduate Studies and Policies – Tom Walker, Chair
- a. Review and approval of undergraduate programs, courses, and new policies affecting those programs.
  - b. Participating in assessment of student perceptions of instruction process.
  - c. Review of distance learning policies and tools. Encourage participation.
    - The concept of using “virtual seats” to release large classroom space for other needs
    - Interface with community colleges to offer VT courses via VTCCS
    - How to deal with students with documented disabilities in a Blackboard or Scholar environment
    - How does it affect teaching load?
    - Intellectual Property policies as they apply to faculty members
10. Commission on University Support – No one in attendance to present report.

## **7. Adjournment**

There being no further business, Mr. Hyatt adjourned the meeting at 3:45 p.m.

**University Council Minutes**  
**October 2, 2006**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Ed Henneke for Richard Benson, Jeb Stewart for Erv Blythe, Lay Nam Chang, Jack Davis, Karen DePauw, Ray Plaza for Ben Dixon, John Dooley, Brad Fenwick, Angela Hayes for Elizabeth Flanagan, David Ford, Zenobia Hikes, Paul Metz for Eileen Hitchingham, James Hyatt, Michael Kelly, Dennis Cochrane for Kurt Krause, Kevin McDonald, Mark McNamee, Bill Snizek for Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Tom Tillar, Judy Alford, Brian Mihalik for Jan Helge Bøhn, Gene Egger, Francois Elvinger, Carlos Evia, Valerie Hardcastle, Frances Keene, Karen Roberto, Tom Walker, Bob Denton, Sam Easterling, Ken Eriksson, Richard Goff, Hardus Odendaal, Kamal Rojjani, Mark Anderson, John Browder, Carolyn Copenheaver, Sheila Carter-Tod for Joe Eska, Leon Geyer, Karen Inzana, Muzzo Uysal, Jean Brickey, Delbert Jones, Teresa Lyons, Louellen Sharp, Chris Thomas, Ed Lener, Therese Lovegreen, Richard Shingles, Jory Ruscio, Antionette Stroter, Jennifer Crook, Kellie Gleeson, Marc Saint Raymond, Sarah Saxton, Ryan Smith, Ennis McCrery, Kerry Redican, Greg Sagstetter

**Absent:** Sumeet Bagai, Fabrice Teulon, Gene Brown, Lori Anne Sheppard (with notice), Betsey Waterman (with notice), Donna Hamm (with notice), Duane Rollins, Laura Freeman, John Baer

**Guests:** Pat Hyer, Linda Woodard, Heidi McCoy, Susanna Rinehart, Ron Daniel, Kay Heidbreder, Teresa Wright

Dr. Steger 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 as presented. The motion carried.

**2. Announcement of approval and posting of minutes of September 18, 2006**

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

**3. Old Business**

**Commission on Classified Staff Affairs**

Resolution CCSA 2006-07A

Resolution to Change the Name of the Commission on Classified Staff Affairs  
(Change to University Council Constitution and By-laws)

Ms. Judy Alford presented the resolution for second reading and made a motion for approval. The motion was seconded, and the resolution was approved.

**Commission on Student Affairs**

Resolution CSA 2006-07A

Resolution for Changes to University Policies for Student Life  
Reciprocity Statement for Jurisdiction of Off-Campus Misconduct

On behalf of the CSA chair, Mr. Greg Sagstetter presented the resolution for second reading and made a motion for approval. The motion was seconded. Ms. Frances Keene answered questions, and summarized the resolution. Ms. Kay Heidbreder, University Legal Counsel, confirmed that it is legal to share information with other institutions. The university's statutory obligation to maintain confidentiality pertains only to our own students. Other institutions within the Commonwealth already share information with Virginia Tech, and this is not a policy that would be unique to the university. A vote was taken, and the resolution passed.

### **Commission on Student Affairs**

Resolution CSA 2006-07B

Resolution for Changes to University Policies for Student Life  
Withholding Academic Degrees for Misconduct

On behalf of the CSA chair, Mr. Greg Sagstetter presented the resolution for second reading and made a motion for approval. The motion was seconded. Ms. Frances Keene reviewed the amended language, summarized the resolution, and answered questions. Ms. Keene stated that Legal Counsel would always be consulted before withholding a degree. A vote was taken and the resolution passed.

### **Commission on Student Affairs**

Resolution CSA 2006-07C

Resolution for Changes to University Policies for Student Life  
Sharing Information with the Undergraduate and Graduate Honor Systems.

On behalf of the CSA chair, Mr. Greg Sagstetter presented the resolution for second reading and made motion for approval. The motion was seconded.

After considerable discussion, Dr. Steger suggested that it might be appropriate to defer action on this resolution for further review.

Dean DePauw expressed that there are many concerns from CGSP and GSA, and that further review and conversation is needed.

A motion was made and seconded to defer the resolution. A vote was taken and passed to defer the resolution. A resolution may be deferred for a maximum of six weeks. This resolution must be presented for a vote by the November 14 meeting in order to be considered.

### **Commission on Undergraduate Studies and Policies**

Resolution CUSP 2006-07A

Resolution to Change the name of the University Core Curriculum and the University Core Curriculum Committee  
(Change to University Council By-laws)

Mr. Tom Walker presented the resolution for second reading and made motion for acceptance. The motion was seconded and the resolution was passed.

### **Staff Senate**

Staff Senate Resolution No. 2006-07A

Request for Changes in the Constitution of the Staff Senate of Virginia Tech

Ms. Jean Brickey presented the resolution for second reading and made a motion for approval of the resolution. The motion was seconded and the resolution passed.



#### **4. 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  
September 1, 2006
  
- Commission on Classified Staff Affairs  
May 11, 2006  
August 17, 2006
  
- Commission on Equal Opportunity and Diversity  
September 11, 2006
  
- Commission on Graduate Studies and Policies  
April 19, 2006
  
- Commission on Outreach and International Affairs  
August 24, 2006
  
- Commission on Student Affairs  
April 6, 2006  
April 20, 2006
  
- Commission on University Support  
March 16, 2006  
May 11, 2006

#### **5. Discussion**

Dr. Steger expressed appreciation for the cooperation and support of all faculty, staff, and students as well as the law enforcement and emergency response units on the first day of class during the manhunt for an escaped prisoner.

#### **6. Adjournment**

There being no further business, Dr. Steger adjourned the meeting at 3:43 p.m.

