

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
September 13, 2004
230A Student Services Building, 3:00 P.M.

Present: V. Fowler, Chair; R. Goss, R. Daniel, J. Davis for P. Knox , L. Geyer, T. Mills, M. A. Lewis for J. Niles, R. Oderwald for M. Kelly, A. Smith, D. Salbador for R. E. Sorensen, R. Wheeler, T. Walker, B. Watford for H. Aref, J. Chen-Yu, S. Zedaker, H. Ball, J Kalista, M. Vepraskas, C. Koziol

Absent: R. Avery (with notification), D. Ford, M. McNamee, S. Quisenberry, L. Chang, D. Vaughan, M. Schneller, J. Nottingham, W. White, M. Dickerson, A. Estes, G. Schurig

Visitors: W. Ashton, K. Brown, M. Foushee, N. Spencer, B. Sturges, S. De Datta, K. Beisecker, M. Rich

– Call to Order and Announcements

Virginia Fowler announced that a quorum was present and called the meeting to order at 3:01 p.m. She welcomed everyone in attendance, and especially welcomed the new members for the 2004-2005 year.

• Introduction of Members and Guests

Commission members, visitors, and guests attending introduced themselves and stated the office they represented.

– Adoption of the Agenda

Motion was made and seconded to approve the agenda as presented. Leon Geyer requested that two items be added under Other Business. The agenda was approved as amended.

– Approval of Minutes for 4/26/04

Motion was made and seconded to approve the CUSP minutes of April 26, 2004. Approval was unanimous. This approval is for the purpose of documentation. The minutes of April 26, 2004 were previously approved electronically and forwarded to the University Council.

• International Strategic Directions Team Presentation

Virginia Fowler introduced Dr. S. K. De Datta from the Office of International Research, Education, and Development. In his opening remarks, S. K. reviewed Virginia Tech's international mission and briefly summarized Virginia Tech's international vision as it relates to research, undergraduate and graduate education. He provided a background for the formation of the team, and outlined how the team's mission and vision were in parallel with the university's goal of becoming a top 30 university, in addition to becoming a world class university. The 24 member team meets twice monthly, having met approximately 15 times already, and involves all colleges. Dr. De Datta stated that with this broad involvement, the team is now seeing more interest in globalization . He and members of his team, Kim Beisecker and Miriam Rich, gave a power-point presentation on the direction and major issues of internationalization involving values, ideas, activities, and the university commitment. A series of handouts were distributed, which provided information and drafted text, concerning team goals for undergraduate and graduate education, research, and instructional support services. Dr. De Datta said that scholarly engagement is being sought from these four affected areas. Additionally, he stated that the team is seeking input and feedback within the next two weeks from many university populations, including departments, commissions, students, and faculty. A preliminary report by the team is due in the Provost's Office on October 15, 2004.

Resolution CUSP2003-04B

Update on the Implementation of the Resolution to Revise the Writing-Intensive Requirement

On behalf of the Core Curriculum Committee, Ron Daniel gave a progress report on the implementation of the revised writing-intensive requirement. Three workshops have been held to date, with a total attendance of approximately 100 participants, from 39 individual departments. He stated that three colleges have fully participated. He briefly reviewed the requirement, how it will work, covered the process on how it will happen. He mentioned departmental plans and guidelines for implementation are to be submitted to the Core Curriculum Committee by December 8, 2004. It is expected that this will be a very simple three-to-four page report consisting of a three part plan: 1) program and goals on what is the desired accomplishment; 2) plan as to how the implementation will occur; 3) plan as to how program will be assessed. Ron stated that this will eventually become part of the five year assessment plan, and is what departments and administration do already. Departments are currently integrating this as part of their curricula plan. He cited the present involvement of the CEUT, and mentioned their willingness to assist as consultants to departments for developing their respective plans. He encouraged the members to communicate to their departments and colleges to ask questions and seek help if needed from the CEUT or the Provost's Office. He emphasized that all departments must have their plan for a spoken, visual, and written communication requirement in the major in place by July 1, 2005, effective with the entering class of 2005.

Report of Commission Sub-Committees

Committee on Undergraduate Curricula

Bob Wheeler presented the report of May 3, 2004 for the Committee on Undergraduate Curricula. Bob asked if there were any questions or comments regarding the report. There being none, the motion was made and seconded to approve the report as presented. Approval was unanimous.

For "First and Second Reading"
Unanimous Approval

Courses Effective Summer I 2004

HTM 3114 Special Topics in Hospitality and Tourism Studies (New)

Courses Effective Fall 2004

AHRM 2675-2676 Residential Property Management (Revised)

AHRM 3614 Maintenance for Property Managers (New)

AHRM 4674 Managing and Marketing Housing for Later Life (Revised)

(graduate credit requested)

ECE 3054 Electrical Theory (Revised)

EDHL 4824 Movement and Dance for Classroom Teachers (New)

(graduate credit requested)

ENGL 2604 Introduction to Critical Reading (Revised)

ENGL 4684 Special Topics in Literature (New)

(graduate credit requested)

ESM 4224 Biodynamics and Control (New)

HIST 2124 Critical Issues in World History (New)

(core curriculum requested)

HIST 3554 Age of Globalization (New)

(core curriculum requested)

HIST/STS 3734 History of Modern Biology (New)

SPAN 3404 Early Peninsular Culture and Literature (New)

(core curriculum requested)

SPAN 3414 Modern Peninsular Culture and Literature (New)

(core curriculum requested)

SPAN 3444 Early Spanish-American Culture and Literature (New)

(core curriculum requested)

SPAN 3454 Modern Spanish-American Culture and Literature (New)

(core curriculum requested)

STS 3314 Medical Dilemmas and Human Experience (New)

Courses Effective Spring 2005

ENGL 3154 Literature, Medicine, and Culture (New)

Courses Dropped Effective Fall 2004

EDPE 3034 Teaching Physical Education for Classroom Teachers

SPAN 3314 Survey of Peninsular Literature

SPAN 3204 Spanish Civilization and Culture

SPAN 3214 Spanish-American Civilization and Culture

SPAN 3324 Survey of Spanish-American Literature

Bob then presented the report of September 7, 2004 for the Committee on Undergraduate Curricula. Bob asked if there were any questions or comments regarding the report. There being none, the motion was made and seconded to approve the report as presented. Approval was unanimous.

