

MINUTES

Commission on Undergraduate Studies and Policies

September 11, 2000

3:00 p.m.

1045 Pamplin

Present: Professor Steve Thompson, Chair; Judith Araman, Nicole Auer, Drs. Danny Axson, David Ford for Dr. Bohland; Ron Daniel, Myra Gordon for Robert Bates, Donald Hatfield, Mary Ann Lewis for Janet Johnson, Marge Murray, Leon Geyer for Dixie Reaves, Eleanor Schlenker, Edd Sewell, Norrine Bailey Spencer for R. Sorensen, Max Stephenson for Paul Knox, John White for L. A. Swiger.

Absent: J. Bohland, L. Swiger, P. Knox, B. Bates, R. Sorensen, G. Brown, J. Johnson, D. Reaves, C. Nunnally, J. Francis, P. Quesenberry, B. Watford

Visitors: Wanda Hankins Dean, Karen Torgersen, Kim Brown, Barbara Pendergrass, Nadine Hughes

* Call to Order and Announcements

Professor Steven Thompson, Chair, called the meeting to order at 3:05 p.m. Professor Thompson then reviewed the charge of the Commission and introduced members.

* The Agenda was approved as distributed

* Report on Undergraduate Admissions Appeals Committee

Karen Torgersen, Director of Undergraduate Admissions, indicated that the role of this committee is to hear appeals from academic departments for students who have been rejected by Undergraduate Admissions. All students must meet the university's minimum requirements for admission. Ms. Torgersen indicated that the committee heard 14 cases, nine were granted, five rejected for the Spring/Fall 2000 year.

She also addressed briefly an update of the implementation of the American History requisite for students entering Fall 2001. After some discussion, it was suggested that the Commission at a future meeting be reminded of the text of the policy and the steps for implementation.

* Report of the Undergraduate Honor System

Dr. Leon Geyer, Faculty Advisor to the Honor system, reviewed actions of the Undergraduate Honor System for 1999-2000 (622 cases reported; 139 guilty, 67 not guilty, 414 pending). Dr. Geyer reported that the continuing support of the University Provost is integral to the continuing success and credibility of the Honor System process. He also noted that a revised constitution will be distributed this fall. Dr. Geyer pointed out that the most significant future obstacles for the system are the lack of visibility and the consistency of clearcut communications of assignments between faculty and students.

After a query from the Chair for issues, Professor Daniel suggested that a future issue for discussion by the Honor System be the clarification of the elements and data allowable in collaborative work. He announced that CEUT will conduct a workshop this fall which includes this topic.

* Other Business

Mary Ann Lewis and Nicole Auer were nominated to the Commencement Committee and the Core Curriculum Committee, respectively, by acclamation.

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

Respectfully submitted,

Nadine C. Hughes
Assistant to the University Registrar

MINUTES

Commission on Undergraduate Studies and Policies

November 13, 2000

3:00 p.m.

President's Boardroom

Present: Steve Thompson, Chair; Judith Araman, Nicole Auer, Danny Axsom, Kevin Carlson for Don Hatfield, Sal Choudhury for Max Stephenson, Ron Daniel, David Ford, Roy Kirkpatrick for G. Brown, Mary Ann Lewis for Janet Johnson, Marge Murray, Charles Nunnally, Dixie Reaves, Eleanor Schlenker, Edd Sewell, Norrine Bailey Spencer for R. Sorensen, Bev Watford for Bill Stephenson

Absent: J. Bohland, J. Eaton, J. Francis, Myra Gordon, P. Quensenberry, John White,

Visitors: Marvin Foushee, Nadine Hughes

* Call to Order and Announcements

Steve Thompson called the meeting to order at 3:05 p.m.

* The Agenda was approved as distributed.

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* The Minutes of October 23, 2000 were approved as amended.

* Reports from Commission Sub-Committees

The Report of the Committee on Undergraduate Curricula was presented by Marge Murray.

The motion was made and seconded to approve the report was presented. Approval was unanimous.

For " First and Second Reading"
Unanimous approval

Courses Approved for Fall 2000

revised	CSES/ENSC	3114	Soils
revised	CSES/ENSC	3124	Soils Laboratory

Courses Approved for Spring 2001

new	CSES/ENSC	3134	Soils in the Landscape
	AT	0584	Fruit and
Vegetable Production		new	
	HORT	3345/3346	Herbacious Landscape
Plants		revised	
	AOE	4124	Configuration
Aerodynamics		new	
	AOE/CEE	4064/4364	Fluid Flows in Nature
new			

Courses Approved for First Summer 2001

GEOL	2444	Geological Studies and Geoscience
Observation	new	

* Other Business

There was a general discussion regarding SCHEV requirements for evaluating student outcomes in writing and technology. According to Professor Daniel, the Provost Office has received no information as to how assessment will be measured. It was noted that a baseline would most likely have to be established for incoming students in order to determine changes to the level of competency.

Additional areas of concern were uniformity of results, the actual source of any change in student competency, and sampling versus testing across the population or assessment of core curriculum. There was general consensus that grades would not be a sufficient criteria for evaluation.

The question was also raised as to the cost of such assessment and who would bear this cost. Again, Professor Daniel and Dr. Ford indicated the Provost Office has received no details from SCHEV.

In response to the question of presenting the faculty's position regarding student assessment, Dr. Ford stated it would be the responsibility of the Provost to represent this position to SCHEV. There was a brief discussion that a resolution passed by the Commission could strengthen the position of the Provost as details become clearer.

* The meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

MINUTES

Commission on Undergraduate Studies and Policies

January 22, 2001

3:00 p.m.

President's Boardroom

Present: Steve Thompson, Chair; Danny Axsom, Don Hatfield, Max Stephenson, Ron Daniel, David Ford, Myra Gordon, Eluned Jones for Dixie Reaves, Roy Kirkpatrick for G. Brown, Mary Ann Lewis for Janet Johnson, Serena Loo, Marge Murray, Eleanor Schlenker, Edd Sewell, Norrine Bailey Spencer for R. Sorensen, Sarah Wheeler for Bill Stephenson, John White

Absent: J. Araman, J. Bohland, J. Eaton, J. Francis, P. Quensenberry

Visitors: Marvin Foushee, Nadine Hughes, Karen Torgersen

* Call to Order and Announcements

Steve Thompson called the meeting to order at 3:08 p.m.

* The Agenda was approved as amended.

* The Minutes of November 13, 2000 were approved as distributed.

* Reports from Commission Sub-Committees

The Reports of the Committee on Undergraduate Curricula for December 4, 2000 and January 16, 2001 were presented by Marge Murray. Motions were made and seconded to approve the reports as presented. Approval was unanimous.

For " First and Second Reading"
Unanimous Approval

Courses Approved for Spring 2001

New	AT	0574	Woody Landscape Plants
Development	ALS/NR/UAP	4404	Approaches to International
		New	
New	UAP	4344	Law of Critical Environmental Areas
New	AOE	4140	Spacecraft Dynamics and Control
Packaging	ECPE/MSE	4235/4236	Principles of Electronic
		New	
Dissection Laboratory	EF	1234	Engineering Hands-On Design and
		New	

Courses Approved for Fall 2001

New	NECT	2414	Advanced Apparel Assembly
New	NECT	4404	Senior Studio

For " First and Second Reading"

Unanimous Approval

Courses Approved for First Summer 2001

New	COMM	2094	Communication, Internet and Society
Software	CS	1204	Internet and System New

Courses Approved for Fall 2001

New	CS	2204	UNIX
New	IDST	4114	Senior Research Seminar

Courses Approved for Spring 2002

New	BIOL	4634	Microbial Physiology
Physiology	BIOL	4644	Microbial Molecular Genetics and New
Management	CS	2604	Data Structures and File Revised
New	IDST	4224	Senior Project

Courses Approved for Fall 2002

Revised	CS	3204	Operating Systems
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Courses Approved for Spring 2004

New	GEOL	4024	Senior Seminar
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Checksheets, Options and Concentrations

Revised Statistics Checksheet, Graduating Class of 2002
(Spring 2002-Fall 2002)

Revised Statistics Checksheet, Graduating Class of 2003
(Spring 1003-Fall 2003)

Revised Statistics Checksheet, Minor, Graduating Class of 2002
(Spring 2002-Fall 2002)

* Reports from Commission Standing Committees

Norrine Bailey Spencer presented the minutes of the October 10, 2000 and November 8, 2000 meetings of the University Athletic Committee. The minutes were accepted unanimously.

MINUTES

UNIVERSITY ATHLETIC COMMITTEE

OCTOBER 10, 2000 3:30-5:00 p.m.

BOWMAN ROOM, CASSELL COLISEUM

Members Present: Jeff Birch (chair), Jason Bush, Deborah Cook, Alicia Cohen, Jennifer Cook, Jane Harrison, Steve McMullin, Kerry

Redican, Andy Swiger, Jay Williams

Members Absent: Bennet Cassell, Williams Jamerson, Horace Keever, Larry Killough, Michael Leib, Lucius Merritt, Minnis Ridenour, Norrine Bailly Spencer, Joe Tront, Joseph Wang, Jim Weaver, Ryan Martins.

Representatives: Bill Campion (for Landrum Cross)

Guests: Sharon McCloskey, Sr. Associate Athletic Director, Robert Miller, Associate Director, Cook Counseling Center, Chris Helms, Coordinator, Student Athlete Office of Academic Enrichment Programs, Jon Jaudon, Associate Athletic Director for Administration.

Jeff Birch called the meeting to order at 3:30 p.m. The agenda was approved as proposed and the minutes of October 10, 2000 were approved as written. The next meeting, scheduled for November 8, 2000 was also announced.

GUEST: ROBERT MILLER

Robert Miller, Associate director of the Cook Counseling Center gave a brief overview of personnel and activities that are pertinent to student athletes. He discussed a wide range of programs that the Center offers, from those designed to enhance performance to those designed to help student-athletes cope with the stresses of athletics, academics and campus life.

SUB-COMMITTEE REPORTS

Rules Compliance Sub-Committee: Kerry Redican reported that the sub-committee (Bennet Cassell, Joe Tront and Kerry Redican) had met twice. Each committee member has an independent assignment covering compliance in one or more of the following areas: rules education, eligibility, certification process, financial award administration, monitoring of recruiting activities, playing/practice season and rules violations. The committee is still collecting and evaluating information and has found everyone (Tim Parker, Tina Pavlak, Sandi Weber and coaches) to be very helpful and responsive.

Gender Equity Sub-Committee: Steve McMullin reported that the gender equity survey is nearing completion. Input from UAC members was collected and recommended modifications to the survey have been made. A remaining question is whether to survey only female student-athletes or both males and females. A straw vote was taken of the UAC and the overwhelming consensus was to survey both genders. As a result of this vote, the survey will likely be renamed to the VT Student-Athlete Needs Assessment.

Report on Some Academic Issues: Jeff Birch discussed the lack of an excused absence policy at Virginia Tech and the transfer of credit while on suspension issue. He shared the results of a survey of peer and top-30 research institutions. Most of these institutions do have an excused absence policy. Also, most do allow students to transfer credits that are earned while on academic suspension. Jeff mentioned that both of these issues and the survey results would be brought up at the Dean's Round Table meeting in October.

OTHER REPORTS

Athletic Academic Enrichment: Chris Helms reported on the academic performance of student athletes for the Spring 2000 semester. He reviewed the overall QCAs as well QCAs of individual teams. He also

compared changes in academic performance from the Fall 1999 semester. As a group, the student athletes showed significant improvements in overall QCA and in the number of student-athletes with QCA below 2.0.

