

Commission on Administrative and Professional Faculty Affairs

October 7, 2004, 8:30-10:00 a.m.

President's Board Room

210 Burruss Hall

Present: Dawn Barnes, Christi Boone, Carol Byrd, Tom Gabbard, Pat Hyer, Joan Moore, Jamie Penven, Donna Pitt (representing Gerhardt Schurig), Kerry Redican, Mike Roberts, Lori Anne Sheppard, Toni Stroter, Matt Swift, and Linda Woodard

Absent: Melinda Cep and Judith Jones

Guests: Kay Heidbreder and Laura Yu Hickerson

1. Pat Hyer, Associate Provost for Academic Administration and *ex officio* member of the commission, provided information about CAPFA.
 - In 1994, CAPFA was established “to study, formulate, and recommend to University Council policies and procedures affecting the employment and working conditions of administrative and professional faculty.”
 - A/P faculty representation on CAPFA (as well as other university committees and commissions) is drawn from academic support, student affairs, general administration, and extension areas.
 - The commission is responsible for appointing a grievance committee to review grievances advanced to the level of the provost or executive vice president and chief business officer, and to advise the senior administrators prior to action.
 - The commission usually meets four to five times per year, or as commission business warrants.
2. Laura Yu Hickerson, A/P faculty representative to the Commission on Equal Opportunity and Diversity, provided information about the activities of the CEOD.
 - This year, CEOD will use a task force approach “to study, formulate, and recommend to University Council policies and procedures as they relate to the university’s responsibilities for equal opportunity, affirmative action, accessibility, compliance, diversity planning, evaluation, diversity training and education, assessment of institutional climate, and similar matters affecting diversity.”
 - One task force will consider results of a recent faculty/staff exit survey. The survey provided a systematic means of gathering information about faculty and staff resignations. Impetus for the survey was the loss of a significant number of African American faculty in recent years.
 - Personnel Services will continue to use the exit survey, and is planning a new employee survey, to gain information regarding factors important to employee success.
3. Kay Heidbreder, Associate General Counsel, provided information about a draft version of the Computer Privacy Policy.
 - In an effort to establish “ground rules” regarding computer privacy, Provost Mark McNamee appointed a committee of faculty and staff members to study the issue and recommend policy.
 - Kay Heidbreder served as committee chair.
 - The draft Computer Privacy Policy, now moving through the university’s governance system, is the result of the committee’s work during the past two years.

- Members of CAPFA requested that the following statement be added to the draft policy, item #4, definition of employees: *This also includes student workers, volunteers, and other individuals who are using state-owned equipment and carrying out university work.*
 - Any CAPFA member wishing to suggest further revisions, please contact Pat Hyer (hyerp@vt.edu) as soon as possible.
4. Mike Roberts, Prince George County extension agent, discussed the affect of travel regulations on field extension staff.
- Is it possible to revise the daily commute mileage deduction regulation, which results in greater out-of-pocket expense to the field agent?
 - Is it possible to tie the state's mileage reimbursement rate to the rate set each year by the Internal Revenue Service? The IRS-established rate takes into consideration the cost of operating a vehicle, *including gas prices*, oil, tire and general maintenance costs.
 - Matt Swift agreed to share these concerns at a staff meeting held by Vice President Dwight Shelton to see if he could shed any light on the regulations and the opportunity to change them. He will also check with Risk Management concerning liability for accidents that might occur within the "commute" miles limitation when the employee is actually on the way to a work-related destination but not from his or her home office.
5. Dawn Barnes, CAPFA chair, requested items for future discussion.
- Travel regulations and liability follow up
 - Charter university status – to be addressed by Dwight Shelton and Linda Woodard
 - Classified staff issues (specifically incentives, support, and rewards for furthering education) – to be addressed by Linda Woodard
 - Student Affairs and Academic Affairs organization and/or realignment – to be addressed in the spring, if appropriate following the fall SA/AA study, by David Ford, Vice Provost for Academic Affairs.
6. The next commission meeting will be held during the week of December 6th or December 13th.
- Suzie Karlin will poll the committee members to determine the best meeting date and time.

Respectfully submitted,

Suzie Karlin
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Commission on Administrative and Professional Faculty Affairs

December 8, 2004, 8:30-10:00 a.m.

