

**University Council Minutes**  
**December 4, 2017**  
**3:00 PM**  
**1045 Pamplin Hall**

**Present:** Tim Sands (presiding), Rosemary Blieszner, Richard Blythe, Cyril Clarke, Greg Daniel, Alan Grant, Theresa Mayer, Scott Midkiff, Robin Panneton for Sally Morton, April Myers, Nikeshia Arthur for Kelly Oaks, Kim O'Rourke, Angela Simmons for Patty Perillo, Julie Farmer for Charles Phlegar, Menah Pratt-Clarke, Julia Ross, Savita Sharma for Dwight Shelton, Gina French for Robert Sumichrast, Tyler Walters, Kim Akers for Lisa Wilkes, Sherwood Wilson, Paul Winistorfer, Richard Ashley, Janice Austin, Jan Helge Bøhn, Kevin Edgar, John Ferris, Deyu Hu, Virginia Pannabecker for Jen Irish, Chris Saunders, Lori Buchanan for Tammie Smith, Dean Stauffer, Qichao Wang for Monty Abbas, Diane Agud, Susan Anderson, Bob Hicok, Eric Kaufman, David Tegarden, Lynn Abbott, Matthew Gabriele, Kurt Zimmerman for Tom Inzana, Yan Jiao, Christopher, Zobel, LaTawnya Burleson, Sue Teel for Tracey Drowne, Erin Poff, Adrienne Young for Glenda Scales, Lydia Tewolde for Ginai Seabron,, Adwoa Baah-Dwomoh, Alexandra Hyler, Andre Stevenson, Julia Billingsley, Kase Poling, Rex Willis, Brett Netto, Seyi Olusina, Hans Robinson, & Robert Sebek

**Absent:** Karen DePauw, Michael Friedlander, Guru Ghosh, Steve McKnight, Bryan Brown, Anita Puckett, Chris Lawrence, Mary Marchant (with notice), Judy Alford (with notice), Brian Huddleston, Katrina Loan, Teresa Lyons (with notice), Annette Bailey, Jeannie Layton-Dudding, John Massey (with notice), Christine Tysor, Michele Waters, Prateek Mishra, Avalon Roche, & Peter Shaw

**Guests:** Tom Brown, Matt Chan, D'Elia Chandler, Sam Easterling, Jack Finney, Chris Flynn, Rachel Gabriele, Rachel Holloway, Rick Sparks, & Chris Wise

Dr. Sands called the meeting to order at 3:00 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made and seconded to adopt the agenda. The motion carried.

**2. Announcement of approval and posting of minutes of November 13, 2017**

Dr. Sands noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

**3. Old Business**

**Commission on Undergraduate Studies and Policies**

Resolution CUSP 2017-18B

Resolution to Approve New Major: Philosophy, Politics, and Economics (PPE), in Bachelor of Arts in Philosophy.

Dr. Dean Stauffer presented this resolution for second reading and made a motion to approve. The motion was seconded, and the motion passed.

**4. New Business**

**University Council**

Resolution UC 2017-18A

Resolution to Amend the University Council By-Laws as Recommended by the Governance Task Force

Ms. Sue Teel presented this resolution for first reading. Ms. Teel informed the council members that this resolution is the result of a Governance Task Force that was established to collect data on the impacts of the CFA 2015-16B Resolution on Shared Governance, which required four commissions to refer their resolutions to the Faculty Senate for review. The Task Force determined that there were no significant delays in the process when resolutions were sent to Faculty Senate for review. This resolution will amend the University Council By-Laws further as recommended by the Governance Task Force to require all commissions to send their resolutions to the Faculty Senate, the Staff Senate, the Graduate Student Assembly, and the Student Government Association for review prior to being brought to University Council for first reading. Dr. John Ferris informed the council that both the Faculty Senate and the Commission on Faculty Affairs unanimously approved this resolution.

## **5. Announcement of Approval and Posting of Commission Minutes**

These minutes have been voted on electronically and will be posted on the University web (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Equal Opportunity and Diversity  
May 1, 2017  
October 9, 2017
- Commission on Faculty Affairs  
November 3, 2017
- Commission on Graduate Studies and Policies  
November 1, 2017
- Commission on Outreach and International Affairs  
October 19, 2017
- Commission on Staff Policies and Affairs  
September 26, 2017
- Commission on Undergraduate Studies and Policies  
October 23, 2017

## **6. Presentation**

Dr. Tom Brown and Dr. Chris Flynn gave a presentation on how Virginia Tech cares for students in crisis situations and prepares for potential student crises situations. (attached).

## **7. Announcement**

Mr. Seyi Olusina announced that the applications for the undergraduate and graduate representatives to the Board of Visitors for 2018-19 are currently being accepted. All applicants have to attend an information session or meet with the current representatives as part of the process this year. Undergraduate applicants can be rising juniors or seniors.