Game Scheduling Summary: Jon Jaudon reported on the number of class days to be missed during 2000-2001 academic year due to athletic events. He noted instances where teams will miss more than the recommended limit of nine and explained why these would occur. Conflicts with final exam dates were also noted. The attempt will be made to adjust student's fall schedule to avoid exam conflicts. When this cannot be done, instructors will be notified of the conflict on the first day of class.

The meeting was adjourned at 4:32 p.m.

MINUTES

UNIVERSITY ATHLETIC COMMITTEE

November 8, 2000 3:30-4:45

Bowman Room, Cassell Coliseum

Members Present: Jeff Birch (chair), Bennet Cassell, Alicia Cohen, Deborah Cook, Jennifer Cook, Lanny Cross, Larry Killough, Mike Leib, Steve McMullen, Kerry Redican, Norrine Bailey Spencer, Andy Swiger, Joe Tront, Joseph Wang, Jim Weaver, Jay Williams

Members Absent: Jason Bush, Ryan Ferry, Jane Harrison, Bill Jamerson, Bud Keever, Ryan Martins, Lu Merritt, Minnis Ridenour

Representative: Dwight Shelton for Minnis Ridenour

Guests: David Ford, Vice Provost for Academic Affairs; Tom Gabbard, Associate Athletic Director, Internal Affairs; Chris Helms, Coordinator, Student Athlete Office of Academic Enrichment Programs; Jermaine Holmes, Director of Student Life; Jon Jaudon, Associate Athletic Director for Administration; Sharon McCloskey, Senior Associate Director of Athletics; Tim Parker, Assistant Athletic Director for Compliance

Jeff Birch called the meeting to order at 3:30 p.m. The agenda was approved as were the minutes of October 10, 2000. The last meeting of the semester will be Tuesday, December 5 at 3:30 p.m. in the Bowman Room.

COMMITTEE REPORTS

Bennet Cassell shared the preliminary draft of the Rules Compliance Subcommittee which reviewed recruiting, registration, aid and other areas addressed by the NCAA, and held interviews with coaches and administrators in Scholarships and Financial Aid, the Department of Athletics, and the Registrar's Office. Committee members were asked to send comments to Bennett (bcassell@vt.edu) by December 3; a final report will be presented for approval at the December 5 meeting, for submission to President Steger. Bennet also proposed that the committee consider doing the review in even years only as long as the same Athletic Director and Assistant Athletic Director for Compliance are in their positions. Bennet noted this was the third such annual review, that it represents a continuing maturation of knowledgeable professionals who administer the policies very competently. Sharon agreed to contact an NCAA Compliance officer about the wisdom and viability of this bi-annual review.

Steve McMullin reported on the Gender Equity Subcommittee. The questionnaire approved by the UAC is being printed and will be distributed shortly. Responses will go to Steve.

Jeff Birch reviewed feedback on an excused absence policy, particularly his October 27 meeting with the Academic Roundtable. At that gathering concerns were raised about faculty resistance as an infringement of academic freedom, the scope of the problem of faculty not enforcing it, and the recent prevalence of "drop the lowest grade/no make-up" policies. Members reviewed policies from four other universities and their relevance to Virginia Tech. After discussion of the need and logistics of enforcement and possible routes of discussion (Faculty Senate, Commission on Student Affairs), Jeff was asked to draft a policy for athletes. Jon agreed to try to get more policies from sibling institutions.

REPORTS

Chris Helms shared the 2000 graduation rates for athletes - 47% vs. 71% for all students. Chris noted the NCAA report requires a cohort group of students who entered on aid as freshmen and their status after six years. In Virginia that data is collected after the spring term while other states wait until after summer. The recent drops are the result of several factors: competition for students, entering characteristics of the 1993-4 recruiting class, and the increase of full-year professional sports opportunities. He also noted that of the 17 football student athletes making up the 2000 football rate, five graduated within 6 years, two within 7, two are currently pursuing their degree at Tech, five transferred, and three did not graduate. Chris forecasts a return to the 70%-level rate in 2001, based on students already completed.

In the Athletic Director's Report Jim Weaver reviewed the stadium expansion recently approved by the Board of Visitors and noted this was an approval to move to the next step; the Board will have to approve the plans again before contracts are let.

There being no further business, the meeting was adjourned at 4:45 p.m.

* Chairman Steve Thompson presented Resolution CUSP00-01A as approved by the University Athletic Committee.

It was noted that a resolution must come from CUSP rather than a standing committee of the commission. The motion was then made and seconded for CUSP to enter Resolution CUSP00-01A,

Regarding the Membership of the University Athletic Committee, for consideration and to enter the

resolution for first reading. The motion was approved with one abstention.

* Other Business

It was noted that there had been a procedural error in the first meeting of the year on September 11th during which Mary Ann Lewis and Nicole Auer were elected to the Commencement Committee by acclamation. Since Dean Lewis's presence on the commission is as a representative of Janet Johnson, Dean Johnson must be the individual elected to the committee, and then may appoint Dean Lewis to serve on the Commencement Committee as her representative. A motion was made and seconded to elect Janet Johnson to the Commencement Committee. Approval was unanimous.

Dr. Ford spoke regarding SCHEV's plans for six areas of competency to be used for assessing institutional effectiveness. A handout outlined the current status of the plan.

Agenda Item: SCHEV - Areas of Competency

- o Recommendation of the Governor's Blue ribbon Commission
Outcomes assessment interpreted as competency; cost

factor

- o SCHEV Measures of Institutional Effectiveness
Areas of Competency

- * Writing
- * Technology
- * Scientific literacy
- * Critical thinking
- * Oral communication
- * Quantitative analysis

- o Process for Reporting to SCHEV

Two competencies per year over next three years
Reporting every three years on two competencies
Writing and technology are first
Sequencing of others yet to be determined
March 15, 2001 submission deadline for

definition/standard of competency in writing;

Council approval in May/June, 2001; first report on
July 1, 2002 as part of the report of
institutional effectiveness

Technology timetable not know at this time

Faculty members have developed a draft (Prof. Paul Heilker
in charge) for the March 15th

submission; Provost Jim Bohland will approve and
submit the proposal to SCHEV.

There was a brief discussion that these measures of accountability may be used as funding models for Virginia's colleges and universities. Currently, it is being left to the schools to present their own plans for assessment. The due date for VT's plan to SCHEV is March 15, 2001. According to Dr. Ford and Ron Daniel, ad hoc committees have been appointed to propose measures of assessment in both writing and technology. Danny Axsom questioned the seemingly routine use of such committees which bypass standing governance structures such as CUSP. He expressed concern that the commission is setting itself up with a rubber stamp mandate with little input into the process. He requested, and was assured, that the commission could review the committee reports prior to their submission to SCHEV. An endorsement was suggested as an appropriate action. An additional concern was expressed by Dr. Axsom that by submitting any plan to SCHEV, the university was starting down the slippery slope of greater external, centralized control over curriculum and instruction, two areas traditionally at the heart of the academy; it is also the first step toward what eventually could become college-level SOLs. There was acknowledgement that this was in fact an unknown possibility.

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

Commission on Undergraduate Studies and Policies
February 12, 2001
3:00 p.m. President's Boardroom

Present: Steve Thompson, Chair; Judith Araman, Nicole Auer, Danny Axsom, Ron Daniel, David Ford, Leon Geyer for Dixie Reaves, Don Hatfield, Mary Ann Lewis for Janet Johnson, Serena Loo, Marge Murray, Richard Oderwald for Audrey Zink-Sharp, Edd Sewell, Norrine Bailey Spencer for R. Sorensen, Max Stephenson for P. Knox, Tom Walker, Bev Watford for Bill Stephenson, John White for L. Swiger

Absent: J. Bohland, J. Eaton, J. Francis, M. Gordon, R. Kirkpatrick, P. Quensenberry, E. Schlenker

Visitors: Paul Heilker, Noreen Klein, Adam McClain, Brian Montgomery, Marlene Preston, Lisa Duncan Raines

* Call to Order and Announcements

Steve Thompson called the meeting to order at 3:05 p.m.
* The Agenda was approved as amended.

* The Minutes of January 22, 2001 were approved as amended.

* Reports from Commission Sub-Committees

The Report of the Committee on Undergraduate Curricula was presented by Marge Murray. The motion was made and seconded to approve the report as presented. Approval was unanimous.
For " First and Second Reading"
Unanimous approval

Courses Approved for First Summer 2001

	GEOL	4624	Mineral Deposits
New			(approved with
modifications)			
	HIST/BLST	33174	African American Men in U.S.
History	New		(approved with
modifications)			
	STAT	2954	Introduction to Data
Management and SAS	New		(approved with
modifications)			

Courses Approved for Fall 2001

	FIW	4524	Genetics for Aquaculturists
New			
	MATH	4625/4625	Mathematics for Secondary Teachers
New			(approved with modifications)
	SPIA/PSCI	1004	Nations and Nationalities
New			(cross-listing
approved)			

* Resolution CUSP00-01C

The motion was made and seconded to enter Resolution CUSP00-01C for second reading. The motion was approved unanimously.

The motion was made and seconded to add David Ford to the University Athletic Committee as ex-officio member. Motion was seconded and approved unanimously.

* Writing Competency Requirement

David Ford provided some background information on the SCHEV competencies: SCHEV established approximately 15 measures of institutional effectiveness and is looking to the institution for specifics. Virginia Tech needs to come up with approximately 11 measures to determine institutional effectiveness. The first competency to be evaluated is writing. The suggestion has been made that the recommendation come through CUSP.

Proposal for Measuring Student Competency in Writing at Virginia Tech

Paul Heilker, Director of the First-Year Writing Program, English Department

Marlene Preston, Coordinator of the First-Year Communication Skills Program, Communication Studies

In order to meet the new SCHEV requirements for student competency measures in writing, first-year writing courses at Virginia Tech (ENGL 1105, 1106, and H1204, and COMM 1015 and 1016) will expand upon internal assessment measures already being developed to implement the following plan by July 2001, with reports to be made by July 2002 and every three years thereafter:

As students in these courses complete their major research-based writing assignments, they will produce two copies of their papers. One copy will go to their instructors for evaluation as a regular part of their coursework, while the second copy will go to the first-year program administrators. Using guidelines provided by the Offices of Academic Assessment and Institutional Research for the creation of a random, valid, and reliable sample, the administrators will create a body of student writing for competency assessment.

A team of evaluators will then be convened to examine the sample. This team should consist mostly of Virginia Tech writing specialists, but should also have wider representation, including writing specialists from other universities in Virginia (and perhaps beyond) and Virginia Tech administrators/faculty who are not specialists in writing instruction. The evaluation of the sample will proceed according to what is known as "primary trait scoring." Evaluators will read each paper against a very specifically worded set of criteria, answering either "yes" or "no" for each feature we define as a critical measure of writing competency.

"Does this paper have a focused, effective thesis statement?"

"Does this paper organize information into patterns that consciously and deliberately serve the goals of the document?"

"Does this paper have focused paragraphs unified by clear main ideas?"

"Does this paper use transitions between and within paragraphs to create effective coherence throughout the document?"

"Does this paper support each of its claims with convincing evidence in depth?"

"Does this paper contain one or fewer

grammatical, mechanical, punctuation, or spelling errors
per 250 words?"