**University Council Minutes**  
**November 13, 2006**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** David Ford (Presiding), Richard Benson, Jeb Stewart for Erv Blythe, Lay Nam Chang, Bob Schubert for Jack Davis, Ben Dixon, John Dooley, Tom Inzana for Brad Fenwick, Angela Hayes for Elizabeth Flanagan, Zenobia Hikes, Eileen Hitchingham, Heidi McCoy for James Hyatt, Kurt Krause, David Travis for Kevin McDonald, Jerry Niles, Kim O'Rourke, Martin Daniel for Sharron Quisenberry, Dwight Shelton, Richard Sorensen, Tom Tillar, Judy Alford, Brian Mihalik for Jan Helge Bøhn, Gene Egger, Francois Elvinger, Carlos Evia, Valerie Hardcastle, Karen Roberto, Susanna Rinehart for Sam Easterling, Ken Eriksson, Richard Goff, Kamal Rojiani, Fabrice Teulon, Mark Anderson, John Browder, Gene Brown, James D. Fraser for Carolyn Copenheaver, Sheila Carter-Tod for Joe Eska, Karen Inzana, Muzzo Uysal, Jean Brickey, Delbert Jones, Debbi Morgan for Teresa Lyons, Louellen Sharp, Lori Anne Sheppard, Chris Thomas, Mary Alice Schaeffer for Betsey Waterman, Donna Hamm, Ed Lener, Therese Lovegreen, Ed McPherson, Richard Shingles, Jory Ruscio, Antoinette Stroter, Jennifer Crook, Marc Saint Raymond, Sarah Saxton, Ryan Smith, Ennis McCrery, Kerry Redican, and Greg Sagstetter

**Absent with notice:** Karen DePauw, J. Michael Kelly, Mark McNamee, Gerhardt Schurig, and Charles Steger

**Absent without notice:** Sumeet Bagai, Frances Keene, Bob Denton, Hardus Odendaal, Leon Geyer, Jonathan McCloud, Duane Rollins, Laura Freeman, John Baer, Kellie Gleeson,

**Guests:** Pat Hyer, Teresa Wright

Dr. David Ford 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 as presented. The motion carried.

**2. Announcement of approval and posting of minutes of October 2, 2006**

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

(Note: The University Council meeting scheduled for October 16, 2006 was cancelled.)

**3. New Business**

**Commission on 'Faculty Affairs**

Resolution CFA 2006-07A

Resolution on Valid Issues for Faculty Grievances

Dr. Valerie Hardcastle presented the resolution for first reading. The purpose of this resolution is to clarify issues that may be grieved and to ensure that the Faculty Handbook matches actual practice. The most substantive change is bullet item #2 of examples under *Valid Issues for Grievance*. Procedure violations for promotion and tenure (not merit violations or considerations) are grievable. Any issues of merit must go through the P&T appeals process. The reason for this added clarification is to provide a means of addressing issues with the P&T

process, particularly when there are violations of procedure during an appeal. The Faculty Senate Committee on Reconciliation is advisory to the Provost.

### **Commission on Faculty Affairs**

Resolution CFA 2006-07B

Resolution for Composition of Committees for Promotion and Tenure Evaluation

Dr. Valerie Hardcastle presented the resolution for first reading. This resolution addresses procedures with respect to the promotion and tenure evaluation. A similar resolution was presented to University Council during the last academic year and then withdrawn. Part of the difficulty last year is that there was not adequate representation of all colleges on the CFA. To address this issue, a faculty survey was given at the beginning of this year to all tenure-track faculty asking them about how they thought P&T committees should be structured. One of the issues addressed is how often one should be allowed to vote on a P&T matter. For example, should a Department Head serve and vote on a department or college level committee, and then additionally write a separate letter of evaluation as is required by the policies and procedures. Another finding of the survey was that smaller departments wanted flexibility to allow associate professors to participate on a committee in order to populate that committee adequately.

On behalf of Sam Easterling, Chair of Faculty Senate who was unable to attend the meeting, Ms. Susanna Rinehart conveyed concerns that Faculty Senate has not had sufficient opportunity to review this resolution prior to first reading at University Council. Several of the Faculty Senators requested that Ms. Rinehart recommend that CFA consider allowing Faculty Senate to approve the resolution prior to University Council's first reading.

A motion was made and seconded to refer the resolution back to the Commission to allow for review and approval by Faculty Senate. A vote was taken and passed to refer the resolution back to the Commission. CFA will take the resolution to the Faculty Senate for further discussion and bring it back to University Council for first reading at a later date.

#### **4. 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  
October 6, 2006
- Commission on Equal Opportunity and Diversity  
September 25, 2006  
October 16, 2006
- Commission on Faculty Affairs  
September 8, 2006  
September 22, 2006
- Commission on Graduate Studies and Policies  
September 20, 2006  
October 4, 2006

October 18, 2006

- Commission on Outreach and International Affairs  
September 14, 2006  
October 12, 2006
- Commission on Staff Policies and Affairs  
*(Previously named Commission on Classified Staff Affairs)*  
September 28, 2006
- Commission on Student Affairs  
October 5, 2006  
October 19, 2006

**5. Adjournment**

There being no further business, Dr. Ford adjourned the meeting at 3:30 p.m.

**University Council Minutes**  
**December 4, 2006**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Mark McNamee (Presiding), Richard Benson, Jeb Stewart for Erv Blythe, Jack Finney for Lay Nam Chang, Marty Simpson for Jack Davis, Karen DePauw, Ben Dixon, John Dooley, Tim Pickering for Brad Fenwick, Angela Hayes for Elizabeth Flanagan, David Ford, Zenobia Hikes, Paul Metz for Eileen Hitchingham, Heidi McCoy for James Hyatt, Michael Kelly, Kevin McDonald, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Melinda West for Dwight Shelton, Richard Sorensen, Judy Alford, Brian Mihalik for Jan Helge Bøhn, François Elvinger, Carlos Evia, Valerie Hardcastle, Pat Hyer for Frances Keene, Karen Roberto, Tom Walker, Bob Denton, Sam Easterling, Ken Eriksson, Richard Goff, Hardul Odendaal, Kamal Rojiani, Fabrice Teulon, Robert Tracy for Mark Anderson, John Browder, Gene Brown, Ulrika Egertsdotter for Carolyn Copenheaver, Sheila Carter-Tod for Joe Eska, Muzzo Uysal, Jean Brickey, James Martin for Delbert Jones, Teresa Lyons, Louellen Sharp, Chris Thomas, Mary Alice Schaeffer for Betsey Waterman, Ed Lener, Therese Lovegreen, Richard Shingles, Jory Ruscio, Antoinette Stroter, Kellie Gleeson, Marc Saint Raymond, Kerry Redican

**Absent with notice:** Charles Steger, Tom Tillar, Karen Inzana, Lori Anne Sheppard, Donna Hamm,

**Absent without notice:** Sumeet Bagai, Gene Egger, Leon Geyer, Jonathan McCloud, Ed McPherson, Duane Rollins, Laura Freeman, John Baer, Jen Crook, Sarah Saxton, Ryan Smith

**Guests:** Teresa Wright

Dr. Mark McNamee 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 as presented. The motion carried.