President's Board Room

210 Burruss Hall

Present: Dawn Barnes, Christi Boone, Katie Hoffman (representing Melinda Cep), Pat Hyer, David Moore, Joan Moore, Donna Pitt (representing Gerhardt Schurig), Mike Roberts, Lori Anne Sheppard, Cathy Sutphin, Matt Swift, and Linda Woodard

Absent: Carol Byrd, Tom Gabbard, Jamie Penven, Kerry Redican, and Toni Stroter

Guests: Ellen Douglas and Dwight Shelton

1. Johanna Hahn, president of the Virginia Extension Service Association (VESA), asked the commission to consider:
 - the adverse effect of the daily commute mileage deduction on extension field staff;
 - tying the mileage reimbursement rate to the IRS yearly standard, and
 - possible liability issues when an employee must travel to a work-related destination from home.

2. Ellen Douglas, Assistant Director of Risk Management, provided information regarding insurance coverage available to state employees in the conduct of university business.
 - Injuries incurred during travel to a work-related destination would fall under the state worker's compensation coverage. Doug Martin, Human Resources Manager, will be invited to the February CAPFA meeting to address what coverage (if any) is available to employees during their daily commute miles.
 - **Action:** Linda Woodard asked commission members to submit questions for Doug Martin in advance of the February meeting. Please submit questions to Linda at woodard@vt.edu no later than February 1, 2005.
 - Accidents involving personal vehicles—even when being used for business purposes—are the responsibility of the owner and fall back to the owner's personal insurance coverage. The university's automobile liability insurance applies only if the personal automobile liability limits are exhausted and Virginia Tech is determined (by a court of law) to be liable because the representative was conducting university business.
 - **Action:** Ellen Douglas will contact the state's Risk Management Office for clarification on whether liability coverage is in force during the daily commute miles when a field extension agent travels from his or her home to the consulting site. If the state's Risk Management Office replies in writing to Ellen Douglas, she will forward their response to the commission.
 - Further insurance availability and descriptions are available at the university's Risk Management website <http://www.controller.vt.edu/risk/risk2.html>.

2. Dwight Shelton, Vice President for Budget and Financial Management, provided information regarding the charter-status proposal. Mr. Shelton also addressed the procedure for changing the travel reimbursement rate—a process that he noted could be more directly addressed if Virginia Tech were a charter institution.
 - **Action:** Dwight Shelton will investigate tying the reimbursable rate to the federal rate. He will review and discuss the issue with colleagues at other higher education institutions, General Assembly staff, Department of Planning and Budget staff, and the State Comptroller.

3. A motion was made and seconded to invite Therese Lovegreen, University Academic Advising Center, to complete Kimberly Philpott's term as CAPFA representative to University Council. If Ms. Lovegreen is not available, the following individuals will be contacted (in this order) and invited to serve: Michele James Deramo, Service-Learning Center; Lori Anderson, University Studies; and Ginny Reilly, ADA Coordinator.
 - **Action:** Dawn Barnes will contact the nominee(s) and notify commission members by e-mail of the result.
4. The next commission meeting will be held on February 9, 8:30-10:00 a.m. in the President's Board Room, 210 Burruss Hall.

Respectfully submitted,

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Commission on Administrative and Professional Faculty Affairs

February 9, 8:30-10:00 a.m.

President's Board Room

210 Burruss Hall

Present: Dawn Barnes, Christi Boone, Carol Byrd, Tom Gabbard, Pat Hyer, David Moore, Joan Moore, Jamie Penven, Donna Pitt (representing Gerhardt Schurig), Kerry Redican, Mike Roberts, Lori Anne Sheppard, Cathy Sutphin, Matt Swift, and Linda Woodard