The advantages to this approach are several. First, students will be motivated to do well since this assignment is a regular and heavily-weighted component of their coursework. Second, Virginia Tech will be able to define and assess for writing competency in ways germane to our specific curricula and student population. For instance, our assessment plan allows us to foreground that writing competency includes the ability to use a fully elaborated writing process, reader feedback on drafts, and word processing, abilities which are impossible to assess using timed writing exams. Third, this approach will constitute outcomes assessment since the sample will document students' writing abilities at the apex of our instructional programs. The results of the assessment will thus help us improve writing instruction here at Virginia Tech as well as provide competency information to SCHEV.

Paul Heilker of the English department and Marlene Preston of Communication

Studies were present for questions. Paul highlighted Virginia Tech's plan for implementing institutional measures to comply with SCHEV's requirement for measurements regarding writing competency. He reminded the commission that the plan came through the faculty as the university was already developing its own plan for internal assessment. In essence, a student will be part of a sample group and as part of their course assignment(s) will compose a paper, provide two copies (1 for the instructor and 1 for the writing assessor). A team of evaluators will read the sample and score the sample based on writing competency and not on content. The team of evaluators will use primary traits scoring, which is essentially a list of competencies to evaluate the writing sample. This type of approach covers areas that cannot be covered by testing in a timed writing system. The evaluation team will be composed of internal and external personnel. For example, one of the standards is expected to be that a student is allowed 1 grammatical error per 250 typed words. Marge Murray inquired as to what this will gain SCHEV and what or who is the team to be composed of? Paul answered that the scoring will eventually be reduced to a P/F type of evaluation system, where there is a 'yes/no' as to whether the student passed that specific competency. The 'yes/no' will come before the actual analysis. The size of the evaluation team will need to be manageable and will probably be from about 15-30 specialists.

Another concern was where the writing lab fits in with the writing competency-Paul indicated that students who are involved in the assessment can get an expert reading of their writing sample through the writing lab.

There was some concern that students who have English as a second language might have difficulty. Paul confirmed that all students would have access to the writing lab. There was also a question regarding students who "flunk." Paul indicated that there are no consequences to the student for 'failing' the assessment associated with the writing competencies. The only consequence to the student is their not passing a writing course, which is separate from the SCHEV competency.

From a Communications Studies and English perspective, no changes will be required

to syllabi, however, faculty will need to carefully assess what they put in the syllabi.

The question was raised as to what would the university be doing regarding internal assessment if SCHEV had not imposed the need for internal assessment to accommodate the writing competency measurement. According to Paul, the first year writing program was already working on internal assessment and has been for the past 18 months. It has not yet been approved

by the faculty. An internal assessment will be done every three years anyway. The internal plan is not yet approved but there appears to be no dissent at this time.

In answer to a concern that this would constrain the faculty if this plan is implemented, Paul indicated that if he didn't have a strong sense that the plan would be approved, he wouldn't have suggested it to begin with. He expressed the need to be proactive with this and develop our own plan so that a third party does not throw an assessment method at us, thus causing us to lose our choice. Marlene pointed out that the plan does not ask faculty members to do anything extra. Pilot sections of internal assessment are already being conducted for university purposes.

In regards to an estimate of the resources needed to conduct the internal assessments, using the Colorado State University model (CSU measures all students once per year), raters are paid approximately \$22/hr plus lodging and stipends. A sample of 5% would probably cost \$10,000, and a sample of 10% would probably cost \$20,000. Colorado State University uses the data for placement purposes.

Danny Axsom asked that since these are externally mandated tests, what is to stop SCHEV from preferring one school's plan over another? SCHEV could do that but when they see that VT has the issue under control, the fact that we are using our internal plan to comply with SCHEV's mandate should not be a problem. The data could provide useful information to the university as well as to SCHEV.

Steve asked what the current evaluation is--measuring technique or content. Measurability seems to go to technique. Paul indicated that writing competency is defined outside of content; writing needs to be looked at as an activity.

Steve asked if SCHEV is asking the university to show technique in all six competency areas? Will behavior performance or technique be required? Dr. Ford stated that SCHEV is asking VT to submit their idea and the outcome measure. It is up to the faculty to bring it forward to define.

Norrine asked where is the definition of writing competency? According to Paul, the questions or criteria that the writing sample must meet define writing competency.

Danny stated that this is the kind of evaluation that was planned before, with similar expectations of money to be spent. Paul added that the difference would be that an internal group of reviews would have been used, so it is essentially the same, except for the money involved to pay external evaluators. Dr. Ford noted that the expenses for the assessment will come from university resources or the student will be assessed the cost. The motion was made and seconded to endorse the document and the concept as it now stands. It was approved with one opposed.

* Report from Commission Standing Committees

Norrine Bailey Spencer presented the minutes of the University Athletic Committee. The motion was made and seconded to accept the minutes

as presented. Approval was unanimous.

MINUTES

Commission on Undergraduate Studies and Policies

February 26, 2001

3:00 p.m.

President's Boardroom

Present: Steve Thompson, Chair; Judith Araman, Nicole Auer, Danny Axson, Ron Daniel, David Ford, Leon Geyer for Dixie Reaves, Myra Gordon for B. Bates, Don Hatfield, Mary Ann Lewis for Janet Johnson, Serena Loo, Marge Murray, Richard Oderwald for G. Brown, Edd Sewell, Norrine Bailey Spencer for R. Sorensen, Max Stephenson for P. Knox, Tom Walker, Bev Watford for Bill Stephenson, John White for L. Swiger

Absent: J. Bohland, J. Eaton, J. Francis, P. Quensenberry, E. Schlenker, A. Zink Sharp

Visitors: Marvin Foushee, Nadine Hughes, Noreen Klein, Barbara Pendergrass

*Call to Order and Announcements

Steve Thompson called the meeting to order at 3:07 p.m.

*The Agenda was approved as presented.

*The Minutes of February 12, 2001 were approved as amended.

Max Stephenson asked that care be taken in noting who attends for whom. A point of clarification was raised regarding how recommendations to SCHEV would be brought forward. Dr. Ford affirmed it would be faculty bringing it forward through faculty. Recommendations regarding the Technology assessment is due to SCHEV on May 15, 2001.

*Reports from Commission Sub-Committees

Committee on Undergraduate Curricula

The Report of the Committee on Undergraduate Curricula was presented by Marge Murray. The motion was made and seconded to approve the report as presented. Approval was unanimous.

Report of the Committee on Undergraduate Curricula
February 20, 2001

For "First and Second Reading"
Unanimous Approval

Courses Approved for Fall 2001 (with modifications)

ECPE/MSE	2224	Introduction to Semiconductor Processing
Laboratory	New	
ECPE/MSE	4274	Electronic Packaging Laboratory
Revised		
ECPE	4540	VLSI Circuit Design I
New		
ECPE	4644	Satellite Communications
Revised		
EF	1004	Technology and the Quality of Life
Revised		
MSE	3054	Mechanical Behavior of Materials
New		
MSE	3064	Mechanical Behavior of Materials Laboratory

New MSE 4604 Composite Materials
Revised

Checksheets, Options and Concentrations

New Mathematics Checksheet, Major, Graduating Class of 2003
(Spring 2003-Fall 2003)
Traditional Option
Mathematics Education Option
Applied Computational Mathematics Option
Applied and Discrete Mathematics Option

New Mathematics Minor, Graduating Class of 2003
(Spring 2003-Fall 2003)

Marge noted that there is significant delay from the time proposals originate in departments and proceed through college curricula committees, 15-day review, CUC, and are finally approved by CUSP. There is a considerable backlog that may not be completed by the end of this semester and an additional CUC meeting is being considered. Norrine Spencer expressed concern that pending items from Pamplin College of Business would not be brought to the committee in time to be available for advising March 20th-27th. She urged the additional meeting be held.

*Report from Commission Standing Committees

University Athletic Committee
Norrine Bailey Spencer presented the minutes of the University Athletic Committee. The motion was made and seconded to accept the minutes as presented. Approval was unanimous.

MINUTES

Commission on Undergraduate Studies and Policies

March 26, 2001

President's Boardroom, Burruss Hall

3:00 p.m.

Present: Steve Thompson, Chair; Judith Araman, Nicole Auer, Danny Axsom, Leon Geyer for Dixie Reaves, Don Hatfield, Roy Kirkpatrick for G. Brown, Mary Ann Lewis for J. Johnson, Marge Murray, Richard Oderwald for Audrey Zink-Sharp, Edd Sewell, Norrine Bailey Spencer for R. Sorensen, Tom Walker, Bev Watford for B. Stephensen, John White for L. Swiger

Absent: J. Bohland, R. Daniel, J. Eaton, D. Ford, J. Francis, S. Loo, M. Stephenson, M. Gordon, E. Schlenker, P. Quensenberry

Visitors: Marvin Foushee, Nadine Hughes

Call to Order and Announcements

Steve Thompson called the meeting to order at 3:07 p.m.

At the request of Danny Axsom, a quorum count was taken. A quorum was present.

Steve announced that a letter from President Steger's office stated that the commission was required to fill four positions for one year terms on the following committees: Academic Support Committee, University Athletic Committee, Commencement Committee, and University Core Curriculum Committee. Steve indicated that in previous years the commission had filled committee vacancies at the beginning of the academic year, but at President Steger's request it would be completed prior to the end of this year.

Norrine encouraged members to consider serving on the University Athletic Committee as she has served for the past six years and feels new representation is desirable.

The Agenda was approved as presented.

The Minutes of February 26, 2001 were approved as presented.

Reports from Commission Sub-Committees

*Committee on Undergraduate Curricula

The Reports of the Committee on Undergraduate Curricula were presented by Marge Murray. The motion was made and seconded to approve the report of March 13, 2001 as presented. Approval was unanimous.

Report of March 13, 2001

For "First and Second Reading"

Unanimous Approval

Courses Approved for Fall 2001

(with modifications)

BIT	3454	Quality and Process Improvement Methods	Revised
BIT	3464	Enterprise Planning and Control Systems	Revised
BIT	4474	Global Operations and Information Technology	Revised
BIT	4484	Project Management	New
MGT	3334	Introduction to Human Resource Management (no required modifications)	Revised
MGT	3344	Labor-Management and Employee Relations	Revised
MGT	3424	Human Resources Staffing and Development	Revised
MGT	3604	E-Management: Concepts and Skills	New
MGT/MKTG	4074	Applied Small Business Consulting	Revised
MGT	4414	Compensation and Performance Management	Revised
MGT	4764	Applied Human Resource Information System	New

Checksheets, Options and Concentrations

Business Information Technology Major, Graduating Class of 2003 Revised
(Spring 2003-Fall 2003)

Operations Management Option
Management Major, Graduating Class of 2003 New
(Spring 2003-Fall 2003)

Entrepreneurship,
Innovation and Technology Management Option
Human Resource Management Option

The motion was made and seconded to approve the report of March 20, 2001 as presented. Approval was unanimous. Marge explained that in the meeting of March 20th an unusual problem had arisen whereby action could not be taken within a zero credit course which was part of MSE's WAM program. Tom Walker noted the problem was being resolved and the problem would not be repeated. Marge also noted that Marvin had requested prerequisites and corequisites include the department indicator under the catalog description since the indicator is required with Banner.

Report of March 20, 2001
For " First and Second Reading"
Unanimous Approval

Courses Approved for Fall 2001 (with modifications)

FIW	4314	Conservation of Biological Diversity	Revised
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Courses Approved for Spring 2002

FOR	3434	Forest Management Field Lab	Revised
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Checksheets, Options and Concentrations

Interdisciplinary Studies Checksheet, Graduating Class of 2003 (Spring 2003 - Fall 2003)	Revised
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Interdisciplinary Studies Minor in Leadership and Social Change Graduating Class of 2003 (Spring 2003 - Fall 2003)	New
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Interdisciplinary Studies Leadership and Social Change, Cross Program Option Graduating Class of 2003 (Spring 2003 - Fall 2003)	New
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Mary Ann Lewis and Marge Murray requested clarification of the use of the parenthetically placed Spring-Fall listed with each "Graduating Class of . . ." It was explained that this emphasizes the effective date being for the full calendar year and is a matter of recordkeeping.

