

## MINUTES

Commission on Undergraduate Studies and Policies

President's Boardroom

September 8, 1997

Present: Dr. C. Steele Rogers, Chair; Dr.'s C. Eustis, R. Fell, J. LaPorte, M.A. Lewis, J. Marchman, J. Fulton for P. Meszaros, D.W. Smith, M. Stephenson, D. Stetler, J. Sullivan, R. Tracy, B. Watford, J. White, J. Yardley; S. Ariew, Newman Library; R. Daniel, Assoc. Provost; B. Day, Staff Senate; W. H. Dean, University Registrar; S. Martin, CAUS; S. Wilson

Absent: Dr.'s R. Bates,, G. Brown, M. Denbow, J.L. Eaton, J. Johnson, P. Knox, R. Sorensen, N. Spencer, E. Sturgis, L. Swiger; E. Matuszek, CAPFA; T. Olson, Honor System; SGA Representatives.

Visitors: L. Geyer, E. Guertin, B. Parsons, K. Torgersen

### Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:02 p.m. Introductions were made around the room. Dr. Rogers reviewed the charge of the commission as well as the structure of those committees which report to the commission. She also reported the September 22 agenda would include presentations and updates on the University Self-Study and mandatory ownership of computers for freshmen entering Fall 1998.

The Agenda was approved as distributed.

### Reports from Commission Sub-Committees

#### Committee on Undergraduate Curricula

Dr. Robert Tracy, Chair, presented the September 8, 1997 report for approval. Motion was made and seconded to approve the report as presented. The motion carried.

For "First and Second Reading"  
(unanimous approval)

#### Courses Approved for Fall 1997

EE 2564 Programming and Problem Solving for Electrical and Computer Engineers new  
HIDM 3164 Lighting Design revised

### Reports from Standing Committees

#### University Athletic Committee

Dr. Cosby Steele Rogers presented the April 8, 1997 minutes for acceptance. Motion was made and seconded to accept the minutes as presented with no discussion. The motion carried.

#### University Core Curriculum

Dr. Robert Parson, Chair, presented the April 23, 1997 and April 30, 1997

minutes for acceptance. Motion was made and seconded to accept the minutes as presented. A brief but pointed discussion took place concerning the submission, approval and tracking of courses both for university and core approval. It was agreed upon verbally that the administrative support persons for both the Core Curriculum Committee and the Committee on Undergraduate Curricula would work closely to ensure efficient communication between the groups. Clarification was requested on the status of several courses noted in the minutes. The motion to accept the minutes as presented was denied. A motion was then made to table the minutes until clarification is provided on the status of the courses in question. By a 12 - 5 show of hands, the motion carried. The reports of April 23 and April 30 will be presented for approval at the September 22nd meeting.

#### University Library Committee

Susan Ariew presented the April 15, 1997 minutes for acceptance. A brief discussion took place concerning impending renovations to the library entrances. Motion was made and seconded to accept the minutes as presented. The motion carried.

#### Honor System Review

Dr. Leon Geyer, Faculty Chair, provided an overview of the Undergraduate Honor System. In this review, he noted the faculty chair is a three year appointment and the personnel involved consists of both students and faculty as follows:

Student	Faculty
Chief Justice (1)	Chair and Faculty Review Board (5)
Associate Justices (9)	Panel Members (60)
Case Coordinators (14)	Counselors (49)
Panel Members (89)	

Total students involved: 113

Total faculty involved: 114

Dr. Geyer pointed out that although the number of participants involved are virtually equal between students and faculty, the system is run and controlled by students. He noted that involvement of all faculty and students is essential to the success of the system. He acknowledged that there were some problems during the past year, adding that steps have been taken to ensure they are not repeated. He also stated there was a significant increase in the number of cases reported last year, 140 total with 67 being reported during the last two weeks of the spring semester. Dr. Geyer added the "normal" case load for an academic year is between 75 and 80 cases. He stated that several recommendations have been brought forward to allow the Undergraduate Honor System to provide more efficient and effective service. They include but are not limited to education of the university community, additional administrative support, student leadership and development, publicity (website [address-www.vt.edu/honorsystem/ugradhonor.html](http://www.vt.edu/honorsystem/ugradhonor.html)) and recognition. Dr. Geyer stated that any and all comments or suggestions for enhancement of the system are welcome.

#### Special Admissions Review Committee

Karen Torgersen, Director of Undergraduate Admissions, provided a review of the purpose of the committee and distributed a handout detailing cases reviewed this past year. A brief discussion took place concerning the appeal process and departmental notification. It was noted the majority of appeals cases are brought forward at the request of an academic department

with the most of the cases heard being successful.

#### Honors Baccalaureate

Dr. Jack Dudley, Director of the University Honors Program provided information on the diploma designator of the Honors Baccalaureate. He noted the minimum requirements include pursuit of a double major, a second degree and/or a major with two minors, twenty-one hours or more of approved Honors study with no more than six hours being freshman Honors courses, six hours of undergraduate research leading to an Honors thesis and one significant achievement beyond academic efforts but related to the education program and approved by the University Honors Program. Dr. Dudley stated the degree option will be available to all Honors students effective Fall 1997, adding that departments would be notified when they have a student graduating in the option.

#### Other Business

Wanda Hankins Dean, University Registrar reported on census headcount figures. The figures reported were 20862 undergraduates (including associate degree students), 3868 graduates and 339 veterinary medicine students for a total on-campus headcount of 25210. She added the enrollment in the Agriculture Technology program is at an all time high of 141 students.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

# MINUTES

Commission on Undergraduate Studies and Policies

President's Boardroom

September 22, 1997

Present: Dr. C. Steele Rogers, Chair; Dr.'s M. Denbow, J. LaPorte, M.A. Lewis, J. Marchman, J. Fulton for P. Meszaros, D.W. Smith, N. Spencer, B. Watford, M. Stephenson, E. Sturgis, B. Hull for J. Sullivan, R. Tracy, J. White, J. Yardley; R. Daniel, Associate Provost; S. Martin, CAUS; E. Matuszek, CAPFA; S. Wilson

Absent: Dr.'s R. Bates,, G. Brown, J.L. Eaton, C. Eustis, J. Johnson, P. Knox, R. Sorensen, F.W. Stephenson, D. Stetler, L. Swiger; S. Ariew, Newman Library; B. Day, Staff Senate; W. H. Dean, University Registrar; T. Olson, Honor System; R. Dukeman, SGA; T. Faulds, SGA/AA; E. Rubado, SGA.

Visitors: E. Guertin, B. Parsons, S. Musser, E. Schwabe, K. Torgersen

## Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:03 p.m..

The Agenda was approved as distributed.

The Minutes of September 8, 1997 were approved as distributed.

## Reports from Commission Sub-Committees

### Committee on Undergraduate Curricula

Dr. James Marchman presented the September 22, 1997 report for approval. Motion was made and seconded to approve the report as presented. The motion carried.

For "First and Second Reading"  
(unanimous approval)

### Courses Approved for Fall 1997

IDS	3114	History and Theory of Industrial Design	new
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### Courses Approved for Spring 1998

ME	4154	Industrial Energy Management	new
ME	4204	Internal Combustion Engines	revised

### Checksheets, Options and Concentration

Biochemistry Checksheets (A & S), Major, Graduating Class of 1998  
Regular Option  
Biotechnology Option

Computer Engineering Checksheet, Major, Graduating Class of 2000

Electrical Engineering Checksheet, Major, Graduating Class of 2000

## Courses to be Deleted

ARCH	4124	Human Environmental Relations I
ARCH	4134	Human Environmental Relations II

## Reports from Standing Committees

### University Core Curriculum

Dr. Robert Parson, Chair, presented the April 23, 1997 and April 30, 1997 minutes for acceptance. Motion was made and seconded to accept the minutes as presented. The motion carried. Motion was made and seconded to approve the report of April 23, 1997 as presented. Motion was then made and seconded to amend the original motion to exclude approval of EDPE 3114, Contemporary Dance, due to impending changes not yet approved by the Committee on Undergraduate Curricula. The motion to amend carried. The motion to approve the April 23, 1997 report as amended carried.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE  
April 23, 1997