Absent: Melinda Cep and Toni Stroter

Guests: Tom Kaloupek, Therese Lovegreen, and Doug Martin

1. Tom Kaloupek, CAPFA representative on the Employees' Spouse and Dependent Scholarship Fund Committee, shared the following information:
 - The purpose of the Employees' Spouse and Dependent Scholarship Fund is to support and encourage the education of dependents and spouses of eligible Virginia Tech employees.
 - Scholarship applications are received through the Office of Scholarships and Financial Aid.
 - Personnel Services verifies the eligibility of applicants.
 - In 2003-04, sufficient funds were available to award a \$500 scholarship to every qualified applicant (a total of 14 awards).
 - University Development will coordinate a fund drive and prepare an informational brochure for Virginia Tech employees.
 - Mr. Kaloupek will contact Dr. Mike Lambur and ask him to share the fund information with the Virginia Extension Service Association (VESA) and at the state extension agent conference in April.
 - Mr. Kaloupek urged commission members and their colleagues to support the fund.
2. Pat Hyer, Associate Provost for Academic Administration, provided information regarding the *Virginia Tech Principles of Community*:
 - In November 2004, Board of Visitors' Rector Ben Davenport and Academic Affairs Committee Chair Sandra Lowe requested that the university develop a statement regarding its commitment to diversity.
 - The statement (*Virginia Tech Principles of Community*), prepared by the Commission on Equal Opportunity and Diversity, will be presented to the Board of Visitors at their March 2005 meeting.
 - The statement reiterates the university's commitment to creating an inclusive and nurturing community for learning and growth.
 - The statement provides a platform for immediate response to situations of prejudice, discrimination, or hate crime.
 - The statement affirms an *Ut Prosim* commitment to the principles of community.
3. Linda Woodard, Assistant Vice President for Personnel Services, provided information regarding the *Statement of Business Conduct Standards*:
 - The statement is a means of familiarizing employees with existing university policies.
 - It is a summary of business standards, including professional and personal integrity, stewardship of resources, and university citizenship.
 - At the direction of the Board of Visitors, every employee was asked to acknowledge receipt and review of the statement.
 - Acknowledgements may be completed electronically; however, for the 1,000+ employees without access to computers, paper copies were distributed.

- The *Statement of Business Conduct Standards* and acknowledgement will be distributed to employees annually.
 - It will also be provided to new employees during orientation.
4. Doug Martin, Senior Human Resources Manager, provided information regarding the Worker's Compensation Program:
- Workers' Compensation provides portal-to-portal coverage while traveling on university business, i.e., from the time an individual leaves their home or place of work until they return.
 - In general, it covers any injury or illness arising out of and during the course of employment.
 - The Workers' Compensation Program offers employees fixed, certain, and speedy relief.
 - The program is part of the contract of hire; therefore, volunteers are not covered by Workers' Compensation.
 - An employee traveling from home to any other site in the performance of his or her duties is covered by Workers' Compensation; however, injury or illness incurred during travel between home/office is not covered by Workers' Compensation.
 - If an employee should deviate from the conduct of business itinerary, any injury or illness incurred would not be covered.
5. The following commission members agreed to serve as a nominating committee. They will create a slate of candidates for open CAPFA appointments in the university governance system.
- Dawn Barnes
 - Pat Hyer
 - Joan Moore
 - Cathy Sutphin
 - Linda Woodard
6. Possible agenda items for the next CAPFA meeting are:
- Campus and workplace violence (Ellen Plummer and Linda Woodard)
 - Anti-harassment policy (David Travis)
 - Process for conviction checks for security-sensitive positions (Linda Woodard)
7. Suzie Karlin will poll commission members regarding their availability for a meeting to be held in April.

Respectfully submitted,

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Commission on Administrative and Professional Faculty Affairs

April 21, 2005, 2:00-3:30 p.m.
1028 Pamplin Hall

Present: Dawn Barnes, Christi Boone, Carol Byrd, Tom Gabbard, Pat Hyer, Joan Moore, Jamie Penven, Lou Ann Phipps (representing Linda Woodard), and Matt Swift

Absent: Melinda Cep, David Moore, Kerry Redican, Mike Roberts, Gerhardt Schurig, Lori Anne Sheppard, Toni Stroter, and Cathy Sutphin

Guests: Mara Barker, Tom Caruso, Therese Lovegreen, Jacqueline Nottingham, David Travis, and Sherri Guilliams Turner

