

University Council Minutes
September 15, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Ed Henneke for Hassan Aref, James Blair, Jeb Stewart for Earving Blythe, George Crofts for Lay Nam Chang, Peter Eyre, Elizabeth A. Flanagan, Eileen Hitchingham, Bob Schubert for Paul Knox, Mark G. McNamee, Jerry Niles, Kim O'Rourke, Sharron Quisenberry, Minnis E. Ridenour, Ray Smoot, Hap Bonham for Richard Sorensen, Jean Brickey, Sam Easterling, Rosemary Goss, Rakesh Kapania, Doris Kincade, Pat Hyer for Elaine Matuszek, Vivek Mehta, Joe Pitt, Susan Anderson, Richard Ashley, JoAnn Emmel, Jack Cranford, Kathleen Jones, Marion Ehrich, Hans Rott, Bernice Hausman, Philip Huang, Robert Tracy, James Berkson, Althea Aschmann, Sue Ellen Crocker, Jimmy Martin, Keniah, Robinson, Randy Stith, Pankaj Gupta, Meredith Katz, Antionette Stroter, Puraj Patel, Sumeet Bagai, Emily Allsopp, Brant Snyder,

Absent: Landrum Cross, Karen DePauw (with notice), Ellen Plummer, Tom Tillar, Joe Pitt, Mark Barrow, Don Orth, Imad Al-Qadi, Gloria Bird, Marion Ehrich, Peter Kennelly, Maxine Lyons, Mike Martin, Terry Kershaw, Allan Bradley (with notice), Rebecca Stover

Guests: David Ford, Dwight Shelton, Diane Bell, John Dooley

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

The following announcements were made by Kim O'Rourke: 1. The rosters have been posted on the web and there are still several vacancies to be filled. If there are any changes or additions, please send them to Teresa Wright (tewright@vt.edu) as soon as possible. Updates to the web will be made as revisions are received. 2. Revisions to the constitution and bylaws reflecting the addition of the new commission and the elimination of the Equal Opportunity/Affirmative Action Committee will be online by the end of the week. 3. The constitution states in Article IX, Section 4, All standing committees shall prepare minutes of their meetings, as a permanent record of committee activity. Each standing committee will submit its approved minutes to the commission(s) to which it reports for review and approval. Committee-approved minutes will also be submitted to the chairs of the Faculty and Staff Senates, *Spectrum*, and the administrator of the Virginia Tech on-line information systems. Committee chairs should also send approved minutes to Teresa Wright (tewright@vt.edu), who will also make sure they are posted on-line. 4. Information will be posted on the web with guidelines for preparing resolutions. There will also be sample resolutions as well as frequently asked questions so they will be available at anytime for reference. 5. The Standard Code of Parliamentary Procedure by Sturgis is the guide used by University Council. Copies may be borrowed from Teresa in the President's office.

1. Adoption of Agenda

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

2. Announcement of approval and posting of minutes of May 5, 2003.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

3. New Business

There was no new business to be brought before the council.

4. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically and will be posted on the University web.

- Commission on Classified Staff Affairs
April 16, 2003
- Commission on Graduate Studies and Policies
April 16, 2003

Dr. Steger called upon Pankaj Gupta, President of the Graduate Student Assembly, who announced the immediate plans of CGSP to introduce a Bill of Rights and responsibilities for graduate students. Virginia Tech does not have a formal document of this nature. Most of Virginia Tech's peer institutions that are in the top 10 and 20 have this type of document. A subcommittee of CGSP has worked this past summer on researching and creating this document. This will soon be forthcoming to University Council.

- Commission on Outreach
April 10, 2003
- Commission on Outreach and International Affairs
May 8, 2003
- Commission on Student Affairs
April 24, 2003

8. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning
June 26, 2003

Before adjourning the meeting, Dr. Steger made several announcements: 1. Faculty Salary review meetings are in progress. This will be the first time in three years that increases are being discussed. 2. The institution is pursuing a number of goals. a) There is \$110+ million worth of work under construction, and at least that much more from various sources is expected. b) Virginia Tech is working with Richmond to gain greater autonomy in the management of resources. c) The incoming freshman class that has joined Virginia Tech is exemplary. It will be a challenge to meet the needs of this class. We realize that dealing with the same number of students and fewer

faculty is a difficult task. d) When trying to find other sources of funding for the university, the goal is to direct those monies back into the core academic enterprise and to try and rebuild the ranks of the faculty to continue to carry out the central mission of the institution.

In response to a question about overcrowded classrooms, Drs. Steger and Ford stated that there is limited classroom space in various buildings that is not being used to full capacity. Discussion then ensued of the recent press coverage of a review from the fire marshal and a picture of students sitting in the aisles of a class. Dr. Ford pointed out that it was not shown that there was ample seating available to accommodate those students, and it was the choice of the students not to use the seats available to them. While the issue of student-to-faculty ratio still remains, there is no fire code violation occurring when students are temporarily sitting or standing in the aisles and hallways. The fire code regulations address permanent items in the aisles and hallways. Dr. Smoot announced that the results of the fire marshal's investigation will be shared when received.

Ben Dixon updated members of the council on the meeting progress of the Commission on Equal Opportunity and Diversity. The orientation meeting was held September 8. The second meeting is scheduled for September 22. The chairperson will be selected at the next meeting.

Dr. Steger announced the October 6 meeting of University Council conflicts with Yom Kippur and will most likely be cancelled if there are no pressing matters on the agenda.

9. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:08 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
November 17, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: David Ford representing Mark McNamee as Chair, James Blair, Jeb Stewart for Erv Blythe, Landrum Cross, Ben Dixon, Elizabeth Flanagan, Don Kenney for Eileen Hitchingham, Paul Knox, Kurt Krause, Jerry Niles, Kim O'Rourke, Ellen Plummer, Skip Jubb for Sharron Quisenberry, Stuart Mease for Minnis Ridenour, Gerhardt Schurig, Richard Sorensen, Jean Brickey, Diane Zahm for Sam Easterling, Rosemary Goss, Rakesh Kapania, Doris Kincade, Elaine Matuszek, Vivek Mehta, Joe Pitt, Susan Anderson, Richard Ashley, Mark Barrow, JoAnn Emmel, Jack Cranford, Imad Al-Qadi, Hans Rott, Bernice Hausman, Philip Huang, Peter Kennelly, Robert Tracy, James Berkson, Althea Aschmann, Sue Ellen Crocker, Maxine Lyons, Jimmy Martin, Randy Stith, Antionette Stroter, Allan Bradley, Puraj Patel, Sumeet Bagai

Absent: Hassan Aref, Greg Brown, Lay Nam Chang, Karen DePauw, Mark McNamee, Charles Steger, Tom Tillar, Kathleen Jones, Don Orth, Marion Ehrich (with notice), Gloria Bird, Mike Martin, Keniah Robinson, Terry Kershaw, Pankaj Gupta, Meredith Katz, Elaine Giuliani, Rebecca Stover, Brant Snyder

Guests: Dwight Shelton, Pat Hyer

Dr. Ford called the meeting to order at 3:01 p.m. A quorum was present.