## Courses APPROVED effective Fall 1997

ARCH 1015 Foundation Design Laboratory -- Area 6  
ART 1114 Living with Art and Design -- Area 6

Motion was made and seconded to approve the report of April 30, 1997 as presented. Motion was then made and seconded to amend the original motion to exclude approval of Hum 2214, Experiences in the Arts, due to the course not yet having been approved through the governance system. The motion to amend carried. The motion to approve the April 30, 1997 report as amended carried.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE  
April 30, 1997

## Courses APPROVED effective Spring 1997

EDVT 2604 Introduction to Career and Occupational Education -- Area 1 (WI)  
AAEC 4314 Environmental Economic Analysis and Management Area 1 (WI)  
HORT 4304 Contemporary Issues in Plant Materials Area 1 (WI)  
SOC 3104 Sociological Theory Area 1 (WI)

## Courses APPROVED effective First Summer 1997

EDPE 2204 Creative Dance -- Area 6

## Courses APPROVED effective Fall 1997

ART 1004 Experiencing the Visual Arts -- Area 6  
HIDM 3164 Lighting Design Area 1 (WI)

## Special Admissions, Corp of Cadets

General Stan Musser and Colonel Ed Schwabe presented a request to modify the admission criteria for students wishing to enter the Corp of Cadets. Col. Schwabe stated the modification would allow evidence of leadership ability to be considered in evaluating a candidate's application for admission. He stated the addition of this component would allow Virginia Tech to be more competitive with military schools and the service academies. Col. Schwabe reported that a correlation has been shown between leadership skills at the high school level and success in the Corp of Cadets. Following a brief discussion on admissions criteria, exceptions and appeals, a motion was made and seconded to refer the item to the Committee on Academic Policies for further study. The motion carried.

## Mandatory Computer Ownership

Dr. Anne Moore of Information Systems addressed concerns surrounding the issue of ownership. She stated that while the Center for Innovative Learning is not directly behind the initiative for mandatory ownership, they will be providing assistance in the effort. Dr. Moore reported that an advisory board has been established to provide direction of the effort, adding the board will consist of representatives from each college. She also stated that a business operations plan is to be provided by October 31, although no final decision has been made on whether it would be for profit or non-profit. She did state the establishment of the business would be to better serve the university community and would include networking, service contracts and options. Dr. Moore indicated it is not the intent of this effort to override any current business services currently being provided. She did note that movement on this will need to be rapid in order to provide services for incoming freshman. A discussion then took place with issues of costs, technical support, training, classroom conversion and infrastructure being raised. Dr. Moore stated these issues would be addressed by the advisory board. It was noted that mandatory ownership is not a policy which is addressed through the CUS COMPONENT OF THE University Governance System. Cosby Steele Rogers delayed further discussion in order to reflect on the role of CUS in implementation of the computer ownership policy and to gather additional information.

## University Self Study

Dr. David Conn provided a brief update on the status of the self study. He stated the two visiting teams would be on campus in May, one to serve as consultants and the other to audit criteria and verify documentation. He noted the later team would be sitting in judgment of the University and will issue recommendations and/or citations which will require responses. He asked that information on the self study be shared to provide community wide awareness. Dr. Conn did add that President Torgersen has stated the University would be in compliance with accreditation standards and criteria.

## University Core Curriculum Proposal Process

Professor Ron Daniel, Associate Provost for Undergraduate Programs, stated there has been some miscommunication in regard to the course approval process. He then distributed copies of the course proposal process which states that new courses are to first be approved by the Committee on Undergraduate Curricula prior to submission for core approval. Professor Daniel noted that existing courses may be sent directly to the University Core Curriculum Committee for review.

## Other Business

No other business was presented at this time.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

Commission on Undergraduate Studies and Policies

President's Boardroom

October 13, 1997

Present: Dr. C. Steele Rogers, Chair; Dr.'s M. Denbow, J.L. Eaton, C. Eustis, R. Fell, J. LaPorte, M.A. Lewis, J. Marchman, P. Meszaros, D.W. Smith, N. Spencer, M. Stephenson, D. Stetler, E. Sturgis, J. Sullivan, R. Tracy, B. Watford, J. White, J. Yardley; M. Foushee for W. Dean, University Registrar; S. Martin, CAUS; E. Matuszek, CAPFA; S. Ariew, Newman Library; B. Day, Staff Senate; J. Fisher, SGA.

Absent: Dr.'s R. Bates,, G. Brown, J. Johnson, P. Knox, R. Sorensen, F.W. Stephenson, L. Swiger; R. Daniel, Associate Provost; T. Olson, Honor System; R. Dukeman, SGA; T. Faulds, SGA/AA; E. Rubado, SGA.

Visitors: J. Fulton, E. Guertin, B. Parsons, K. Torgersen

### Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:01 p.m. She reported a new committee to be chaired by Ron Daniel, and with representation from each college, will address academic issues in regard to computer ownership for all incoming students. Cosby added that she will be serving on this committee as well as the Computer Implementation Committee and will keep the commission informed of any developments.

The Agenda was approved as distributed.

The Minutes of September 22, 1997 were approved with corrections.

### Reports from Commission Sub-Committees

#### Committee on Undergraduate Curricula

Dr. Bob Tracy presented the October 13, 1997 report for approval. Motion was made and seconded to approve the report as presented. The motion carried.

For "First and Second Reading"  
(unanimous approval)

### Courses Approved for Fall 1997

EF	1015-1016	Introduction to Engineering	new
IDS	4304	Topics In Industrial Design	new

### Checksheets, Options and Concentration

Housing, Interior Design and Resource Management Checksheets, Major Graduating Class of 1999

Residential Property Management Option

Consumer Studies Option

Interior Design Option

Family and Consumer Sciences-Teaching & Extension Option

Housing, Interior Design and Residential Property Management



Checksheet,                      Minor Graduation Class of 1998  
Residential Property Management

Industrial Design Checksheet, Major, Graduating Class of 2001

Courses to be Deleted

EF	1005-1006	Introduction to Engineering
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Reports from Standing Committees

University Core Curriculum

Dr. Robert Parson, Chair, presented the September 3, 1997 minutes for acceptance. Motion was made and seconded to accept the minutes as presented. The motion carried .

Academic Agenda

Dr. Meszaros reminded the commission that the Academic Agenda is a working document as well as an update to the University Plan, presented to and accepted by the Board of Visitors in August. She stated the strategies for the academic agenda were developed with the support and assistance of the Academic College Deans from each college as well as materials and information gathered from our benchmark and peer institutions. Dr. Meszaros noted the document is a focused, overall approach for strategic directions and is referred to as a management plan. She reported that the Agenda's baseline measurements will require some new resources and/or redistribution of existing resources for implementation, adding that outside resources for funding are to be examined since any additional state funding is questionable at this time. Dr. Meszaros stated the challenge before us is to strive and maintain our Research I status which drives funding for faculty salaries.

During a brief question and answer session, Dr. Meszaros noted that each college has a director charged to carry out each colleges' plan. Dr. Meszaros ended with a request for all members of the university community to give the Academic Agenda the opportunity to succeed.

Other Business

No other business was presented at this time.

The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Marvin C. Foushee  
Assistant Registrar

## MINUTES

Commission on Undergraduate Studies and Policies  
President's Boardroom  
October 27, 1997

Present: Dr. C. Steele Rogers, Chair; Dr.'s C. Eustis, J. LaPorte, M.A. Lewis, J. Marchman, J. Fulton for P. Meszaros, D.W. Smith, N. Spencer, M. Stephenson, , E. Sturgis, J. Sullivan, B. Watford, J. White; S. Ariew, Newman Library; B. Day, Staff Senate; S. Wilson.

Absent: Dr.'s R. Bates,, G. Brown, M. Denbow, J.L. Eaton, R. Fell, J. Johnson, P. Knox, R. Sorensen, F.W. Stephenson, D. Stetler, L. Swiger; R. Tracy, J. Yardley; R. Daniel, Associate Provost; W. Dean, University Registrar; S. Martin, CAUS; E. Matuszek, CAPFA; T. Olson, Honor System; R. Dukeman, SGA; T. Faulds, SGA/AA; J. Fisher, SGA; F. Loughan, SGA.