## **7. Other Item**

A question was raised regarding the ramifications of the Tax Reform Bill being proposed. Dr. Sands indicated that he will have someone from the Virginia Tech Government Relations office give an update at one of the first University Council meetings of the spring semester.

## 8. **Adjournment**

There being no further business, a motion was made to adjourn the meeting at 3:54 p.m.



# OFFICE OF THE DEAN OF STUDENTS

## Our Mission

To serve as advocates for students and their support networks in times of personal, academic, and community crisis.

## Our Work

We know that life doesn't stop while students are in college. When life throws challenges in students' way, we're here to help them create plans, connect to resources, and gain the confidence to get back on track. We work with students, families, friends, and faculty. We're a friendly, caring team ready to listen and assist. We welcome referrals, appointments, and walk-ins.

## Our Team

Tom Brown, dean of students  
Tara Frank, assistant dean of students  
Bruce Hayden, assistant dean of students  
Anthony Scott, associate dean of students  
Tonya Windsor, administrative manager  
Kelley Woods-Johnson, assistant dean of students

General Support & Advising

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After Hours on-call &  
Crisis Response

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Conduct & Title IX Advising

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Absence Verification

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Financial Resources

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Bias-Incident Reporting

---

Hospital Visits

---

Veterans @ VT

---

VT Interfaith Council

109 East Eggleston Hall

540-231-3787

dean.students@vt.edu

www.dos.vt.edu

Office Hours:  
Monday-Friday  
8:00am-5:00pm

## Introduction

In your daily work you may occasionally meet a student in some level of distress. If you find yourself interacting with a student in distress, the information contained in this folder may be sufficient to help you address the situation. However, if the information does not address your student's particular situation or the situation is beyond your scope of ability or comfort, the Dean of Students staff is one of your best resources. The Office of the Dean of Students, a department within the Division of Student Affairs, is designated to respond and help students manage during stressful situations.

The Dean of Students staff works closely with various campus departments and the Virginia Tech and Blacksburg Police Departments to foster a safe, educational environment within the Virginia Tech and Blacksburg communities and beyond. They are able to advise and partner with you to formulate a more comprehensive response to students for whom you have shared concerns.

## Care Team

The Care Team meets weekly to review ongoing student cases. It is convened by the Dean of Students staff and is comprised of representatives from across the Division of Student Affairs and campus. The team focuses on routine matters of crises, regarding individual students, including but not limited to, disturbing behavior, or medical situations. The group provides referrals for the student and works with the student until the issue is resolved or the student has received adequate support services from the university.

The Care Team may also refer student cases to the Threat Assessment Team (TAT).

## Threat Assessment Team (TAT)

TAT meets weekly to determine if an individual of concern poses, or may reasonably pose, a threat of violence to self or others and to intervene to avert the threat and maintain the safety of the situation. The team responds to behaviors exhibited by students, employees, visitors, and non-VT affiliated persons prior to a critical incident in an attempt to prevent violence so that our campus remains a safe and secure working and learning environment.

TAT is convened by the Virginia Tech Police Department and is comprised of representatives from across campus.

## Bias-related Incidents

Bias incidents are expressions against a person or group because of the person's or group's age, color, disability, gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other basis protected by law. It is always important not to label an incident too quickly.

For more information and/or to report a bias related incident, go to [dos.vt.edu/express\\_a\\_concern.html](https://dos.vt.edu/express_a_concern.html).



## Contact us



### Phone

540-231-3787



### Email

[dean.students@vt.edu](mailto:dean.students@vt.edu)



### Walk-in

109 East Eggleston Hall



### Hours

8:00 am – 5:00 pm, M-F

*A member of the Dean of Students staff serves on call after business hours and weekends 365 days a year. You can reach the on-call administrator after hours and on weekends by calling VT Police Security Center at: 540-231-6411, press 1.*

## Signs of a student in distress

As someone who interacts with students on a regular basis, you can play an important role in early identification of a student in distress. Below are some behaviors that may indicate an individual is in need of assistance:

- Significant academic changes. Going from consistently passing grades to frequent poor performance. Excessive absences or tardiness.
- Frequent requests for exceptions to policies and deadlines.
- Increased dependence on you. Student schedules numerous appointments, often remains after class to speak with you.
- Unusual patterns of interaction with others. Showing aggressiveness, dominating conversations or displaying anxiety caused by having to interact with others.
- Unusual or exaggerated emotional responses that are inappropriate to the situation.