***For "First and Second Reading"
Unanimous Approval***

Courses Effective Spring 2005

APSC/BCHM 4054 Genomics (Revised)

SPAN/HORT 2154 Spanish for the Green Industry (New)

Program Approvals and Checksheets for Graduating Class of 2006

ECE Computer Engineering Major (Revised Checksheet)

ECE Electrical Engineering Major (Revised Checksheet)

FIW Fisheries Science Major (Revised Checksheet)

FIW Wildlife Science Major (Revised Checksheet)

Department of Forestry, Natural Resources Recreation Option, NRRE (New Checksheet)

Department of Forestry, Natural Resources Education K-6 Option, NRED (New Checksheet)

Department of Forestry, Natural Resources Science 6-12 Option, NRSC (New Checksheet)

Program Approvals and Checksheets for Graduating Class of 2007

Apparel, Housing, and Resource Management: Housing Option (New)

AHRM Housing Designator (HSNG) (New)

AHRM Housing Option (New Checksheet)

Science, Technology and Society, Medicine and Society Minor (New)

STS Designator Approval (MSOC) (New)

- **University Core Curriculum Committee**

There was no report from the University Core Curriculum Committee.

- **Election of Committee Representatives for 2004-05**

Virginia Fowler stated that CUSP representatives to several committees, including the University Athletic Committee, University Core Curriculum Committee, Committee on Academic Support, Commencement Committee and Committee on Academic Policies, are elected each year by the membership. Beville Watford was selected to be the representative to the University Athletic Committee, and David Vaughan was selected to be the representative and chair of the Committee on Academic Support for 2004-2005 at the April 26, 2004 meeting.

She stated that the commission needed to elect representatives to two standing committees of the commission: the University Commencement Committee and the University Core Curriculum Committee. It was noted that the University Commencement Committee representative must be a dean. Virginia called for nominations of a dean for the Commencement Committee representative from the associate deans present. There were no nominations. It was moved and seconded to have the commission contact the college deans to arrive at a representative. The motion passed unanimously.

Virginia called for nominations for a commission representative to the University Core Curriculum Committee. It was noted the Jessie Chen Yu served as the commission representative for part of last year. Jessie was nominated to serve as the representative for the 2004-2005 year. She was elected by acclamation.

Virginia stated that the commission needed to select a representative, which would also serve as the chair, to the Committee on Academic Policies sub-committee. After reading the charge to this sub-committee, she called for nominations. It was pointed out that this representative must be a faculty member, and a show of hands was called for by faculty members. Bob Sturges, from the College of Engineering, was nominated and elected by acclamation.

- **Other Business**

Leon Geyer requested that the commission look at and review the following two issues that directly affect undergraduate education: 1) the individual “Study Abroad Program”; 2) the impact of “Charter Status” on undergraduate education. Particularly he requested that the commission look at undergraduate education issues on study abroad, support from the administration, and aspects of international study abroad. He stated that two of his specific concerns regarding the charter status and its impact on undergraduate education included the impact on the tuition rate and senior faculty staffing undergraduate sections. It was suggested that the commission invite Minnis Ridenour, or someone directly involved with the charter status initiative, to address these concerns, specifically dealing with the focus on undergraduate education. Bev Watford added that she would like to know if there are any negatives or downsides of the charter status.

- **The meeting was adjourned at 3:51 p.m.**

Respectfully submitted,
Marvin Foushee
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
October 25, 2004
230 Student Services Building, 3:00 P.M.

Present: R. Daniel, R. Avery, J. Crunkilton for S. Quisenberry, J. Davis for P. Knox, D. Salvador for R. Sorensen, B. Watford for H. Aref, M. Lewis for J. Niles, R. Oderwald for J. Kelly, S. Ball for L. Chang, L. Geyer, J. Chen-Yu, T. Walker, V. Fowler, chair, R. Goss, R. Wheeler, J. Nottingham, J. Kalista, A. Clayton

Absent: M. McNamee, D. Ford, G. Schurig, D. Vaughan with notification, T. Mills, M. Schneller, S. Zedaker, C. Koziol, M. Vepraskas, W. White, M. Dickerson, A. Estes

Visitors: W. Ashton, B. Merritt

- **Call to Order and Announcements**
Virginia Fowler called the meeting to order at 3:05 p.m., and welcomed everyone in attendance.
- **Adoption of the Agenda**
Motion was made and seconded to adopt the agenda as presented. Motion passed.
- **Approval of CUSP Minutes of September 27, 2004.** A motion was made and seconded to approve. Motion was passed unanimously.
- **Report of Commission Standing Committees**

Committee on Undergraduate Curricula

Bob Wheeler gave the report of the Committee on Undergraduate Curricula for October 19, 2004. Motion was made and seconded to approve the report. The motion passed unanimously.

Report of the Committee on Undergraduate Curricula
October 19, 2004

For "First and Second Reading"
Unanimous Approval

Courses Effective Spring 2005

CSES 4164/BIOL 4164/CEE 4164/ENSC 4164 Environmental Microbiology (New Course)

ENT 3254/BIOL 3254 Medical and Veterinary Entomology (Revised Course)

ENT 3264/BIOL 3264 Medical and Veterinary Entomology Lab (New Course)

Restriction of Major Effective Fall 2005

The Committee on Undergraduate Curricula recommends to the Commission on Undergraduate Studies and Policies and to the Provost approval of the request for restricting the Interior Design (ITDS) program in the College of Architecture and Urban Studies.

Checksheets Effective for Graduating Class of 2007

Science & Technology Studies – MSOC – Minor in Medicine and Society (New Checksheet)

University Core Curriculum Committee

Jessie Chen-Yu reported for the University Core Curriculum Committee. Motion was made and seconded to accept the minutes of October 1, 2004. There were no questions or comments and the approval was unanimous.