1. CAPFA elections for 2005-2006: the nominations subcommittee (D. Barnes, P. Hyer, J. Moore, J. Penven, and L. Woodard) convened on 4/12/05 and prepared a slate of nominees to fill the expiring terms of administrative/professional faculty representatives on university commissions and committees. Personnel Services will distribute electronic ballots to the appropriate administrative/professional faculty on 4/22/05. The voting deadline will be 5/04/05. Election results will be distributed by e-mail. Below is the slate of nominees:
 - A) Nominees for an extension representative to the University Advisory Council on Strategic Budgeting and Planning to fill the expiring term currently held by Steve Kleiber. The elected representative will serve a three-year term. Election ballots will be distributed to the VCE A/P faculty:
 - Johanna Hahn, Extension Agent, Family and Consumer Sciences, Newport News
 - Mary Ann McFarland, Area EFNEP/SCNEP Coordinator, Southwest District, Abingdon
 - B) Nominees for an extension representative to the Commission on Administrative and Professional Faculty Affairs to fill the expiring terms currently held by Dawn Barnes and Carol Byrd. The two elected representatives will each serve three-year terms. Election ballots will be distributed to the VCE A/P faculty:
 - Lou Gorr, Extension Agent, Family and Consumer Sciences, Prince George County
 - Karen Lucas, Extension Agent, 4-H Youth Development, Hampton
 - Carl Stafford, Extension Agent, Agriculture and Natural Resources, Culpeper County
 - Kathy Alstat, Extension Agent, 4-H Youth Development, Greene County
 - C) Nominees for a student affairs representative to the Commission on Administrative and Professional Faculty Affairs to fill the expiring term currently held by Jamie Penven. The elected representative will serve a three-year term. Election ballots will be distributed to the Student Affairs A/P faculty:
 - Frances Keene, Interim Director, Judicial Affairs
 - Rohsaan Settle, Assistant Director, Residence Life
 - D) Nominees for an A/P representative to the Commission on Student Affairs to fill the expiring term currently held by Jane Warner. The elected representative will serve a three-year term. Election ballots will be distributed to all A/P faculty:
 - Helene Goetz, Academic Advisor, University Academic Advising Center
 - Gary Kinder, Director, Undergraduate Career Services, Pamplin College of Business
 - E) Nominees for an extension representative to the Commission on University Support to fill the expiring term currently held by Andy Overbay. The elected representative will serve a three-year term. Election ballots will be distributed to the VCE A/P faculty:
 - Cristine Kastan, Senior Extension Agent, Family and Consumer Sciences, Orange County
 - Patsy Pelland, Extension Agent, Food, Nutrition, and Health, Price Edward County

- F) CAPFA must forward to President Steger, the names of two possible representatives to serve as A/P faculty appointee to the Employee Benefits Committee. Dr. Steger will select one to fill the expiring term currently held by Brian Shabanowitz:
- Steve Kleiber, Director of Finance, College of Agriculture and Life Sciences
 - Melinda West, Assistant to the Vice President for Budget and Financial Management
- G) Laura Yu Hickerson will be unable to complete her final year of service on the Commission on Equal Opportunity and Diversity. Ellen Plummer, Director of the Women's Center, has agreed to serve as the A/P faculty representative on the commission in 2006.
2. Election of CAPFA chair for 2005-2006: A motion was made and seconded to nominate Joan Moore for the position of CAPFA chair. Ms. Moore was unanimously elected to serve as CAPFA chair in 2005-2006.
3. Upcoming changes to Hokie Passports – Matt Swift
- Faculty and staff who began employment at Virginia Tech prior to July 1, 2003, will be asked to check their Hokie Passport (campus ID card). If the card has a Social Security number printed on it, or no number printed on it, the employee must replace it before February 1, 2006. The new ID will display an assigned number beginning with 905, which will be the employee's university identification number.
 - Campus ID cards will be replaced free of charge at the Hokie Passport Office in the Student Services Building on Washington Street. Employees will be asked to bring their current Hokie Passport ID, or another picture ID for proof of identity. The replacement cost of \$15 will be waived for faculty and staff until February 1, 2006.
 - In accordance with Virginia law, all Hokie Passports with Social Security numbers will be deactivated after February 1, 2006. This deadline is particularly important for those using ID cards to access parking gates, university library services, campus dining, vending, and many local establishments.
 - Off-campus employees may replace their card at their convenience when they are on the Virginia Tech campus, or take advantage of one of the off-campus visits made by the Hokie Passport staff to the National Capital Region.
 - Replacing Hokie Passports that display Social Security numbers is one of several measures Virginia Tech is taking to prevent identity theft. The university is committed to protecting the personal information of all students, faculty and staff while providing high-quality services with a one-card system.
 - For more information, please go to http://www.hokiepassport.vt.edu/id_changes.
4. Policy 1025: Anti-discrimination and Harassment Prevention Policy – David Travis
- The federal Equal Employment Opportunity Commission (EEOC) has directed all government institutions to establish an anti-discrimination and harassment prevention policy.
 - The proposed Policy 1025 is a revision of the current sexual harassment policy, last revised in October 1994.
 - The proposed revisions to Policy 1025 not only address the EEOC requirement, but also incorporate the university's equal opportunity statement (current Policy 1030).
 - The proposed Policy 1025 received a first reading at the 4/18/05 University Council. A second reading will be heard on 5/02/05; then, it is hoped that the policy can be presented to the Board of Visitors in August 2005.
 - A copy of the proposed Policy 1025 is available on the governance website at <http://www.governance.vt.edu/>.
5. Administrative/professional faculty representatives on other commissions and committees were invited to report on the activities and discussions that have taken place in their groups during 2004-2005.
- A) University Council report provided by Therese Lovegreen:

The university organizational structure has changed since the last version of the university council constitution was approved. Dr. Steger specifically charged the task force with reviewing the membership to ensure appropriate representation of classified staff, undergraduate students (through the Student Government Association), and graduate students (through the Graduate Student Assembly).

A resolution to change the constitution was unanimously approved on April 18th. A copy of the resolution is available on the governance website at <http://www.governance.vt.edu/>.

B) University Advisory Council on Strategic Budgeting and Planning report provided by Rhonda Arsenault:

The council has spent a great deal of time over the past year on what is now the Higher Education Restructuring Act (formerly known as the Charter Initiative). As most people probably know, during Virginia's 2005 legislative session, the General Assembly passed House Bill 2866 and Senate Bill 1327, identical bills that would give Virginia's 16 public colleges and universities greater control of their financial and administrative affairs. The "Restructured Higher Education Financial and Administrative Operations Act" broadened the concept of the Charter Initiative to include all colleges and universities in a three-step plan with step three being similar to the original charter initiative proposal. The bills now go to the governor, who can make amendments before signature. For details on this legislation, visit the website: <http://www.vt.edu/restructuring>.

Other topics that have been covered at these meetings include:

- Updates on the legislative session.
- Updates to the university's strategic plan: The university plans to update the strategic plan, and meetings have been scheduled for colleges and administrative areas (some have already taken place). The update will assist with the preparation of the university's six-year financial plan, which is one of the requirements of the higher education restructuring act. The target date for completion of the strategic plan update is the end of the fall semester of 2005. A Strategic Plan Update Committee will be appointed in April.
- Overview of the 2005-06 tuition and fees.
- Update on the 2006-2012 Capital Outlay Plan: At its March meeting, the Board of Visitors approved a list of potential capital outlay projects that have been identified for inclusion in the 2006-2012 Capital Outlay Plan. The university prepares an updated Six-Year Capital Outlay Plan every two years as part of the state budget cycle, with the next plan covering 2006-2012 and due for submission to the state in the spring or summer of 2005, the year before the biennium begins. Once the university receives guidance and instructions from the state, the university will prepare its final capital outlay plan for submission.

C) Commission on Classified Staff Affairs report provided by Charles Stott:

Computer Access Project: The computer access project was initiated last year in response to questions raised by the Staff Senate and the Commission for Staff Affairs about the increasing reliance on electronic communications by the university and the state. The program is designed to provide computer access for employees who do not have ready access to a computer in their jobs and are often not able to learn about university events and important announcements, view university policies and procedures, or view their own employee data on-line.

A partnership was formed with Information Technology, University Relations, Personnel Services, and the affected areas. Dick Harshberger has served as the project coordinator. Most of the employees without easy computer access are in Facilities and Student Programs, and many work in locations remote from their home departments. As part of this collaborative effort, many departments have provided locations and Ethernet connections for computers, and Information Technology is assisting by providing

computers. Several colleges have offered access to the computer labs or other locations where computers will be placed for use by housekeeping staff who work in those buildings. Initially, training for those who have little or no computer experience will be provided and the program will be introduced in stages this spring. A special portal page has been designed by staff in Information Technology to provide easy access to the most frequently used functions.

Classified Employee of the Week: The commission has developed a program to recognize selected employees as the "Staff Employee of the Week," similar to the "Faculty Scholar of the Week" program. With the large number of nominations for the President's Award for Excellence and the Governor's Awards each year, Linda Woodard indicated that we could feature each of the nominees over the course of the year. Selection will be made from the nominees for last year's Governor's Awards and President's Awards. Brief biographical sketches are being written about the selected employees and the first winners will be announced this spring.