Reports from Commission Standing Committees

*University Athletic Committee

The minutes of the University Athletic Committee were presented by Norrine Bailey Spencer. The motion was made and seconded to accept the minutes as presented. Approval was unanimous. Norrine reminded members that the audit will continue to be done annually with the help of internal auditors. She also explained that a gender equity study was conducted as a proactive initiative. A draft of the study is being evaluated and the final results should be ready in April. Norrine noted some inequities were identified, but all were not gender based.

There was also some discussion regarding the excused absence policy and make-up opportunities for athletes who miss quizzes and exams due to games and travel time. This issue will not be addressed through CUSP as the Deans' Roundtable considered it a faculty matter. The UAC is currently drafting a resolution to send to the Faculty Senate. Leon noted that the Faculty Senate is researching the various policies being used by instructors and how policies are stated in class syllabi. Norrine emphasized that the focus of the problem is not what or how something is written in a syllabus, but that more and more faculty members are following a policy of no make-up opportunities, and are instead dropping the lowest grade.

UNIVERSITY ATHLETIC COMMITTEE

February 14, 2001 3:30 p.m.-4:50 p.m.
Bowman Room, Jamerson Center

Members Present: Jeff Birch (chair), Jason Bush, Bennet Cassell, Alicia Cohen, Deborah Cook, Jennifer Cook, Lanny Cross, Jane Harrison, Bud Kever, Larry Killough, Steve McMullan, Kerry Redican, Norrine Bailey Spencer

Members Absent: Ryan Ferry, Bill Jamerson, Mike Leib, Ryan Martins, Lu Merritt, Minnis Ridenour, Andy Swiger, Joe Tront, Joseph Wang, Jim Weaver, Jay Williams

Representatives: Jon Jaudon for Jim Weaver, Dwight Shelton for Minnis Ridenour

Guests: David Ford, Vice Provost for Academic Affairs; Chris Helms, Coordinator, Student Athlete Office of Academic Enrichment; Sharon McCloskey, Senior Associate Director of Athletics.

Jeff Birch called the meeting to order at 3:35 p.m. The agenda was approved as submitted and the minutes of January 16, 2001 were accepted as written.

Committee Reports

Rules Compliance: Jeff reported that our audit of Rules Compliance was completed by the Rules Compliance Subcommittee in December and a copy was sent to President Steger on December 21, 2000. On January 22, 2001, he received a reply from the President that included the following:

"First, I want to commend the Rules-Compliance Subcommittee on their excellent work. It is evident that the members of the subcommittee make every effort to carry out their responsibilities with great care and thoroughness."

Secondly, although I share the University Athletic Committee's respect for and confidence in the Athletic Director and Assistant Director of Athletics for Compliance, I cannot accept the recommendation that the UAC conduct its audit only "on even-numbered years as long as there is no turnover in either the Director of Athletics or the Assistant Director of Athletics for Compliance." Recommendation No. 5 of the December 1997 "Self Study Report for Certification by the NCAA" specifically assigns to the University Athletic Committee "the responsibility of reporting to the President of the university on an annual basis the status of rules compliance at the university..." Deviating from the university's agreement to do so by shifting from annual to biennial examinations by the Rules-Compliance Subcommittee just three years after the annual examinations were implemented could prove detrimental to the athletic programs and the university during the next self-study."

Jeff noted that it is clear that the President, while appreciating our efforts, has rejected our recommendation. After discussing this issue with others, including Bennet Cassel (chair of the Rules Compliance Subcommittee), Tim Parker, John Rudd, director Internal Audit and Management Services, and Jim Weaver (through Jon Jaudon), it was decided that the UAC will continue its responsibility of reporting to the President of the university on an annual basis the status of rules compliance at the university. The "status" will be evaluated by an audit of Rules Compliance by the Rules Compliance Subcommittee of the UAC two out of every three years, and by an audit conducted by Internal Audit and Management on the third year of the three-year cycle. All audit reports will be evaluated, approved, and given to the President in December of each year by the UAC.

This solution satisfies our obligation of reporting to the President on an annual basis and satisfies the concern of the UAC that the audits of Rules Compliance should be conducted by a professional audit agency on a frequent basis.

For example, the next three year audit schedule will be:

Audit years	Auditing group	Date due to President
2000-2001	RCS	Dec. 2001
2001-2002	RCS	Dec. 2002
2002-2003	IAM	Dec. 2003

where RCS is the Rules Compliance Subcommittee and IAM is Internal Audit and Management

Gender Equity:

Steve McMullin reported on the response rate from teams: 89% of the female athletes responded, and 34% of the male athletes. The range of response rates was 7 (football) to 100 (golf, men's tennis, volleyball, women's basketball, and women's cross country.) The overall response rate was 59% and 75% without football. Since the benchmark on these issues is often perceived to be the football team, there was no purpose seen in sending more reminders and trying to get more responses. Steve said the committee would be meeting shortly and report on findings at the March meeting.

Excused Absence Policy:

Kerry Redican circulated a draft of an excused absence policy (attached for those not present) and asked for feedback. Kerry said he thought this should be discussed as the "right thing to do," to take the stress off the student who is not given fair options, and to establish a standard of fairness. Jane noted that students being recruited as athletes should know they can make up missed work. Larry questioned the scope of the problem and the need for extending such a statement to all "excused" absences. Norrine and David felt this was a faculty matter which needed broad discussion in the Senate and CFA. Both students on the committee indicated they had experienced problems with not being able to take missed exams (in classes where one can drop the lowest grade) and then dropped the course. Sharon reminded members that practice is not excused. Members suggested some modifications of language and confirmation of the students' responsibility to do this in a timely way. Kerry agreed to take this to the Senate as a draft for discussion.

Academic Success of Student Athletes:

Norrine thanked the members of the committee who had attended the January 24 Athletic Summit on advising issues and reported that the evaluations were being compiled and the recommendations reviewed. She knew of several collaborations which resulted from the Summit. Chris shared a review of the recommendations of the 1996 committee and the status of the implementation of those proposals (attached for those absent.) Members asked questions about specific services and asked if the current advising system was the best one. Chris responded that he personally supports the system of an academic advisor in the major and the center as it is here. In response to concerns about the overall quality of academic advisors, faculty members of the committee lamented the lack of reward for advising.

Adjournment

Because of the clearing of the parking lots for the men's basketball game, Jeff adjourned the meeting at 4:50 p.m. He asked that this discussion be continued at the March 13 meeting and asked Jon Jaudon to postpone the report on the BE records from fall semester. He thanked Jon for the spring athletics calendar poster and schedules and encouraged all members to take these to their offices and departments