- **Other Business**

Dwight Shelton, VP for Budget and Financial Management, presented an overview of the Commonwealth Chartered University Initiative from its inception in 2002 to the present. He described how it will change the operation of the university in respect to its instructional and land grant missions. Dwight discussed how the initiative would enhance educational quality and excellence, provide the university with flexibility to operate more efficiently, and respond to higher education market pricing. Discussion included enhanced financial aid packages for needy students, increased enrollments to meet future demand of the Commonwealth, increased course offerings and increased research dollars.

Virginia Fowler made a motion to defer discussion of Resolution 4.10.1 Student Evaluation of Course and Instructors to the next meeting. The motion was seconded and approved to defer to the November 8 meeting.

- **Adjournment**

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

Respectfully submitted,
Brynda Merritt, Recorder
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
January 24, 2005
230 Student Services Building, 3:00 P.M.

Present: V. Fowler; chair, R. Avery, J. Davis for P. Knox, D. Salvador for R.E. Sorenson, Christi Boone for Hassan Aref, M.A. Lewis for J. Niles, R. G. Oderwald for J. M. Kelly, Sheryl Ball for L.N.Chang, L.Geyer, J.Chen-Yu, T. Mills, T. Walker, B. Wheeler, H. Ball, J.Kalista, M. Vepraskas, A. Tomlinson

Absent with notification: D. Ford, A. Clayton, C. Koziol, R. Goss

Absent without notification: M. McNamee, R. Daniel, S. Quisenberry, G. Schurig, M. Schneller, S. Zedaker, J. Nottingham, W. White, A. Estes

Visitors: J. Hillison, M. Foushee, C. Sowers, W. Ashton

_ Call to Order and Announcements

Virginia Fowler called the meeting to order at 3:05 p.m.

Roger Avery gave update from the Commission on Graduate Studies and Policies on the 5 year Bachelor's/Masters degree open program that was approved by the CGSP late last year. In presenting an overview of this program Roger explained that a 3.2 GPA was required and students could double count 6 hours towards their Bachelor and Master's degrees. Virginia ask if there were any questions or concerns with this program. There were no questions or further discussion concerning the "open" 5 year Bachelor/Master's Degree Program.

_ The agenda was adopted with modification.

_ Approval of CUSP Minutes of October 25, 2004

The minutes were previously distributed and approved electronically with no changes.

• Resolution CUSP 2004-05A – First Reading

**Resolution to Approve New Degree
Bachelor of Science in Agricultural Sciences**

Virginia asked John Hillison, from Agricultural and Extension Education, to present the Resolution to the commission. John gave background and information leading up to the request for the approval of degree. Leon Geyer asked what was the support at the College level. John said that the college was in support of the new degree. Leon also asked if the B.S. in Education leading to a teaching degree would no longer be available; he also asked about the demand for the program, student interest, and employer demand. Roger Avery also asked about employer demand. John responded to each question, specifically stating that employer demand is one of the major reasons for the degree request. Motion was made and seconded to approve first reading of resolution. Approval was unanimous.

_ Report of Commission Standing Committees

Committee on Undergraduate Curricula

Bob Wheeler gave the CUC report of November 16, 2004 – Motion to approve report was made and seconded. Approval was unanimous.

***Report of the Committee on Undergraduate Curricula
November 16, 2004***

***For “First and Second Reading”
Unanimous Approval***

Courses Effective Spring 2005

DASC 2484 Dairy Cattle Evaluation (revised)

ESM 3154 Solid Mechanics (new)

ESM 4304 Hemodynamics (new)

COMM 3164 Group Processes and Presentations (new)

Course Effective Fall 2005

AEE 4044 Agricultural Sciences Seminar (new)

Degree Effective Fall 2005

Degree Bachelor of Science in Agricultural Sciences (new)

Courses Dropped Effective Spring 2005

ESM 4054 Solid and Structural Mechanics

Bob gave CUC report of December 7, 2004 – motion to approve the report was made and seconded. Approval was unanimous.

***Report of the Committee on Undergraduate Curricula
December 7, 2004***

***For “First and Second Reading”
Unanimous Approval***

Department Name Change Effective Fall 2004

Department of Biology to Department of Biological Sciences

Degree Name Change Effective Summer I 2005

B.S. Degree in Biology to B.S. Degree in Biological Sciences.

Courses Effective Spring 2005

UAP 4654/ARCH 4654 Urbanization and Urbanism in Europe (new)

GEOG 4054 Geography of Wine (new)

Courses Effective Summer II 2005

STAT 4584/MATH 4584 Advanced Calculus for Statistics (revised)

Checksheets Effective Graduating Class 2006

Building Construction: Construction and Design Option (new)

Building Construction: Development, Real Estate, and Construction Option (new)

University Core Curriculum Committee

Jessie Chen-Yu gave an update on Communication Initiative that is in progress.

Jessie said that CCC is now working on a letter to each department regarding the CI requirements. Leon Geyer asked that the CCC minutes be circulated to the Commission members.

University Library Committee

Heather Ball stated there was no report

University Athletic Committee

Christi Boone stated there was no report

Committee on Academic Policy

Tom Walker stated that the Committee on Academic Policy had met and considered two issues.

- 1- The required number of hours to get an associate honors degree. Currently the associate degree requires 60 hours be taken at VT to graduate with honors. He noted that the associate degree only requires a total of 64 hours. He stated that the Committee voted to stay with required standards as the four year students (50% of degree requirements must be VT courses). That is associate students must take 50% (30 hours) of classes at VT to graduate with an associate degree with honors.
- 2 – Blocks on students records at the end of the semester for recording grades. Individual departments and colleges were handling the blocks differently so the committee voted to standardize the process so that students from all departments and colleges would be treated the same regardless of their college or department. This way all the students will know that they have one week to clear holds on their accounts. He stated that a written report would be submitted from the committee to formalize the recommendations by the Commission

Committee on Academic Support

There was no report.