Visitors: S. Blumenthal, E. Guertin, B. Parsons

### \* Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:04 p.m.

\* The Agenda was approved as distributed.

\* The Minutes of October 13, 1997 were approved as distributed.

### \* Reports from Standing Committees

#### University Athletic Committee

Dr. Norrine Bailey Spencer presented the May 28, 1997 and September 17, 1997 minutes for acceptance. The Title IX Plan for 1997-2001 which was the center of discussion at the May meeting was approved at the August Board of Visitors meeting. With the September minutes, she noted the presentation by Tim Parker, the new assistant AD for compliance; the three new advisors in the athletic advising center (a result of the 1995 report to the athletic committee which CUS had reviewed and endorsed); and the status of the NCAA certification subcommittees. Motion was made and seconded to accept the minutes as presented. The motion carried.

#### University Core Curriculum

Dr. Robert Parsons, Chair, presented the September 24, 1997 and October 8, 1997 minutes for acceptance. A brief discussion took place concerning the Biology WI requirement and how it would be fulfilled as noted in the 9/24 minutes. The 10/8 minutes referred to core course substitutions and if there was a problem with non-core courses being used that should be in the core. Ellie Sturgis noted this topic was discussed at the following meeting with more information forthcoming. Motion was made and seconded to accept the minutes as presented. The motion carried.

Dr. Parsons then presented the September 24, 1997 and October 8, 1997 core reports for approval. Motion was made and seconded to approve the reports and presented. The motion carried.

## REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE SEPTEMBER 24, 1997

Courses APPROVED effective Fall 1997:

ME 4015-4016 Engineering Design and Project -- Area 1 (WI)  
Biology - Writing Across the Major Option -- Area 1 (WI)

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE  
October 8, 1997

Courses APPROVED effective Fall 1997:

UAP 3894, World Poverty/Hunger in Urban/Regional Context -- Area 3 and Area 7  
CHEM 4014, Survey of Chemical Literature & Information, Area 1 (WI)

\* Other Business

No other business was presented at this time.

\* The meeting was adjourned at 3:22 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

# MINUTES

Commission on Undergraduate Studies and Policies

President's Boardroom

November 10, 1997

Present: Dr. C Steele Rogers, Chair; Dr.'s E. Sturgis for R.. Bates, J. Eaton, J. LaPorte, J. Marchman, M. Stephenson for P. Knox, J. Fulton for P. Meszaros, N. Spencer for R. Sorensen,

H. Griffin for F.W. Stephenson J. Sullivan, J. White for L. Swiger, B. Tracy; S. Ariew, Newman Library; R, Daniel, Associate Provost; B. Day, Staff Senate; R. Dukeman, SGA; J. Fisher, SGA; E. Matuszek, CAPFA.

Absent: Dr.'s G. Brown, M. Denbow, C. Eustis, R. Fell, J. Johnson, J.

Yardley; T. Faulds, SGA/AA;

F. Loughan, SGA; S. Martin, CAUS; T. Olson, Honor System.

Visitors: W. H. Dean, E. Guertin, B. Parsons, S. Wilson.

## Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:03 p.m.

The Agenda was approved as distributed.

The Minutes of October 27, 1997 were approved as corrected.

## Reports from Commission Sub-Committees

### Committee on Undergraduate Curricula

Dr. Bob Tracy, Chair, presented the November 10, 1997 report for approval.

Motion was made and seconded to approve the report as distributed. The motion carried.

For "First and Second Reading"  
(unanimous approval)

### Courses Approved for Spring 1998

HUM	2214	Experiences in the Arts
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new

### Checksheets, Options and Concentration

Geography Checksheet, Major, Graduating Class of 1998 (Spring 1998  
- Fall 1998)

Geography Checksheet, Major, Graduating Class of 1999 (Spring 1999  
- Fall 1999)

Geography Checksheet, Major, Graduating Class of 2000 (Spring 2000  
- Fall 2000)

Housing, Interior Design and Resource Management Checksheets, Major  
Graduating Class of 1999

Family Financial Management Option

## Landscape Architecture Checksheet, Minor, Graduating Class of 1998

### Other Business

Wanda Hankins Dean, University Registrar, reported that Presidential Policy 177, Change in Scheduling M, W, F Classes will not be implemented for FALL 1998 due to computing resources and constraints as we had indicated during the origination of the policy. The consensus of the members present was to delay implementation until FALL 2000. Wanda will continue to report on the progress of implementation.

A brief discussion took place concerning the SACS (Southern Association of Colleges and Schools) requirement that each institution have a policy requiring 25% of degree credits originate from the degree granting institution. Wanda Hankins Dean noted that while this is our practice, the language of our current policy needs clarification so we may demonstrate SACS compliance.

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

### Commission on Undergraduate Studies and Policies

1045 Pamplin

December 8, 1997

Present: Dr. C Steele Rogers, Chair; Dr.'s D. Stetler for R. Bates, J. Eaton, C. Eustis, R. Fell, M.A. Lewis for J. Johnson, J. LaPorte, J. Marchman, M. Stephenson for P. Knox, B. Watford for F.W. Stephenson J. Sullivan, J. White for L. Swiger, J. Yardley; S. Ariew, Newman Library; R. Daniel, Associate Provost; B. Day, Staff Senate; S. Martin, CAUS; R. Dukeman, SGA; J. Fisher, SGA; E. Matuszek, CAPFA.

Absent: Dr.'s, G. Brown, M. Denbow, P. Meszaros, R. Sorensen, R. Tracy ; T. Faulds, SGA/AA; F. Loughan, SGA; T. Olson, Honor System.

Visitors: M. Foushee, E. Guertin, R. Lovingood, R. Parsons, E. Schwabe, K. Torgersen, S. Wilson.

#### • Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:03 p.m.

#### • The Agenda was approved as distributed.

#### • The Minutes of November 10, 1997 were approved as distributed

#### • Resolution 1997-1998A., Virginia Tech Credits Required for the Awarding of a Degree

Dr. James Marchman, Chair of the Committee on Academic Policies, presented the resolution "for first reading". He stated the issue had been forwarded to the committee in regard to accreditation requirements as stipulated by the Southern Association of Colleges and Schools. During a brief discussion, it was clarified that "earned" is to mean courses taken at Virginia Tech. Dr. John Eaton noted the policy would not adversely affect graduate students. With the requested effective date to be Spring 1998, a motion was made and seconded to waive "first reading". The motion was unanimously approved. A motion was then made to approve "for second reading". The motion was unanimously approved.

#### • Resolution 1997-1998B., Expansion of Admissions Criteria for Students Applying to the Corps of Cadets

Dr. James Marchman, Chair of the Committee on Academic Policies, presented the resolution "for first reading". He noted the information included in the resolution had been previously presented to the commission, at which time it was referred to CAP. Dr. Marchman added the committee had worked with Col. Ed Schwabe to solidify the criteria included in the resolution. He noted the wording of the resolution was carefully chosen so that it is understood the additional criteria are not in lieu of academic requirements. During a brief discussion, Col. Schwabe noted the criteria would be used only in those cases in which the candidates are academically equal. In addition he stated that 80% of the cadets in the Corps go on to be officers in the Armed Forces in which leadership skills are a very important quality. Karen Torgersen, Director of Undergraduate Admissions, stated leadership has always been a factor in the consideration of applicants.

#### • Reports from Commission Sub-Committees

## Committee on Undergraduate Curricula

Dr. James Marchman for Dr. Robert Tracy, presented the December 8, 1997 report. He noted that two items, were being presented for "first reading" as they were not unanimously approved.