1. Adoption of Agenda

Dr. Ford noted that the two resolutions for CGSP are numbered incorrectly on the agenda. CGSP Resolution for Evaluation of the Progress of Graduate Students is to be numbered 2003-04A. CGSP Resolution for Awarding of a Graduate Certificate is to be numbered 2003-04B. A motion was made to adopt the agenda with revisions. The motion was seconded and the motion carried.

2. Announcement of approval and posting of minutes of September 15, 2003.

Dr. Ford noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>). It was noted that the meetings of October 6 and 20 were cancelled. Because of the Board of Visitors meeting on November 3, there was no University Council meeting scheduled for that date. There will be one more scheduled meeting for the fall semester, which is scheduled for December 1, and then no more meetings until February 2, 2004.

3. New Business

Commission on Graduate Studies and Policies

Resolution CGSP2003-04A

Resolution for Evaluation of the Progress of Graduate Students
(Update of Presidential Policy Memorandum No. 1)

Dr. Kapania stated that this resolution is basically the same resolution that was proposed last year. The Graduate Student Assembly recently passed a resolution conveying their support of this resolution. Graduate students encourage evaluation and feedback of their work. It is considered to be in the best interest of the graduate students, departments and the Graduate School to identify and remedy inconsistencies in the progress of the student prior to the student's application for degree or before their scholarships are in jeopardy.

Each department is to determine what constitutes an appropriate evaluation. The criteria may not necessarily be the same for thesis and non-thesis students. Once the indicators by which the progress of their graduate students is to be evaluated are established, the department is to notify the Graduate School of their particular process. Current policy (PPM 1) already states that there is to be an evaluation; however, it is not being adhered to. This resolution is simply to reinforce the current resolution.

Commission on Graduate Studies and Policies

Resolution CGSP2003-04B

Resolution for Awarding of a Graduate Certificate

There are currently many certificates being given with no process for assuring the value of a certificate. This resolution is to establish a process of awarding graduate certificates through university channels. CGSP has approved guidelines for the creation of University-sanctioned graduate certificate programs. The Graduate School would assure the quality of the certificate by indicating requirement standards for acquiring a certificate. Certificates may be beneficial for employers, non-degree-seeking students who desire a concentration in an area pertinent to their job and interests, and for students who, in addition to their degree, desire to show specific competence in a particular field. It is anticipated that certificates would be particularly desirable by students involved in distance learning programs.

The second page of this resolution will be revised for the second reading from:

1. Rationale and need for graduate certificate. Target ***audience***.

to:

1. Rationale and need for graduate certificate. Target ***population to be served***.

4. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically and will be posted on the University web.

- Commission on Administrative and Professional Faculty Affairs
October 23, 2003
- Commission on Equal Opportunity and Diversity
September 8, 2003
September 22, 2003
October 13, 2003
October 27, 2003

- Commission on Faculty Affairs
October 10, 2003
October 24, 2003
- Commission on Graduate Studies and Policies
May 7, 2003
September 17, 2003
October 01, 2003
October 15, 2003
- Commission on Outreach and International Affairs
October 9, 2003
- Commission on Research
April 9, 2003
September 10, 2003
- Commission on Student Affairs
September 18, 2003
October 2, 2003
October 16, 2003
- Commission on Undergraduate Studies and Policies
September 8, 2003
October 27, 2003

8. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning
August 28, 2003
September 25, 2003

9. Adjournment

There being no further business, Dr. Ford adjourned the meeting at 3:29 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
December 1, 2003
3:00 — 5:00PM
1045 Pamplin Hall

Present: Mark McNamee (Presiding), Ed Henneke for Hassan Aref, James Blair, Greg Brown, Lay Nam Chang, Karen DePauw, Ben Dixon, Margie Zelinski for Elizabeth Flanagan, Paul Knox, Kurt Krause, Jerry Niles, Kim O'Rourke, Ellen Plummer, Skip Jubb for Sharron Quisenberry, Stuart Mease for Minnis Ridenour, Richard Sorensen, Tom Tillar, Jean Brickey, Sam Easterling, Rosemary Goss, Rakesh Kapania, Doris Kincade, Pat Hyer for Elaine Matuszek, Vivek Mehta, Susan Anderson, Richard Ashley, Jack Cranford, Kathleen Jones, Don Orth, Imad Al-Qadi, Hans Rott, David Radcliffe for Bernice Hausman, Philip Huang, Peter Kennelly, James Berkson, Jean Brickey for Althea Aschmann, Sue Ellen Crocker, Maxine Lyons, Jimmy Martin, Mike Martin, Randy Stith, Pankaj Gupta, Meredith Katz, Antionette Stroter, Allan Bradley, Sumeet Bagai

Absent: Charles Steger, Erv Blythe, Landrum Cross, Eileen Hitchingham, Gerhardt Schurig, Joe Pitt, Mark Barrow, JoAnn Emmel, Marion Ehrich (with notice), Robert Tracy, Gloria Bird, Keniah Robinson, Terry Kershaw, Puraj Patel, Elaine Giuliani, Rebecca Stover, Brant Snyder

Guests: David Ford and John Dooley

Dr. McNamee 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 as presented. The motion carried.

2. Announcement of approval and posting of minutes of November 17, 2003.

Dr. McNamee noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

3. Ongoing Business

Commission on Graduate Studies and Policies

Resolution CGSP2003-04A

Resolution for Evaluation of the Progress of Graduate Students

(Update of Presidential Policy Memorandum No. 1)

Dr. Rakesh Kapania presented the resolution for second reading. A motion to approve the resolution was made, seconded and passed unanimously.

Commission on Graduate Studies and Policies

Resolution CGSP2003-04B

Resolution for Awarding of a Graduate Certificate

Dr. Rakesh Kapania presented the resolution for second reading. A motion to approve the resolution was made and seconded. It was noted that the correction requested in first reading has been made. Dr. Karen DePauw stated that no additional criteria have been added to what is currently in place. The guidelines to establish a certificate program are enumerated in the resolution. Students will have to apply for a certificate program by following similar procedures as for applying to a degree program and would have similar GPA requirements. In addition to distance learning students, this program will be desirable for students enrolled here in Blacksburg and our other off-campus locations. All courses for the certificate are to be Virginia Tech courses; however, Dean DePauw would consider requests for exceptions on an individual basis. Up to this time, certificates earned have not been recorded on a student's transcript. If this resolution passes, certificates earned through programs created by this process would be noted on transcripts. Departments that already have a certificate program in place will be given the opportunity by the Graduate School to go through this same process in order to enable that certificate to be officially noted on the student's transcript in the future. Graduate certificates are gaining acceptance across the nation and are not considered to be in competition with Masters and Ph.D. programs. There are two categories of students who would be particularly interested in this program:

1. Current Virginia Tech degree-seekers who desire to be credentialed in another area, and
2. Students who do not want a graduate degree but want to earn a certificate to demonstrate they have earned a certain level of competency in a discipline.