## Working with a student in distress

If you encounter a student who displays one or more of the above behaviors, that individual is likely in some kind of distress. You may wish to hold a conversation with the student to determine the best approach to help. It may be something minor that can easily be managed or it may be a more significant issue in that you will want to seek the help from other campus resources. In speaking with the student:

### Do

- speak privately
- inform a colleague of the meeting and ask for assistance if necessary
- let the student know you are concerned for their welfare
- express your concern in nonjudgmental terms
- seek a time-out if the behavior escalates
- listen carefully
- make a referral to the appropriate university department
- maintain clear physical boundaries
- recognize your limits

- document the interaction or incident
- trust your instincts and end the meeting if you feel it is not going in an appropriate direction

### Do not

- promise confidentiality
- judge or criticize
- ignore unusual behavior
- personalize the problem
- involve yourself beyond the limits of your time and/or skill
- physically touch the student or try to force them to leave your office

## Absence verifications

As a faculty or staff member, the decision to allow a student to make-up missed classes, assignments, exams, employment, or other activities, belongs solely to you. However, if you prefer that an absence verification is made on a more formal basis, the Dean of Students staff can ask a student to provide documentation of circumstances that prohibited class attendance or completion of assignments. With proper documentation, the Dean of Students staff will provide absence verification for life events that are beyond the scope of a student's control.

Examples include, but are not limited to:

- Illness or death of a family member or friend
- Off-campus medical appointments or hospital admission\*
- Court subpoenas
- Military orders

The Dean of Students staff **will not** provide absence verifications for the following reasons:

- Faith-based practices or celebrations (refer to the following link for a list of religious and ethnic holidays: [www.registrar.vt.edu/dates\\_deadlines/religious\\_ethnic](http://www.registrar.vt.edu/dates_deadlines/religious_ethnic))
- Family celebrations
- Planned events such as vacations or trips abroad
- Internships, interviews, student organization or academic trips

For absences due to these circumstances you are encouraged to discuss the reason for absence with the student and use your discretion when deciding whether or not to allow make-up work.

The Dean of Students staff provides absence verification **only**. They **do not** "excuse" or "approve" absences. Faculty have the final decision on the completion of any missed assignments, tests, or other academic commitments.

\*When a student visits Schiffert Health Center, an appointment note card which verifies a one-time visit is provided. For more serious illnesses, a 3 or 5-day note may be provided. Faculty and staff members are encouraged to accept these notes as verification for the absence. It is not necessary for the student to seek further absence verification from the Office of the Dean of Students.

# Responding to students in distress

for faculty, staff, teaching assistants, advisors, etc.

## Aggressive or Disruptive behavior

An encounter with a student that leaves you uneasy or in fear for your safety should be taken seriously. If a student is agitated and/or aggressive, contact VTPD. If you believe the student is a threat to self or others, contact VTPD immediately. VTPD will assist you in assessing the level of threat, determining the appropriate next step, and dispatching additional law enforcement if necessary.

## Illness

If you are concerned about a student's physical health, make a referral to Schiffert Health Center. Schiffert staff educates students regarding self-care and wellness and assists members of the University community in managing health-related crises.

## Emotional behavior

If a student experiences emotional distress, struggles with a personal or academic issue, experiences a change in behavior such as withdrawal or depression, or significantly changes physical appearance, you may make a referral to Cook Counseling Center (CCC). Their services are free to enrolled students and students can be seen by appointment or same-day crisis consultation. If you think it is more effective, the student may call for an appointment from your office. If you believe the situation is urgent, you can call in the student's presence and state that the student needs to be seen immediately. If you are concerned about a student but unsure about the appropriateness of a counseling referral, contact the CCC staff for a consultation.

## Disability

If you are aware of a student with a disability who has difficulties or you have questions about accommodations, contact Services for Students with Disabilities (SSD.) Remember, not all disabilities are visible; if you are asked by the student to contact the SSD, please do so without questioning the student. The SSD staff will assist you in determining any accommodations that may be required for the student.

## Sexual misconduct

As an employee of VT you are required to report possible instances of sexual harassment or sexual misconduct toward any other member of the VT community. Sexual harassment or misconduct cases against students should be reported to the Deputy Title IX Coordinator. Sexual harassment or misconduct cases against non-student employees should be reported to the Human Resources Equity and Access staff. Both the VT Women's Center and the Women's Resource Center of the New River Valley offer support to students, faculty and staff who may have experienced sexual harassment or misconduct.

### Important contact information

#### Campus resources



#### Name

Emergency



#### Phone

911



#### Website

n/a

Name	Phone	Website
Emergency	911	n/a
Cook Counseling Center	231-6557	ucc.vt.edu
Dean of Students Office	231-3787	dos.vt.edu
Graduate School Ombuds	231-9573	graduate.ombudsman.vt.edu
Housing and Residence Life	231-6205	housing.vt.edu
Schiffert Health Center	231-6444	healthcenter.vt.edu
Services for Students with Disabilities	231-3788	ssd.vt.edu
Student Conduct	231-3790	studentconduct.vt.edu
Student Legal Services	231-4720	legal.sga.vt.edu
Threat Assessment Team	231-7194	threatassessment.vt.edu
Title IX Deputy Coordinator	231-2010	hr.vt.edu/oea/title_ix
VT Police Security Center	540-231-6411	police.vt.edu
Women's Center	231-7806	womenscenter.vt.edu

### Additional resources

Links to additional resources can be found on the Dean of Students website, [dos.vt.edu](http://dos.vt.edu).

General student advocacy training is available for university faculty and staff, departments, and groups/organizations. Tailored training is provided, on request, by the staff members in the Office of the Dean of Students.

Specific student advocacy training is held twice a semester with varied topics. If you want to be notified of these routine training sessions, send your requests to [dean.students@vt.edu](mailto:dean.students@vt.edu).

### Dean of Students Reporting System

Faculty and staff members are encouraged to share concern for a student with the Office of the Dean of Students, enabling a more complete profile of the student in distress. This system is in place as one more available tool to report a concern. Phone calls to the Dean of Students Office are still welcomed and encouraged. ***This is not a system to use for emergencies.***

#### Access for faculty

The "Dean of Students Reporting System" is available within the Hokie SPA/Faculty Access menu. Faculty members have the ability to report a concern for any student assigned to them, either enrolled in a course or as an advisee.

#### Access for staff

Deans, department heads, and directors are encouraged to identify critical staff members who they wish to have access to Office of the Dean of Students reporting system. Deans, department heads, and directors will need to send an email to [dean.students@vt.edu](mailto:dean.students@vt.edu) with the name of the critical staff member they wish to have registered for the reporting system.



## Students in Crisis

Thomas E. Cook Counseling Center

### Student Demand in the Past Decade

	2007-2008	2016-2017	Percent Increase
Clients	645	3875	401%
Appointments	4134	23049	504%

## Students in Crisis

### Self-reported/Therapist Evaluated as Crisis

- Appointments 6%
- Clients 5%

### Status Functioning at Appointment - Therapist Evaluated

0	Non-Crisis	96%	(15,554)
1	Possible Suicidal Ideation	3%	(506)
2	Hospitalization/Follow-Up	1%	(106)

## Hospitalizations 2016-2017

### Temporary Detention Order/Emergency Custody Order

- 66

### Presenting Concerns

1.	Suicidal Ideation	33
2.	Self-Harm	16
3.	Unable to Care/Psychosis	14
4.	Threat to Others	2

## Hearing Results

- Released at Hearing 30
- Voluntary Hospitalization 13
- Involuntary Hospitalization 18

## Role of the Case Manager/Coordinator of Emergency Services

1. Crisis Consultation
2. Assist with Hospitalization (ACCESS Evaluation/Direct Admit to NH)
3. Attend Hearing/Parental Notification
4. Obtain Consent to Share Information with CARE Team/Threat Assessment
5. Coordinate Discharge with Student/Hospital/Family
6. Treatment Plan (Note to Dean/Leave of Absence/Academic Relief)
7. Counseling/Psychiatric Follow-up
8. Supervise Staff

# UNIVERSITY COUNCIL MEETING

December 4, 2017

3:00 p.m.

1045 Pamplin Hall

AGENDA

1. Adoption of Agenda Dr. Timothy Sands
  
2. Announcement of approval and posting of minutes of November 13, 2017 Dr. Timothy Sands  

These minutes have been voted on electronically and will be posted on the University web.
  
3. Old Business Dr. Timothy Sands  

Commission on Undergraduate Studies and Policies Dr. Dean Stauffer  
Resolution CUSP 2017-18B  
Resolution to Approve New Major: Philosophy, Politics, and Economics (PPE), in Bachelor of Arts in Philosophy
  
4. New Business Dr. Timothy Sands  

University Council Mr. Robert Sebek  
Resolution UC 2017-18A  
Resolution to Amend the University Council By-Laws as Recommended by the Governance Task Force (Includes Governance Task Force report as requested by CSA Resolution 2015-16B & CFA Resolution 2015-16D.)
  
5. Announcement of acceptance and posting of Commission Minutes Dr. Timothy Sands  

These minutes have been accepted for filing by electronic vote and will be posted on the University web. Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

Commission on Equal Opportunity and Diversity  
May 1, 2017  
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October 19, 2017

Commission on Staff Polices and Affairs  
September 26, 2017

Commission on Undergraduate Studies and Policies  
October 23, 2017

6. **Presentation**

How Virginia Tech Cares for Students in Crisis Situations and Prepares for Potential Student Crisis Situations

Dr. Tom Brown

Dr. Chris Flynn

7. **Adjournment**

Dr. Timothy Sands