For "First Reading"

### • Other Actions

Change of Department Name from Housing, Interior Design and Resource Management and Clothing and Textiles (merged departments) to Department of Near Environments, Effective Spring 1998

Course Designators for areas of specialization - Clothing and Textiles (CT), Housing (HS), Interior Design (ID) and Resource Management (RS). Courses offered within each area will be designated by the letters NE followed by the two letter area designator, Effective Spring 1998

Dr. Mary Ann Lewis moved to waive "first reading" of these items and approve for "second reading". A discussion ensued concerning the name change with it being suggested that waiting for a second reading would allow time for additional dialogue concerning the chosen name. Dr. Lewis stated the request had moved through the governance review process and no objections were made during this time. Dr. Rebecca Lovingood stated the department feels the name is inclusive of their areas of study and added that Near Environments is currently recognized by other Land-Grant institutions. Dr. Jay Sullivan stated the College of Forestry and Wildlife Resources, which offers an option in Environmental Resource Management, has concerns that students would possibly confuse the areas of study. Dr. Lovingood responded their students identify with their area of study, i.e. Interior Design, Residential Property Management, and not the name of the department or degree. The question was called and a vote on the motion to waive "first reading". The motion was approved with one dissenting vote. The motion was then made to approve for "second reading". The motion was approved with 3 dissenting votes and one abstention.

The motion was then made and seconded to approve the remainder of the report for "first and second reading" as distributed. The motion was unanimously approved.

For "First and Second Reading"  
(unanimous approval)

### • Courses Approved for FALL 1997

EDPE	3114	Twentieth Century Dance	revised
HIDM	2404	Consumer Rights	revised

### • Courses Approved for Spring 1998

AAEC/CT 2244		Food and Clothing: Cultural Traditions, Conflicts and Possibilities (AAEC is home department)	
new			
	CE	4634	Infrastructure Condition Assessment
new			
	HORT	4724	Tree Fruit Crops
new			
	HORT	4734	Tree Fruit Crops Laboratory
new			
	HORT	4744	Small Fruit Crops

new  
HORT 4754 Small Fruit Crops Laboratory  
new

• Checksheets, Options and Concentrations

University Concentration in Astronomy, Effective for Students Graduating in Spring 1998

(Physics Department will administer concentration, ASTR designator)

English Checksheet, Major, Graduating Class of 2000 (Spring 2000 - Fall 2001)

English Checksheet, Major, Graduating Class of 2001 (Spring 2001 - Fall 2001)

Geography Checksheet, Major, Graduating Class of 2000 (Spring 2000 - Fall 2000)

Astronomy Concentration Checksheet, Graduating Class of 1998 and later (Spring 1998 and later)

• Courses to be Deleted

HNFE	1234	Physical Fitness
HORT	4704	Fruit Crops
HORT	4714	Fruit Crops Laboratory

Committee on Academic Policies

Dr. James Marchman presented the minutes of November 19, 1997 for acceptance. He noted they reflect the discussion of the resolutions previously presented. Motion was made and seconded to accept the minutes as presented. The motion carried.

• Reports from Standing Committees

University Core Curriculum Committee

Dr. Robert Parsons, Chair, presented the minutes of October 22, 1997 for acceptance. He noted that no report would be presented since the minutes reflect only items for "first reading". Bob added those courses reviewed were seeking Area VII approval. He also noted the committee will address the issue of non-core courses being substituted for core area courses. Motion was made and seconded to accept the minutes as presented. The motion carried.

University Athletic Committee

Dr. Cosby Steele Rogers, for Dr. Norrine Bailey Spencer, presented the minutes of October 15, 1997 for acceptance. She brought attention to information provided by Dr. Jerry Via concerning the operation of the A-Tech Classroom, which is open 90 hours per week and pre-registration workshops for athletes. Dr. Rogers also noted the highest grade point averages for athletes has been in 1997. She added that faculty are encouraged to attend breakfasts with coach Bobby Hussey, which are being held after the first of the year. Motion was made and seconded to accept the minutes as presented. The motion carried.

• Other Business

Marvin Foushee stated that due to personnel changes in the media office, departments may be contacted concerning course catalog descriptions. He



added that the deadline for submission has not been changed, but that efforts are being made to capture as much information as soon as it is ready.

- The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

Commission on Undergraduate Studies and Policies

President's Boardroom

January 26, 1998

Present: Dr. C Steele Rogers, Chair: Dr.'s E. Sturgis for R. Bates, M. Denbow, J. Eaton, R. Fell, M.A. Lewis for J. Johnson, J. Marchman, M. Stephenson for P. Knox, N. Spencer for R. Sorensen, S. Wheeler for F.W. Stephenson, J. Sullivan, J. White for L. Swiger, R. Tracy; A. Haney for S. Ariew, Newman Library; R. Daniel, Associate Provost; B. Day, Staff Senate; S. Martin, CAUS: J. Olson for R. Dukeman, SGA; E. Matuszek, CAPFA.

Absent: Dr.'s, G. Brown, C. Eustis, J. LaPorte, P. Meszaros, J. Yardley; T. Faulds, SGA/AA; J. Fisher, SGA, F. Loughan, SGA; T. Olson, Honor System.

Visitors: B. Claus, W. H. Dean, E. Guertin, D. Scott, K. Torgersen, S. Wilson.

### á Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:01 p.m.

á The Agenda was approved as distributed.

á The Minutes of December 8, 1997 were approved as distributed.

á Resolution 1997-1998B., Expansion of Admissions Criteria for Students Applying to the Corps of Cadets

Dr. James Marchman, Chair of the Committee on Academic Policies, presented the resolution "for second reading". There was no discussion concerning the resolution. Motion was made and seconded to approve the resolution "for second reading" as presented. The motion was unanimously approved.

### á Reports from Commission Sub-Committees

#### Committee on Undergraduate Curricula

Dr. Robert Tracy, presented the January 26, 1998 report. He noted that MS 1005, 1006 and 2005, 2006 were approved for an increase in hours from one to two hours. Dr. Tracy added that MS 3005, 3006 and 4005, 4006 were also proposed for an increase in hours from 3 to 4 hours but the consensus of the committee was the request was not justified. Motion was made and seconded to approve the report "for first and second reading" as distributed. The motion was unanimously approved.

For "First and Second Reading"  
unanimous approval

### á Courses Approved for FALL 1998

AOE	2104	Introduction to Aerospace Engineering	revised
EE/ME	4734	Mechatronics (ME is Home Department)	new
MS	1005, 1006	MS I, AROTC	revised
MS	2005, 2006	MS II, AROTC	revised
VMS/BCHM	4034	Environmental Health Toxicology (VMS is Home Department)	new

á Courses Approved for SPRING 2000

AOE            3054            AOE Experimental Methods            revised

á Checksheets, Options and Concentrations

Biological Systems Engineering Checksheet, Major, Graduating Class of 2000  
(Spring 2000 - Fall 2000)

á Other Actions

Change of Department Name from Charles Edward Via, Jr. Department of Civil Engineering, to Charles Edward Via, Jr. Department of Civil and Environmental Engineering, Effective Spring 1998

Course designator to be changed from CE to CEE, Effective Spring 1998

á Reports from Standing Committees

University Core Curriculum Committee

Dr. Bill Claus for Dr. Robert Parsons, presented the minutes of November 12, 1997 for acceptance. It was noted that REL 1016 as approved for acceptance toward AREA II and AREA VII fulfillment. Motion was made and seconded to accept the minutes as presented. The motion carried. Dr. Claus then presented the November 12, 1997 report. Motion was made and seconded to approve the report as distributed. The motion carried.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE  
November 12, 1997

á Courses APPROVED effective Fall 1997

CE 3104, Introduction to Environmental Engineering, Area 7

á Courses APPROVED effective Spring 1998

REL 1016, Introduction to Religion: Western Traditions, Area 7

University Athletic Committee

Dr. Norrine Bailey Spencer, presented the minutes of November 19, 1997 for acceptance. She brought attention to and distributed information provided by Dr. Jerry Via, concerning the academic performance of our student athletes. Dr. Spencer noted these handouts indicate that Spring 1997 was the most successful semester to date for student athletes. It was noted the overall Women's mean QCA after Spring Semester 1997 was 2.80, the Men's 2.50 and the mean for all student athletes was 2.65. She also reported that the NCAA certification would run concurrently with the SACS accreditation study in the Spring. A brief discussion took place concerning questions raised that the Athletic Director has in the past, provided a report to CUS. Dr. Spencer noted she has been unable to locate any documentation which requires such a report be made. Wanda Hankins Dean stated there is no legislated charge to the Athletic Committee for such a report. Consensus of the Commission was that the minutes of the committee were an acceptable reporting mechanism. Motion was made and seconded to accept the minutes as presented. The motion carried.