Other Business

Leon Geyer raised the question – can information regarding the availability and costs of textbooks be better circulated. He asked if the timetable could list the required text in much the same way as the Exam time/schedule. Students could shop around for textbooks at Barnes & Noble, fellow students, etc. Sheryl Ball mentioned that this could be placed under the comments section on the CRN in the timetable. Matt Vepraskas pointed out that the University bookstores website has much of this information already. Bob Wheeler commented that he would not want to see a list of texts to lengthy.

Posthumous degree: Bob Wheeler read a letter from the College of Architecture requesting a posthumous degree be awarded to Sara Wojciechowski – motion was made and seconded to approve the awarding of the degree. Approval was unanimous.

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

Submitted by,
Connie V. Sowers
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
February 14, 2005

230 Student Services Building 3:00 P.M.

Present: D. Ford, R. Daniel, R. Avery, Jack Davis for P. Knox, M.A. Lewis [for J. Niles](#), R. Oderwald for R. Kelly, Sheryl Ball for L. Chang, L. Geyer, J. Chen-Yu, T. Mills, T. Walker, V. Fowler, H. Ball, C. Koziol, J. Kalista, M. Vepraskas, A. Tomlinson, A. Clayton, M. Schneller, J. Hess [for S. Quisenberry, D. Salvador for R. Sorensen](#)

Absent: (with notification) M. McNamee, B. Watford, R. Goss, B. Wheeler, D. Vaughan
(without notification) ~~S. Quisenberry, R. Sorensen~~, G. Schurig, S. Zedaker, J. Nottingham,
_____ W. White, A. Estes

Visitors: M. Cep, C. Sowers, M. Foushee, [N. Spencer, J. Hillison](#)

_ Call to Order and Announcements – [Virginia](#) Fowler, chair; called the meeting to order and ask if there were any announcements. There were none.

_ Adoption of the Agenda – Motion was made and seconded to approve the agenda. There were no [changes](#) so the agenda was adopted as presented.

_ Approval of CUSP Minutes of January 24, 2005. Minutes were previously sent out and approved electronically no corrections were received.

_ Resolution CUSP2004-05A Second Reading

Resolution to Approve New Bachelor of Science Degree in Agricultural Sciences – [J.ohn](#) Hillison ~~read the~~ [from Agricultural and Extension Education, presented](#) resolution CUSP2004-05A for second reading. There were no corrections. ~~J. Hillison~~ [or suggested changes to the resolution as presented.](#) He stated that the [college](#) department heads were [behind in unanimous support of](#) the new degree ~~100%. Motion.~~ [A motion](#) was made and seconded to approve Resolution CUSP2004-05A ~~for second reading.~~ Approval was unanimous.

_ Report from Commission Sub-Committees

Committee on Undergraduate Curricula

[V. Fowler](#) [Virginia](#) gave the January 28th, 2005 report from [CUC Committee on Undergraduate Curricula](#) in [B. ob](#) Wheeler's absence. ~~The Motion was made and seconded, the~~ report was ~~accepted as presented~~ [approved](#) unanimously.

For "First and Second Reading"
Unanimous Approval

Courses Effective Fall 2005

ITDS 2134 Materials and Methods in Interior Design

ITDS 2224 Interior Design Graphic Communication

ITDS 3184 Construction Documents for Interior Design

ITDS 4124 Fourth Year Interior Design Studio
MUS 2274 Music Education Lab Ensemble
MUS 3214 Teaching Music in the Elementary School
MUS 4204 Rehearsal Techniques and Materials

Option Name Change Effective Spring 2007

Art and Art History - Graphic Design Option to Visual Communication Design Option

Checksheets Effective Graduating Class of 2008

B.A. in Music Education – Music Education Option

New Designators Effective 2006

*BC – Construction and Design Option **CD***

*BC – Development, Real Estate and Construction Option **DREC***

Discontinue Minor Effective Spring 2007

E-Business Minor

Discontinue Degree Graduating Class of Fall 2008

B.S. in Secondary Education

Discontinue Major Graduating Class of Fall 2008

Agricultural and Extension Education

University Core Curriculum Committee

J-essie Chen--Yu gave the report from December 9, 2004 UCCC committee of the University Core Curriculum Committee meeting. CUSP accepted report and approved minutes unanimously. Jessie stated the committee would be sending letters to each department regarding the Communication Initiative. She also stated that the committee approved one course at this meeting for inclusion in the core. Motion was made and seconded to accept the minutes of the Core Curriculum Committee meeting of December 9, 2004, and to approve the Core Curriculum Committee's report of December 9, 2004. Approval was unanimous.

The following courses were APPROVED for Core Curriculum:

Effective Fall 2004:

HIST 2124, Critical Issues in World History, Area 7, effective Fall 2004.

University Library Committee

H-eather Ball gave report from the Library Committee reviewed minutesreport of December 7, 2004 meeting. She said that they had Dr. Finwick as Brad Fenwick, Vice President for Research, was a guest presenter at this meeting-. His main topic of discussion was the importance of the Library to the University Research Mission. Heather also reported the committee is reviewing the current Library Borrowing and Renewal Policy. Specifically, the committee is revisiting the renewal time for faculty. D-avid Ford ask what were the proposed major changes. She stated that they were discussing lengthinglengthening the renewal time for faculty and also , raising the number of renewals for faculty-, and the current requirement of physically returning the books for renewal. She also said that no decision was made. The guest at the Library Committee meeting brought in a list of policies from other universities to look at. Faculty perceive a problem returning or renewing books when you have 50-60 checked out. V. Fowler asks if they were going to do away with physically bringing the book back? Heather told her that you don't have to physically bring the book back now. Virginia asks if you could

~~check it out longer than a year. Heather said no, not longer than a year. The reservation for faculty is 180 days then you have to physically bring the book back and if has not been requested by another faculty member you can check it out again. Everything is due back at the end of the semester. regarding these issues. A motion was made and seconded to accept the Library Committee minutes of the meeting of December 7, 2004. Approval of the Library Committee Minutes were approved unanimously was unanimous.~~