There was no other business.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

~~~~~  
Judy Davis, CPS  
Executive Secretary Senior  
President's Office, Virginia Tech  
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Blacksburg, VA 24061  
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~~~~~

Minutes:
Commission on Undergraduate Studies and Policies
April 09, 2001

Present: Steve Thompson, Chair; Danny Axsom, John Crunkilton for L. Swiger, R. Daniel, M. Gordon for B. Bates, Don Hatfield, Roy Kirkpatrick for G. Brown, Mary Ann Lewis for J. Johnson, Marge Murray, Norrine Bailey Spencer for R. Sorensen, M. Stephenson, Tom Walker, Bev Watford for B. Stephensen

Absent: Judith Araman, Nicole Auer J. Bohland, , J. Eaton, D. Ford, J. Francis, S. Loo, , M. Gordon, E. Schlenker, P. Quensenberry, Dixie Reaves, Edd Sewell, Audrey Zink-Sharp

Visitors: Marvin Foushee, Nadine Hughes

CALL TO ORDER AND ANNOUNCEMENTS

The Agenda was approved as amended.

The Minutes of March 26, 2001 were approved as presented.

REPORTS FROM COMMISSION SUB-COMMITTEES

*Committee on Undergraduate Curricula

The Reports of the Committee on Undergraduate Curricula were presented by Marge Murray. The motion was made and seconded to approve the report of April 3, 2001 as amended. Approval was unanimous.

Report of April 3, 2001
For "First and Second Reading"
Unanimous Approval

Courses Approved for Fall 2001(with modifications)

DASC	4074	Dairy Science Seminar	New
ECE	4164	Introduction to Global Positioning System (GPS) Theory and Design	New
EDCI	4604	Assessment of Student Learning	Revised
ENGL	4044	Language and Society	New
GEOI	1005-1006	Geoscience Fundamentals	New
MSE	3034	Transport Process	Revised
MSE	3304	Physical Metallurgy	New
MSE	3314	Physical Metallurgy Laboratory	Revised
MSE	4055-4056	Materials Selection and Design I and II	New

MSE	4354	Strength and Fracture	Revised
MSE	3024	Kinetic Processes	Revised
MSEAOE	3094	Materials and Manufacturing for Aero and Ocean Engineers	Revised

Checksheets, Options and Concentrations

Civil Engineering checksheets, Graduating Class of 2003 (Spring 2003-Fall 2003)	New
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Marge noted that only one scheduled meeting remains; however, extra meetings are being considered. She also reported that Don Hatfield from the College of Business will be next year's CUC chair.

REPORTS FROM COMMISSION STANDING COMMITTEES

*University Core Curriculum Committee

The motion was made and seconded to accept the reports of the University Core Committee for January 17, 2001 and February 21, 2001. Approval was unanimous. Marge Murray presented the reports for Noreen Klein. It was noted that there were no courses for second reading on January 17th. Marge also mentioned that an assessment of Writing Intensive and Writing Across the Major courses is underway.

Marge emphasized that it is important to approve new courses before deleting old. An ad hoc committee chaired by Dr. Ford will be looking at the course/curriculum approval process by August. John White from CUSP is a member of that committee.

The question was asked if honor students are exempt from the core. According to Jack Dudley, Honors Colloquia courses are approved for specific areas of the core and specific semesters. Innovative ways to meet the core requirements are available for honors students, but they are not exempt from the core.

The February minutes note a discussion as to whether the core as a whole is working. Some focus groups have been established. Also, the Student Advisory Council will meet to discuss the core.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE January 17, 2001

(minutes of 1/17/01 approved at 2/21/01 UCCC meeting)

Submitted to Nadine Hughes March 27, 2001
for approval by CUSP

The following courses were APPROVED:

No courses were submitted for core approval at this meeting

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE February 21, 2001

(minutes of 2/21/01 approved at 3/21/01 UCCC meeting)

Submitted to Nadine Hughes March 27, 2001
for approval by CUSP

The following courses were APPROVED:

BIOL 4644 Microbial Molecular Genetics and Physiology Laboratory,
Area 1, WI, (new course), effective Spring 2002

AAEC 2424 Cooperatives and Their Impact on the Human Condition,
Area 2, (new course), effective Fall 2000

MINUTES
UNIVERSITY CORE CURRICULUM
January 17, 2001

2:30-3:30 p.m.,
325 Burruss

Present: Noreen Klein, Brent Blevins, Terry Clements, Bill Cox, Ron
Daniel, Eugene Egger, Carola Haas, Clarresa Morton, Marge
Murray,
 Bob Parsons, Daniel Thorp, Beth Waggenpack,

Guests Present: John Muffo, Marlene Preston, Nan Seamans, Denise Jones

Absent: Nicole Auer, David Ford, Alan McDaniel,

1. CALL TO ORDER - The meeting was called to order by Noreen Klein
2. APPROVAL OF AGENDA

After motion was made to move AAEC 2424 from Second Reading to First Reading, a motion was made and seconded to approve the revised agenda. Motion carried.

3. DISTRIBUTION AND APPROVAL OF DECEMBER 14, 2000 MINUTES

A motion was made to strike AAEC 2424 from First Reading. Motion carried.

4. REPORT FROM PROPOSAL REVIEW GROUP - Dan Thorp

Second Reading - No proposals were received for second reading by the Provost's Office since the last meeting.

First Reading - The AAEC course was initially brought to the group at the December 14, 2000 meeting. Copies of the proposal were distributed to UCCC members at that time. BIOL 4644 was received by the Provost Office since our last meeting. First Reading will be voted on by the Proposal Review Group and other UCCC members who wish to comment,

AAEC 2424 Cooperatives and Their Impact on the Human Condition, Area 2,
(new course), effective Fall 2000

* Proposal to approve AAEC 2424 Cooperatives and Their Impact on the Human Condition, Area 2, (new course), effective Fall 2000. Motion carried.

* Dan Thorp requested that this course remain in First Reading in January to provide him an opportunity to speak with the author of the proposal

before making a recommendation to the committee. BIOL 4644 Microbial Molecular Genetics and Physiology Laboratory, Area 1, WI, (new course), effective Spring 2002

* Proposal to approve BIOL 4644 Microbial Molecular Genetics and Physiology Laboratory, Area 1, WI, (new course), effective Spring 2002. Motion carried.

5. REPORT FROM THE ASSESSMENT SUBCOMMITTEE - Bob Parsons

A meeting has been scheduled with Dean Bates to discuss the science courses. Follow up continues with the evaluation of courses in Area 4 and 7.

The writing-intensive / writing-across the major workshops held on January 12 were well-attended.. A strong sentiment was voiced about the amount of work involved in teaching and assessing WI/WAM courses. It is felt that that upper level administration must be made aware of this in order to effect resource allocations that reflect the needs and work level involved. Limiting class sizes to twenty-five students is impossible when the demand for such courses is very high. It must be recognized that an unmet need exists for faculty resources to allow WI/WAM courses to be taught in a way that fulfills both the explicit and implicit goals for those courses. Departments do not have the resources to expand teaching coverage.

One goal of the assessment process is to make it as simple, yet as meaningful as possible without requiring inordinate amounts of work of departments.

Discussion

ensued regarding the use of standard student surveys with regard to teaching effectiveness. Some departments feel antagonistic toward the Core Assessment process. Suggestions were made to improve relations and/or approaches with the departments by communicating through the Core Committee representatives from each College.

6. REPORT FROM THE PLANNING AND DIRECTION SUBCOMMITTEE - Bill Cox

The Planning and Direction Group met on December 14. State of Virginia competency issues will need to be addressed with respect to their relationship to the Core. Another class of issues relates to items that spring forth from the assessment process. Bill Cox proposed that a joint meeting of the members of Assessment Subcommittee and the Planning and Direction Subcommittee be scheduled before the next regular Core Curriculum meeting for the purpose of considering unresolved issues or items that need further attention. A date will be determined.

7. OTHER BUSINESS

Hewlett Foundation Grant Ron Daniel reported that positive feedback has been received on the initial grant proposal.

Governance Procedures for Course Approval - Marge Murray emphasized that new courses must first be approved by the Committee on Undergraduate Curricular (CUC)

before making their way to the UCCC agenda. Discussion ensued concerning the signature and governance system in place for tracking course approvals. A system in Banner exists, but not everyone has access.

Core Committee Vacancy Katherine Allen is on leave this semester. Another faculty member will be appointed by the Provost to fill this position

8. ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Submitted by,
C. Denise Jones
Recording Secretary 0000000000000000

MINUTES

UNIVERSITY CORE CURRICULUM

February 21, 2001

2:30-3:30 p.m., 325 Burruss

Present: Noreen Klein, Nicole Auer, Terry Clements, Bill Cox, Ron Daniel, Carola Haas, Alan McDaniel, Clarresa Morton, Marge Murray, Daniel Thorp, Beth Waggenpack,

Guests Present: Jack Dudley, John Muffo, Marlene Preston, Denise Jones

Absent: Brent Blevins, Eugene Egger, David Ford, Bob Parsons, Nan Seamans

1. CALL TO ORDER - The meeting was called to order by Noreen Klein

2. APPROVAL OF AGENDA

A motion was made to amend the agenda to include AAEC 2424 under Second Reading. A motion was made and seconded to approve the revised agenda. Motion carried.

3. DISTRIBUTION AND APPROVAL OF JANUARY 17, 2001 MINUTES

A motion was made and seconded to approve the minutes as submitted. Motion carried.

4. REPORT FROM PROPOSAL REVIEW GROUP - Dan Thorp

Second Reading - The following courses were distributed to members at previous meetings and approved for First Reading by the Proposal Review Group. The following action was taken at this February 21, 2001 meeting.

BIOL 4644

Microbial Molecular Genetics and Physiology Laboratory, Area 1, WI, (new course), effective Spring 2002

* A motion was made and seconded to approve BIOL 4644 Microbial Molecular Genetics and Physiology Laboratory, Area 1, WI, (new course), effective Spring 2002. Motion carried.

AAEC 2424

Cooperatives and Their Impact on the Human Condition, Area 2, (new course), effective Fall 2000

* After some discussion as to whether this course better fit Area 2 or Area 3 goals, a motion was made and seconded to approve AAEC 2424, Cooperatives and Their Impact on the Human Condition, Area 2, effective Fall 2000. Motion carried.

First Reading 0 The following course proposals were received in the Provost's Office since our last meeting. Copies of proposals were distributed to UCCC members at this February 21, 2001 meeting. First Reading will be voted on by the Proposal Review Group and other UCCC members who wish to comment.

TWO of the following APSC courses to meet Area 1, 3-cr WI requirement, effective Fall 2001

APSC 4404 Commercial Poultry Enterprise Management, 1/2/ WI

APSC 4414 Beef Production & Industry, 1/2 WI

APSC 4424 Horse Production and Management, 1/2 WI

APSC 4434 Sheep Production, 1/2 WI

APSC 4444 Swine Production, 1/2 WI

* Proposal to approve APSC courses as noted above. Each to equal 1/2 WI credit, effective Fall 2001. After some discussion, motion was made and seconded to accept for First Reading. Motion carried.

ACIS 4415 Auditing, Area 1, WI, effective Fall 2001

* Proposal to approve ACIS 4415, Auditing, Area 1, WI, effective Fall 2001. Motion carried.

COMM 3144 Advanced Media Writing, Area 1, WI, effective Spring 2001

* Proposal to approve COMM 3144 Advanced Media Writing, Area 1, WI, effective Spring 2001. Motion carried.

COMM 4144 Magazine Writing, Area 1, WI, effective Spring 2001

* Proposal to approve COMM 4144 Magazine Writing, Area 1, WI, effective Spring 2001. Motion carried.

SOC 3504 Population Trends and Issues, Area 7, effective Fall 2001

* Proposal to approve SOC 3504, Population Trends and Issues, Area 7, effective Fall 2001.

UH 3004 Honors Program Colloquia 0 Fall 2001 (3 credit hours), Areas to be determined (tbd)

CRN 94717 From Sappho to Sade: Women in Music through the Ages, tbd

CRN 94710 Biomedical Ethics, previously approved as Core Area 3

CRN 94711 Nutrition, Brain and Behavior, Area tbd

CRN 94712 Odysseus: Heroic Legend and Legacy, Area tbd

CRN 94718 How Old is the Bus Driver: Problem Solving for Fun and Profit, tbd

CRN 94713 Controversial issues in Science and Society, Area tbd

CRN 94716 Post-Modern Male: Issues by Men in Response to Feminism, Area tbd

CRN 96230 Advancements in Learning, Area tbd, Fall 2000

CRN 16058 Omniology, Area tbd, Spring 2001

* The Honors Program requested that First and Second reading be done at this meeting. Motion to waive First Reading was made and seconded. Discussion ensued. It was expressed that neither the Director of the Honors Program nor members of Core Committee should be determining the areas into which these courses best

fit.

A request was made to have the faculty member of each course complete a brief statement proposing that a particular Honors course be considered for a particular Area(s), and list how the course meets the specific Area goals. A request was made by Jack Dudley, Director of the Honors Program, to meet with the subcommittee prior to the next UCCC meeting in order to obtain their input and, if necessary, go back to the faculty member for further clarification before the next meeting occurs. As noted, these courses change every semester and a mechanism is needed to communicate prior to taking a vote. The chair of the Proposal Review Group agreed. The first motion did not carry. A second motion was made and seconded to table the course proposals from the Honors Program. Motion carried.

* Discussion also ensued about the possibility of Honors Program students not having to fulfill core requirements in the traditional manner

Courses Previously Submitted Pending Additional Information

* HTM, WI-WAM, 7 courses (to UCCC 11/16/00--tabled)