á Other Business

Professor Ron Daniel distributed informational brochures on the new academic eligibility policy. He asked that any comments or suggestions for improvement be forwarded to him.

á The meeting was adjourned at 3:28 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

Commission on Undergraduate Studies and Policies  
President's Boardroom  
February 9, 1998

Present: Dr. C Steele Rogers, Chair: Dr. S. Leslie for G. Brown, M. Denbow, C. Eustis, R. Fell, M.A. Lewis for J. Johnson, J. Marchman, M. Stephenson for P. Knox, D. Ford for P. Meszaros, N. Spencer for R. Sorensen, B. Watford for F.W. Stephenson, J. Sullivan, J. White for L. Swiger, R. Tracy; S. Ariew, Newman Library; R. Daniel, Associate Provost; B. Day, Staff Senate; S. Martin, CAUS; L. Davenport, SGA/AA; D. Lackley for J. Fisher, SGA; A. Kirpitch, SGA; E. Matuszek, CAPFA.

Absent: Dr. S. R. Bates, J. Eaton, J. LaPorte, J. Yardley; R. Dukeman, SGA; T. Olson, Honor System.

Visitors: S. Blumenthal, E. Guertin, S. Lawrence, D. Scott, S. Wilson.

### á Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:05 p.m.  
Introductions were made of the new student representatives from the Student Government Association.

á The Agenda was approved as distributed.

á The Minutes of January 26, 1998 were approved as distributed.

### á Reports from Commission Sub-Committees

#### Committee on Undergraduate Curricula

Dr. Robert Tracy, presented the February 9, 1998 report. He noted that while the report lists few items as being approved, there were a number of items returned to the respective colleges for revision. Motion was made and seconded to approve the report - for first and second reading - as distributed. The motion was unanimously approved.

For First and Second Reading - unanimous approval

### á Courses Approved for FALL 1998

BCHM 4104 Bioinformatics new  
FIN 3124 Computer Based Financial Analysis new  
FIN 4114 Investment Analysis and Equity Markets revised  
FIN 4124 Interest Rates and Debt Markets revised

### á Courses Approved for FALL 1999

BSE 3494 Advanced Welding Techniques new

### á Reports from Standing Committees

University Athletic Committee

The minutes of December 10, 1997 were presented for acceptance. At that meeting Mike Gentry, Strength and Conditioning Coach, presented information on the new training facilities in the Merryman Center and the proposed programs in nutrition and sports psychology. Over 130 student athletes had enrolled in five A-Tech courses for the current semester. The chair has added to the athletic committee agenda a regular item of "Announcements and concerns from faculty." If any CUS member has something they wish to include under this new item, they are welcome to contact CUS delegate Norrine Bailey Spencer or the Athletic Committee chair, Jim Bohland. The remaining spring meetings are February and March 18, April 15, and May 13. Motion was made and seconded to accept the minutes as presented. The motion carried.

#### University Core Curriculum Committee

The minutes of December 10, 1997 were presented for acceptance. No discussion took place, nor were any objections raised. Motion was made and seconded to accept the minutes as presented. The motion carried. The December 10, 1997 report was then presented. Motion was made and seconded to approve the report as distributed. The motion carried.

#### REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE December 10, 1997

##### Courses APPROVED effective Fall 1997:

PHIL 2304, Global Ethics, Area 1  
HIST 3264, The United States in Latin America, Area 1  
HIST 3584, Colonial Latin America, Area 1  
HIST 3594, The Rise of Modern Latin America, Area 1  
HIST 3634, The Mexican Revolution, Area 1  
ENGL 2744, Introduction to Creative Writing, Area 6

##### Courses APPROVED effective Spring 1998:

HIST 1224, Introduction to Latin America, Areas 1 and 7  
UAP 4214, Women, Environment and Development in Global Perspective, Area 7

#### á Other Business

Dr. Rogers introduced Dr. David Ford, stating he has assumed the position of Vice Provost for Academic Affairs, adding that he would be joining the commission whenever his schedule permits.

á The meeting was adjourned at 3:12 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

Commission on Undergraduate Studies and Policies  
1045 Pamplin Hall  
February 23, 1998

Present: Dr. C Steele Rogers, Chair: Dr.'s, D.W. Smith for G. Brown, R. Fell, M.A. Lewis for J. Johnson, J. Marchman, D. Ford for P. Meszaros, N. Spencer for R. Sorensen, B. Watford for F.W. Stephenson, J. Sullivan, M. Denbow

for L. Swiger, R. Tracy; S. Hicks for J. Yardley S. Ariew, Newman Library; R. Daniel, Associate Provost; B. Day, Staff Senate; L. Davenport, SGA; J. Fisher, SGA; A. Kirpitch, SGA; S. Lawrence, SGA/AA;.

Absent: Dr.'s, R. Bates, J. Eaton, C. Eustis, P. Knox; S. Martin, CAUS; E. Matuszek, CAPFA; T. Olson, Honor System.

Visitors: S. Angle, C. Goree, E. Guertin, S. Lawrence, B. Parsons, B. Pendergrass, J. Warner, S. Wilson.

### á Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:00 p.m.

á The Agenda was approved as distributed.

á The Minutes of February 9, 1998 were approved as distributed.

### á Exam Accommodations for Students with Disabilities

Dr. Barbara Pendergrass distributed a handout, which provided information and statistics on exam accommodations. She stated the intent of their presentation today is to provide clarification on this process. Several members stated they have received conflicting information from students on the correct process for receiving accommodations. Jane Warner stated that each case is assessed on an individual basis by the Dean of Students Office and that if any questions arise, they should be contacted. When asked if a student tells an instructor that special accommodations are not needed, but documentation exists to the contrary, Barbara noted the instructor should have the student sign that they do not wish to have special accommodations. She added it is a dual responsibility of both the student and the university to provide suitable accommodations. Barbara reported that students are required to check in every semester as a way of checking on student progress and to assist in assessing the accommodation situation. Susan Angle noted the office has 648 active cases they are currently tracking. A brief discussion took place concerning space accommodations and possible alternatives. Dr. Pendergrass asked that any suggestions or comments on this issue be forwarded to her office, and in addition, expressed her appreciation for time at today's meeting.

### á Resolution 1997-1998C., Expansion for Admissions Criteria for Students from Other than Accredited Schools

Dr. Jim Marchman, Chair of the Committee on Academic Policies, presented the resolution for first reading. He reported the resolution is an attempt for Undergraduate Admissions to receive equivalent record info on students from other than accredited schools. The resolution will be presented for second reading at the March 23, 1998 meeting.

## á Reports from Commission Sub-Committees

### Committee on Undergraduate Curricula

Dr. Robert Tracy, presented the February 23, 1998 report. He noted that while the report lists few items as being approved, there were a number of items returned to the respective colleges for revision. Motion was made and seconded to approve the report - for first and second reading - as distributed. The motion was unanimously approved.

For "First and Second Reading"  
unanimous approval

## á Courses Approved for FALL 1998

CE 4454 Masonry Structural Design new  
FCD 2335-2336 Principles of Human Services I & II new  
FCD 3324 Family Relationships revised  
FCD 4354 Family, Law and Public Policy revised  
FIN 4164 Financial Derivatives I revised  
FIN 4174 Financial Derivatives II new  
HTM 2464 Introduction to Meetings & Convention Management new

## á Checksheets, Options and Concentrations

Aerospace Engineering Checksheet, Major, Graduating Class of 2001 (Spring 2001 Fall 2001)

Family and Child Development Checksheets, Major, Graduating Class of 1999 (Spring 1999 Fall 1999)  
Early Childhood Education Option  
Human Services Option

Finance Checksheet, Major, Graduating Class of 2000 (Spring 2000 Fall 2000)

## á Courses to be Deleted

FCD 3334 Principles of Human Services  
FIN 4054 Poverty and Law  
FIN 4064 Contemporary Law and the Individual

## á Reports from Standing Committees

### University Athletic Committee

Dr. Robert Tracy for Dr Norrine Bailey Spencer presented the minutes of January 21, 1998 for acceptance. It was noted the figures on the net income of the Gator Bowl as stated in the minutes are low. The actual figure should be in the mid-300,000's due to unbought tickets. It was added that the NCAA has mandated two new subcommittees, one to examine Scheduling and the other to examine Governance and Compliance. Motion was made and seconded to accept the minutes as presented. The motion carried.