University Athletic Committee – David Ford gave report in Bev Watford's absence of the October 26, 2004 meeting. He gave an overview of Huddle with the Hokies, the retired-alumni/distinguished professor Jim Whiteman, gave a talk before the football game. This is an idea that originated about a year ago in hopes of an exchange with ACC schools whereby you could have a special talk by someone you want to showcase when the visiting team came into town. He said that sometime it could be from your own faculty or that of the visiting team. He also said that the student athletes and their academics are doing very well. There is a benchmark study that was done to get a sense of what would happen if there were additional resources to help the student athletics from an academic standpoint. He reviewed the exit survey of athletes. David Ford then gave a report of the December 15, 2004 meeting. The NCAA compliance and oversight sub-committee which entails filling out a report and submitting it to the president then to the NCAA. This is an annual report, notes NCAA violations if any. Recruiting guidelines is something they have to stay on top of at all times. T. Mills complimented athletic department on their graduation rates. Both were accepted unanimously.

Committee on Academic Policy – Tom Walker presented minutes of December 2, 2004 meeting. Items that were covered in this meeting were item #2, "Graduation with distinction." Items were going to be revisited on February 17. For graduation with distinction resolution will include all work and last semester of enrollment at VT. Another issue was Associate degree in Agricultural technology they were being required to meet the same 60 hour minimum to graduate with distinction and there is only 64 hours to get the degree. The committee voted to reduce it to 30 hours. The committee thought it would be neat to go back and grant previous graduates from the Agricultural technology with a diploma which showed graduated with distinction because they felt that it really was an oversight. But legally they cannot do that. Then item #1. Course withdrawal policy has caused some problems through out the university in that currently now students can withdraw up to 6 hours during their academic tenure here the last day of class before reading day. Each college handles this differently. The problem being that some of these students don't take the final exam, they drop the course and they have holds on their records and cannot drop the course mechanically and there is no standard procedures to process the hold. Some people go ahead and process the drop and keep a record of it and after the hold is removed they do the actual drop. Some people say no you have a hold on your record so you can't drop, the student may not find out about that until after the final exam has been given. The committee decided to come up with a standard policy which still allowed them to drop the last day of classes but if there was a hold everyone would have a semi-standard form that would state "if you have a hold on your record you are notified that this drop cannot be processed until that hold is removed and therefore you have until the last day of exams to remove that hold but if you have any doubt that the hold would not be removed that you had better pull the drop and take the final exam." This issue would be revisited again to probably come up with a recommendation to move the drop date back into the semester a little ways to give the opportunity for holds to be processed well before the final exam is given so we don't run into that situation. We don't want the student to have any question as to whether he/she should take the final exam or not. The minutes were accepted unanimously.

Committee on Academic Support – There was no report.

Other Business

– **Melinda Cep, BOV representative**, gave a presentation on "student academic life at VT". Melinda noted that at VT's main campus in Blacksburg and other campus center around the area, VT enrolls more than 28,000 full-and part-time undergraduate and graduate students from all 50 states and more than 100 countries in 180 academic degree programs. She read VT's mission statement, approved by the Board of Visitors in 2001. There were 3 areas that she would cover today: 1. Factors affecting the undergraduate academic environment at VT.

2. The tie between these factors and our strategic plan.
3. The fate of the undergraduate academic/intellectual environment at VT. She also reviewed factors affecting the undergraduate academic life which included:
 1. Promotion and Tenure Process; the appreciation of time vested to teaching and advising undergraduate courses, research, independent study, and study abroad programs.
 2. Faculty in the classroom teaching undergraduate courses
 3. Class size
 4. Course offerings
 5. Core Curriculum
 6. Advising within the department of the individual student
 7. The balance between tuition and financial aid allocation
 8. Successful communication of and publicity for university policies and programs
 9. Aggressive recruitment to achieve a diverse campus population.

She focused on 6 of the 12 items dealing with Undergraduate Education Strategy which covered areas such as,
1. "The first year experience programs." 2. "Renewing the general education program." 3. "Recognizing that well-rounded students will need significant exposure to the fine and performing arts as well as new programs of increasing strength across the humanities in general." 4. "Expansion of special opportunities for the highest academic achievers, offering world class options that will continue to attract the best students in the Commonwealth and the world. 5. "Build upon our strong foundation in international programs and find alternative means of affording more students with the opportunity for international experiences. 6. "Expand opportunities for undergraduates to experience the research agenda." Were among a few of the points she covered in her presentation. She distributed a form for review by faculty members regarding Undergraduate Research Experience.

Ron Daniel, University Council representative - He gave an update on the Communication Initiative known as Visual Expression Written and Spoken (ViEWS). He distributed a sample letter that would go out to departments regarding their plans. The way the process works to get to the plan review letter began with planning of how ViEWS was going to happen. He reported that all departments did have in their reports and handed them in on time. Before classes started, the Core Committee reviewed the plans and came together to compile their comments. March 14 is deadline for departments who received a letter asking for clarification to get it back to the Core Curriculum committee. He also said that there were 2 websites listed that may be helpful to departments to clarify the plan.

http://www.provost.vt.edu/web_pages/core%20curriculum%20resources.html>. Virginia Fowler asks if this is suppose to be listed on a checksheet or is it the responsibility of the departments. Ron also stated that some departments may choose to keep their Writing Intensive. Tom Mills ask if the departments need to come up with an assessment plan. Tom Walker stated that he sees a growing need of new resources. He stated that assessment resources are expensive. Ron Daniel said that many of the areas they are working now need more capabilities for assessment. After a lengthy discussion it was decided to invite John Muffo and Marie Paretti, and Michael Alley to review assessment area.

David Ford ask if not giving finals during finals week is really an issue? It was confirmed that it was an issue. It is an issue with visiting faculty, graduate students. Leon Geyer said that was a CFA issue. There are faculty members that say they are going to give 3 mid term exams and the final is optional. Faculty are suppose to be here a week after finals.