5. REPORT FROM THE JOINT MEETING OF THE ASSESSMENT SUBCOMMITTEE AND THE PLANNING AND DIRECTION SUBCOMMITTEE - Bill Cox

Bill Cox informed the group that both subcommittees (or working groups) have met twice since the last UCCC meeting of January 17, 2001. The first meeting, held on January 31, 2001, dealt with identifying and outlining issues to be addressed by the University Core Curriculum Committee this semester and onward. Dr. Cox distributed meeting notes of this meeting to the members present.

The second Joint Subcommittee meeting dealt with these issues in more detail and the top two priorities were identified. It was determined that Item No. 11 -- Obtaining a wide sample of views of faculty and students regarding strengths and weaknesses of the existing UCC as a necessary first step in UCC review should first be addressed to assess where we are. The data obtained would then prepare the Core Committee to assess Item No. 9 Implementing a general review of the UCC as it approaches its tenth anniversary with respect to basic issues such as the overall purpose of the UCC and its coverage in terms of subject matter content and student abilities desired as outcomes.

Historical facts included that the first university core curriculum began in 1984-1986, which led up to the ULFE in 1992. Area goals and assessment of each area have been in effect for nine years. The current focus is not to overhaul, but to update the Core Curriculum in order to meet some of the issues coming forward due to Strategic Planning Initiatives, SCHEV accountability, and/or other College needs. Dr. Bohland expressed a desire to sit in on as many of the focus groups as possible in order to activate some directives now as needed.

Dr. Muffo in Academic Assessment, and others, made suggestions to target three or four student groups and three or four faculty groups, as well as college level professional advisors, to assess perceived strengths and weaknesses of the Core. Discussion ensued. Core members were asked to volunteer specific questions for the overall assessment within two weeks. They were also asked to provide John Muffo with a list of focus groups or individuals from each College. Questions for the assessment included: How would the faculty respond to potential changes. What is missing in the Core? What is included now that perhaps should be removed/replaced? What can be done to enhance the core experience?

Noreen Klein stated that no feedback had been received from the members about the workshop to be held in June 2001. It is an opportunity for the group to work on a proposal or initiative from Virginia Tech. The deadline is approaching.

6. OTHER BUSINESS

EDCI 4404 Teaching Content Area Reading in Middle and Secondary School, Area 1, WI, effective date not requested. This course proposal for First Reading was delivered while this meeting was in progress.

* Proposal to approve EDCI 4404 Teaching Content Area Reading in Middle and Secondary School, Area 1, WI, for First Reading. Motion carried.

7. ADJOURNMENT

The meeting adjourned at 3:30 p.m.

Submitted by,
C. Denise Jones
Recording Secretary

Posthumous Degree

Bev Watford moved to have a posthumous degree granted to Michael C. Ziegler, who died March 29, 2001. Michael's anticipated graduation date was December 2001. The motion was seconded and approved unanimously.

Other Business

Steve Thompson asked that names be placed in nomination for representatives to four committees: Academic Support Committee, University Athletic Committee, Commencement Committee, and University Core Curriculum Committee.

- The Academic Support Committee needs to be chaired by a faculty member. Steve Thompson was to contact Edd Sewell and request him to serve. It was noted that this committee has not reported to CUSP in the current year.

- Bev Watford was nominated to serve on the University Athletic Committee.

- Mary Ann Lewis agreed to accept the nomination to serve another term on the Commencement Committee.

- Danny Axsom was nominated to serve on the University Core Curriculum Committee.

- Ron Daniels presented a brief report on his recent trip to SCHEV. Twelve schools were represented at the meeting. According to Ron, there was a variety of methods mentioned for measuring competencies. For example, James Madison University has a stand-alone test that must be passed before students can move on. At the University of Virginia, the individual schools or colleges identify their own competencies. Longwood College has support and testing administered by SmartForce, an outside private contractor. Ron again emphasized that SCHEV will not tell us what the competencies should be and how to measure.

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

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar

Commission on Undergraduate Studies and Policies
MINUTES
April 23, 2001

Present: Steve Thompson, Chair; N. Auer, D. Axson, D. Ford, D. Hatfield, N. Klein for
Norrine Bailey Spencer (and R. Sorensen), Mary Ann Lewis for
J. Johnson, S. Loo,
Marge Murray, R. Oderwald for G. Brown, Dixie Reaves, Edd
Sewell, M. Stephenson,
for Paul Knox, E. Sturgis for B. Bates, J. White for L.
Swiger

Absent: J. Araman, J. Bohland, J. Eaton, J. Francis, M. Gordon, E. Schlenker,
P.
Quensenberry, Audrey Zink-Sharp

Visitors: D. Benton, M. Foushee, N. Hughes, J. Lefkowitz, G. McMillan, P.
Metz, J. Moore,
K. Torgersen

Call to Order and Announcements

Steve Thompson called the meeting to order at 3:10 p.m.
The Agenda was approved as amended.
The Minutes of April 9, 2001 were approved as presented.

Report of the Undergraduate Honor System

Serena Loo, Chief Justice of the Undergraduate Honor System, introduced Jay Lefkowitz, Chief Justice for the 2000-2001 academic year. She next reviewed the report provided to the commission.

Undergraduate Honor System 2000-2001

At the end of the semester, we are projecting the following numbers:

Fall 2000 & Spring 2000 Cases Remaining:	25
Spring 2001 Cases Remaining:	50+
Total Cases Remaining	75

This number may seem high, however it must be noted that in Fall 2000 we inherited over 450 cases.

The student Associate Justices have heard approximately 550 cases this year. We are the closest to being 'current' as we have ever been; with the understanding

that new cases are coming in daily.

Professional Staff

In years past, we have only had one 1500 hour position (currently held by Melanie Harvey). This year we have been lucky enough to welcome a full-time person, Monica Bichara. With two professional staff members, we have been able to make great strides in terms of the efficiency of daily operations.

CEUT Academic Integrity Workshop and Moot Court

The Honor System presented a mock judicial panel to a number of faculty and staff this winter. This presentation was beneficial in the education of faculty about the Honor System process. We feel that a strong impact has been made and as a result we are noticing that a number of faculty from different departments are more willing to bring forth cases. A second moot court presentation was made to the Math Department faculty, and there are plans for making this presentation to a number of different departments next year if there is sufficient interest.

Budget Allocation

We are asking for \$38,000 directly from student fees instead of the Student Budget Board allocation process. The additional funds will provide for our education plans as well as the replacement of the Honor System signs in each classroom on campus.

Office Space

We are in the process of requesting larger office space in Squires. Our main reasons are that the existing office (Room 333) is not large enough to handle files, two full time office personnel, eight students, computers, phones, work areas, etc. Also due to the confidentiality requirement of the Honor System, it is not perceived as professional / confidential to speak with accused in the lounge areas or in the hallway of Squires. We serve the entire university community and feel that the prestige of the Honor System deserves a more respectable location in the building that is a central student location.

Web Site

Our webpage has been recently overhauled and we are continually adding new information for students, faculty, and honor system personnel. <http://www.honorsystem.vt.edu>

Goals for 2001-2002

Faculty Package with Honor System Information (also to be included on web site)

Reduced time from case being received in the Honor System office to Judicial

Panel hearing

Presentation at the Fall BOV meeting

Resident Advisor Training and Education presentations in Residence Halls

Summer Orientation Presentations ☺ for new students and parents

Traveling Moot Court

Send each Associate Justice to the 11th Annual Center for Academic Integrity Conference in October

Letter to be sent to every student from Chief Justice and President of the University about Honor System

Education presentations in Residence Halls

New Technology Drive Dynamics in Scientific and Scholarly Communications

Dr. Paul Getz and Professor Gail McMillan of University Libraries presented a program demonstrating the importance of technology in professional research and communication. They noted that the cost of scholarly and scientific journal subscriptions has become prohibitive for most library systems. These costs emphasize the importance of identifying reputable publications, the use of electronic access to research, and the importance of authors retaining rights to their published research.

Reports from Commission Sub-Committees

☺The Report of the Committee on Undergraduate Curricula for April 17, 2001 was presented by Marge Murray. The motion was made and seconded to approve the report as presented. Approval was unanimous.

For First and Second Reading

Unanimous Approval

Courses Approved for Fall 2001 (with modifications)

New	AAEC /HIST	1014	Survey of American Economic History
New	ALS	3624	Communicating Agriculture in Writing
New	APSC	2464	Care and Welfare of Companion Animals
Research	SPIA New	2004	Computer Applications in Social Science

Courses Approved for Spring 2002 (with modifications)

New	ALS	3634	Communicating Agriculture in Speaking
Revised	NEHS	4604	Housing: Energy and the Environment
Revised	NEHS	4694	Contemporary Issues in Property Management

Degree Name Change, Graduating Class of 2001

Bachelor of Science in Human Development, Graduating Class of 2001

Checksheets, Options and Concentrations

Biology Major, Bio-Business option, Graduating Class of 2003

Revised

(Spring 2003 - Fall 2003)

Biology Major, Microbiology/Immunology option, Graduating Class of 2002

Revised

(Spring 2002 - Fall 2002)

Biology Major, Pharmacy option, Graduating Class of 2002

New

(Spring 2002 - Fall 2002)

Reports from Commission Standing Committees

Steve Thompson presented the minutes of the UNIVERSITY ATHLETIC COMMITTEE for March 13, 2001.

The motion was made and seconded to accept the minutes as presented. Approval was unanimous.

Members Present: Jeffrey Birch, Alicia Cohen, Jane Harrison, Michael Leib, Steve McMullin, Kerry Redican, Norrine Bailey Spencer, Andy Swiger, Joe Tront, Joseph Wang, Jim Weaver, Jay Williams

Members Absent: Jason Bush, Bennet Cassell, Deborah Cook, Jennifer Cook, Lannie Cross, Ryan Ferry, William Jameson, Bud Keever, Larry Killough, Ryan Martins, Lu Merritt, Minnis Ridenour

Representatives: Bill Campion for Lanny Cross, Dwight Shelton for Minnis Ridenour

Guests: David Ford, Vice Provost for Academic Affairs; Chris Helms, Coordinator, Student Athlete Office of Academic Enrichment; Jon Jaudon, Associate Athletic Director for Administration; Greg Smith, Women's Volleyball Coach

Jeff Birch called the meeting to order at 3:32 p.m. The agenda was approved as submitted and the minutes of the February 14 meeting were approved as written.

Guest: Greg Smith, Coach of Women's Volleyball

Greg Smith described his previous experiences at Ohio State, Hofstra, and Santa Barbara and his first season this past year, 13-16 in the independent conference.

The previous record was 9-20 in the last A10 year 1999- 2000. He talked about

his plan of goal-setting with the players, first in academics, then in volleyball, and then in social development. This past year his team had an overall GPA of 3.22, despite having to miss many classes because of the unusual

conference schedule; he requires a 2.8 each semester to avoid the study table,

as an incentive to do well academically. Greg is optimistic about next year, his first in the Big East, when he has 12 returning and 4 new students. He described the desirable recruiting position at Virginia Tech and encouraged UAC members to attend the matches next year.

Committee Reports

Steve McMullin presented the draft of the Gender Equity Subcommittee report (attached for those absent) and thanked the other members from this year---Deb Cook, Sharon McCloskey, and Jay Williams as well as Fred Lutze and Helen Shine Goetz from last year. He noted that there was largely good news in the report, which summarized a survey of student athletes conducted by the Gender Equity Subcommittee. The survey detected just two findings that related to gender (while others seemed to relate to sports) and that the findings were consistent with the recent consultation of LeMar Daniel, formerly from OCR. He noted that there would also be a compliance review by the Big East next month. Jay Williams described the statistical summary of the survey results from the Olympic

sports (attached for those absent). Jim Weaver reminded members that this study was a proactive activity and we were to be commended for doing it; he also indicated that his office intended to become more involved in the decisions on how team budgets had been spent. Following a discussion for information, Jeff asked that members review this carefully and send any comments to Steve by the end of next week March 23.

Kerry Redican reported that he sent the revised draft of the Excused Absence Policy (attached for those absent) to at the Faculty Senate for discussion at their meeting March 20.

Advising of Student Athletes