**2. Announcement of approval and posting of minutes of November 13, 2006**

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

**3. New Business**

**Commission on Graduate Studies and Policies**

Resolution CGSP 2006-07A

Resolution for Establishment of a Doctor of Philosophy Degree in "STEM Education: Engineering"

Dr. François Elvinger presented the resolution for first reading. The purpose of this degree is to fill the need for scholars/educators with expertise in the engineering disciplines. Dr. Jerry Niles stated that the School of Education supports this proposed degree. He expressed concern about the naming of this degree. Dr. DePauw replied that use of the term STEM in this degree does not exclude its use in other degree names.

This is a rare opportunity allowing Virginia Tech to lead in STEM through the Ph.D. level in training other educators who can teach the STEM disciplines to college students, research areas, and have an influence on the K-12 system. This degree builds on collaborations between the School of Education and the College of Engineering.

Dr. Richard Benson commented that the College of Engineering is a strong supporter of this proposed degree. Virginia Tech will be on the forefront in educating teachers in technology at the middle school and high school levels. There is also a need for educators to teach courses for professionals already in the workforce.

Dr. McNamee noted that the next University Council meeting is scheduled for February 5, 2007. This resolution will return for second reading at that time.

#### **Commission on Staff Policy and Affairs**

CSPA Resolution 2006-07B

Addition of the Staff Representative to the Virginia Tech Board of Visitors as a Member of the University Council

Ms. Judy Alford presented the resolution for first reading. The faculty and student representatives to the Board of Visitors currently hold ex-officio, non-voting appointments on University Council. Recently, the President of Staff Senate was added as a non-voting representative to the Board of Visitors. To be consistent, the Staff Senate President should be added to University Council as an ex-officio, non-voting member.

#### **4. Old Business**

##### **Commission on Faculty Affairs**

Resolution CFA 2006-07A

Resolution on Valid Issues for Faculty Grievances

Dr. Valerie Hardcastle briefly presented and reviewed the resolution for second reading and made a motion for approval. The motion was seconded.

Dr. Benson expressed concern over two of the examples of valid issues (numbers 2 and 4) for filing a grievance. He felt that item number 4, "substantive error in the application of policy," already included P&T so that number 2 is unnecessary. Dr. Hardcastle responded that in theory, the P&T process could be interpreted to be included. However, the reason for listing the examples is to help faculty understand what they can and cannot grieve. The examples are reflective of specific cases that lend themselves to grievance consideration.

The vote was taken; the resolution passed with one opposing vote and two abstentions.

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

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- Commission on Equal Opportunity and Diversity  
October 30, 2006  
November 13, 2006

- Commission on Graduate Studies and Policies  
November 1, 2006
- Commission on Research  
September 13, 2006  
October 11, 2006
- Commission on Undergraduate Studies and Policies  
September 25, 2006  
October 23, 2006

## **5. Announcement**

Ms. Kim O'Rourke announced that any items needing approval by the Board of Visitors at their March meeting must come to University Council for first reading on February 5 to allow for second reading and a vote.

## **6. Adjournment**

There being no further business, Dr. McNamee adjourned the meeting at 3:15 p.m.

University Council Minutes  
February 5, 2007  
3:00 – 5:00 PM  
1045 Pamplin Hall

Present: Charles Steger (Presiding), Ed Henneke for Richard Benson, Jeb Stewart for Erv Blythe, Lay Nam Chang, Bob Schubert for Jack Davis, Karen DePauw, Alicia Cohen for Vice President for Multicultural Affairs, John Dooley, Brad Fenwick, Elizabeth Flanagan, David Ford, Edward Spencer for Zenobia Hikes, Eileen Hitchingham, James Hyatt, Michael Kelly, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Judy Alford, Scott Cheatham for Sumeet Bagai, Jan Helge Bøhn, Gene Egger, François Elvinger, Carlos Evia, Valerie Hardcastle, Frances Keene, Karen Roberto, Tom Walker, Bob Denton, Sam Easterling, Hardus Odendaal, Fabrice Teulon, Mark Anderson, John Browder, Gene Brown, Sheila Carter-Tod for Joe Eska, Ruth Lytton for Leon Geyer, Muzzo Uysal, Jean Brickey, Delbert Jones, Teresa Lyons, Louellen Sharp, Lori Anne Sheppard, Mary Alice Schaeffer for Betsey Waterman, Ed Lener, Therese Lovegreen, Jonathan McCloud, Ed McPherson, Richard Shingles, Laura Freeman, Jory Ruscio, Antoinette Stroter, Jen Crook, Vik Narayan, Ryan Smith, Ennis McCrery, Kerry Redican, Greg Sagstetter

Absent with notice: Mark McNamee, Tom Tillar

Absent without notice: Kevin McDonald, Ken Eriksson, Richard Goff, Kamal Rojiani, Carolyn Copenheaver, Karen Inzana, Chris Thomas, Donna Hamm, Duane Rollins, Marc Saint Raymond.

Guests: Teresa Wright, Mary Marchant, Richard Shryock, Susanna Rinehart

Dr. Charles Steger called the meeting to order at 3:04 p.m. A quorum was present.

1. Adoption of Agenda

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

2. Update on Legislative Session

Dr. Steger reported on the progress of the General Assembly. The Subcommittee on Transportation has made recommendations to take additional funding from the general fund for transportation infrastructure improvements and other transportation initiatives. The general fund is the fund from which education and public services are funded. This recommendation relies on the premise that there will be sufficient expansion of the general fund due to growth in the economy to use \$250 million or more on a regular basis to support highway construction without harming funds for existing programs. Those proposing this course of action have stated that if this recommendation is implemented, a tax increase will not be needed.