Adjournment

Virginia Fowler adjourned the meeting at 4:55 p.m.

Submitted by,
Connie V. Sowers
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 28, 2005
230 Student Services Building, 3:00 p.m.

Present: D. Ford, R. Daniel, R. Avery, J. Hess for S. Quisenberry, D. Salvador for R.E. Sorensen, B. Watford for H. Aref, K. Watson for J. Niles, R. Oderwald for J. M. Kelly, S. Ball for L. Chang, L. Geyer, T. Mills, M. Schneller, T. Walker, V. Fowler, B. Wheeler, H. Ball, J. Kalista, M. Vepraskas, A. Tomlinson, A. Clayton,

Absent: M. McNamee, P. Knox, G. Schurig, J. Chen-Yu, D. Vaughan, R. Goss, S. Zedaker, J. Nottingham, C. Koziol, W. White, A. Estes

Visitors: J. Muffo, N. Bailey-Spencer, C. Sowers, K. Stadler-Thompson, M. Waidelich, J. Billetdeaux, M. Foushee

_ Call to Order and Announcements – Virginia Fowler called the meeting to order at 3:03 p.m. Leon Geyer ask when the Honor System was going to give a report. Connie will contact them and have them on the April 11 agenda.

_ Adoption of the Agenda – Motion was made and seconded to adopt the agenda as presented. Motion was carried.

_ Approval of CUSP Minutes of March 14, 2005 – Motion was made and seconded to approve the minutes of March 14, 2005 previously sent electronically. Motion was carried.

_ Report of Commission Standing Committees

Committee on Undergraduate Curricula – Bob Wheeler moved for approval of the report of March 18, 2005, from the Committee on Undergraduate Curricula. Motion was seconded and carried.

Report of the Committee on Undergraduate Curricula
March 18, 2005

For “First and Second Reading”
Unanimous Approval

Delete obsolete designators effective Spring 2005

LAHS drop obsolete designators

Majors:

<i>DE</i>	<i>Distributive Education</i>
<i>EDAR</i>	<i>Secondary Education, Art</i>
<i>EDDR</i>	<i>Secondary Education, Dramatics</i>
<i>EDEN</i>	<i>Secondary Education, English</i>
<i>EDFL</i>	<i>Secondary Education, Foreign Language</i>
<i>EDMA</i>	<i>Secondary Education, Mathematics</i>
<i>EDSC</i>	<i>Secondary Education, Natural Science</i>
<i>EDSS</i>	<i>Secondary Education, History and Social Science</i>

<i>HEED</i>	<i>Secondary Education, Home Economics</i>
<i>HLED</i>	<i>Health Education</i>
<i>IAED</i>	<i>Secondary Education, Industrial Arts</i>
<i>REC</i>	<i>Secondary Education, Recreation</i>

Major Concentrations (options):

<i>EDEN</i>	<i>Education English</i>
<i>EDSS</i>	<i>Education Social Studies</i>
<i>EDMA</i>	<i>Education Math</i>
<i>SSED</i>	<i>Social Studies Education</i>
<i>SLED</i>	<i>Social Language Education</i>
<i>SEIA</i>	<i>Secondary Education Industrial Arts</i>
<i>SEVI</i>	<i>Secondary Education Vocational Industrial</i>
<i>SEB</i>	<i>Secondary Education Business</i>
<i>SCED</i>	<i>Science Education</i>

Courses Effective Fall 2005

BCHM 4074 – Career Orientation (new)
MGT 3754 – Management Internship and Career Development (new)
TA 2134 – Performance Lab (new)
TA 2144 - Foundations of Movement and Voice (new)
TA 2224 – Intermediate Performance Intensive (new)
TA 2604 – Introduction to Arts Marketing (new)

Courses deleted Effective Fall 2005

TA 2125, 2126

Checksheets Effective Graduating Class of 2007

AHRM - Merchandising Management Option

TA – Major
TA - Minor

University Core Curriculum Committee – There was no report.

University Library Committee – Heather Ball moved for acceptance of the minutes of February 15, 2005; the motion was seconded. She said they were just completing talks revising and discussing the borrowing policy for faculty. Motion carried.

University Athletic Committee – Bev Watford moved for acceptance of the minutes of January 20, 2005; the motion was seconded. She distributed handouts that dealt with Huddle with the Hokies, and Student Athletic Academic Support Services (SAASS) which gave a breakdown of the athletes GPA's by Team. Motion carried.

Committee on Academic Policy – There was no report.

Committee on Academic Support – There was no report.

_ Other Business

Study Abroad – Virginia introduced Kathleen Stadler Thompson, Interim Director of the Study Abroad program, along with Jeremy Billetdeaux, Sr. Program Coordinator, and Mike Waidelich, Interim Program Coordinator. Kathy said that she works more with faculty program questions, financial aid, and the student exchange. Mike distributed a handout which covered what programs are available to students. He also stated that there are about 65 Universities and 25 countries that participate in the Study Abroad program. Kathy then explained that after 9-11, Presidential Policy 225 was passed, which spells out necessary documentation for all University-sponsored education abroad programs. Leon asked “what are the faculty incentives” to lead more study abroad programs? Kathy replied “there are none, faculty do this out of the goodness of their heart, and to produce a more-well rounded graduate.”

ViEWS – John Muffo, Dr. Ford and Ron Daniel answered questions regarding the Visual Expression, Written and Spoken Requirement (ViEWS). Virginia explained that the request came from confusion of the resolution ~~[insert name and number of the resolution]~~ after it was passed and the feeling that in the implementation of the resolution, ~~that~~ it had grown and taken on a different life. Dr Ford explained that the resolution had not grown but that it gave the departments the responsibility of determining what ~~was called the writing intensive~~ writing, oral, and visual competencies their students need. He responded that all departments did have their plans turned in on time and that only two departments failed the exercise. For the most part, each letter sent by the Co~~re Curriculum Committee to departments about their ViEWS plan had basically two things that were being essentially~~ asked for two things; 1- what are your objectives and 2- how do you plan to assess those objectives. If the departments were going to be using courses outside of the major, the CCC and the Provost's Office need they wanted to know so they could can plan for that accordingly. Continuing students will be meeting-fulfilling the old writing intensive requirements, of the old writing intensive courses, and whereas the incoming students for Fall 2005 will have to meet the new ViEWS requirement.