Norrine Bailey Spencer reported on the responses to the January 24 Athletic Summit which focused on the advising of student athletes. She noted that the activities received very positive evaluations and that this was our largest summit to date, in terms of attendance. She said participants continue to reaffirm the importance of students on the program and coaches is attendance;

the coaches are seen as having the strongest influence on the athletes in all phases of their VT experience. She indicated the planning committee chaired by David Ford also includes Chris Helms and Jon Jaudon; they are considering the program for the next summit, Tuesday, May 15, and will also address process recommendations like shortening the May summit and using the football meeting room for panel presentations. Jim noted that the kind of exchange that occurs at the summit and the format of the summit is unique to Virginia Tech and something that we should value and preserve. In terms of the suggestions from the table discussions, there were several practical suggestions about how advisors in different parts of campus and in different roles could work together better to help student athletes as well as broader concerns about how much advising in general is valued at Virginia Tech.

Chris Helms continued the discussion from the February meeting about the response to the recommendations of 1996 committee report. He indicated there continue to be challenges in the area of skill development, when students at Virginia Tech need some kind of remedial work: testing can be expensive and not accessible, some students are embarrassed to seek testing or accept accommodations, Virginia senior public institutions are not permitted to offer any remedial work on their campuses. Chris said this area of skill development is one which the report addressed but has not been addressed completely here.

Adjournment

Because of the hour, Jeff adjourned the meeting at 5:00 p.m. The agenda items of Summary of the Big East Athletic Success for Fall Semester (Jon Jaudon) and Questions for the Athletic Director (Jim Weaver) were postponed to the April meeting, Wednesday, April 18, at 3:30 p.m.

Noreen Klein presented the reports and minutes of the University Core Curriculum Committee for March 21, 2001 and April 18, 2001. The motion was made and seconded to accept the reports and minutes as presented. Approval was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE March 21, 2001 (minutes of 3/21/01 approved at 4/21/01 UCCC meeting)

The following courses were APPROVED:

Effective Fall 2001:

SOC 3504, Population Trends and Issues, Area 7, effective Fall 2001

EDCI 4404, Teaching Content Area Reading in Middle and Secondary School, Area 1, WI, effective Fall 2001

UH 3004 Honors Program Colloquia Fall 2001 (3 credit hours) in Areas noted

CRN 94717 From Sappho to Sade: Women in Music through the Ages, Areas 2 or 6

CRN 94710 Biomedical Ethics, Core Area 3

CRN 94711 Nutrition, Brain and Behavior, Area 3

CRN 94712 Odysseus: Heroic Legend and Legacy, Area 2

CRN 94713 Controversial issues in Science and Society, Area 3

CRN 94715 Meeting Human Needs: Utopian Thought in American Culture, Area 2 or 3

CRN tba Operas of Verdi and Puccini, Areas 2 or 6

CRN tba The Country House in English Literature, Area 2

MINUTES

UNIVERSITY CORE CURRICULUM

March 21, 2001

2:30-3:30 p.m., 325 Burruss

Present: Noreen Klein, Brent Blevins, Terry Clements, Bill Cox, Ron Daniel, Carola Haas, Alan McDaniel, Marge Murray, Bob Parsons, Nan Seamans, Daniel Thorp, Beth Waggenpack,

Guests Present: John Muffo, Marlene Preston, Jack Dudley, Denise Jones

Absent: Nicole Auer, Eugene Egger, David Ford, Clarresa Morton

CALL TO ORDER - The meeting was called to order by Noreen Klein

APPROVAL OF AGENDA

A motion was made and seconded to approve the agenda. Motion carried.

DISTRIBUTION AND APPROVAL OF FEBRUARY 21, 2001 MINUTES

Correction was made under First Reading to state that the motion carried for proposal to approve SOC 3504.

With this correction, a motion was made and seconded to approve the minutes as submitted. Motion carried.

REPORT FROM PROPOSAL REVIEW GROUP - Dan Thorp

Second Reading - The following courses were distributed to members at previous meetings and approved for First Reading by the Proposal Review Group. The following action was taken at this March 21, 2001 meeting.

The following courses remain on the table under Second Reading pending

additional
information:

TWO of the following APSC courses to meet Area 1, 3-cr WI requirement, effective Fall 2001

APSC 4404 Commercial Poultry Enterprise Management, 1/2/ WI

APSC 4414 Beef Production & Industry, 1/2 WI

APSC 4424 Horse Production and Management, 1/2 WI

APSC 4434 Sheep Production, 1/2 WI

APSC 4444 Swine Production, 1/2 WI

In reference to the university's six-year review plan of core courses, members discussed whether the UCCC should possibly hold or block approval of new core area course proposals of departments that have not yet submitted a preliminary plan and / or final assessment. A policy statement needs to be written concerning to what degree approval contingencies should be extended and implemented.

ACIS 4415 Auditing, Area 1, WI, effective Fall 2001

XXXXXXXXXX A motion was made and seconded to approve ACIS 4415, Auditing, Area 1, WI, effective Fall 2001, contingent upon the department's preliminary assessment plan having already been received in either Academic Assessment or the Provost's Office. Motion carried.

COMM 3144 Advanced Media Writing, Area 1, WI, effective Spring 2001

XXXXXXXXXX A motion was made and seconded to approve COMM 3144 Advanced Media Writing, Area 1, WI, effective Spring 2001, contingent upon the department's preliminary assessment plan having already been received in either Academic Assessment or the Provost's Office. Motion carried.

COMM 4144 Magazine Writing, Area 1, WI, effective Spring 2001

XXXXXXXXXX A motion was made and seconded to approve COMM 4144 Magazine Writing, Area 1, WI, effective Spring 2001, contingent upon the department's preliminary assessment plan having already been received in either Academic Assessment or the Provost's Office. Motion carried.

SOC 3504, Population Trends and Issues, Area 7, effective Fall 2001

XXXXXXXXXX A motion was made and seconded to approve SOC 3504, Population Trends and Issues, Area 7, effective Fall 2001. Motion carried.

EDCI 4404, Teaching Content Area Reading in Middle and Secondary School, Area 1, WI, effective Fall 2001

XXXXXXXXXXXX A motion was made and seconded to approve EDCI 4404, Teaching Content Area Reading in Middle and Secondary School, Area 1, WI, effective Fall 2001. Motion carried.

UH 3004 Honors Program Colloquia ② Fall 2001 (3 credit hours)

CRN 94717 From Sappho to Sade: Women in Music through the Ages, Areas 2 or 6

CRN 94710 Biomedical Ethics, Core Area 3

CRN 94711 Nutrition, Brain and Behavior, Area 3

CRN 94712 Odysseus: Heroic Legend and Legacy, Area 2

CRN 94713 Controversial issues in Science and Society, Area 3

CRN 94715 Meeting Human Needs: Utopian Thought in American Culture, Area 2 or 3

CRN tba Operas of Verdi and Puccini, Areas 2 or 6

CRN tba The Country House in English Literature, Area 2

Prior to the motions being made to approve each course above, Dan Thorpe stated that each faculty member teaching the honors colloquia had been contacted by Jack Dudley to ascertain which area (or areas) of the core are being met in each class. A revised Honors Colloquia Series and course offering for Fall 2001 was distributed at this March 31 meeting. A request for First Reading to be waived was made and passed.

Under Second Reading, a motion was made and seconded to approve each of the above Honors Program Colloquia in the core areas stated. Motion carried for each of the Honors Program Colloquia. 0

The submission at last month's meeting of CRN 94718 How Old is the Bus Driver: Problem Solving for Fun and Profit, was withdrawn prior to this meeting.

Marlene Preston asked and was informed by the members that she is under no obligation to individual Honors students to review work or to make recommendations to academic deans as to whether the work could be a substitution for a WI requirement. Academic Deans may make substitutions at their discretion.

The issue of what methods are currently in place to notify departments of core course approvals was raised.

A request has been received that we email all academic deans with a list of approved courses. However, our minutes and actions must first be approved by CUSP. Academic deans, or their representatives, are present at CUSP and they can utilize the CUSP report to circulate the approvals as needed. The Registrar's Office is inundated and is not posting these actions on the web. Ron Daniel indicated that this issue is being addressed by a university ad hoc committee appointed by the Provost and asked that the issue be postponed until a later date.

First Reading 0 The following course proposals were received in the Provost's Office since the last meeting. 0 Copies of proposals were distributed to UCCC members at this March 21, 2001 meeting. First Reading will be voted on by the Proposal Review Group and other UCCC members who wish to comment.

NEID Writing Across the Major, Area 1 (WI-WAM), effective Fall 2001

NEID 1105 Design Fundamentals I

NEID 1106 Design Fundamentals II

NEID 1114 Design Appreciation

NEID 2134 Furnishings for Interiors

NEID 3124 Interiors 0 Third Year Studio

NEID 3144 Computer-Aided Design

NEID 4124 Fourth-Year Studio

0000000000 Proposal to approve above courses for First Reading, effective Fall 2001. Motion carried.

The following courses remain on the table under First Reading pending additional information:

0000000000 HTM, WI-WAM, 7 courses (to UCCC 11/16/00 -- tabled)

Discussion ensued concerning the wording of the cover sheet for Existing Courses for Inclusion in the Core.

REPORT FROM THE PLANNING AND DIRECTION SUBCOMMITTEE - Bill Cox

None

REPORT FROM THE ASSESSMENT SUBCOMMITTEE 0 Bob Parsons

The subcommittee is currently working on the general review of core Area 4.

John

Muffo distributed a memo that will soon be sent to departments that have not yet

submitted a plan to assess writing intensive courses. 0

Also distributed was a list of possible questions for the core curriculum focus groups. Arrangements have been made with one faculty group of counselors in the College of Agriculture and one student group in Arts & Sciences.

It was noted that some on the committee received the draft of the WI survey and some did not. Discussion also ensued regarding the timetable of WI assessment plan and final report. Additionally, a major concern was how committee members are going to be assigned to review the final reports of over 200 WI courses.

Surveys have yet to be distributed. Reallocation of the Core Committee members will be necessary.??

OTHER BUSINESS

A course proposal for MSE 4894 was received by the Committee at the beginning of this meeting. This course has been in the system for a year and is a zero credit, no contact course, consisting of gathering a portfolio of writing from many other courses. It is essentially a Writing Across the Major option which was put in place before that option existed. The course had been approved at by the College of Engineering contingent on support from the Communications Department, which it did not get. The course has therefore not been approved at the Engineering College level. Even if it were to be approved, the current structure of the course would be problematic for CUC and UCCC, and would be unlikely to be approved. After lengthy discussion about the history of this course, a recommendation was made to recommend that the department eliminate MSE 4894 entirely and propose a Writing Across the Major option. This will be communicated to the department by the Chair.????????????????

ADJOURNMENT

The meeting adjourned at 3:50 p.m.

Submitted by,
C. Denise Jones
Recording Secretary

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE
April 18, 2001
(minutes of 4/18/01 approved electronically on 4/23/01)

The following courses were APPROVED:

Effective Spring 2001:

COMM 3144 Advanced Media Writing, Area 1, WI, effective Spring 2001

COMM 4144 Magazine Writing, Area 1, WI, effective Spring 2001

Effective Fall 2001:

NEID Writing Across the Major, Area 1 (WI-WAM), effective Fall 2001

NEID 1105 Design Fundamentals I

NEID 1106 Design Fundamentals II

NEID 1114 Design Appreciation

NEID 2134 Furnishings for Interiors

NEID 3124 Interiors Third Year Studio

NEID 3144 Computer-Aided Design

NEID 4124 Fourth-Year Studio

APSC -- TWO of the following courses will meet Area 1, WI requirement, effective Fall 2001

(a combination of two of these courses will count as one WI requirement)

APSC 4404 Commercial Poultry Enterprise Management

APSC 4414 Beef Production & Industry

APSC 4424 Horse Production and Management

APSC 4434 Sheep Production

APSC 4444 Swine Production

ACIS 4415 Auditing, Area 1, WI, effective Fall 2001

MINUTES

UNIVERSITY CORE CURRICULUM

April 18, 2001

2:30-3:30 p.m., 325 Burruss

Present: Noreen Klein, Ron Daniel, Carola Haas, Alan
McDaniel, Clarresa Morton, Marge Murray, Bob Parsons, Daniel Thorp, Beth
Waggenspack

Guests Present: John Muffo, Marlene Preston, Nan Seamans, Denise Jones

Absent: Nicole Auer, Brent Blevins, Terry Clements, Bill
Cox, Eugene Egger, David Ford

CALL TO ORDER - The meeting was called to order by Noreen Klein

APPROVAL OF AGENDA

With the addition of courses ACIS 4415, COMM 3144, and COMM 4144 under Other
Business, a motion was made and seconded to approve the agenda. Motion carried.

DISTRIBUTION AND APPROVAL OF MARCH 21, 2001 MINUTES

Correction was made under Other Business to change Communications Department
to
Department of Communication Studies. With this correction, a motion was made
and seconded to approve the minutes as submitted. Motion carried.

REPORT FROM PROPOSAL REVIEW GROUP - Dan Thorp

Second Reading - The following courses were distributed to members at previous meetings and approved for First Reading by the Proposal Review Group. The following action was taken at this April 18, 2001 meeting.

NEID Writing Across the Major, Area 1 (WI-WAM), effective Fall 2001

NEID 1105 Design Fundamentals I

NEID 1106 Design Fundamentals II

NEID 1114 Design Appreciation

NEID 2134 Furnishings for Interiors