The only way a student can earn a certificate is if a department establishes and implements it. Certificate credits may be transferred to a Masters or Ph.D. program. Students taking

course work for a certificate would qualify for assistantships if they were admitted as degree-seeking students but not if they were Commonwealth Campus students. Certificates are not intended to substitute for concentrations and options, but a college may choose to design its concentrations to be used toward a certificate. The resolution passed unanimously.

4. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically and will be posted on the University web.

- Commission on Classified Staff Affairs
October 3, 2003
- Commission on Research
October 8, 2003

5. Adjournment

There being no further business, Dr. McNamee adjourned the meeting at 3:16 p.m.

The next meeting of University Council is scheduled for February 2, 2004.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
February 2, 2004
3:00 — 5:00PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Ed Henneke for Hassan Aref, James Blair, Jeb Stewart for Erv Blythe, Lay Nam Chang, Karen DePauw, Ben Dixon, Elizabeth Flanagan, Eileen Hitchingham, Bob Schubert for Paul Knox, Kurt Krause, David Ford for Mark McNamee, Jerry Niles, Kim O'Rourke, Ellen Plummer, Stuart Mease for Minnis Ridenour, Gerhardt Schurig, Richard Sorensen, Jean Brickey, Rosemary Goss, Rakesh Kapania, Pat Hyer for Doris Kincade, Elaine Matuszek, Joe Pitt, Susan Anderson, Richard Ashley, Mark Barrow, JoAnn Emmel, Jack Cranford, Imad Al-Qadi, Marion Ehrich, Hans Rott, Bernice Hausman, Philip Huang, Althea Aschmann, Sue Ellen Crocker, Mike Martin, Randy Stith, Antionette Stroter, Allan Bradley

Absent: Greg Brown, Landrum Cross, Sam Easterling (with notice), Sharron Quisenberry, Tom Tillar, Vivek Mehta, Kathleen Jones, Don Orth, Peter Kennelly, Robert Tracy, Gloria Bird, James Berkson, Maxine Lyons, Jimmy Martin, Keniah Robinson, Terry Kershaw, Pankaj Gupta, Meredith Katz, Puraj Patel, Sumeet Bagai, Elaine Giuliani, Rebecca Stover, Brant Snyder

Guests: Dwight Shelton, Diane Bell

Dr. Steger called the meeting to order at 3:02 p.m. A quorum was present.

1. Adoption of Agenda

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

2. Announcement of approval and posting of minutes of December 1, 2003.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

3. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically 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 Administrative and Professional Faculty Affairs
December 9, 2003
- Commission on Equal Opportunity and Diversity
November 17, 2003
December 8, 2003
- Commission on Faculty Affairs
November 7, 2003
December 5, 2003

- Commission on Graduate Studies and Policies
November 5, 2003
November 19, 2003
December 3, 2003
- Commission on Outreach and International Affairs
November 20, 2003
December 11, 2003
- Commission on Research
November 12, 2003
December 10, 2003
- Commission on Student Affairs
November 6, 2003
November 20, 2003
December 4, 2003
- Commission on Undergraduate Studies and Policies
December 8, 2003

8. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning:
October 23, 2003
December 11, 2003

9. Announcements

Commission Chairs Meeting will be Friday, February 6, from 4:00 — 5:00 p.m. in the President's Board Room.

Dr. Steger shared some of the events happening in Richmond during the legislative session.

Several bills dealing with the in-state/out-of-state student ratio have been introduced and defeated in the Education Subcommittee. There is a great deal of pressure to accept more Virginians. Our position has been that until we receive full funding for the 500+ students we currently have for which we receive no state support, and a formula is developed to fund additional students at full cost, we will not take any additional students. This is not a popular position, but the only position that allows us to maintain the quality of what we do and be fair to the current (over 27,000) students. Without out-of-state students, who pay more than 100% of the cost of their education, we would have a budget shortfall of millions of dollars. These proposals were defeated, but every year new proposals are submitted, and every year the pressure for more in-state students grows.

Another bill, submitted by the House Majority Leader, would require that we put out for sealed bid the management and operations of dining facilities on campus. We have almost 500 people employed in our dorm and dining system, of which at least half are in classified positions, others are hourly wage positions, and others are student workers. Should an external contractor win the contract through a sealed-bid process, these people would be at risk of losing their jobs. Salaried employees would be at risk of losing health and retirement benefits also. This is one factor. Second, students rate our dining services highly.

Although we have about 8,500 students on campus, we sell over 11,000 meal plans every year. We have among the cheapest fees for dining in any institution in the state of Virginia. We have the highest quality and among the lowest fees in the state. University officials have spent many man-hours assembling data and explaining the details to the subcommittee reviewing these proposals. Once the subcommittee reviewed the data, the bill was withdrawn.

Such issues distract from the fundamental problem that higher education in Virginia is under-funded by over \$400 million. Virginia Tech is under funded by over \$40 million per year, and we are short over 300 faculty positions. Virginia Tech is working hard to advocate for additional resources but is not endorsing any specific proposal for doing so.

At the same time, we have been working for the past 18 months on the charter school legislation. This is simply that VT, UVA, and William and Mary would seek to change their relationship with the state of Virginia. We would no longer be a state agency, but we would be treated more like a town. We would still be public institutions and accountable to Richmond for the way we manage resources, but this would allow us the flexibility to manage our resources more efficiently. Although VT, UVA and William and Mary would be the first schools to enter into this new relationship, other institutions would have the ability to do so as well by meeting seven particular criteria.

The charter school legislation would give the Board of Visitors the authority to set tuition and fees and to manage our total asset base. Currently, we are unable to bring these assets to bear on our problems. If we can get this flexibility, we believe that over time, we can raise faculty and staff salaries to the 60th percentile and replace the 300 faculty that are missing. We are proposing that over a four-year period, we will have increases in tuition and fees, but that money will go back into building our faculty, and increasing financial aid to students. Senator John Chichester, Chairman of the Senate Finance Committee, and Delegate Vince Callahan, Chairman of the House Appropriations Committee, have agreed to be patrons of the bill. At the request of Senator Chichester, who is developing a budget proposal that, among other features, would increase higher education funding, we have agreed to carry over this legislation to the 2005 General Assembly.

In the interim, we are working on language to be included in this year's appropriations bill that would give us some flexibility with tuition and fees for just one year.

10. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:43 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
March 1, 2004
3:00 — 5:00PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Bevlee Watford for Hassan Aref, Jeb Stewart for Erv Blythe, Greg Brown, Sheryl Ball for Lay Nam Chang, Landrum Cross, Karen DePauw, Ben Dixon, Eileen Hitchingham, Paul Knox, Kurt Krause, David Ford for Mark McNamee, Bill Snizek for Jerry Niles, Kim O'Rourke, Ellen Plummer, Skipp Jubb for Sharron Quisenberry, Stuart Mease for Minnis Ridenour, Gerhardt Schurig, Richard Sorensen, Tom Tillar, Jean Brickey, Sam Easterling, Rosemary Goss, Rakesh Kapania, Doris Kincade, Vivek Mehta, Joe Pitt, Susan Anderson, Mark Barrow, JoAnn Emmel, Jack Cranford, Kathleen Jones, Imad Al-Qadi, Marion Ehrich, Hans Rott, Bernice Hausman, Philip Huang, Peter Kennelly, Althea Aschmann, Sue Ellen Crocker, Maxine Lyons, Jimmy Martin, Randy Stith, Antionette Stroter, Allan Bradley, Puraj Patel, Sumeet Bagai, David Ford, Pat Hyer, Dwight Shelton

Absent: James Blair, Elizabeth Flanagan, Elaine Matuszek, Richard Ashley, Don Orth, Robert Tracy, Gloria Bird, James Berkson, Mike Martin, Keniah Robinson, Terry Kershaw, Pankaj Gupta, Meredith Katz, Elaine Giuliani, Rebecca Stover, Brant Snyder

Guests: Dwight Shelton, John Dooley

Dr. Steger 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 as presented. The motion carried.

2. Announcement of approval and posting of minutes of February 2, 2004.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>). (Note: The University Council meeting scheduled for February 16, 2004 was cancelled for lack of action items.)

3. New Business

Commission on Faculty Affairs

Resolution CFA2003-04A

Resolution for Committee Recommendations for Promotion and/or Tenure

Dr. Sam Easterling presented the resolution for first reading. The purpose of the resolution is to specify that a two-thirds vote is required for a positive committee recommendation of the college and university-level committees involved in deciding on promotion and/or tenure. This division of vote shall also be forwarded and made available to the committee members as well as the administrator at the subsequent level and will remain confidential. This revised standard will also be reflected in the Faculty Handbook. Further discussion occurred after the presentation of CFA 2003-04D. See below.

Commission on Faculty Affairs

Resolution CFA 2003-04C

Resolution for Composition of University-level Promotion & Tenure Committee

Dr. Sam Easterling presented the resolution for first reading. This resolution specifies the membership of the university promotion and tenure committee. It is felt that with the restructuring of the university, each college should have one committee and will include one faculty member at large. (Prior to the re-structuring, one of the colleges had two representatives because of its large size.) The Faculty Senate shall nominate two faculty members for the at-large appointment, from which the provost will select one.

Commission on Faculty Affairs

Resolution CFA 2003-04D

Resolution for Revision of Section 2.8.4 on Criteria for Promotion and Tenure

Dr. Sam Easterling presented the resolution for first reading. The purpose of this resolution is to clarify section 2.8.4 of the Faculty Handbook. Language has been changed to clarify tenure and promotion expectations from assistant professor to associate professor, and promotion expectations from associate professor to professor.

There was considerable discussion about each of these resolutions, their effective date, and several suggestions were made. Dr. Easterling will take all suggestions back to the Commission for consideration prior to the second reading at University Council.

With regard to Resolution CFA 2003-04A, Dr. Sorensen raised a point of order, stating that a standing committee that falls under University Council would be governed by University Council's Constitution and By-laws as to what constitutes a majority. If, however, the University Promotion and Tenure Committee is determined not to be a standing committee under University Council (i.e., it is not named in the University Council By-Laws) then there may be alternate means for handling this change in the minimum votes required for a positive recommendation other than changing the *Faculty Handbook*, which is currently silent on the matter. Kim O'Rourke will research these matters by reviewing the University Council Constitution and By-Laws, reviewing *Sturgis Code of Parliamentary Procedure*, and conferring with general counsel.

4. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically 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 Classified Staff Affairs
November 19, 2003
- Commission on Equal Opportunity and Diversity
February, 9, 2004
- Commission on Faculty Affairs
January 23, 2004
- Commission on Graduate Studies and Policies
January 21, 2004
February 4, 2004
- Commission on Research

January 21, 2004

- Commission on Student Affairs
January 22, 2004
February 5, 2004
- Commission on Undergraduate Studies and Policies
February 9, 2004

8. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning
January 29, 2004

9. Discussion Items

Dr. Steger briefly updated the Council on developments in the General Assembly session and stated that the House, Senate and Governor have submitted their budget proposals. The conferees for the House Appropriations and Senate Finance committees are now being named and the procedure for ironing out budget details will begin.

Dr. Steger has also released a statement that is on the Virginia Tech homepage regarding the alleged behavior of the student athletes who were arrested recently. There are policies and guidelines pertaining to the conduct of student athletes, and the administration of Virginia Tech will follow them. The matter is currently with the police and the courts. However, behavior such as what is alleged to have occurred is not condoned by the university.

10. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:40 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

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University Council Minutes
March 15, 2004
3:00 - 5:00 PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Jeb Stewart for Erv Blythe, Greg Brown, Lay Nam Chang, Karen DePauw, Ben Dixon, Elizabeth Flanagan, Paul Metz for Eileen Hitchingham, Paul Knox, Kurt Krause, Mark McNamee, Bill Snizek for Jerry Niles, Pat Hyer for Kim O'Rourke, Stuart Mease for Minnis Ridenour, Richard Sorensen, Tom Tillar, Jean Brickey, Sam Easterling, Rosemary Goss, Scott Case for Rakesh Kapania, Doris Kincade, Elaine Matuszek, Joe Pitt, Susan Anderson, Mark Barrow, JoAnn Emmel, Jack Cranford, Kathleen Jones, Imad Al-Qadi, Marion Ehrich, Hans Rott, Bernice Hausman, Philip Huang, Peter Kennelly, Robert Tracy, Althea Aschmann, Delbert Jones for Sue Ellen Crocker, Jimmy Martin, Mike Martin, Pankaj Gupta, Antoinette Stroter, Allan Bradley, Puraj Patel, Sumeet Bagai, David Ford, Pat Hyer, Dwight Shelton

Absent: Hassan Aref, James Blair, Landrum Cross, Ellen Plummer, Sharron Quisenberry, Gerhardt Schurig, Vivek Mehta, Richard Ashley, Don Orth, Gloria Bird, James Berkson, Maxine Lyons, Keniah Robinson, Terry Kershaw, Randy Stith, Meredith Katz, Elaine Giuliani, Rebecca Stover, Brant Snyder,

Guests: David Ford, Dwight Shelton, Diane Bell, Kay Heidbreder

Dr. Steger 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 as presented. Dr. DePauw made motion to amend the agenda to include discussion of the Expectations for Graduate Education under New Business. Motion for adoption of the amended agenda was made, and the motion carried.

2. Announcement of approval and posting of minutes of March 1, 2004.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (www.governance.vt.edu). (Note: The University Council meeting scheduled for February 16, 2004 was cancelled for lack of action items.)

3. New Business

Expectations for Graduate Education

Dr. DePauw introduced Pankaj Gupta and Scott Case from the Commission on Graduate Affairs to present the document. A subcommittee of CGSP began work on the document last summer. The Commission on Student Affairs and the Faculty Senate have reviewed and endorsed the document and proposed several editorial and language changes. The Commission on Research also approved concept of the document. Pankaj did an in-depth review of the document for University Council.

Dr. Steger commented that the document covered important concerns and was helpful in consolidating such statements in one place. However, he noted that much of it referred to existing policies or matters that were under the purview of the Graduate School. As such, it was not necessary or appropriate to introduce the document as a whole to University Council for formal action. Dr. Steger recommended that the CGSP and the CFA review the document in detail and make a recommendation for any specific policy changes that would need Council approval.

Commission on Faculty Affairs

Resolution CFA2003-04B

Resolution for Revisions to Chapter 4 of the Faculty Handbook

Dr. Sam Easterling presented the resolution for first reading. In addition to general editing, there are three significant changes to chapter 4 of the Faculty Handbook which deals with instructional responsibilities.

1. Revision of the section on final exams to recognize other types of summative evaluation of student performance
2. Setting the expectation that all faculty would be evaluated using the student evaluation of teaching forms in all courses every year.
3. Setting an expectation that all probationary faculty would have a in-depth evaluation at least twice prior to tenure and that tenured faculty would be evaluated by peers periodically.

Old Business

Commission on Faculty Affairs

Resolution CFA2003-04A

Resolution for Committee Recommendations for Promotion and/or Tenure

Dr. Steger noted that the University-level Promotion and Tenure committee is not a standing committee subject to the University Council Constitution and By-laws and therefore it would not be governed by any definition of majority contained in those documents. This observation was in response to a question raised at the last meeting.

Dr. Sam Easterling presented the resolution for second reading. Several Council members expressed concern about requiring a Supermajority and whether that might disadvantage candidates caught in departmental politics. Others questioned whether forwarding the division of vote to the next level of committee might bias their reading of the dossiers. Yet others spoke in favor of forwarding the division of the vote, thereby conveying important information that would otherwise be lost. Dr. Easterling reflected the consensus of CFA that a strong majority was an important statement of quality.

A motion was made to defer this resolution so that CFA could further consider whether both the division of the vote and a two-thirds majority should be required. The motion was seconded and approved. (Note: Deferred resolutions must be acted upon by University Council within 6 weeks of the first reading.)

Commission on Faculty Affairs

Resolution CFA 2003-04C

Resolution for Composition of University-level Promotion & Tenure Committee

Dr. Sam Easterling presented the resolution for second reading. Following a brief discussion, a motion was made to adopt the resolution. The motion was seconded and carried.

Commission on Faculty Affairs

Resolution CFA 2003-04D

Resolution for Revision of Section 2.8.4 on Criteria for Promotion and Tenure

Dr. Sam Easterling presented the resolution for second reading. Concerns about particular language and various issues remain. A motion was made to defer this resolution and to ask the Commission to address references to outreach and professional service in the passage concerning promotion to full professor. The motion was seconded and carried. (Note: Deferred resolutions must be acted upon by University Council within 6 weeks of the first reading.)

4. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically 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
February 23, 2004
- Commission on Graduate Studies and Policies
February 18, 2004
- Commission on Student Affairs
February 19, 2004
- Commission on Undergraduate Studies and Policies
February 23, 2004

5. Adjournment

Dr. Steger expressed concern about the lack of consistent and full attendance at meetings of University Council and other governance entities. He reminded members that the university is committed to shared governance but that requires the active participation of members of the university community who have been elected or selected to serve. He directed the Commission on Faculty Affairs and the Faculty Senate to discuss and develop an attendance policy and to bring a proposal to Council within 60 days.

There being no further business, Dr. Steger adjourned the meeting at 4:30 p.m.

Respectfully submitted,

Pat Hyer for Kim T. O'Rourke
Executive Assistant to the President

tew

University Council Minutes
April 5, 2004
3:00 - 5:00 pm
1045 Pamplin Hall

Present: Charles Steger (Presiding), Ed Henneke for Hassan Aref, Jeb Stewart for Erv Blythe, Greg Brown, Sheryl Ball for Lay Nam Chang, Landrum Cross, Karen DePauw, Ben Dixon, Eileen Hitchingham, Jack Davis for Paul Knox, Kurt Krause, Mark McNamee, Jerry Niles, Kim O'Rourke, Ellen Plummer, Skip Jubb for Sharron Quisenberry, Stuart Mease for Minnis Ridenour, Richard Sorensen, Greg Troy for Gerhardt Schurig, Jean Brickey, Sam Easterling, Rosemary Goss, Rakesh Kapania, Doris Kincade, Elaine Matuszek, Joe Pitt, Susan Anderson, Richard Ashley, Tom Ewing for Mark Barrow, JoAnn Emmel, Jack Cranford, Kathleen Jones, Imad Al-Qadi, Marion Ehrich, Hans Rott, Bernice Hausman, Philip Huang, Peter Kennelly, Robert Tracy, Althea Aschmann, Linda Burcham for Sue Ellen Crocker, Maxine Lyons, Jimmy Martin, Mike Martin, Randy Stith, Allan Bradley, Puraj Patel, Sumeet Bagai, Matt Vepraskas for Brant Snyder,

Absent: James Blair, Elizabeth Flanagan, Tom Tillar, Vivek Mehta, Edd Sewell, Don Orth, Gloria Bird, James Berkson, Keniah Robinson, Terry Kershaw, Pankaj Gupta, Meredith Katz, Antoinette Stroter, Elaine Giuliani, Rebecca Stover,

Guests: David Ford, Pat Hyer, Diane Bell, John Dooley

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

Adoption of Agenda

A motion was made and seconded to adopt the agenda as presented. Motion for adoption of the agenda was made, and the motion carried.

Announcement of approval and posting of minutes of March 15, 2004.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (www.governance.vt.edu).

New Business

Dr. Steger called upon Puraj Patel, Vice President of Student Government Association, to introduce the new president of SGA for 2004-2005, Sumeet Bagai.

Dr. Steger reminded members that there are only two remaining meetings of this academic year and any new business must be brought forward at the next scheduled meeting of April 19.

University Council

Resolution UC 2003-04B

Resolution to Amend the University Council Constitution to Change Parliamentary Authority

Ms. Kim O'Rourke presented the resolution for first reading. When a University Council resolution to amend the Constitution is brought forward for approval at University Council, it has already been reviewed and approved by both the Faculty and Staff Senates. Once approved by University Council, the president then would consider it for approval. Once approved by the president, the resolution is then submitted for approval to the Board of Visitors.

This resolution changes the parliamentary authority from Sturgis' Standard Code of Parliamentary Procedure to Robert's Rules of Order. Robert's Rules provides a more clear and comprehensive guide on a variety of issues and is the parliamentary authority used by the other major universities in the state and most organizations. This resolution would also streamline the process of changing parliamentary authority. University Council would be allowed to adopt a new parliamentary authority at the beginning of every year and forego the preapproval of the Faculty and Staff Senates and eliminate the final approval of the Board.

Commission on Faculty Affairs

Resolution CFA2003-04E

Resolution for Creation on Clinical track Faculty Ranks

Dr. Sam Easterling presented the resolution for first reading. This resolution is brought forward from Veterinary Medicine and the Commission on Faculty Affairs.

There are several reasons why this track is proposed. One is the difficulty in recruiting skilled clinicians for instructional roles due to competition and higher salaries in private practice. Another purpose of this resolution would be to aid retention of these skilled clinicians. This is a positive step designed to represent the professional contributions that people of this level are making to the educational program.

4. Old Business

Commission on Faculty Affairs

Resolution CFA2003-04A

Resolution for Committee Recommendations for Promotion and/or Tenure
Part A and Part B
Deferred – First Reading, March 1, 2004

Dr. Sam Easterling presented the resolution for second reading and made a motion for approval of the resolution. The motion was seconded and carried. A request was then made by Dr. Easterling that the resolution be divided into two motions and considered separately:

Part A which deals with conveying the division of the vote.

Part B which deals with requiring a 2/3rds majority for a positive recommendation.

Dr. Steger approved the request that Parts A and B would be considered and voted on separately.

Part A was addressed first. After discussion on specific wording, a motion was made to amend the resolution by changing the word "decision" to "recommendation" in section 2.8.4.1. The amended sentence would read, "In the absence of a consensus recommendation, a minority report may be included." The motion to amend was seconded and carried.

After further discussion, a second motion was made to amend the same sentence in the resolution by changing the word "consensus" to "unanimous." The amended sentence would thus read, "In the absence of a unanimous recommendation, a minority report may be included." The motion to amend was seconded and carried.

Part A of the resolution as amended was voted upon, and the motion carried.

Part B was then addressed. After considerable discussion, Part B of the resolution was voted upon and the motion was defeated.

Commission on Faculty Affairs

Resolution CFA2003-04B

Resolution for Revisions to Chapter 4 of the Faculty Handbook

Dr. Easterling presented the resolution for second reading and moved for its approval. The motion was seconded. A motion was made to reinstate to section 4.6.1 the original first exception, which reads, "Dates for turning in term papers and project reports may be set at the discretion of the instructor, if the student is not to be held responsible on the final examination for the subject matter therein." The motion to adopt the amendment was seconded and the motion to amend carried.

A motion was made for a second amendment to add to section 4.6.3 "A final examination schedule plus and timetable, if used, must follow this schedule unless special permission has been granted by the dean of the appropriate college." The motion to amend was seconded and then carried.

A motion was made for a third amendment to strike the words "at the end of the semester" from the end of the first sentence of section 4.6.3. The sentence would then end, "...relative to the course objectives." The motion to amend was seconded and then carried.

The question was then called, and the motion to approve the resolution as amended carried.

Commission on Faculty Affairs

Resolution CFA 2003-04D

Resolution for Revision of Section 2.8.4 on Criteria for Promotion and Tenure
Deferred – First Reading, March 1, 2004

Dr. Easterling presented the resolution for second reading. He then addressed the previous question on the reference of Outreach/Service. Dr. John Dooley stated that Outreach and International Affairs has discussed how best to define Outreach in the context of faculty activities. Discussions have not yet been completed and decisions have not been made as to the best comprehensive referencing. Dr. Dooley stated that there are no inconsistencies in terms of how Outreach is represented with respect of discussions in this resolution.

After lengthy discussion, the question was called. This resolution passed with 24 votes in favor, 17 in opposition, and 6 abstentions. (Note: Passage required affirmative vote of the majority of those members who voted. The chair and secretary have no voting privileges.)

5. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically 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 Classified Staff Affairs
January 28, 2004
- Commission on Faculty Affairs
February 6, 2004
February 13, 2004
March 5, 2004
- Commission on Graduate Studies and Policies
March 3, 2004
- Commission on Outreach and International Affairs
February 12, 2004
-
- Commission on Student Affairs
March 4, 2004
- Commission on Undergraduate Studies and Policies
March 22, 2004

6. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning
February 26, 2004

7. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

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University Council Minutes
April 19, 2004
3:00 – 5:00 PM
1045 Pamplin Hall

Present: Charles Steger (Presiding), Ed Henneke for Hassan Aref, James Blair, Jeb Stewart for Erv Blythe, Greg Brown, Sheryl Ball for Lay Nam Chang, Landrum Cross, Karen DePauw, Ben Dixon, Elizabeth Flanagan, Donald Kenney for Eileen Hitchingham, Paul Knox, Kurt Krause, David Ford for Mark McNamee, Jerry Niles, Kim O'Rourke, Skip Jubb for Sharron Quisenberry, Minnis Ridenour, Gerhardt Schurig, Hap Bonham for Richard Sorensen, Tom Tillar, Jean Brickey, Sam Easterling, Rosemary Goss, Kent Murrmann for Rakesh Kapania, Doris Kincade, Elaine Matuszek, Joe Pitt, Edd Sewell, Susan Anderson, Richard Ashley, Mark Barrow, JoAnn Emmel, Jack Cranford, Kathleen Jones, Marion Ehrich, Hans Rott, Bernice Hausman, Philip Huang, Peter Kennelly, Robert Tracy, Randy Wynne for James Berkson, Althea Aschmann, Robin Atkins for Sue Ellen Crocker, Jimmy Martin, Randy Stith, Antionette Stroter, Allan Bradley, Sumeet Bagai, Derin Weller for Elaine Giuliani, Maya Newhagen for Rebecca Stover, Brant Snyder

Absent: Ellen Plummer, Vivek Mehta, Don Orth, Imad Al-Qadi, Gloria Bird, Maxine Lyons, Mike Martin (with notice), Keniah Robinson, Terry Kershaw, Pankaj Gupta, Meredith Katz, Puraj Patel,

Guests: Dwight Shelton, Diane Bell, John Dooley, Lucinda Roy, Fred D'Aguiar, Beth Waggenspack, Terry Wildman, Terry Clements

Dr. Steger 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 as presented. The motion carried.

2. Announcement of approval and posting of minutes of April 5, 2004.

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

3. New Business

Commission on Graduate Studies and Policies

Resolution CGSP2003-04C

Resolution for Establishment of a Master of Fine Arts (MFA) in Creative Writing Degree Program in the Virginia Tech College of Liberal Arts and Human Sciences

Dr. Kent Murrmann presented the resolution for first reading.

Commission on Graduate Studies and Policies

Resolution CGSP2003-04D

Resolution for Deletion of Untaught Classes from the Graduate School Catalog (Amendment to Presidential Policy Memorandum No. 11)

Dr. Kent Murrmann presented the resolution for first reading. There are no substantial changes in policy. This is an update of an existing policy that was established in 1979. There are often courses that stay listed in the Graduate School Catalog that have not been taught for several years. This resolution proposes that untaught courses currently listed in the Graduate Catalog will be deleted unless a special circumstance exists to justify retention. This resolution does not refer to special study courses. The Commission will work to verify how special studies are defined in the catalog to determine whether special study courses should be mentioned in the resolution.

In order for dropped courses to be added back to the catalog, they will need to be reapproved. Dean DePauw stated that it may be possible to expedite the process by going through the appropriate committees and Commissions using existing course documentation as offered and any updates. However, in some cases that documentation may no longer exist.

Commission on Undergraduate Studies and Policies

Resolution CUSP2003-04A

Resolution to Revise the Writing-Intensive Requirement

Dr. Rosemary Goss presented the resolution for first reading. In response to a question, Dr. Ford noted that a resolution from CUSP to freeze the Core Curriculum failed to pass University Council last year (April 21, 2003). Therefore, this resolution does not contradict any actions that University Council took in reference to the Core Curriculum last year. Concerns with wording were discussed. Concerns of reduced faculty resources and the possibility of courses being dropped due to those reduced resources were also discussed. Dr. Steger asked that Dr. Goss relay all the concerns raised to CUSP to enable the Commission to consider them prior to the next University Council meeting (last meeting of the year).

University Council

Resolution UC2003-04A

Resolution to Amend the University Council Constitution and By-laws to Accommodate Organizational and Administrative Changes of the University.

Ms. Kim O'Rourke presented the resolution for first reading. The current constitution is silent as to how to add new administrators when new positions are created. This resolution gives the flexibility to add administrators as well allowing for removal of a position as the university's administrative structure evolves.

Another revision is to make the representation more inclusive. The current resolution reads, "One representative from the African-American student community elected by the Black Organizations Council" and "One representative from the African-American faculty and staff community elected by the Black Faculty and Staff Caucus." To make the representation more inclusive, the resolution proposes instead that one student representative would be elected by the Commission on Equal Opportunity and Diversity, and one faculty or staff representative would be elected by that Commission.

When the Faculty Senate considered the resolution before it came to University Council, they approved it with the requirement that faculty would always remain a majority. The resolution brought to University Council incorporates that stipulation.

Commission on Outreach and International Affairs

Resolution COIA2003-04B

Resolution for Change in Charge of Commission on Outreach and International Affairs
(Revision of University Council Constitution)

Dr. Doris Kincade presented the resolution for first reading. There was no discussion.

Commission on Outreach and International Affairs

Resolution COIA2003-04A

Resolution for Change in Membership of Commission on Outreach and International Affairs
(Revision of University Council Bylaws)

Dr. Doris Kincade presented the resolution for first reading. Ms. O'Rourke questioned whether the language "public service" should continue to be used in the statement, "Three elected representatives of the Extension/public service non-ex officio A/P faculty." She wants to be sure that the corresponding language in the University Council membership is consistent. Dr. Dooley will look into the matter.

4. Old Business

University Council

Resolution UC 2003-04B

Resolution to Amend the University Council Constitution to Change Parliamentary Authority

Ms. O'Rourke presented the resolution for second reading and made a motion for approval of the resolution, which changes the parliamentary authority from Sturgis to Robert's Rules of Order. The motion was seconded and carried with one vote in opposition and one in abstention, therefore meeting the required two-thirds affirmative vote.

Commission on Faculty Affairs

Resolution CFA 2003-04E

Resolution for Creation of Clinical Track Faculty Ranks

Dr. Sam Easterling presented the resolution for second reading and made a motion for approval of the resolution. The motion was seconded and carried unanimously.

5. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically 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
March 22, 2004
- Commission on Faculty Affairs
March 19, 2004
- Commission on Graduate Studies and Policies
March 17, 2004
- Commission on Outreach and International Affairs
March 18, 2004
- Commission on Student Affairs
March 18, 2004

6. Adjournment

There being no further business, Dr. Steger adjourned the meeting at 3:36 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

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University Council Minutes
May 3, 2004
3:00 – 5:00 PM
1045 Pamplin Hall

Present: Mark McNamee for Charles Steger (Presiding), Ed Henneke for Hassan Aref, John Wilson for James Blair, Jeb Stewart for Erv Blythe, Greg Brown, Lay Nam Chang, Landrum Cross, Karen DePauw, Ben Dixon, Janis LaForce for Elizabeth Flanagan, Eileen Hitchingham, Jack Davis for Paul Knox, Kurt Krause, David Ford for Mark McNamee, Mary Ann Lewis for Jerry Niles, Kim O'Rourke, Ellen Plummer, Tim Mack for Sharron Quisenberry, Minnis Ridenour, Gerhardt Schurig, Hap Bonham for Richard Sorensen, Tom Tillar, Jean Brickey, Sam Easterling, Rosemary Goss, Rakesh Kapania, Doris Kincade, Elaine Matuszek, Joe Pitt, Edd Sewell, Susan Anderson, Mark Barrow, JoAnn Emmel, Jack Cranford, Kathleen Jones, Imad Al-Qadi, Peter Eyre for Marion Ehrich, Hans Rott, Bernice Hausman, Philip Huang, Peter Kennelly, Robert Tracy, Randy James Berkson, Althea Aschmann, Sue Ellen Crocker, Maxine Lyons, Jimmy Martin, Chris Lichty for Mike Martin, Gabrielle Minnich for Randy Stith, Antoinette Stroter, Allan Bradley, Maya Newhagen for Puraj Patel, Sumeet Bagai, Devin Weller for Brant Snyder

Absent: Vivek Mehta, Richard Ashley, Don Orth, Gloria Bird, Keniah Robinson, Terry Kershaw, Pankaj Gupta, Meredith Katz, Elaine Giuliani, Rebecca Stover

Guests: Dwight Shelton, Pat Hyer, Terry Clements and Beth Waggenspack for UCCC, Marlene Preston and Nancy Metz for the Department of English, Terry Wildman for CEUT, Ron Daniel, Lucinda Roy, John Dooley, Richard Ashley, Teresa Wright, Stuart Mease

Dr. McNamee 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 as presented. The motion carried.

2. Announcement of approval and posting of minutes of April 19, 2004.

Dr. McNamee noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (<http://intra.vt.edu/govern/>).

3. Old Business

Dr. McNamee reminded everyone that this is the last meeting of the year. Resolutions will be voted on for approval and any actions not completed this year will automatically need to be brought forward anew next year if the Commission desires.

Commission on Graduate Studies and Policies

Resolution CGSP2003-04C

Resolution for Establishment of a Master of Fine Arts (MFA) in Creative Writing Degree Program in the Virginia Tech College of Liberal Arts and Human Sciences

Dr. Rakesh Kapania presented the resolution for second reading and made a motion for approval of the resolution. The motion was seconded and carried unanimously.

Commission on Graduate Studies and Policies

Resolution CGSP2003-04D

Resolution for Deletion of Untaught Classes from the Graduate School Catalog (Amendment to Presidential Policy Memorandum No. 11)

Dr. Rakesh Kapania presented the resolution for second reading and made a motion for approval of the resolution. The motion was seconded.

A friendly amendment was proposed to include a statement to the effect that this resolution does not apply to special study courses. A motion was then made and seconded for a second amendment. The amendment would change the number of years specified in the first "resolved" statement from "three" to "five." The second amendment was defeated.

Dr. McNamee called for a vote on the original motion to accept the resolution with the friendly amendment exempting special study courses. The motion passed.

Commission on Undergraduate Studies and Policies

Resolution CUSP2003-04A

Resolution to Revise the Writing-Intensive Requirement

Dr. Rosemary Goss presented the resolution for second reading and made a motion for approval of the resolution. The motion was seconded.

A motion was made and seconded to defer this resolution, which would, in fact, kill the resolution. This motion was voted on and was defeated.

A motion was then made and seconded for an amendment to change the word "submit" to "file" on the top of page four so that all colleges must file departmental plans with the University Core Curriculum Committee. In the same motion it was proposed to strike the sentence "All departments must have an approved plan by July 1, 2005." A vote was taken and the amendment was defeated.

A vote was then taken on the resolution as originally presented and it passed.

Note: Before the official version of the resolution is posted on the web, the "commentary" statements will be removed.

University Council

Resolution UC2003-04A

Resolution to Amend the University Council Constitution and By-laws to Accommodate Organizational and Administrative Changes of the University.

Ms. Kim O'Rourke presented the resolution for second reading and made a motion for approval of the resolution with an amendment to add, "When additional faculty are elected at the beginning of the academic year, to maintain a faculty majority over voting administrators, those faculty will serve a one-year term." This sentence would be added in the last paragraph of the resolution. The motion was seconded.

An amendment was proposed by the Staff Senate to add, "The number of Staff representatives elected by the Staff Senate on University Council shall be equal to the number of regular Faculty Senate representatives" on page three. The motion was seconded. This amendment would in effect change page two of the elected representatives, "Three Staff Senators elected by the Staff Senate" to read "Seven Staff elected by the Staff Senate." To allay faculty concerns, Ms. O'Rourke pointed out that if this is amended, staff would never have more than 15 representatives and faculty would never have less than 20 representatives when considering all possibilities of representatives from the Commissions. The proposed amendment was defeated.

Dr. Karen DePauw noted that under *Ex officio members*, "Vice Speaker of the Graduate Student Assembly" should be changed to "Vice President of the Graduate Student Assembly." The correction was noted and will be made.

Ms. Ellen Crocker, President of Staff Senate, stated that Staff Senate would like to withdraw recommendation of the resolution. The resolution as presented to University Council is not the same resolution that Staff Senate passed. The Staff Senate passed the resolution without the extra faculty representatives being placed in it. Staff Senate voted that if there was a significant change, they would revoke approval of this resolution. Ms. Crocker asked that the resolution be withdrawn.

Instead of withdrawing the resolution, Ms. O'Rourke, its maker, requested a division of the question. Each of the three "RESOLVED" statements would be considered as separate resolutions and considered in the same sequence.

The significance of the first resolution, which listed the proposed membership of University Council, is that it would allow current administrators voting privileges upon approval of the Board of Visitors on June 7. She explained that if this item is not passed today and instead considered next fall, the soonest those new administrators could vote on University Council matters would be after the November 2004 BOV meeting.

Dr. McNamee accepted the proposed division of the question.

The first resolution was defeated, as it did not meet the required two-thirds vote of all voting members which would require 42 votes to change the constitution. With the defeat of the first resolution, Ms. O'Rourke withdrew the other two resolutions.

Commission on Outreach and International Affairs

Resolution COIA2003-04B

Resolution for Change in Charge of Commission on Outreach and International Affairs
(Revision of University Council Constitution)

Dr. Doris Kincade presented the resolution for second reading and made a motion for approval of the resolution. There was no discussion. The resolution passed, meeting the requirement of a two-thirds affirmative vote needed to amend the University Council Constitution.

Commission on Outreach and International Affairs

Resolution COIA2003-04A

Resolution for Change in Membership of Commission on Outreach and International Affairs
(Revision of University Council Bylaws)

Dr. Doris Kincade presented the resolution for second reading and made a motion for approval of the resolution.

In response to a question about language at the first reading dealing with the membership statement about "Three elected representatives of the Extension/public service non-ex officio A/P faculty," Dr. Kincade proposed an amendment that would insert "Cooperative" before "Extension." The revised statement would read "Three elected representatives of the Cooperative Extension/public service non-ex officio A/P faculty."

The motion was seconded and approved.

4. Announcement of approval and posting of Commission minutes

These minutes have been voted on electronically 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 Administrative and Professional Faculty Affairs
April 5, 2004
- Commission on Classified Staff Affairs
March 17, 2004
- Commission on Equal Opportunity and Diversity
April 12, 2004
- Commission on Faculty Affairs
April 2, 2004
April 16, 2004
- Commission on Graduate Studies and Policies
April 7, 2004
- Commission Outreach and International Affairs
April 8, 2004
- Commission on Research
February 11, 2004
March 31, 2004
- Commission on Student Affairs
April 1, 2004
- Commission on Undergraduate Studies and Policies
April 12, 2004
April 26, 2004

5. For Information Only

Minutes of University Advisory Council on Strategic Budgeting and Planning
March 25, 2004

6. New Business

University Council
Resolution UC 2003-04C

Ms. O'Rourke asked to be recognized by the Chairman and then proposed a new motion from the floor.

Per the University Council Bylaws, Section II.5.b "...The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by a vote of three-fourths of the membership present." Referring to this passage, Ms. O'Rourke proposed a new resolution that the positions of Vice Provost for Outreach and International Affairs, Vice Provost for Academic Affairs, and Vice President for Budget and Financial Management be named members of University Council. This resolution would be considered as first reading and would be acted upon according to the referenced bylaws. A three-fourth affirmative vote is required for this resolution to be considered, and upon that approval, the proposed resolution may then be voted on.

The motion to add these positions was seconded. A request was made that the membership of the Council be reviewed in the fall of 2004. A friendly amendment was made to add these positions for one-year only to enable a closer review of membership structure. A motion was made, and seconded to approve the amendment to the proposed resolution. The amendment passed.

A vote was taken to allow resolution to be considered, and passed with 45 votes, meeting the required three-fourths vote.

The resolution was then voted on requiring, a two-thirds (42) affirmative vote. The resolution passed meeting the requirements.

7. Adjournment

There being no further business, Dr. McNamee adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Kim T. O'Rourke
Executive Assistant to the President

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