—Richard Oderwald stated that one of the concerns was encoding the ViEWS in DARS. His understanding from the resolution was that this would not be the case ~~but it would be a because departments departmental requirement would integrate ViEWS skills into their majors' program of study, and evaluation of their success would become a part of that would go with~~ the five year assessment. He said that the Registrar's office was making plans ~~of for~~ trying to encode this ViEWS into DARS, which is what makes it seem that the original Resolution is growing, and that is the part that was growing. ~~He Dr. Oderwald~~ stated that he did not think that was the intent. ~~That was one of the questions about the assessment, would it be counted in DARS or in the department's assessment. He said that his original understanding was that it would not be counted in DARS at all.~~ Virginia stated that at the workshops given by the CCC, the emphasis was on integrating the skills in the curriculum and ViEWS throughout the curriculum; ~~and it was emphasized that we should faculty were told~~ not to think anymore in terms of checking off a course or writing intensive courses. That would seem at odds with the incorporating ViEWS into DARS checkoff. Tom Walker said that he thinks the question is that the specific ViEWS requirement being separately encoded in DARS ~~as opposed to part of the checksheet~~ seems to be a contradiction to the way we thought going from WI to ViEWS was going to be. Sheryl Ball said that she thought it would be very confusing to have this requirement on the checksheet. Marvin Foushee said that in some instances there would be just a statement on the DARS to make the students aware of the requirement.

Dr Ford said that he understood what was being said. He is going to take it back to the Core Curriculum Committee. Ron Daniel said that the fourth statement of the resolution states that the responsibility should be on the department.

Tom Walker ask John Muffo how he would assess the ViEWS requirement at the five year point. John said that he would ask departments for a layout in summary form where the ViEWS requirements are being met and to provide samples as to what is actually going on. Thom Mills asked if there are outside courses being used to meet the requirement how is that assessed. John said that he would ask the department to show him how these were meeting the department's ViEWS requirement and also exercises that show this. John said that the assessment was not going to be something that would overwhelm everyone because they should have everything on hand. Tom Walker said that if it is put in the DARS, then it is a per student issue.

_ The meeting was adjourned at 4:30 p.m.

Submitted by,
Connie V. Sowers
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 11, 2005
230 Student Services Building, 3:00 p.m.

Present: R. Daniel, R. Avery, J. Hess for S. Quisenberry, D. Salvador for R. Sorensen, C. Boone for H. Aref, M. Lewis for J. Niles, C. Barker for J. Kelly, S. Ball for L. Chang, L. Geyer, J. Chen-Yu, T. Mills, V. Fowler, T. Walker, B. Wheeler, J. Kalista, M. Vepraskas, A. Estes

Absent: M. McNamee, D. Ford, P. Knox, G. Schurig, D. Vaughan, M. Schneller, R. Goss, S. Zedaker, H. Ball, J. Nottingham, C. Koziol, W. White, A. Tomlinson, A. Clayton

Visitors: N. Bailey Spencer, M. Foushee, A. Cupp, C. Sowers

_ Call to Order and Announcements

Virginia Fowler called the meeting to order at 3:05 p.m.; there were no announcements.

_ Adoption of the Agenda

Motion was made and seconded to adopt the agenda as presented. Approval was unanimous.

_ Approval of CUSP Minutes of March 28, 2005 (previously sent electronically)

Motion was made and seconded to approve the minutes of March 28, 2005; there were no corrections. Approval was unanimous.

_ Report of Commission Standing Committees

Committee on Undergraduate Curricula

Bob Wheeler gave the report of April 1, 2005. Motion was made and seconded to approve the report. It was approved unanimously.

Report of the Committee on Undergraduate Curricula
April 1, 2005

For "First and Second Reading"
Unanimous Approval

Courses Effective Fall 2005

HNFE 4125-4126 Medical Nutrition Therapy (new)
HTM 2514 Catering Management (revised)
FIN 3134 Finance Concepts and Skills (new)
FIN 3144 Investments: Debt, Equity and Derivatives (new)
FIN 3154 Corporate Finance (new)
FIN 3164 Careers in Finance (new)
FIN 4224 Fixed Income Securities: Analysis and Management (new)
FIN 4234 Venture Capital and Investment Banking (new)
FIN 4244 Asset Valuation and Corporate Governance (new)

FIN 4254 Bank Management and Financial Services (new)
FIN 4264 Managing Risk with Derivatives (new)
FIN 4274 Equity Securities: Analysis and Management (new)
MSE 4085-4086 Senior Project Recitation (revised)
MSE 4095-4096 Honor Senior Project Lab (revised)

Checksheets Effective Graduating Class of 2007

Bachelor of Science in Materials Science and Engineering (revised)
Minor in Computer Science (revised)

University Core Curriculum Committee

Jessie Chen-Yu stated that there was a meeting but that nothing was decided so there was no report. Motion was made and seconded to accept the minutes of March 21, 2005. Approval was unanimous to accept the minutes.

University Library Committee

There was no report

University Athletic Committee

There was no report

Committee on Academic Policy

Tom Walker moved to bring back from the table Resolution CUSP200405C, Revision of Presidential Policy Memorandum 196, Course Withdrawal Policy for Undergraduates. Motion was seconded and approval was unanimous. Tom reminded the Commission that the Associate Deans had asked to review this at the dean's roundtable meeting. Tom said that everything in Policy 196 reads the same except; he presented the friendly amendments from the dean's roundtable meeting as follows: Therefore, Be It Resolved, that the Course Withdrawal Policy be revised as follows:

- 1 - Students must exercise their option to apply the Course Withdrawal Policy no later than the Friday of the last full week of the term, deadline to be displayed in the Time Table of Classes.
- 2 – Students with registration holds will be notified by their Academic Dean that the holds must be resolved within five (5) working days or the application will be voided.