NEID 3124 Interiors/Third Year Studio

NEID 3144 Computer-Aided Design

NEID 4124 Fourth-Year Studio

A motion was made and seconded to approve above WAM courses effective Fall 2001.

Motion carried.

APSC -- TWO of the following courses will meet Area 1, 3-cr WI requirement, effective Fall 2001

(a combination of two of these courses will satisfy one WI requirement)

APSC 4404 Commercial Poultry Enterprise Management

APSC 4414 Beef Production & Industry

APSC 4424 Horse Production and Management

APSC 4434 Sheep Production

APSC 4444 Swine Production

A motion was made and seconded to approve any two of these courses to satisfy one WI requirement, effective

Fall 2001. Lengthy discussion ensued concerning various WI and various WAM models. Motion carried.

First Reading A The following course proposals were received in the Provost's Office since the last meeting. Copies of proposals were distributed to UCCC members at this April 18, 2001 meeting. First Reading will be voted on by the Proposal Review Group and other UCCC members who wish to comment.

HNFE 4004 Seminar in HNFE: Writing and Discourse in the Major, Area 1, WI, effective Fall 2002

A Proposal to approve HNFE 4004 Seminar in HNFE: Writing and Discourse in the Major, Area 1, WI, effective Fall 2002. Motion carried.

The following courses continues to remain on the table under First Reading pending additional information:

0HTM, WI-WAM, 7 courses (tabled at the 11/16/00 UCCC meeting)

Request was made to have the minutes of this meeting distributed electronically to the Core Committee by Friday, April 20, 2001 in order to have them approved and submitted to CUSP by Monday, April 23, 2001 (CUSP's last meeting of the academic year).

REVISION OF WAM COURSES 0 Noreen Klein

Noreen Klein reported that following the last CUSP meeting, Marge Murray raised a concern pertaining to WAM sets of courses. If there is a revision in the WAM selection by deleting some courses and adding new ones, under the current process it could take a full year to have the new WAM set approved through the process by CUC, UCCC, and CUSP. Only at that point can departments submit its new checksheet with the new courses. A lengthy discussion ensued. One suggestion included having various levels of WAM courses, i.e., beginning, intermediate and advanced. A new and equivalent level course would be substituted for a particular level. Another suggestion was if the WAM set was being changed by a small percentage, it could pass easily upon recommendation of the subcommittee by waiving First Reading. If changed by a large percentage, the entire WAM set would have to be resubmitted. Policy changes could be submitted to CUSP. It was also suggested that a member from UCCC attend the CUC meetings. The ad hoc committee appointed by the Provost is currently looking at the entire course approval process. Discussion continued. No motions were made.0000

REPORT FROM THE ASSESSMENT GROUP 0 Bob Parsons

Nearing completion of the Core's first six-year cycle, the following long-range concerns were raised:

- 0 What is to be accomplished by the assessment?
- 0 What types of information or data should be gathered?
- 0 What is to be done with the assessments?
- 0 To whom should this information be distributed?
- 0 What did we learn? List the ways we could improve.
- 0 How can we effectively accomplish what we are setting out to achieve?
- 0 How do we break down barriers (negative perceptions) among the faculty about core assessment (positive00 pressure for change is needed).

Discussion ensued pertaining to Area 4 courses. A year-end report of the Assessment Group was requested by the Chair to describe the issues which need to be evaluated. The report will be copied to the Planning and Direction subcommittee.

REPORT FROM THE PLANNING AND DIRECTION GROUP Noreen Klein

John Muffo reported on the results of three focus group surveys which were conducted relevant to perceptions of the Core: one with a group of faculty and senior level advisors in the College of Agriculture, and two student focus groups. Students felt a strong lack of coherence in the core curriculum. The Planning and Direction Group could possibly look at ways to make a more coherent core-course plan for students. Creating intellectual communities on a large scale was suggested. It was requested that the results from the student and faculty focus groups be distributed to the entire Committee.

It was recommended that a primary focus of the Core Committee should be on evaluation of the Core Curriculum as a whole, not only specific core Areas.

OTHER BUSINESS

The following courses must be re-approved since the departments had not yet submitted their assessment plans at the time of the last meeting. Since that time, these assessment plans have been received.

ACIS 4415 Auditing, Area 1, WI, effective Fall 2001

A motion was made and seconded to approve ACIS 4415, Auditing, Area 1, WI, effective Fall 2001. Motion carried.

COMM 3144 Advanced Media Writing, Area 1, WI, effective Spring 2001

A motion was made and seconded to approve COMM 3144 Advanced Media Writing, Area 1, WI, effective Spring 2001. Motion carried.

COMM 4144 Magazine Writing, Area 1, WI, effective Spring 2001

A motion was made and seconded to approve COMM 4144 Magazine Writing, Area 1, WI, effective Spring 2001. Motion carried.

ADJOURNMENT

The meeting adjourned at 3:50 p.m.

Submitted by,

C. Denise Jones

Recording Secretary

Dixie Reaves presented the minutes of the Committee for Academic Policies for March 21, 2001.

The motion was made to accept the minutes as presented. The motion passed by majority vote, with two dissenting votes.

COMMITTEE ON ACADEMIC POLICIES
March 21, 2001

Present: Ron Daniel, Lisa Duncan-Raines, Jan Francis, Dixie Reaves (chair),
John
White

The Committee on Academic Policies (CAP) met to discuss the recommendations of the American History Consulting and Advisory Committee (hereafter, the History Committee) regarding the implementation of the American History requirement for students entering Virginia Tech in the Fall of 2001. CAP members reviewed Policy

Memorandum No. 192, the resolution that introduced the American History proficiency requirement.

CAP members also reviewed the proficiency standards published in the University Catalog, which indicate that entering students can meet the American History requirement in any of the following ways:

SAT IIIs 550 or higher

Advanced Placement 3 or higher

International Baccalaureate (IB) score of 5

Transfer credit from a Virginia Community College of HIS 121 or HIS 122, or Other transfer credit approved by the Virginia Tech History Department

The History Committee recommended reducing the IB proficiency standard to 4, since that standard is applied to other courses at Virginia Tech. Standards of Learning and testing out are no longer being considered as options to meet the requirement, although they were included in the original memorandum.

Students who enter Virginia Tech without demonstrated proficiency must take an American History course prior to graduation. While the Policy Memorandum indicates that one option is for students to complete the two-semester American History sequence that is included in Area 3 of the University Core Curriculum, the History Committee recommends that successfully completing either semester of the current two-semester sequence, HIST 1115-1116, would fulfill the Virginia Tech history proficiency requirement. Other course options developed by Virginia Tech, and approved through the university governance system, may become available to satisfy the requirement. The History Committee recommends that five Core

Concepts and Issues be addressed by any course intending to fulfill the proficiency standard and that the University Core Curriculum Committee review future course proposals intended to address American History proficiency.

1. Courses will address the contours of American political life and civic culture.
2. Courses will address the rise of an industrial, corporate, and global economy in the United States.
3. Courses will demonstrate the racial, religious, and cultural diversity of the American people.
4. Courses will examine the relationship between the individual and the community.
5. Courses will identify and examine significant events in United States history that reflect and illustrate the first four concepts.

CAP members discussed the History Committee's recommendations. Administratively, the American History requirement will be handled similarly to the Foreign Languages requirement. In the case of American History, however, the hours will count towards graduation.

Following discussion of the History Committee's recommendations, CAP unanimously voted approval.

Respectfully submitted,

Dixie Watts Reaves, Chair

This item prompted considerable discussion. Danny Axsom questioned the timing of the recommendation for the American History requirement. He pointed out that the requirement had been published in the 2000-2001 Undergraduate Course Catalog and Academic Policies and was listed on the VT website, and stated the requirement has already been implemented by virtue of these actions. He was corrected, however, by several commission members who explained the

policy does not go into affect until the incoming freshmen class in Fall 2001. Danny further stated that he felt this was a deliberate attempt to circumvent governance and to gloss over the fact that the requirements had been implemented in violation of governance procedures discussed and approved in an April 1999 meeting of the University Council. In response, Dr. Ford noted and acknowledged Danny's concerns. Additionally, it was stated that the requirement was published to provide in-coming students with necessary notice of an American History requirement. Marge Murray pointed out that the publication and posting of the requirement was outside of Dixie's control, and the action of the Committee for Academic Policies was actually the correct venue into governance. She also stated that it was the prerogative of the commission to accept or reject the report of CAP.

Danny next questioned the content of the recommendations. According to the original resolution, citizenship was at the core of the requirement. He felt the recommendations approved by the Committee for Academic Policies did not adequately address the spirit of the requirement. Dixie cited examples of proposed courses with content that did address issues of citizenship. She felt other courses proposed to meet the American History requirement will also meet the spirit of the requirement. It is the position of the University to ensure such compliance.

In response to a question, Steve indicated that resolutions may be brought before the commission through standing committees or by individuals.

Report on Technology Competency for SCHEV

Dianna Benton and John Moore presented the report of the committee on technology competency. The University's plan for measuring student technology competency is due to SCHEV by May 15, 2001. Proficiency will be assessed by a sample of students using a validated commercial test, although the University will define the standards for proficiency. In addition, qualitative data regarding upper level and faculty use of innovative technologies will be included as part of the submission to SCHEV.

Danny Axsom asked about the evidence for the validity of the commercial test. Dianna and John stated the commercial test was chosen based on the recommendation and reputation of the James Madison University assessment center. They pointed out that the test assesses skill, using general knowledge questions, and not familiarity with specific software. In response to a question concerning the resource implications of the proposed plan, Dianna and John stated they were not certain of the implications.

Due to a lack of quorum, the report was acknowledged and received by the Commission.

Proposal for Measuring Student Competency in Technology at Virginia Tech

John F. Moore, Director of Educational Technologies, Instructional Services
Dianna M. Benton, Coordinator for First Year Programs, Provost Office

Virginia Tech will respond to the new SCHEV requirement to measure student proficiency in technology by assessing the skills of a randomly selected sample of first year students at the end of spring semester. The end of the first year was chosen so that we might reflect technology and information literacy skills that are foundational to in-discipline study and research. The sample will be selected and the test administered under the guidance of the Offices of Academic Assessment and Institutional Research. The first sample will be drawn in spring of 2002 for a report in July 2002, and will be repeated every three years.

Our approach fits well and complements strategies in use at Virginia Tech to assess and improve our technology culture. A validated commercial test will be used for the required portion of the report. Such tests are customizable, easily available and accessible, and have been tested for reliability and validity. Virginia Tech will develop the definition of technology competency based on a survey of Core Curriculum courses and will report the percentage of students that meet and exceed that standard or fall below it. This procedure continues our past current assessment practices of student technology skills. Additionally we will conduct a self-report of first year students of technology and information literacy skills during summer orientation as a part of the current Annual Freshman Survey conducted by the Office of Academic Assessment.

A qualitative supplement will also be submitted to SCHEV to present a fuller picture of student ability as a reflection of Virginia Tech's broad commitment to student technology competency. This qualitative piece will feature upper level students involved in intensive in-discipline projects utilizing appropriate and innovative technologies. We will also include descriptive data about faculty use of instructional technologies, information about course transformation at Virginia Tech, and data about student use of high-end computer labs.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Nadine C. Hughes
Assistant to the University Registrar