D) Commission on Equal Opportunity and Diversity report provided by Laura Yu Hickerson:

The Commission on Equal Opportunity and Diversity has had a very busy year. We worked on the following projects:

- VT Principles of Community (now on VT web site and other places on campus). These principles will be widespread throughout the university soon, in classrooms, and other public places.
- Helped revise anti-discrimination and harassment prevention policy.
- Worked on the peace garden sculpture issue at the Cranwell International Center.
- Put on the Diversity Summit in January 2005.
- Made recommendations about the University Council realignment
- Made recommendations about Lee Hall naming situation
- Made suggestions to diversity session for new student orientation
- Made recommendations to the BOV position paper on diversity

E) Commission on Faculty Affairs report provided by Mara Barker:

The CFA reviewed several policies this year including:

- Anti-Discrimination policy
- Computer Privacy Policy
- Business Conduct Standards
- Smoking policy outside of buildings

The CFA heard presentations from:

- Karen DePauw regarding the creation of a Graduate Faculty
- SGA regarding mid term evaluations
- Tim Mack on a proposed electronic faculty reporting system
- SGA and Virginia 21 regarding the proposed text book bill

The CFA is currently partnering with the ADVANCE policy group to conduct discussion groups involving professors of all three ranks to discuss the issue of work-life balance. The last discussion group was April 22.

F) Commission on Graduate Studies and Policies report provided by John Moore, Educational Technologies:

Actions particularly relevant to A/P faculty were:

- A clarification was made about eligibility of A/P and staff for graduate degrees:
 - Staff and administrative/professional faculty may become candidates for degrees with approval from the academic program, the university employer, and the graduate school.
 - To receive approval, candidates should address conflicts of interest, time, and commitment.
 - Supervisors of these candidates should abstain from chairing and/or serving on the candidates' graduate committees to avoid potential conflicts of interest.

- Dr. DePauw reported that forty-nine new "Ph.D. 2010 assistantships" have been allocated to colleges. By next fall, we should have at least one hundred new Ph.D. students. We are almost one-third of the way to reaching the goal of nine hundred new Ph.D. students.
- In fall 2005, full-time graduate students will be eligible to receive 70% coverage towards their health insurance premium.

G) Commission on Outreach and International Affairs report provided by Scott Baker:

Considerable time, discussion, dialogue revolving around "defining outreach at Virginia Tech." The purpose has been to re-affirm that outreach is not only one of the 3 missions of VT, but also an outcome of the integration of teaching and research as it relates to an added value to society. These conversations have also been had with University Council and other departments.

Much discussion has been had regarding how outreach activities are treated in the promotion and tenure process. There are concerns that, while outreach is included, it has not been effectively translated into how faculty should incorporate outreach activities into the promotion and tenure dossiers. In addition, scholarship needs to be viewed more broadly in the university community covering teaching and outreach as well as research.

Several activities have been undertaken by COIA to address these concerns:

- A COIA sub-committee has reviewed the P & T guidelines in an attempt to elevate outreach and international programming within reviews by departments, peer review committees and college committees. Suggested changes were implemented in the guidelines; now outreach and international affairs has a stronger presence. The sub-committee is now focusing on changes to the guidelines that promote scholarship through outreach throughout the P & T dossier, not just within certain areas of the document.
- COIA invited award-winning faculty to commission meetings to describe their outreach activities in the context of scholarship.
- COIA is in the process of developing an annual signature event to create a campus dialogue on the synergies between outreach, teaching and research and highlight best practices in outreach scholarship. This event is scheduled for September 2005 on-campus and will include the President of Purdue University, and a panel of VT faculty. The proposed invitation list includes key VT administrators, P & T committee members, deans, department heads, other faculty, Cooperative Extension faculty and administrators, and faculty senate members.

An awards program for outreach and international program excellence was conducted.