Tom moved to accept these friendly amendments. Motion was seconded and approved. Leon Geyer asked what was the original deadline, Sheryl Ball said that it was the twelfth (12) week. The process would give the students a few more days to get the holds resolved before the end of the term and brings attention to the problem of the holds which were never noted in the original policy 196. Leon asked why are the holds important in this process, and why are the holds an academic situation. Tom said that the deans can decide on a case by case bases, and that the holds are beyond the dean's capability; that is, the deans cannot override a hold. Motion was made and seconded to approve the Resolution as amended for second reading. Approval was by majority (12 yes, 4 no) vote, by a show of hands.

• **New Business**

Honor System Report

Andy Estes gave an overview of the Honor System Report, of the 160 cases for Fall 2004 all but 15 are nearly completed and there have been no class 6 violation to date. This is a 132% case increase from 2003. He stated that for Spring 2005 there have only been 22 cases and that a majority of cases start as a class 2 violation; that is for cheating and plagiarism. He said that the Honor System is beginning a pilot program to evaluate the feasibility of digital case management. Motion was made and seconded to approve the report. Approval of the report was unanimous.

_ Other Business

Election of representatives

Virginia Fowler asked for volunteers to serve on the following committees.

Committee on Academic Support

Thom Mills agreed to serve as chair of this committee for 2005-06.

University Athletic Committee

Connie was asked to contact Beville Watford to serve as CUSP representative for another term on this committee for 2005-06.

Commencement Committee

Connie was asked to contact Jerry Niles to serve as the CUSP representative on this committee for 2005-06.

University Core Curriculum Committee

Connie was asked to contact Shepard Zedaker to serve as the CUSP representative on this committee for 2005-06.

Committee on Undergraduate Curricula

Tom Walker agreed to serve as chair of this committee for 2005-06.

Commission on Undergraduate Studies and Policies - Chair

Bob Wheeler will serve as chair for this committee for 2005-06.

_ The meeting was adjourned at 4:05 p.m.

Submitted by,
Connie V. Sowers
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 25, 2005
230 Student Services Building, 3:00 P.M.

Present: R. Daniel, J. Hess for S. Quisenberry, D. Salbador for R. Sorensen, B. Watford for H. Aref, M. Lewis for J. Niles, R. Oderwald for J. Kelly, S. Ball for L. Chang, J. Chen-Yu, T. Mills, V. Fowler, T. Walker, B. Wheeler, J. Kalista, M. Vepraskas, A. Estes, J. Nottingham, A. Tomlinson, A. Clayton, J. Davis for P. Knox

Absent: M. McNamee, D. Ford, G. Schurig, D. Vaughan, M. Schneller, R. Goss, S. Zedaker, H. Ball, C. Koziol, W. White, R. Avery, L. Geyer

Visitors: N. Bailey Spencer, M. Foushee, A. Cupp, C. Sowers

_ Call to Order and Announcements

Virginia Fowler called the meeting to order at 3:05 p.m.; there were no announcements.

_ Adoption of the Agenda

Motion was made and seconded to adopt the agenda as presented. Approval was unanimous.

_ Approval of CUSP Minutes of April 11, 2005 (previously sent electronically).

Motion was made and seconded to approve the minutes of April 11, 2005; there were no corrections. Approval was unanimous.

_ Report of Commission Standing Committees

Committee on Undergraduate Curricula

Bob Wheeler gave the report of April 15, 2005. Motion was made and seconded to approve the report. Tom Walker made reference that ENGR 1044 had been renumbered to ENGR 2044. It was approved unanimously as amended.

Report of the Committee on Undergraduate Curricula
April 15, 2005

For "First and Second Reading"
Unanimous Approval

Courses Effective Fall 2005

ENGR 1014 – Engineering Research Seminar (new)
ENGR 1034 – First Year Hypatia Seminar (new)
ENGR 2044 – Second Year Hypatia Seminar (new)
ENGR 1054 – First Year Galileo Seminar (new)
ENGR 3004 – Mentoring Seminar (new)
LAHS 3004 – Professional Seminar (new)

Courses Deleted Effective Fall 2005

LAHS 4004 – Professional Seminar

Checksheets Effective Graduating Class of 2007

***ENGLISH – Literature, Language, Culture Option = Pre-Law Track (revised)
B.S. in Business – Major - Finance***

Discontinue Minor Effective Spring 2007

AHRM – Residential Property Management

University Core Curriculum Committee

Jessie Chen-Yu made a motion to accept the minutes of April 11, 2005, there was a second. She said the main topic of discussion was the VIEWS. Jessie said that all departments should have the results of their revised proposed VIEWS by the end of this semester. After a brief discussion acceptance was unanimous.

University Library Committee

Motion was made and seconded to accept the minutes of March 15, 2005. There was no discussion and acceptance was unanimous.

University Athletic Committee

Bevlee Watford said there were no minutes to report.

Committee on Academic Policy

Tom Walker reported that CUSP 2004-05C Resolution for Revision to Presidential Policy Memorandum 196, Course Withdrawal Policy for Undergraduates, went before University Council on April 18, 2005 for first reading. He stated that there was no discussion.

Committee on Academic Support

There was no report.

Other Business

Virginia presented the results of the CUSP Committee representative selection as follows for 2005-2006:

Committee on Academic Support

Thom Mills agreed to serve as chair of this committee.

University Athletic Committee

Bevlee Watford agreed to serve as CUSP representative for another term on this committee.

Commencement Committee

Jerry Niles to serve as the CUSP representative on this committee. As of this date there has been no confirmation.

University Core Curriculum Committee

Shepard Zedaker agreed to serve as the CUSP representative on this committee.

Committee on Undergraduate Curricula

Tom Walker agreed to serve as chair of this committee.

Commission on Undergraduate Studies and Policies - Chair

Bob Wheeler will serve as chair for this commission.

_ The meeting was adjourned at 3:20 p.m.

Submitted by,
Connie V. Sowers
Office of the University Registrar