Those on the other side of the debate are concerned that once the general fund has been invaded to aid in the transportation issues, then existing programs funded by the general fund will not be adequately funded. Additional costs would be required for debt service on a proposed 2.0 billion dollar bond, as well as other budget items.

The General Assembly is proposing a plan to offer incentives to institutions to avoid tuition increases. However, we receive only 23 percent of our funding from the state, and our yield rate on applications has increased to 676 FTE more students than expected. From our own



state's formula, an additional 6.1 million dollars of base-budget money is needed to educate those students. To allow for the additional students, funds have been requested.

It has also been discovered that the state calculated \$10.2 million from our two veterinary hospitals as if it were tuition revenue that goes into the education budget. However, Virginia Tech is not getting this 10.2 that they calculated. We have amendments for both of these. If we do not get this base-budget adequacy funding, tuition will have to be raised. The restructuring legislation granted to the Board of Visitors the authority to set tuition and fees.

### 3. Announcement of approval and posting of minutes of December 4, 2006

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

### 4. New Business

Commission on Graduate Studies and Policies  
Resolution CGSP 2006-07B  
Resolution for Establishment of a Master of Arts Degree in  
Foreign Languages, Cultures and Literatures

Dr. François Elvinger presented the resolution for first reading. This resolution, once approved by SCHEV, will allow other languages to be introduced in the future without specific approval from SCHEV for each added track. This resolution emphasizes three complementary tracks: Hispanic, French and Francophone, and Multilingual Studies. At the present time, we are able to offer first and second year Chinese through Radford University, but that funding source will be discontinued at the end of this semester. Virginia Tech does not currently fund any courses in Chinese.

In response to discussions of changing world economies and the importance of teaching additional languages, Dr. John Dooley reported that a task group has been formed that will be charged with leading the university through a discussion and a planning process to enhance the language capabilities of faculty, staff and students. There will be credit and non-credit program opportunities.

### 5. Old Business

Commission on Graduate Studies and Policies  
Resolution CGSP 2006-07A  
Resolution for Establishment of a Doctor of Philosophy Degree in  
"STEM Education: Engineering"

Dr. François Elvinger presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

Commission on Staff Policy and Affairs  
CSPA Resolution 2006-07B  
Addition of the Staff Representative to the Virginia Tech Board of Visitors  
as a non-voting member of the University Council

Ms. Judy Alford presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

## 6. 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  
November 10, 2006  
December 8, 2006
- Commission on Equal Opportunity and Diversity  
December 4, 2006  
January 22, 2007
- Commission on Faculty Affairs  
October 13, 2006  
October 27, 2006  
November 17, 2006  
December 8, 2006
- Commission on Graduate Studies and Policies  
November 15, 2006  
December 6, 2006
- Commission on Outreach and International Affairs  
November 9, 2006  
December 7, 2006
- Commission on Research  
November 8, 2006
- Commission on Staff Policies and Affairs  
October 26, 2006  
November 30, 2006
- Commission on Student Affairs  
November 2, 2006  
November 16, 2006  
November 30, 2006
- Commission on Undergraduate Studies and Policies  
November 27, 2006  
December 11, 2006
- Commission on University Support  
September 21, 2006  
October 19, 2006

## 7. Commission Chair Reports

Dr. Steger asked Commission chairs to present their goals for the upcoming year.

1. Commission on Administrative and Professional Faculty Affairs – Frances Keene, Chair

CAPFA conducted a survey during the last academic year to identify themes among A/P faculty that could produce work items. Action items this year include:

- a) Best practices for performance management for both the A/P faculty and their supervisor.
- b) To educate A/P faculty on the process of compensation decisions and salary comparisons within the university and outside of the university.
- c) Higher Education Restructuring may create the need to expand the definition of A/P faculty.
- d) Based on the survey conducted in November 2005, CAPFA has identified performance evaluation for A/P faculty as an area of focus. We have gathered data on campus from A/P faculty who supervise other A/P faculty and SCHEV peer institutions for best practices. CAPFA is hoping to put together some models/templates/best practices this spring for dissemination and use by A/P faculty supervisors. The process will not be as standardized as the staff evaluation process but will provide supervisors with good tools to use in the evaluation process. After completing this project, will examine whether we can address some of the concerns regarding knowledge of and frustration with the compensation.

2. Commission on Equal Opportunity and Diversity – Carlos Evia, Chair

- a) The Commission's top priority is to finish the revised version of the Diversity Strategic Plan. We are developing relevant, realistic goals that can be measured and evaluated, and we are paying attention to connections with the Provost's Taskforce on Race in the Institution and work from the offices of Multicultural Affairs and Equal Opportunity that affect and are affected by the Diversity Plan.
- b) Recommendations will be made on how to report diversity-related activities for faculty and staff. This semester, CEOD will release a document with recommendations for including diversity-related items in FARs and reports.
- c) Continuation of work on projects related to academic and policy issues to avoid language and accent discrimination against international graduate students, measures to enforce or support the Principles of Community, and overall campus climate concerns and improvements.

3. Commission on Faculty Affairs –Valerie Hardcastle, Chair

- a) Resolution on P&T committees: voted on in Faculty Senate in February; should be presented to University Council for first reading in March.
- b) Resolution on annual evaluations: voted on in Faculty Senate in February; should be presented to University Council in March.
- c) Resolution on instructor career ladder and policies for non-tenure track appointments: general university discussion now; will possibly be presented to University Council in April.
- d) Resolution on professors of practice: general university discussion now: will possibly be presented to University Council in April.
- e) Resolution on part-time tenure track appointments: general university discussion starting next week; maybe arrive in UC by April.

- f) Resolution on scholarly misconduct: Still in sub-committee, maybe arrive in UC by the end of the semester (jointly sponsored with COR).
4. Commission on Graduate Studies and Policies – François Elvinger
- a) Ethics and Integrity Committee: 6 members, including undergraduate and graduate chief justices and Dean DePauw; has met four times to date; further meetings scheduled
    - i. What is an ethical community, an ethical graduate program; definitions
    - ii. Policing vs. culture; ethical decisions and actions
    - iii. Responsible conduct of research, responsible mentoring
    - iv. Proposed workshop on ethics for campus community (targeted invitations, faculty at large, open to all?)
  - b) Retreat (1/10/07):
    - i. Strategic plan review and discussion on implementation and expansion of Transformative Graduate Education – Preparing Future Professoriate, Graduate Education Development Institute, Citizen Scholar Experience
    - ii. Sizing and uniformity of programs; power of departments, interdisciplinary programs
    - iii. Communities of learners – who is a learner; ‘set up University today for tomorrow’s Academe’ in light of internet, distance learning, satellite campuses, altered residency requirements
    - iv. Action items – create ‘Quality Advising and Mentoring Program’ (Dean DePauw); what is a VT graduate alumnus (committee or retreat)
  - c) Review of proposals
    - i. Establishment of the Virginia Tech-Georgetown University Master of Science Degree in Biomedical Technology Development and Management
    - ii. ASPECT Ph.D.; M.S. in Biomedical Technologies; Ph.D. in Building Construction
  - d) Review policies for changes on admissions, residency requirements, and statistical support of graduate student research projects.
5. Commission on Outreach and International Affairs – Gene Egger, Chair
- a) The Commission is working closely with Council on International Affairs to review policies that affect student abroad and education abroad, mainly exchange programs. We feel that practices have evolved and need to become policy.
  - b) Continued work will focus on the scholarship and pedagogy of Outreach and International Programs with respect to faculty recognition during the promotion and tenure process.
  - c) The commission selects two university alumni association awards: Alumni Outreach Excellence, and the Alumni Outreach Excellence Team. The deadline for nominations for these awards has been changed from March 19 to March 8.
  - d) *Outreach NOW2007* is being worked on. There is no theme at this point.
  - e) Approval has been given for establishment of the major university Institute for Policy in Governance (IPG), which will be directed by Dr. Max Stephenson, Chair, CPAP.
6. Commission on Research – Karen Roberto, Chair
- a) University Centers – Five Year Review

- i. Recommended that the Center for Human Computer Interaction be continued for another five years and that Frances Quek be reappointed as Director
- ii. Centers currently being reviewed:
  - Virginia Center for Housing Research
  - Virginia Water Resources Research Center
- b) Scholarly Research Integrity Procedures and Policies
  - iii. Task Force appointment
  - iv. Intent is to present the proposed policy changes to University Council before the end of the Spring semester
- c) Institutes - Charters
  - v. Institute for Critical Technology and Applied Science (ICTAS)
  - vi. Institute for Biomedical and Public Health Sciences (IBPHS)
  - vii. Institute for Society, Culture, and Environment (ISCE)
- d) Review - Policy 3020: Centers Financial and Administrative Procedures and Policies
- e) Review – Policy 13000: Policies on Intellectual Properties
- f) Review – Principles and Procedures for Research Space Allocations (CRC)

7. Commission on Staff Policies and Affairs – Judy Alford, Chair

- a) Staff Employee of the Week – Members of the commission will continue to support HR in writing the articles for employee of the week. Review / develop procedures for identifying individuals for employee of the week when there are not enough to pull from the President’s award and Governor’s award. (Ongoing – Staff Senate officers and staff associations will be recognized after the nominations are featured so we will have features for every week of the year. Next year the write-ups will be included in the nomination packet to streamline the process for the commission and Human Resources.)
- b) Publicity/Awareness – Work with HR and Staff Senate to promote communication /publication of information regarding new HR policies and obtain staff input. (Ongoing – Judy Alford is serving on the Staff Senate steering committee. This committee is charged with identifying individuals to serve on the Employee Advisory Committee. She will also serve on the EAC in role of commission chair.)
- c) Staff Development -- The commission will work closely with Human Resources to provide input on staff training and professional development needs, promote support for staff development and publicize programs. (Ongoing. The Director of Leadership and Employee Development met with the commission in the fall.)
- d) Work with HR to promote / review policy for flex work schedule, alternate work schedule as well as leave policies. Staff are not familiar with the different types of leave (e.g. jury duty). (Ongoing. We plan to ask several commission members to serve on a small working group.)
- e) New – Introduced a resolution to add Staff Senate president to University Council as a non-voting member. This is to keep in alignment with the student and faculty representatives to the BOV. This resolution as approved earlier today in this meeting.
- f) New – Working with HR to introduce the implementation of the staff leadership award.

8. Commission on Student Affairs – Scott Cheatham, Vice-Chair

- a) CSA is working closely with the Office of Student Activities, the Budget Board, the SGA Budget Board, and the GSA Budget Board to get student input with new policies and procedures. Student organization funding requests were due two weeks ago, and they have begun the process of evaluating all of the UCSOs and the registered student organizations. Once the budget has been finalized, the Budget Board, SGA and GSA Budget Boards will meet with student representatives to communicate budget items, and address concerns.
- b) The process for selecting the next Undergraduate Student Representative to the Board of Visitors has been started.
- c) CSA is addressing concerns expressed from representatives of the Undergraduate Honor System. Recommendations will be made once the issues have been fully reviewed.

9. Commission on Undergraduate Studies and Policies – Tom Walker, Chair

- a) The main focus for CUSP is working with restricted programs. There are no anticipated resolutions at this time.

10. Commission on University Support – Jan Helge Bøhn, Chair

- a. The newspaper distribution policy is undergoing revision. It will primarily address the outdoor newspaper distribution system on campus.
- b. The purpose and need for the various University committees that report to the Commission will be evaluated. Examples include the Computing and Communications Resources Committee and the Building Committee.
- c. The commission will continue to work with the Vice Presidents to identify areas of collaboration where the Vice Presidents can more effectively seek communications with a representative cross-section of the university community as represented on the commission.
- d. Subject to the immediate response being formulated by the university administration to address the Governor's new smoking ban in state buildings and vehicles, a more long-term plan will be evaluated.

6. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:55 p.m.

University Council Minutes  
February 19, 2007  
3:00 – 5:00 PM  
1045 Pamplin Hall

Present: Charles Steger (Presiding), Jeb Stewart for Erv Blythe, Jack Finney for Lay Nam Chang, Jack Davis, Karen DePauw, Jody Thompson for Vice President for Multicultural Affairs, Angela Hayes for Elizabeth Flanagan, David Ford, Zenobia Hikes, Don Kenney for Eileen Hitchingham, Michael Kelly, Kevin McDonald, Mark McNamee, Jerry Niles, Kim O'Rourke, Dwight Shelton, Judy Alford, Jan Helge Bøhn, François Elvinger, Carlos Evia, Valerie Hardcastle, Frances Keene, Karen Roberto, Tom Walker, Bob Denton, Sam Easterling, Ken Eriksson, Richard Goff, Hardus Odendaal, Fabrice Teulon, Mark Anderson, John Browder, Joe Eska, Leon Geyer, Muzzo Uysal, Jean Brickey, Delbert Jones, Teresa Lyons, Louellen Sharp, Lori Anne Sheppard, Mary Alice Schaeffer for Betsey Waterman, Ed Lener, Therese Lovegreen, Jonathan McCloud, Ed McPherson, Richard Shingles, Laura Freeman, Jory Ruscio, and Kerry Redican

Absent with notice: John Dooley, James Hyatt, and Tom Tillar

Absent without notice: Richard Benson, Brad Fenwick, Sharron Quisenberry, Gerhardt Schurig, Richard Sorensen, Sumeet Bagai, Gene Egger, Kamal Rojiani, Gene Brown, Carolyn Copenheaver, Karen Inzana, Chris Thomas, Donna Hamm, Duane Rollins, Antoinette Stroter, Jen Crook, Vik Narayan, Marc Saint Raymond, Sarah Saxton, and Ryan Smith

Guests: Teresa Wright and Richard Shryock

Dr. Charles Steger 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 as presented. The motion carried.

2. Announcement of approval and posting of minutes of February 5, 2007

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

3. New Business

Commission on Graduate Studies and Policies  
Resolution CGSP 2006-07C  
Resolution for Establishment of a Master of Science in  
Biomedical Technology Development and Management

Dr. François Elvinger made a motion to waive the first reading for this resolution, and the motion was seconded. Dr. Elvinger explained that this program has been established in collaboration with Georgetown University. Students are currently enrolled in the appropriate courses that can be applied to the degree program. If approved by University Council, this resolution will be presented for approval to the Board of Visitors in March, and then the State Council of Higher Education for Virginia (SCHEV). Dr. Steger explained that  $\frac{3}{4}$  affirmative vote of the membership present is required to waive the first reading. A vote was taken and the motion to waive the first

reading passed unanimously. A motion was then made and seconded to adopt the resolution. The resolution was passed.

#### 4. Old Business

Commission on Graduate Studies and Policies  
Resolution CGSP 2006-07B  
Resolution for Establishment of a Master of Arts Degree in  
Foreign Languages, Cultures and Literatures

Dr. François Elvinger presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

#### 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 Equal Opportunity and Diversity  
January 29, 2007
- Commission on Graduate Studies and Policies  
January 17, 2007

#### 6. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:07 p.m.



University Council Minutes  
April 2, 2007  
3:00 – 5:00 PM  
1045 Pamplin Hall

Present: Mark McNamee (Presiding), Richard Benson, Erv Blythe, Sheryl Ball for Lay Nam Chang, Marty Simpson for Jack Davis, Karen DePauw, Alicia Cohen for Vice President for Multicultural Affairs, John Dooley, Brad Fenwick, Angela Hayes for Elizabeth Flanagan, Heidi McCoy for Jim Hyatt, Michael Kelly, Kevin McDonald, Jerry Niles, Kim O'Rourke, Tim Mack for Sharron Quisenberry, Lud Eng for Gerhardt Schurig, Dwight Shelton, Richard Sorensen, Tom Tillar, Brian Mihalik for Jan Helge Bøhn, François Elvinger, Carlos Evia, Pat Hyer for Valerie Hardcastle, Frances Keene, Caryl Gray for Karen Roberto, Michael Denbow for Tom Walker, Bob Denton, Sam Easterling, Hayden Griffin for Richard Goff, Mark Anderson, John Browder, Gene Brown, Carolyn Copenheaver, Joe Eska, Leon Geyer, Karen Inzana, Muzzo Uysal, Jean Brickey, Teresa Lyons, Louellen Sharp, Lori Anne Sheppard, Chris Thomas, Mary Alice Schaeffer for Betsey Waterman, Ed Lener, Laura Freeman, Jory Ruscio, Antoinette Stroter, Jen Crook, Ennis McCrery, and Kerry Redican

Absent with notice: Charles Steger, David Ford, Zenobia Hikes, Eileen Hitchingham, Judy Alford, Gene Egger,

Absent without notice: Sumeet Bagai, Ken Eriksson, Hardus Odendaal, Kamal Rojiani, Fabrice Teulon, Delbert Jones, Donna Hamm, Therese Lovegreen, Jonathan McCloud, Ed McPherson, Duane Rollins, Richard Shingles, Vik Narayan, Marc Saint Raymond, Sarah Saxton, Ryan Smith, and Greg Sagstetter

Guests: Teresa Wright, Bill Elvey, Bethany Flora, and Wolfgang Natter

Dr. Mark McNamee 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 as presented. The motion carried.

2. Announcements

Dr. McNamee announced that a note was discovered that afternoon in the Department of Electrical Engineering that stated a bomb was placed in Torgersen Hall and is scheduled to go off that evening. Torgersen Hall was evacuated, and evening classes in the building were cancelled. At the time of the meeting, law enforcement and search dogs were in place and an organized search was underway. An electronic notice was issued through the university emergency notification system. [Note: After a thorough search, no bomb was found.]

Dr. McNamee reminded Council that there are only two remaining University Council meetings: April 16 and May 7. Any new actions items must be brought forward at the April 16 meeting to allow for proper first and second readings and voting.

3. Announcement of approval and posting of minutes of February 19, 2007

Dr. McNamee noted that these minutes were voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>). (Note: The University Council meeting scheduled for March 19, 2007 was cancelled.)

#### 4. New Business

Commission on Faculty Affairs  
Resolution CFA 2006-07C  
Annual and Pre-tenure Faculty Evaluations

Dr. Sam Easterling presented the resolution for first reading. Dr. McNamee asked that the term “strongly encouraged” be revised to more specific wording. Once the Commission has made the revisions, Legal Counsel should review the resolution prior to second reading and voting.

Commission on Faculty Affairs  
Resolution CFA 2006-07D  
Composition of Committees for Promotion and Tenure Evaluation

Dr. Sam Easterling presented the resolution for first reading. This resolution is to establish consistency across departments and colleges. The most notable language clarification in the resolution is that no one person is allowed more than one vote. Recommendations made to a dean by a department chair or head, a dean’s recommendation to the college committee, and a recommendation by the Provost to the President are all considered as a vote.

It was recommended that a change be made to the wording of number 8 on page 3 for the sake of clarification. The word “college” should be inserted to read, “A faculty member will chair the college committee.”

One significant change in voting rights is that the college dean will not be eligible to chair the college committee. The chair would be a faculty member (defined as an individual who is eligible for membership in Faculty Senate). Therefore, department heads would be the highest level of “administrator” that would be eligible to chair the college committee.

Commission on Faculty Affairs  
Resolution CFA 2006-07 E  
Part-Time Appointments for Tenure-Track and Tenured Faculty

Dr. McNamee announced that resolution is being revised and will not be presented at this meeting for first reading. It is anticipated to come forward for first reading at the April 16 meeting.

Commission on Faculty Affairs  
Resolution CFA 2006-07F  
Career Track for Instructors and General Employment Policies for Non-Tenure-Track Instructional Faculty Members

Dr. Sam Easterling asked Dr. Pat Hyer to present the resolution for first reading. This resolution recognizes long-serving instructors that currently have no career path for promotion or recognition opportunities for their accomplishments. Advancement opportunities for faculty members that are successfully promoted would include promotion to “Advanced Instructor” with a renewable three-year contract and “Senior Instructor” with a renewable five-year contract. Criteria for successful promotions are being developed to be used as a standard.

The second part of this policy addresses employment issues and policies for non-tenure-track instructional faculty contained in the faculty handbook. These policies pertain to non-reappointments, causes for termination, and other pertinent issues.

Commission on Graduate Studies and Policies  
Resolution CGSP 2006-07D  
Resolution to Establish a Ph.D. in Social, Political, Ethical and Cultural Thought

Dr. François Elvinger presented the resolution for first reading and reviewed the purpose.

Commission on University Support  
Resolution CUS 2006-07A  
Resolution to Approve the Establishment of the  
University Committee on Energy and Sustainability

On behalf of the CUS chair, Dr. Jan Helge Bøhn, Dr. Brian Mihalik presented the resolution for first reading and reviewed the policy.

Commission on Undergraduate Studies and Policies  
Resolution CUSP 2006-07B  
Assignment of NG and NR Grades for Undergraduate Courses  
(Revision to Policy Memorandum 92)

On behalf of the CUSP chair, Dr. Tom Walker, Dr. Michael Denbow presented the resolution for first reading. It was suggested that the Commission consider clarifying what “NG” and “NR” represent for those who are not familiar with the grading system.

Commission on Undergraduate Studies and Policies  
Resolution CUSP 2006-07C  
Assignment of an Audit Grade in Undergraduate Courses

On behalf of the CUSP chair, Dr. Tom Walker, Dr. Michael Denbow presented the resolution for first reading.

##### 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  
January 19, 2007  
February 2, 2007  
March 2, 2007
- Commission on Equal Opportunity and Diversity  
February 12, 2007  
February 26, 2007
- Commission on Faculty Affairs  
January 26, 2007  
February 2, 2007  
February 23, 2007

- Commission on Graduate Studies and Policies  
February 7, 2007  
February 21, 2007
- Commission on Outreach and International Affairs  
January 25, 2007
- Commission on Research  
December 6, 2006  
February 14, 2007
- Commission on Student Affairs  
February 1, 2007  
February 15, 2007  
March 1, 2007
- Commission on Staff Policies and Affairs  
January 25, 2007  
February 22, 2007
- Commission on Undergraduate Studies and Policies  
February 12, 2007  
February 26, 2007

#### 6. For Information Only

Minutes of the University Advisory Council on Strategic Budgeting and Planning  
January 25, 2007

#### 7. Discussion

Policies Supporting the Principles of Community

Dr. Carlos Evia distributed a document that describes the various university and state policies and university procedures that support the ideals and expectations set forth in the “Principles of Community” and provide meaningful accountability for substantive violations. These are existing policies and procedures that match provisions in the “Principles.”

#### 8. Adjournment

There being no further business, Dr. McNamee adjourned the meeting at 3:31 p.m.

University Council Minutes  
April 30, 2007  
3:00 – 5:00 PM  
1045 Pamplin Hall

Present: Charles Steger (Presiding), Richard Benson, Erv Blythe, Lay Nam Chang, Jack Davis, Karen DePauw, Alicia Cohen for Vice President for Multicultural Affairs, Carol Roberson for Brad Fenwick, Angela Hayes for Elizabeth Flanagan, David Ford, Zenobia Hikes, Eileen Hitchingham, James Hyatt, Michael Kelly, Kevin McDonald, Mark McNamee, Jerry Niles, Kim O'Rourke, Sharron Quisenberry, Gerhardt Schurig, Dwight Shelton, Rod Hall for Richard Sorensen, Tom Tillar, Tom Tucker for Judy Alford, Jan Helge Bøhn, François Elvinger, Ray Plaza for Carlos Evia, Pat Hyer for Valerie Hardcastle, Bernice Hausman for Karen Roberto, Tom Walker, Bob Denton, Sam Easterling, Hayden Griffin for Richard Goff, Hardus Odendaal, Kamal Rojiani, Mark Anderson, John Browder, Carolyn Copenheaver, Joe Eska, Leon Geyer, Muzzo Uysal, Maxine Lyons for Jean Brickey, Delbert Jones, Teresa Lyons, Louellen Sharp, Chris Thomas, Mary Alice Schaeffer for Betsey Waterman, Ed Lener, Therese Lovegreen, Jonathan McCloud, Ed McPherson, Richard Shingles, Laura Freeman, Jory Ruscio, Antoinette Stroter, Vik Narayan, Greg Sagstetter

Absent with notice: John Dooley, Sharron Quisenberry, Sumeet Bagai, Gene Egger, Frances Keene, Gene Brown, Lori Anne Sheppard

Absent without notice: Fabrice Teulon, Karen linzana, Donna Hamm, Duane Rollins, Jen Crook, Marc Saint Raymond, Sarah Saxton

Guests: Teresa Wright, Suzanna Rinehart, Robert Grange

Dr. Charles Steger called the meeting to order at 3:00 p.m. A quorum was present. This meeting was rescheduled from April 16, 2007.