H) Commission on Research report provided by Sherri Guilliams Turner:

In 2004-05, the Commission on Research discussed the following topics:

- International strategic directions team progress report
- ASPIRES: discussion on how best to use these funds; plan to revise next year
- University centers and institutes
 - Organization and function of university institutes (ICTAS and IBPHS)
 - The establishment of these institutes
 - Investment of university resources in appropriate areas
 - Development of charters for each
 - Approval of charters through university governance
 - Faculty morale in relation to emphasis on the financial aspects of these institutes vs. quality of faculty, graduate students, publications, etc.
 - Cluster hires and the quarterly report sent out by the Office of the Vice President for Research
 - Metrics of excellence
 - The involvement of university faculty
 - The funding of these initiatives

- Center reviews and center review process: three member task force to prepare a draft evaluation guideline; guidelines for evaluation of university research centers; committee plans to complete early next year
- Approved Internet Technology Innovation Center to merge with Human-Computer Interaction Center
- Intellectual properties: representative from COR on VTIP Board of Directors (F. Gwazdauskas will serve)
- Indirect cost distribution policy: plans to change indirect cost distribution; research space is driving force
- Research compliance office update: Radiation Safety Committee; Institutional Review Board for Research Involving Human Subjects; Animal Care Committee
- Library: (1) resolution to add the University Library member to COR; (2) resource needs of the Library—build and sustain strong collections; create spaces that support 21st century information needs; preserve research for future generations; continue to improve services that meet the needs of users
- Graduate Education: 49 new graduate assistantships awarded; 70% of health insurance will be covered by the university; Donaldson Brown will become Graduate Life Center
- Undergraduate Research: proposed permanent record of undergraduate student's research; one semester on-line trial on the Vice President for Research web page
- Policies 3020 and 13005: plan to merge these two policies over the summer
- New signature policy for grants: attempting to reduce Virginia Tech internal requirements

I) Commission on Student Affairs report provided by Jane Warner:

During the 2004-2005 academic year, the Commission on Student Affairs approved several resolutions for organization constitutional changes, increased the number of organizations represented on CSA, approved a number of organizational by-law changes, approved the student budget board requests, and selected the three finalists for the undergraduate representative to the Board of Visitors.

CSA also heard reports from the university architect concerning the long-range master plan, Virginia Tech Services on the new laundry equipment, Dr. Edward Spencer on housing at Oak Lane, and the Commission on Equal Opportunity and Diversity on the VT Principles of Community.

The commission ended its work for the year by passing two majors resolutions. The first changed the procedure for the selection of the undergraduate representative to the BOV and the second made several changes in the membership of the commission.

J) Commission on Undergraduate Studies and Policies report provided by Jacqueline Nottingham:

The commission has discussed and recommended for approval to University Council the following:

- Creation of an academic distinction for Agriculture Technology
- Revision to the course withdrawal policy for undergraduates
- Resolution of create a new degree program – Bachelor of Agricultural Science

Posthumous degrees were awarded to two individuals.

Other topics/discussions have been:

- International strategic directions team (S. K. DeDatta)
- Revision of the writing intensive requirement
- University charter status (Dwight Shelton)
- Communication across the curriculum initiative

- Update from the Commission on Graduate Studies and Policies regarding the 5 yr. bachelor's/master's degree open program whereby a 3.2 GPA is required and 6 hours can be double counted (Roger Avery)
 - Quality of student life under a charter university (Melinda Cep)
 - Undergraduate Honors System
 - Visual Expression, Written and Spoken (ViEWS) requirement
- K) Academic Support Committee (committee has not met this year; therefore, no report from Elaine Matuszek)
- L) Athletics Committee report provided by Cathy Lally:

The Athletics Student Life Office has implemented the NCAA Champs Life Skills Program. The program's purpose is to foster the development of the total student-athlete. The program focuses on five components viewed as critical to personal growth: Academic Excellence, Athletic Excellence, Personal Development, Community Service and Career Development.

The committee was asked to review and comment on the revised Comprehensive Action Plan (CAP). Most of the changes to this plan addressed Athletic Department sanctions for inappropriate behavior, and an additional section describing guidelines and restrictions for recruiting. The UAC will be tasked with periodically reviewing the CAP. The next review will be in two years.

Huddle with the Hokies colloquium series was instituted in the fall semester, an academic/athletic colloquium series coinciding with an athletic event. An additional event was held before a men's home basketball game. Plans are already underway for the fall event. It was decided to offer two events per year. The fall event will be advertised to alumni in town for fall reunions. Both nationally known speakers and Virginia Tech faculty will be featured.