### University Core Curriculum Committee

Dr. Bob Parsons, Chair, presented to minutes of January 22, 1998 for acceptance. No discussion took place, nor were any objections raised. Motion was made and seconded to accept the minutes as presented. The motion carried.

The January 22, 1998 report was then presented. Motion was made and seconded



to approve the report as distributed. The motion carried.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE  
January 22, 1998

Courses APPROVED effective Fall 1997:  
HNFE 3025, Metabolic Nutrition, Area 1  
HORT 4664, Nursery Crops, Area 1  
PHIL 2304, Global Ethics, Areas 2 & 7

University Library Committee

Susan Ariew presented the minutes of October 22, 1997, November 12, 1997 and December 15, 1997 for acceptance. The status of the new circulation, instituted in February 1997 was addressed in the minutes of November 12. Susan noted that a review of the policy is planned after February 1998. Motion was made and seconded to accept the minutes as presented. The motion carried.

á Other Business

No other business was presented at this time.

á The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

Commission on Undergraduate Studies and Policies  
President's Boardroom  
March 23, 1998

Present: Dr. C Steele Rogers, Chair: Dr.äs, E. Sturgis for R. Bates D.W. Smith for G. Brown, M. Denbow, C. Eustis, R. Fell, M.A. Lewis for J. Johnson, J, Marchman, D. Ford for P. Meszaros, N. Spencer for R. Sorensen, B. Watford for F.W. Stephenson, J. Sullivan, J. White for L. Swiger, R. Tracy; S. Hicks for J. Yardley S. Ariew, Newman Library; R, Daniel, Associate Provost; B. Day, Staff Senate; S. Martin, CAUS; E. Guertin for E. Matuszek, CAPFA; L. Davenport, SGA; A. Kirpitch, SGA.

Absent: Dr.äs, J. Eaton, P. Knox; J. Fisher, SGA; S. Lawrence, SGA/AA; T. Olson, Honor System.

Visitors: W.H. Dean, B. Parsons, K. Torgersen, S. Wilson.

### Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:06 p.m.

The Agenda was approved as distributed.

The Minutes of February 23, 1998 were approved as distributed.

Resolution 1997-1998C., Expansion for Admissions Criteria for Students from Other than Accredited Schools

Dr. Cosby Steele Rogers presented the resolution for second reading. The motion was made and seconded to approve the resolution as presented. Dr. Jay Sullivan stated the resolution, as presented, does not provide background information indicating this is a problem at Virginia Tech. Ms. Karen Torgersen, Director of Undergraduate Admissions, responded that the resolution is an attempt to be proactive, rather than reactive, to the growing number of students from other than accredited schools. She added this policy would apply to home schooled students and students from charter schools. A brief discussion took place concerning the request in the resolution asking for SAT II scores. It was noted that while we do not currently require all of these tests, many students still take the test as required by other institutions, and this would provide us with a mechanism to determine the admissibility of these applicants. When asked about the submission of standardized test scores in lieu of SAT II's, Karen noted the information is privileged and therefore cannot be requested. It was also noted that no standard accreditation for such cases is used nationwide, and that Virginia specifically does not have an accrediting program. She distributed handouts for two students, currently being home schooled, who have applied to Virginia Tech, directing attention to courses listed in which SAT II scores would be very helpful in determining the admissibility of the students. Dr. Sullivan noted that if we ask for criteria not required of all applicants, we could be discriminating against that population. Karen responded that by not requiring this information, we are discriminating since we are stating they are not eligible for admission. Elizabeth Guertin noted the policy would not prevent students from being admitted to Virginia Tech, but would allow them the mechanism for admission. The question was called and a vote by show of hands was taken. The motion to approve the resolution as presented, was passed with two dissenting votes

### Reports from Commission Sub-Committees

Committee on Undergraduate Curricula

Dr. Robert Tracy, presented the March 23, 1998 report. Dr. John White inquired if the addition of "Information Systems" to the departmental name of Accounting made the term exclusive. It was noted that this is not the case. Motion was made and seconded to approve the report for first and second reading as distributed. The motion was unanimously approved.

For "First and Second Reading"  
unanimous approval

#### Courses Approved for FALL 1998

ENGL 2244 World Literature and Cultures revised  
ENGL 4674 Studies in Contemporary Literature new  
ESM 2104 Statics new  
ESM 2204 Mechanics of Deformable Bodies new  
HIDM 3144 Computer-Aided Design Studio revised  
HIDM 3125, 3126 History of Interior Design new  
VMS 4074 Pharmacology new

Courses Approved for FALL 1999  
ECON 2005-2006 Principles of Economics new

Checksheets, Options and Concentrations  
Biological Systems Engineering Checksheet, Major, Graduating Class of 2001  
(Spring 2001 Fall 2001)

Other Actions  
Change of Department Name from Accounting to Accounting and Information Systems, Effective First Summer 1998

Course Designators for renamed Department of Accounting and Information Systems to be changed from ACCT to ACIS, Effective for First Summer 1998

Courses to be Deleted  
ECON 2115-2116 Principles of Economics  
ESM 1004 Statics and Particle Kinematics  
ESM 2004 Mechanics of Deformable Bodies  
HIDM 4125, 4126 History of Interiors I & II  
VMS 3014 Principles of Pharmacology

#### Reports from Standing Committees

#### University Core Curriculum Committee

Dr. Bob Parsons, Chair, presented to minutes of February 12, 1998 for acceptance. He noted that documentation requesting the establishment of a designated Writing Intensive course number for Undergraduate Research and Independent Studies would be provided with the next set of minutes. Motion was made and seconded to accept the minutes as presented. The motion carried. The February 12, 1998 report was then presented. Motion was made and seconded to approve the report as distributed. The motion carried.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE  
February 12, 1998

#### Courses APPROVED effective Spring 1998:

AAEC/CT 2244, Food & Clothing: Cultural Traditions, Conflicts and Possibilities, Area 2

BIOL H3404, Introductory Animal Physiology, Area 1 (WI)

HTM 4534, Hospitality Management Policy, Area 1 (WI)

HUM 2214, Experiences in the Arts, Area 6

In response to an inquiry on the status of the Virginia Association of Scholars Report, concerning the Core Curriculum at Virginia Tech, Ron Daniel stated a response has been drafted and distributed to the Board of Visitors.

Other Business

No other business was presented at this time.

The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

Commission on Undergraduate Studies and Policies

President's Boardroom

April 13, 1998

Present: Dr. C Steele Rogers, Chair: Dr.'s, E. Sturgis for R. Bates D.W. Smith for G. Brown, M. Denbow, C. Eustis, M.A. Lewis for J. Johnson, M. Stephenson for P. Knox, J. Marchman, D. Ford for P. Meszaros, N. Spencer for R. Sorensen, B. Watford for F.W. Stephenson, J. Sullivan, J. White for L. Swiger, R. Tracy; S. Hicks for J. Yardley S. Ariew, Newman Library; R. Daniel, Associate Provost; B. Day, Staff Senate; S. Martin, CAUS; E. Matuszek, CAPFA; L. Davenport, SGA; A. Kirpitch, SGA.

Absent: Dr.'s, J. Eaton, R. Fell ; J. Fisher, SGA; S. Lawrence, SGA/AA; T. Olson, Honor System.

Visitors: M. Foushee, J. Francis, B. Parsons, K. Torgersen, S. Wilson.

á Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:03 p.m.

á The Agenda was approved as distributed.

á The Minutes of March 23, 1998 were approved as distributed.

á Alumni Survey

Dr. John Muffo, Director of the Academic Assessment Program, provided a brief summary of the assessment survey distributed to 1995 alumni. In addition, he distributed copies of the survey, responses to the survey and information on how this survey compared with that of 1994 alumni. Dr. Muffo noted the survey would be somewhat revised next year in Section C, from Quality of Instruction to Quality of Advising. He also noted that questions in Sections C and D are required by the State. Dr. Muffo stated the SACS accreditation team recommended that we develop and assess standards in oral and computing communications. He asked that any suggestions or comments on the survey be forwarded to him and that the Provost has approved a survey of all 1996 graduates for whom we have valid addresses.