1. Adoption of Agenda

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

2. Announcements

Dr. Steger announced that this is the first University Council meeting since the events of April 16, 2007. University faculty and staff all are mindful of the welfare of the families that lost their sons and daughters, faculty members, as well as those who were injured. The university is in close contact with these families and is working to serve their needs.

3. Announcement of approval and posting of minutes of April 2, 2007

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

4. New Business

**Commission on Faculty Affairs**

Resolution CFA 2006-07E

Part-Time Appointments for Tenure-Track and Tenured Faculty

Dr. Pat Hyer presented the resolution for first reading. This resolution furthers flexibility for faculty in managing both personal and family related circumstances while keeping them on their track so that they might move forward and be successful in their careers.

**Commission on Research**

Resolution COR 2006-07A

Policy on Misconduct in Research

Dr. Bernice Hausman presented the resolution for first reading. This resolution updates existing procedures and creates an official policy. The new policy and procedures also create a Research Integrity Officer (RIO). This individual will be located in the research division. Duties will include oversight of compliance and research misconduct education.

Dr. Hausman stated that a revision will be made to this proposed resolution that changes “classified staff” to “university and classified staff.” This will appear in the resolution for second reading.

5. Old Business

**Commission on Faculty Affairs**

Resolution CFA 2006-07C

Annual and Pre-tenure Faculty Evaluations

Dr. Sam Easterling presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

**Commission on Faculty Affairs**

Resolution CFA 2006-07D

Composition of Committees for Promotion and Tenure Evaluation

Dr. Sam Easterling presented the resolution for second reading and made a motion for approval. The motion was seconded.

Dean Benson asked whether a representative faculty body could be responsible for approving college policies, as required by the language “formally approved by the faculty,” or whether a vote of the entire college faculty would be required to adopt or make changes to college P&T policies. Dr. Hyer responded that the Commission had discussed that specific question at their last meeting, and they agree that a representative, or other formally designated, college faculty body would meet the intention of that language.

The vote was taken and the resolution passed.

**Commission on Faculty Affairs**

Resolution CFA 2006-07F

Career Track for Instructors and General Employment Policies for Non-Tenure-Track Instructional Faculty Members

Dr. Pat Hyer presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

**Commission on Graduate Studies and Policies**

Resolution CGSP 2006-07D

Resolution to Establish a Ph.D. in Social, Political, Ethical and Cultural Thought

Dr. François Elvinger presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

**Commission on University Support**

Resolution CUS 2006-07A

Resolution to Approve the Establishment of the  
University Committee on Energy and Sustainability

Dr. Jan Helge Bøhn presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

**Commission on Undergraduate Studies and Policies**

Resolution CUSP 2006-07B

Assignment of NG and NR Grades for Undergraduate Courses  
(Revision to Policy Memorandum 92)

Dr. Tom Walker presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

**Commission on Undergraduate Studies and Policies**

Resolution CUSP 2006-07C

Assignment of an Audit Grade in Undergraduate Courses

Dr. Tom Walker presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

6. 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 Equal Opportunity and Diversity  
March 19, 2007  
April 2, 2007  
April 16, 2007
- Commission on Graduate Studies and Policies  
March 21, 2007
- Commission on Outreach and International Affairs  
March 15, 2007
- Commission on Research  
March 21, 2007
- Commission on Student Affairs  
March 22, 2007

7. For Information Only

Minutes of the University Advisory Council on Strategic Budgeting and Planning  
February 22, 2007

8. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:20 p.m.

The last meeting of the academic year will be on May 7, as scheduled.



University Council Minutes  
May 7, 2007  
3:00 – 5:00 PM  
1045 Pamplin Hall

Present: Mark McNamee (Presiding), Richard Benson, Jeb Stewart for Erv Blythe, Lay Nam Chang, Jack Davis, Karen DePauw, Alicia Cohen for Vice President for Multicultural Affairs, John Dooley, David Ford, Zenobia Hikes, Eileen Hitchingham, Heidi McCoy for James Hyatt, Michael Kelly, Kevin McDonald, Kim O'Rourke, Gerhardt Schurig, Dwight Shelton, Rodd Hall for Richard Sorensen, Judy Alford, Jan Helge Bøhn, François Elvinger, Carlos Evia, Valerie Hardcastle, Frances Keene, Karen Roberto, Tom Walker, Ken Eriksson, Richard Goff, Hardus Odendaal, Mark Anderson, John Browder, Joe Eska, Leon Geyer, Jean Brickey, Delbert Jones, Teresa Lyons, Louellen Sharp, Lori Anne Kirk, Chris Thomas, Mary Alice Schaeffer for Betsey Waterman, Ed Lener, Therese Lovegreen, Jonathan McCloud, Ed McPherson, Richard Shingles, Laura Freeman, Joseph McFadden for Jory Ruscio, Antoinette Stroter, Vik Narayan, Adeel Adul Khan, Kerry Redican

Absent: Charles Steger, Brad Fenwick, Elizabeth Flanagan, Jerry Niles, Tom Tillar, Sumeet Bagai, Gene Egger, Bob Denton, Sam Easterling, Fabrice Teulon, Gene Brown, Carolyn Copenheaver, Karen Inzana, Muzzo Uysal, Donna Hamm, Duane Rollins, Jen Crook, Marc Saint Raymond, Sarah Saxton, Ryan Smith, Ennis McCrery, Greg Sagstetter

Guests: Teresa Wright

Dr. Mark McNamee 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 as presented. The motion carried.

2. Announcement of approval and posting of minutes of April 30, 2007

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

Dr. Leon Geyer asked that the April 30 minutes reflect that Dr. Steger and his staff received applause in appreciation for their handling of the April 16 events. Dr. McNamee confirmed that the minutes will reflect that addition.

3. Old Business

**Commission on Faculty Affairs**

Resolution CFA 2006-07E

Part-Time Appointments for Tenure-Track and Tenured Faculty

Dr. Valerie Hardcastle presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

**Commission on Research**

Resolution COR 2006-07A

Policy on Misconduct in Research

Dr. Karen Roberto presented the resolution for second reading and made a motion first reading. The motion was seconded and the resolution was passed.

4. 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 Faculty Affairs  
March 22, 2007
- Commission on Staff Policies and Affairs  
March 22, 2007

5. Adjournment

There being no further business, Dr. McNamee adjourned the meeting at 3:06 p.m.