The faculty senate asked the UAC to review information on the Coalition on Intercollegiate Athletics, which Virginia Tech was invited to join. The committee did not find that membership would enhance the athletic or academic experience of student-athletes at Virginia Tech. The faculty senate voted not to join the COIA.

- M) Building Committee report provided by Elizabeth Reed:

The Building Committee met in November 2004. The committee reviewed the status of all capital projects in design, out for bid or under construction. These include eight projects in the design phase and four under construction.

The committee received an update to the campus master plan. Three critical components of the plan are access, infrastructure and research. Access includes both transportation and parking, while infrastructure analysis will emphasize utilities and storm water. As the plan is developed, the intent is to preserve and extend the core qualities of the university and to keep a focus on the long-range. The master plan will look at both a 10-year and 20-year period. Siting of additional facilities needed to support the growth of the research program will be a priority for the plan. The life science district and north campus area will be the focus for the first 10 years, and the golf course district for the following 10 years. A more detailed upper quad plan will be a subset of the overall campus master plan.

- N) Transportation and Parking Committee report provided by Elizabeth Reed:

The Transportation and Parking Committee meets monthly during the months of September through May. This year the committee has focused on options for enhancing visitor parking, which averages 110 visitors daily. Currently, visitors must stop at the visitor information center to obtain a free visitor-parking permit. Visitors may park in any legal parking space which causes several problems: (1) permit holders subsidize the cost

of visitor parking through increased parking fees; (2) visitors compete with faculty and staff on available parking spaces; and (3) administrative costs increase due to the voiding of more than 3,000 parking tickets issued to visitors who are not aware of the parking regulations.

Several options are being considered for enhancing visitor parking and the committee would like feedback from its constituents. Each of the options will have an impact on faculty/staff and student parking, have a convenience factor to the visitor, and have a cost/management factor.

- Designated pay lots: designate several small lots, and portions of other lots, conveniently located on both sides of campus for visitor parking and charge a parking fee for all users of these spaces.
- Department/college visitor parking spaces: allow departments and colleges to rent a set number of spaces (2-5) at locations adjacent to their facilities (to be mutually determined with Parking Services) on an annual basis for visitors only.
- Automated visitor pass machine: install a permit or pass dispensing machine along with an informational map and kiosk at the three main entrances to campus.
- No change: leave the visitor parking plan as it currently exist where visitors stop at the visitors center and receive a no-cost permit which gives them the same access as a faculty and staff permit.

O) Employee Benefits Committee report provided by Brian Shabanowitz, College of Liberal Arts and Human Sciences:

For the most part, agenda items discussed throughout the year were in selected areas that included:

- Benefits for part-time faculty - progress is being made towards providing retirement benefits.
- Short-term disability benefits for grant-funded employees or research personnel - a topic that will continue to be studied.
- Updated options on Faculty Optional Retirement and cash-match plans.
- Initiated hearings on the Retirement Benefits Survey Task Force Report from the Engineering Faculty Organization Executive Committee. Summer research salary is excluded from the calculation of retirement savings, unlike many peer institutions.

P) Intellectual Property Committee report provided by Tom Caruso, Veterinary Medicine:

The IP Committee has been addressing the IP policy of Virginia Tech, and the role of the IP Committee in implementing that policy. Current policy describes the sources of Virginia Tech intellectual property (sponsored research products, scholarly works, consulting products, instructional materials, non-assigned duty products, internal research products, visiting scientist products, and student products) and how ownership of these properties can be determined.

The central question is: Does the university "claim an interest" in the intellectual property?

- If the intellectual property is either (1) a traditional work of scholarship (books, publications, artwork, etc.) or (2) not likely to have commercial potential; and the intellectual property was not produced with university resources, then the university has *no* interest in this intellectual property. In this case, intellectual property ownership remains with the inventor/author (i.e. faculty/employee).
- However, if the intellectual property is novel and university resources were used in its creation, then the university *does* have an interest in the intellectual property. If the university has an interest, the university has two options:
 1. With the prior approval of the governor or the Board of Visitors (and the federal government in case of federally-funded inventions), the university can transfer ownership to another entity or back to the author/inventor.
 2. The university could also assign ownership of intellectual property directly to Virginia Tech Intellectual Properties (VTIP) without any need for approval. VTIP

could license or assign ownership of the intellectual property to other entities or to the author/inventor.

Respectfully submitted,

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