á Reports from Commission Sub-Committees

Committee on Undergraduate Curricula

Dr. Robert Tracy, presented the April 13, 1998 report. Dr. Tracy noted the report includes changes in credits to Air Force ROTC courses which follow those previously approved for Army ROTC. He added that Dr. Susan Brooker-Gross reported the Banner Student System would be able to check for course prerequisites and noted this would provide departments an opportunity to "clean up" their courses. Motion was made and seconded to approve the report, for first and second reading, as distributed. The motion carried with no dissenting votes.

For First and Second Reading  
unanimous approval

á Courses Approved for FALL 1998

ART 1504 Foundations of Art & Design new

ART 1514 Basic Drawing new  
ART 2514 Life Drawing new  
ART 2524 Introduction to Painting new  
ART 2534 Introduction to Watercolor new  
ART 2544 Introduction to Ceramics new  
ART 2554 Introduction to Sculpture new  
AS 1115, 1116 The Air Force Today revised  
AS 2115, 2116 Development of Air Power revised  
AT 0144 Communication Skills revised  
MSCI 4534 Visual Interface Design for Decision Support new  
MSCI 4544 Artificial Intelligence for Decision Support new  
MSCI 4574 Advanced Networking for Business new  
MSCI/ACCT 4584 Client/Server Applications Development for Business new  
(MSCI is Home Department)

á Courses Approved for FALL 1999

ECON H2005-2006 Honors Principles of Economics new  
MATH 2514 Elementary Differential Equations revised

á Courses to be Deleted

ART 1024 Basic Design  
ART 1034 Basic Drawing  
ART 1054 Watercolor Painting I  
ART 2014 Ceramics I  
ART 2034 Life Drawing I  
ART 2054 Painting I  
ART 2074 Sculpture I

á Reports from Standing Committees

University Athletic Committee

Dr. Norrine Bailey Spencer presented the February 18, 1998 minutes for acceptance. In addition to the minutes, attachments provided information and comparisons on the success and graduation rates of our student athletes as well as expenses and revenues from the Gator Bowl. Dr. Spencer also reported the dates for upcoming Athletic Summits are June 24th and January 26th. Motion was made and seconded to accept the minutes as presented. The motion carried with no dissenting votes.

University Core Curriculum Committee

Dr. Bob Parsons, Chair, presented a request for the establishment of university course numbers for Writing Intensive-Independent Study and Writing Intensive-Undergraduate Research. The numbers proposed are 4874 and 4894 respectively. Dr. Parsons noted the request for the establishment of specific course numbers came from the Department of Biology. During a brief discussion, it was noted verification should be made that these course numbers do not currently exist in any program. The motion was made and seconded to approve the request, pending verification of course numbers. Norrine Bailey Spencer then made a friendly amendment, requesting that departments must request activation for use of the numbers within their department. The requested effective date is Fall 1998. The motion to approve the request as revised and amended carried with no dissenting votes.

á Other Business

Dr. Mike Denbow, Chair of the Committee on Academic Support distributed handouts of proposed university calendars for academic years 2000-2001, and 2001-2002. He noted the calendars have the full approval of the committee. Dr. Denbow added that while Spring semester 2000 is scheduled to begin on Martin Luther King Day, policies are in place to accommodate observance of

the holiday. He also noted the calendars do not conflict with scheduled commencement dates at Radford University. A brief discussion took place concerning the early Spring breaks and one week for Thanksgiving. It was suggested that the committee may wish to look at the criteria and make adjustments in order to accommodate changes to the breaks in the future. The motion was made and seconded to approve the calendars as presented. The motion carried with no dissenting votes.

á The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar

## MINUTES

Commission on Undergraduate Studies and Policies

President's Boardroom

April 27, 1998

Present: Dr. C Steele Rogers, Chair: Dr.âs, E. Sturgis for R. Bates D.W. Smith for G. Brown, J. Eaton, M.A. Lewis for J. Johnson, M. Stephenson for P. Knox, J. Marchman, , N. Spencer for R. Sorensen, B. Watford for F.W. Stephenson, J. Sullivan, J. White for L. Swiger, R. Tracy; S. Hicks for J. Yardley; B. Day, Staff Senate; S. Martin, CAUS; E. Matuszek, CAPFA; L. Davenport, SGA; A. Kirpitch, SGA.

Absent: Dr.âs, , M. Denbow, C. Eustis, R. Fell, P. Meszaros; S. Ariew; R. Daniel; S. Lawrence, SGA/AA; T. Olson, Honor System.

Visitors: W.H. Dean, E. Guertin, C. Nunnally, B. Parsons, M. Sporkowski, S. Wilson.

### á Call to Order and Announcements

Dr. Cosby Steele Rogers called the meeting to order at 3:00 p.m. She reported Dr. Norrine Bailey Spencer has agreed to continue as the CUSP representative to the University Athletic Committee, Dr. Ellie Sturgis will continue on the University Core Curriculum Committee and Steven Thompson, representative from the College of Architecture and Urban Studies will be asked to replace Shelley Martin on the University Commencement Committee.

á The Agenda was approved as distributed.

á The Minutes of April 13, 1998 were approved as distributed.

### á Request for Changes to Grade Report

Dr. Charles Nunnally, Department of Electrical and Computer Engineering, presented a request which would allow the printing of in-major hours and qca on the student grade report. He noted this would allow additional information, on a semester by semester basis, for both students and advisors to formulate course enrollment and grade strategies. Dr. Nunnally noted this information is available from DARS but that students cannot access this information. He added that course histories provide this information as an alternate qca. Dr. John White noted that not all grade histories include alternate qca information. Wanda Hankins Dean stated the alternate qca is pre-DARS and is not defined by graduation year. She added that DARS is based on the approved degree checksheet which stipulates in-major qca courses. During a discussion concerning the requested changes, the question was raised if DARS could be updated to include this information. Dr. Nunnally stated that it would be preferable to have the change made to the grade report, but would support the change to DARS if it were made available to students. Further discussion took place concerning resources and implementation. Dr. James Marchman made a motion that the commission endorse the concept of requesting changes to DARS and proposed changes to the grade report, with implementation to be done in the most appropriate manner by the University Registrar, as soon as it becomes feasible. The motion was then seconded and the question was called. The motion carried with no dissenting votes.

### á Reports from Commission Sub-Committees

#### Committee on Undergraduate Curricula

Dr. Robert Tracy, presented the April 27, 1998 report. Dr. Tracy noted the



report includes courses and checksheets and other actions approved at meetings on April 15 and April 20. He added that Dr. Jay Sullivan, College of Forestry and Wildlife Resources, would be chair for the upcoming year. Motion was made and seconded to approve the report, for first and second reading, as presented. The motion carried with no dissenting votes.

