

**COMMISSION ON OUTREACH
MINUTES
November 8, 2001**

Attendance: John Arbogast, David Travis for Dave Barrett, Greg Boardman, Sarah Burkett, S. K. De Datta, Chris Dula, Robert Dunay, Amy Emerson, Clark Jones, Doris Kincade, Joe Marcy, Doug McAlister, Ed Overton (telecon), Eric Pappas, Ted Settle, Judith Shrum, Susan Sumner, Andy Swiger, Dee Whittier

Absent: Louis Helfrich, James Littlefield, Susanna Rinehart, Tammy Strand, Andy Swiger, Tom Wilkinson, Deb Williams

Guests: Linda Leffel, John Dooley

1. Welcome

Susan Sumner welcomed everyone to the November meeting, and asked those present to introduce themselves.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, September 6, 2001

The September 6, 2001 Minutes were approved as presented with an addition to the end of the last sentence in item #7, second bullet from all university sources combined.

4. Electronic Voting of Minutes

Minutes need to be approved electronically by the Commission. This process will begin with the November 8 Minutes. This is especially important since meetings are scheduled on a bi-monthly basis, and thus will shorten the period of approval time.

5. Continuing/New Business

- Outreach Faculty Development Program

An outreach faculty development program was proposed which will strengthen outreach by engaging the entire university. One of the steps is the development of an outreach magazine. The first publication, funded by Outreach, will be targeted for September 2002, and ideas are welcomed for the magazine. An action plan and committee structure for the development of an event needs to be planned through the Commission on Outreach and Outreach Council. It is important that all partners, including customers, be included in the development of the new program. A question was raised how the Commission can assist faculty with outreach programming. There

were several discussions which included a How-to Notebook that could be used university-wide; creation of a faculty task force from each college; a mentoring process for new faculty to assist them with finding resources and understanding organizational structures at the university; the Commonwealth Connection which is a one-week bus tour to visit alumni chapters, extension areas, the General Assembly, etc., organized through Pat Hyer's office; and utilizing technology through videos and/or web site advertising.

- History of Commission on Outreach

Doug McAlister has been a member of the Commission on Outreach for over a decade, and through his knowledge and understanding of the issues presented through the Commission, he discussed the historical overview of the Commission on Outreach. He provided handouts in which he captured the Commission focus areas from 1990-2000, the membership from 1994-2000, and the Outreach strategy matrix from 1996-97.

- Strategic Plan: College Visits

The University Strategic Plan, chaired by Rosemary Blieszner, has been completed, approved by the Board of Visitors, and is ready for implementation within colleges. Visits to the colleges are underway to discuss ways to shape and execute the plan at the college level through research, outreach and teaching missions. This is the first of a series of visits with colleges.

- Promotion and Tenure

A copy of the letter dated September 10, 2001, and the attached report to college deans dated August 15, 2001, from Mark McNamee regarding the Promotion and Tenure Ad Hoc Committee's Final Report were distributed. There was discussion about the sentence in bullet 2 on page 5, "Make explicit that promotion from associate professor to professor requires evidence of genuine excellence in two areas, one of which is research and scholarship." This is an area that needs to be discussed with Provost McNamee when he attends the January 10, 2002, Commission on Outreach meeting.

- Committees

Please e-mail Linda Price at lindapr@vt.edu if you wish to serve on the following committees:

Awards Committee — Joe Marcy will chair the awards sub-committee this year. A team award is recommended in addition to the individual award. These awards will be given out in the fall. Sarah Burkett has volunteered to serve on this committee.

Rewards Committee — The Promotion and Tenure Matrix that was developed last year will need to be visited at the college level this year.

Symposium/Forum Committee — John Dooley will chair this committee and will proceed with activities this year. Ted Settle has volunteered to serve on this committee.

Policy Committee — Judith Shrum will chair this committee.

6. Announcements/Other Discussion

- It was suggested that the director from the Service-Learning Center be invited to speak about service learning expansion to other colleges. It was reported that the Graduate Student Assembly established a community service committee to seek outreach opportunities for students. Their committee has identified the Habitat for Humanity and a blood drive as their special projects.

Respectfully submitted,

Linda Price
Recording Secretary