For First Reading  
non-unanimous approval

á Courses Approved for FALL 1998

ART 4514 Interarts Studio new

For First and Second Reading  
unanimous approval

á Courses Approved for FALL 1998

ACCT 3515-3516 Information Systems Development new  
ACCT 3564 Management Information Systems new  
ACCT 4515-4516 Database Management Systems new  
AOE 2204 Introduction to Ocean Engineering new  
ART 2575-2576 Introduction to Graphic Design new  
ART 3504 Topics in Digital Art & Design new  
ART 3514 Topics in Drawing new  
ART 3524 Topics in Painting Media new  
ART 3544 Topics in Ceramics new  
ART 3554 Topics in Sculpture new  
ART 3574 Topics in Graphic Design nw  
ART 4504 Multimedia Studio new  
ART 4524 Pictorial Arts Studio new  
ART 4534 Applied Art and Design Studio new  
ART 4554 Spatial Arts Studio new  
ART 4564 Exhibition Design and Display new  
ART 4574 Advanced Visual Communications new  
ART 4584 Professional Studio Practices new  
ESM/AOE 2074 Computational Methods (ESM=Home Department) revised  
ESM 2304 Dynamics revised  
ESM3064/MSE3364 Mechanical Behavior of Materials Laboratory revised  
(ESM = Home Department)  
GEOG 4314 Spatial Analysis in Geographic Information Systems new  
GEOG 4324 Algorithms in Geographic Information Systems new  
GEOG 4384 The ARC/INFO Geographic Information System revised  
ME 2024 Introduction to Engineering Design and Economics new  
VMS 4014 Animal Domestication and Genetic Resources revised  
WOOD 3114 Wood Structure, Properties and Processing new  
WOOD 3234 Wood Properties Laboratory revised  
WOOD 4315 Mechanical Properties of Wood revised  
WOOD 4524 Wood Drying and Durability revised  
WOOD 4544 Wood-Based Composite Materials revised  
WOOD 4614 Distribution of Marketing and Wood Products revised

á Courses Approved for SPRING 1999

AOE 3204 Naval Architecture new  
AOE 3264 Resistance and Propulsion of Ships new  
HIDM 4144 Advanced Computer-Aided Design Studio new

á Courses Approved for FALL 1999

ECON 3254 Analysis of Economic Data new

á Checksheets, Options and Concentrations

Agricultural Education Checksheets, Major, Graduating Classes of 1999 (Spring 1999 Fall 1999)

Agricultural Education Checksheets, Major, Graduating Classes of 2000 (Spring 2000 Fall 2000)

Teaching Option

Extension Option

Agricultural Education Checksheets, Minor, Graduating Classes of 1999 and 2000

Art Checksheets, Major, Graduating Classes of 1999 (Spring 1999 Fall 1999) and

2000 (Spring 2000 Fall 2000)

48 hour Studio Concentration

63 hour Studio Concentration

51 hour Graphic Design Concentration

63 hour Graphic Design Concentration

Bachelor of Fine Arts Checksheet, Graduating Classes of 1999 (Spring 1999 Fall

1999) and 2000 (Spring 2000 Fall 2000)

Studio Concentration

Graphic Design Concentration

Art Checksheet, Minor, Graduating Classes of 1999 (Spring 1999 Fall 1999) and 2000 (Spring 2000 Fall 2000)

Studio Concentration

Forestry and Wildlife Resources Checksheets, Major, Graduating Class of 2000 (Spring 2000 Fall 2000)

Wildlife Science Option

Forest Products Marketing and Management Option

Wood Products

History Checksheets, Major, Graduating Classes of 1999 (Spring 1999 Fall 1999)

History Checksheets, Major, Graduating Classes of 2000 (Spring 2000 Fall 2000)

History Checksheets, Major, Graduating Classes of 2001 (Spring 2001 Fall 2001)

History Checksheets, Major, Graduating Classes of 2002 (Spring 2002 Fall 2002)

History Checksheets, Major, Graduating Classes of 2003 (Spring 2003 Fall 2003)

History Checksheets, Major, Graduating Classes of 2004 (Spring 2004 Fall 2004)

Housing, Interior Design and Resource Management and Clothing and Textiles Checksheets, Major,

Graduating Class of 2000 (Spring 2000 Fall 2000)

HIDM - Family Financial Management Option

HIDM Consumer Studies

CT Apparel Design

CT Merchandising Management

Mathematics Checksheets, Major, Graduating Class of 1999 (Spring 1999 Fall 1999)

Mathematics Checksheets, Major, Graduating Class of 2000 (Spring 2000 Fall 2000)

Traditional Option

Education Option

Applied Computational Methods Option

Applied and Discrete Mathematics Option  
Mathematics Checksheet, Minor, Graduating Classes of 1999 and 2000

Music Checksheets, Major, Graduating Class of 1999 (Spring 1999 Fall 1999)  
Music Checksheets, Major, Graduating Class of 2000 (Spring 2000 Fall 2000)  
Music Education Option  
Performance Option  
Composition Option  
Designed Option Liberal Arts  
Designed Option Professional

Ocean Engineering Checksheet, Major, Graduating Class of 2001 (Spring 2001  
Fall 2001)  
Ocean/Aerospace Engineering Dual Major, Graduating Class of 2001 (Spring  
2001-Fall 2001)  
Aerospace/Ocean Engineering Dual Major, Graduating Class of 2001 (Spring  
2001-  
Fall 2001)

Sociology Checksheets, Major, Graduating Class of 1999 (Spring 1999 Fall  
1999)  
Sociology Checksheets, Major, Graduating Class of 2000 (Spring 2000 Fall  
2000)  
General  
Crime/Deviance Specialty Area  
Social Inequality Specialty Area  
Workplace Relations Specialty Area

#### á Other Actions

Request to change Department Name from Family and Child Development to Human  
Development and Course designator from FCD to HD, effective for Fall 1998

#### á Courses to be Deleted

ACCT 3514 Structured Systems Development  
ACCT 4514 Database Management Systems  
AOE 3214 Fundamentals of Ocean Engineering  
AOE/ME 4754 Naval Architecture  
ART 2024 Introduction to Graphic Design  
ART 2124 Computer Applications and Graphic Design  
ART 3014 Ceramics II  
ART 3024 Illustration  
ART 3034 Life Drawing II  
ART 3054 Painting II  
ART 3074 Sculpture II  
ART 3124 Advertising Design  
ART 3224 Computer Applications  
ART 4014 Ceramics III  
ART 4024 Advanced Visual Communications  
ART 4054 Painting III  
ART 4074 Sculpture III  
ART 4154 Watercolor II  
GEOG 4315-4316 Automated Mapping and Geographic Information Systems  
WOOD 3224 Wood Structure, Properties and Processing

#### á Reports from Standing Committees

University Athletic Committee

Dr. Norrine Bailey Spencer presented the March 18, 1998 minutes for acceptance. In addition to the minutes, attachments provided information on draft proposals for Scheduling Policy and Procedures and Compliance Reports. Dr. Spencer noted these were both to bring Virginia Tech into compliance as part of the SACS Accreditation and NCAA visits. Wanda Hankins Dean inquired if the committee had discussed how to get proposed policy changes through governance, as the committee reports to the Commission and the proposals as presented speak to two Presidential Policies, #9, Restricting Extra Class Activities During Final Examination Periods, and #143, Policy on Classroom Attendance. Dr. Spencer stated the committee thought the Commission would approve the changes with approval of the minutes. Wanda stated that since the proposal impact academic policies, it would be more appropriate to bring the changes forward as resolutions, which would establish policy and give more information to the university community. Dr. Spencer stated the resolutions would be brought forward in the fall. Motion was made and seconded to accept the minutes as presented. The motion carried with no dissenting votes.

#### University Core Curriculum Committee

Dr. Bob Parsons, Chair, presented the March 26, 1998 and April 9, 1998 minutes for approval. The question was raised concerning the status of the amendment to cross list AS 4215 with another department. Dr. Parsons noted amendment was a suggestion, not a requirement for approval, and the course was approved for second reading at the April 9 meeting as submitted. Wanda Hankins Dean noted that students might be found in a "Catch-22" situation if they are in a major, which only allows specific ROTC courses to count toward their degree. It was suggested that the committee might wish to encourage the cross-listing of such courses so students will not be adversely affected by enrolling in the courses as well as noting the number of hours allowed in the Core Curriculum Handbook. Dr. Spencer indicated the College of Business, which stipulates allowable number of ROTC credits, would allow these credits beyond the stated ROTC credits. Motion was made and seconded to accept both sets of minutes as presented. The motion carried with no dissenting votes. Motion was then made and seconded to approve the April 9, 1998 report. The motion carried with no dissenting votes. Dr. Mary Ann Lewis inquired if a comprehensive listing of the years actions would be made available. Elizabeth Guertin stated the actions are posted on the University Academic Advising Center homepage.

#### á Other Business

Dr. Rogers reported it has been requested the electronic approval of the minutes take place in order to allow for submission to University Council before their last meeting. She added the minutes would be distributed Tuesday morning and corrections should be addressed before 5:00pm. In addition, she noted that no response would indicate approval. Dr. Rogers then made closing remarks and turned the gavel over the Dr. Robert Tracy, chair for the 1998-1999 academic year.

á The meeting was adjourned at 4:00p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar