

Commission on Outreach and International Affairs

Orientation

September 21, 2023

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Commission on Outreach and International Affairs (COIA)

Commission on Outreach and International Affairs (COIA) Orientation Agenda

TAB 1

Commission on Outreach and International Affairs Orientation
September 21, 2023
3:00–3:30 p.m.

120 Gateway Center-902 Prices Fork Road/

ZOOM: <https://virginiatech.zoom.us/j/88064136514?pwd=YVdkZkhpOE5hVVIONTRBS1JzcjJMdz09>
[Meeting ID: 880 6413 6514 Passcode: 2313205]

AGENDA

1. Welcome of New Members Dave Close
 - Introductions
 - Charge to Commission
2. Commission on Outreach and International Affairs (COIA) Membership
3. Strategic Plan and Organizational Charts
4. Promotion and Tenure
5. Governance Documents
6. Information Items
 - Engagement Leadership Council Membership
 - University Committee on International Affairs Membership
 - Associate Deans/Program Units with OIA Leadership Responsibilities
7. Awards
 - Alumni Awards for International Affairs
 - Alumni Awards for Outreach Excellence
 - College Awards for Outreach Excellence
8. Minutes of 2022-2023 Commission on Outreach and International Affairs

2023-2024 MEETING DATES (3:30-4:30 p.m.-120 Gateway Center-902 Prices Fork or Zoom)

September 21, 2023 (3:00-3:30 p.m.-ORIENTATION)

September 21, 2023

October 19, 2023

November 16, 2023

December 7, 2023

NO JANUARY MEETING

February 15, 2024

March 21, 2024

April 18, 2024

May 2, 2024

Complete New Member notebook is available at the following link:

<https://www.outreach.vt.edu/about/commissions-committees.html>

Commission on Outreach and International Affairs (COIA)

COIA Membership Roster

TAB 2

Commission on Outreach and International Affairs 2023-2024 Members

CHARGE: To study, formulate, and recommend to University Council policies and procedures that advance regional, national, and international efforts to fulfill the land-grant mission of enriching the quality of life and economic vitality of citizens around the world. The commission seeks to advance public engagement and globalization with knowledge generated by faculty and researchers in order to address complex societal challenges and enrich research and educational programs through these collaborative efforts. Areas for consideration include Cooperative Extension, cross-sectoral partnerships, graduate education and professional development programs, economic development programs, community engagement and leadership initiatives; and international program development and implementation. COIA will work with CUSP on issues regarding study abroad and international exchange programs and with CGPSP regarding graduate education across the Commonwealth.

Chair - Elected from the faculty & staff members of the Commission by the commission membership

Dave Close	Chair	2024
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Ex Officio

Guru Ghosh	Vice President for Outreach and International Affairs	ex officio
Don Hempson	Associate Vice President, International Affairs	ex officio
Susan Short	Associate Vice President for Engagement	ex officio
Mike Gutter	Director of Virginia Cooperative Extension	ex officio

Chair of the University Committee International Affairs (UCIA) or designee

Jennifer Nardine	Representative from the area of International Affairs	2024
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One dean selected by Council of College Deans

Paul Knox	Honors College	2024
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Two Faculty Senators elected by Faculty Senate

Charles Lowery	School of Education	2026
Richard Shryock	Modern Classical Languages	2025

Faculty representatives from each of the academic colleges elected by faculty in the college

Penelope Muelenaer	Virginia Tech Carilion School of Medicine	2026
Jan Helge Bøhn	Engineering	2024
	Agriculture and Life Sciences	2026
Katalin Parti	Liberal Arts and Human Sciences	2025

Angela Scarpa	Science	2024
Francisco Carvallo	Veterinary Medicine	2025
Lynn Resler	Natural Resources and Environment	2026
Kristin Lamoureux	Business	2024
Terry Clements	Architecture, Arts and Design	2025

**Three elected representatives of the Cooperative Extension non-ex officio A/P faculty
(The Administrative and Professional Faculty Senate will provide names of elected individuals.)**

Kenner Love	Rappahannock Cooperative Extension	2024
Megan Seibel	VALOR	2024
Dave Close	School of Plant and Environmental Sciences	2025

One Staff Senator elected by Staff Senate

2024

One graduate and professional student senator elected by the Graduate and Professional Student Senate

Lauren Maghak	Veterinary Medicine	2024
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One undergraduate student senator elected by the Undergraduate Student Senate

Martin Ochoa	Economics Science	2024
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Note: At least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.

Commission on Outreach and International Affairs (COIA)

Outreach and International Affairs (OIA) Contact Information

TAB 3

Outreach and International Affairs Contact Information

Guru Ghosh, Vice President for Outreach & International Affairs, (540) 231-3205, gghosh@vt.edu
Ruby Elankumaran, Administrative Assistant, (540) 231-3958, rubys@vt.edu
Scott Farmer, Director, Outreach Information Services, (540) 231-5633, sdf@vt.edu
Kathy Hager, Business Manager, (540) 231-9868, kdsealander70@vt.edu
Donald Hempson, Associate Vice President for International Affairs, (540) 231-7888, dhempson@vt.edu
Rich Mathieson, Director of Communications, (540) 231-4691, richm@vt.edu
Kimberly Rhodes, Executive Assistant, (540) 231-3205; rhodesk@vt.edu
Susan Short, Associate Vice President for Engagement, (540) 231-9497, sshort@vt.edu
Jane Swan, Assistant VP for Resource Management and Planning, (540) 231-2021, jswan@vt.edu

College Designees with Outreach Leadership Responsibilities

Brian Bond, College of Natural Resources and Environment, (540) 231-8752, bbond@vt.edu
Kevin Carlson, Pamplin College of Business, (540) 231-8182, kevinc@vt.edu
Victoria Corbin, College of Science (540) 231-7289, cvictoria@vt.edu
Catherine Cotrupi, Graduate College, (540) 231-9186, cotrupi@vt.edu
Mike Gutter, College of Agriculture and Life Sciences, (540) 231-5299, msgutter@vt.edu
Debra Stoudt, College of Liberal Arts and Human Sciences, (540) 231-8714, dstoudt@vt.edu
Terry Swecker, College of Veterinary Medicine, (540) 231-7375, terry.swecker@vt.edu
Pamela VandeVord, College of Engineering, (540) 231-9171, pvord@vt.edu
TBD, Virginia Tech Carilion School of Medicine

Centers/Areas with Outreach Leadership Responsibilities

Craig Arthur, Library, (540) 231-1761, crarthur@vt.edu
Kristy Collins, Biocomplexity Institute, (540) 231-1389, kdvitto@vt.edu
Hal Irvin, Virginia Tech Carilion Research Institute, (540) 526-2097, hirvin@vtc.vt.edu
Meghan Kuhn, VT Engagement, (540) 231-1356, mweyrens@vt.edu
Erin Poff, Institute for Critical Technology and Applied Science, (540) 231-4911, emcclusk@vt.edu
Brenda van Gelder, IT Policy and Strategic Engagement, (540) 231-1853, bv gelder@vt.edu

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Maria Elisa Christie, Director, Women & Gender in International Development, CIRED, (540) 231-4297, mechristie@vt.edu
Frances Bennett Clark, Director, TRiO Programs, (540) 231-6173, fclark@vt.edu
Lisa Greiner, Director, International Finance & Administration, International Affairs, (540) 231-9664, lrudd@vt.edu
Nancy Gruber, Director, Finance & Administration, Engagement, (540) 231-5373, looneyn@vt.edu
Patricia Hyer, Executive Director, VT Lifelong Learning Institute, (540) 231-1725, hyperp@vt.edu
Shelly Jobst, Director, Continuing & Profession Education, (540) 231-7084, sjobst@vt.edu
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Sara Steinert Borella, Executive Director, Steger Center for International Scholarship, ssteinertborella@vt.edu
Jeffrey Van Doren, Director, Global Strategic Services, (540) 231-3736, jvandoren@vt.edu
Larry Vaughan, Director, Program Development, CIRED, (540) 231-6338/3893, larryjv@vt.edu
Scott Weimer, Executive Director, Roanoke Regional Initiatives, Roanoke, (540) 767-6103, weimers@vt.edu
**CIRED- Center for International Research, Education & Development*

Outreach and International Affairs Contact Information

Commission on Outreach and International Affairs

Dave Close, Chair, (540) 231-4026, dclose@vt.edu

University Committee on International Affairs

Jennifer Nardine, Chair (540) 231-4073, jnardine@vt.edu

Virginia Cooperative Extension

Mike Gutter, College of Agriculture and Life Sciences, (540) 231-5299, msgutter@vt.edu

Catawba Sustainability Center

Adam Taylor, Manager, (540) 588-0283, adamht@vt.edu

Continuing and Professional Education

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Vacant, Associate Director for Partnerships & Program Development, Arlington, (571) 858-3006

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Wayne Harris, COTA Fellow, (540) 761-1488, ewharris@vt.edu

Sharon Richardson, COTA Fellow, (540) 384-7035, shricha1@vt.edu

Commission on Outreach and International Affairs (COIA)

Engagement Leadership Council Roster

TAB 4

ENGAGEMENT LEADERSHIP COUNCIL

The Engagement Leadership Council, which meets quarterly, includes college associate deans, with Outreach responsibilities, and university-wide Outreach directors. The council discusses various engagement projects, the scholarship of engagement, program development and collaborations, and potential funding opportunities. The council will receive updates from various areas, seek to strengthen collaborative engagement programs, and address specific engagement topics.

<u>Name:</u>	<u>Department:</u>	<u>Title:</u>
Arthur, Craig	University Libraries	Head, Community Engagement
Azano, Amy	School of Education	Director, Center for Rural Education
Bond, Brian	College of Natural Resources and Environment	Associate Dean for Extension, Outreach and Engagement
Carlson, Kevin	Pamplin College of Business	Associate Dean for Research and Faculty Affairs
Close, Dave	Commission on Outreach and International Affairs	Chair
Collins, Kristy	Virginia Bioinformatics Institute at Virginia Tech	Graduate and Post-Graduate Education Program Manager
Corbin, Victoria	College of Science	Assistant Dean
Cotrupi, Catherine	Graduate School	Interim Assist Dean/Dir, Diversity, Inclusion & Strategic Partnerships
Deffenbaugh, Diane	Engagement	Assistant Director of Communications
Felix, Kim	Macromolecules Innovation Institute	MACR Grad Degree Program Administrator/Director, REU Program
Ghosh, Guru	Outreach and International Affairs	Vice President
Gilchrist, Pamela	Innovation Campus	Director, K-12 Programs
Gutter, Mike	College of Agriculture & Life Sciences (CALS) & Virginia Cooperative Extension (VCE)	Associate Dean CALS and Director, VCE
Irvin, Hal	Virginia Tech Carilion Research Institute	Associate VP, Health Sciences and Technology Outreach
Jobst, Shelly	Continuing and Professional Education	Director
Kuhn, Meghan	VT Engage: The Center for Leadership and Service Learning	Director
Lawson, Gerard	School of Education	Interim Director
Mathieson, Rich	Outreach Communications	Communications Manager
Mays, Allison	Virginia Tech Southwest Center	Director
McMillan, Jessica	VT Engage	Assistant Director, Service Learning
Nardine, Jennifer	University Committee on International Affairs	Chair
Paredes, Elsie	Language and Culture Institute	Interim Co-Director
Poff, Erin	Institute for Critical Technology and Applied Science	Director, Finance and Administration
Powell, Katrina	College of Liberal Arts and Human Sciences	Director, Center for Refugee, Migrant and Displacement Studies
Provo, John	Center for Economic and Community Engagement	Director
Short, Susan	Office of Engagement	Associate Vice President
Smart-Smith, Pamela	Language and Culture Institute	Interim Co-Director
Stoudt, Debra	College of Liberal Arts and Human Sciences	Associate Dean for Policy and Faculty Affairs
Sutphin, Cathy	CALS Extension	Associate Director, 4-H Youth Development
Swecker, Terry	College of Veterinary Medicine Large Animal Clinical Sciences	Associate Department Head
van Gelder, Brenda	VP for Information Technology	Program Director, eCorridors
VandeVord, Pamela	College of Engineering	Associate Dean
Weimer, Scott	Virginia Tech Roanoke Center	Executive Director Roanoke Regional Initiatives
Wyatt, Ariana	School of Performing Arts	Associate Professor
Vacant	Virginia Tech Carilion School of Medicine	

Commission on Outreach and International Affairs (COIA)

University Committee for International Affairs (UCIA) Membership

TAB 5

**University Committee on International Affairs (UCIA)
Membership 2023-2024**

Chair:

Jennifer Nardine, *Teaching Learning Engagement Librarian*
University Libraries
jnardine@vt.edu

Vice Chair:

To Be Elected

Tom Archibald, *Executive Director*
Center for International Research, Education and Development (CIRED)
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Brian Bond, *Professor, Sustainable Biomaterials*
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Juan Espinoza, *Assistant Vice Provost for Enrollment*
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Guru Ghosh, *Vice President*
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Theresa Johansson, *Director*
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Charles Lowery, *Associate Professor*
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Michelle Seref, *Interim Assistant Dean, Outreach & Student Engagement, Undergraduate Programs*
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Pamela Smart-Smith, *Interim Co-Director*
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Sara Steinert Borella, *Executive Director*
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Lauren Surface, *Director of Student Services*
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Staff Senate Representative
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Tom Thompson, *Associate Dean and Director Global Programs*
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**University Committee on International Affairs (UCIA)
Membership 2023-2024**

David Trinkle, *Associate Dean*
VT Carilion School of Medicine
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Jeffrey Van Doren, *Director*
Global Strategic Services
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Janell Watson, *Chair*
Modern & Classical Languages & Literatures
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Danny White, *Director of Student Athlete Affairs*
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Alternate Representatives:

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Stephanie Hart, *Director of Academic Programs*
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Vicki Langford, *Assistant Registrar*
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Courtney Powell, *Community & Culture Manager*
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Roxanne Winfield, *Graduate Student Services Coordinator*
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Other Guests:

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Kathy Hager, *Business Manager*
OIA, Office of the Vice President
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Khaled Hassouna, *Associate Director, Middle East and North Africa Initiatives*
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Rich Mathieson, *Director of Communications*
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Kimberly Rhodes, *Executive Assistant*
OIA, Office of the Vice President
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Vacant Positions:

- *Administrative and Professional Faculty Senate*
- *Center for Excellence in Teaching and Learning*
- *Cranwell International Center*
- *College of Architecture and Urban Studies*
- *Development and University Relations*
- *Graduate and Professional Student Senate*
- *Office of Sponsored Programs*
- *Student Affairs*
- *Undergraduate Student Senate*
- *University Scholarships and Financial Aid*

Commission on Outreach and International Affairs (COIA)

Virginia Tech University Strategic Plan

2018-2024

TAB 6



THAT I M

THE VIRGINIA TECH DIFFERENCE

ADVANCING BEYOND BOUNDARIES



OFFICE FOR STRATEGIC AFFAIRS
VIRGINIA TECH.

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ADVANCING BEYOND BOUNDARIES

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For more information, please visit:
strategicaffairs.vt.edu





STRATEGIC PLANNING TIMELINE

2015-2017

Beyond Boundaries long-term vision was created.

FALL 2017/SPRING 2018

Strategic Planning Committees were formed to explore metrics and rankings and advancing research. Campus engagements commenced.

SUMMER 2018

Roundtable Discussions, Diversity Summit, and Fall Engagements were held to inform key themes and priorities.

FALL 2018

Fall Engagements were held. Committees continued their work, campus feedback was synthesized and emerging themes were communicated.

SPRING 2019

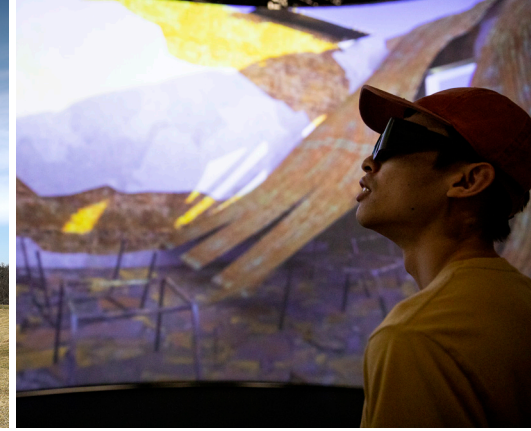
Ongoing discussions were held with key stakeholders, faculty, and staff to inform Executive Summary and comprehensive document.

SUMMER 2019

The final version of the Strategic Plan was presented in June 2019.

2019 - 2020

Collaborative, partnership-driven continuous planning process launches, including the development of unit-level strategic plans and feasibility studies to inform prioritization and implementation.



ADVANCING OUR UNIVERSITY

This strategic plan, *The Virginia Tech Difference: Advancing Beyond Boundaries*, was developed in collaboration with faculty, staff, students, and alumni across our colleges, institutes, offices, and campuses, and shaped by partners and employers.

The Virginia Tech Difference: *Advancing Beyond Boundaries* guides initial steps to achieving our long-term **BEYOND BOUNDARIES** future as a comprehensive research land-grant university by affirming our vision, mission, and core values; defining university priorities; and outlining goals and initial milestones to achieve each priority.



VIRGINIA TECH BEYOND BOUNDARIES

Led by President Tim Sands, **BEYOND BOUNDARIES: A 2047 VISION** culminated in a generational visioning process to position Virginia Tech as an internationally recognized land-grant university that strategically addresses the challenges and opportunities presented by the changing higher education landscape. **BEYOND BOUNDARIES** identified three guiding concepts to transform Virginia Tech into the university of the future: VT-shaped Discovery (purpose-driven discovery), Communities of Discovery (campus, regional, and global engagement hubs), and Nexus of Discovery (transdisciplinary discovery).

Integral to this transformation is Virginia Tech's continued commitment to **UT PROSIM (THAT I MAY SERVE)**, academic excellence, and world-class research. In addition, engaging the whole person; innovation; and affordability and accessibility are guiding principles that have informed the strategic planning process and initial steps toward achieving Virginia Tech's **BEYOND BOUNDARIES** vision.



SHAPED BY OUR COMMUNITY

The strategic planning process involved significant iteration, engagement, and collaboration with the university community. Throughout this comprehensive and inclusive process, the Virginia Tech community was engaged to discuss initial and evolving drafts and gather and incorporate feedback on the strategic planning framework. Strategic planning materials were continually updated throughout this process to reflect iterative, ongoing feedback.

These conversations and feedback sessions included participants from colleges, departments, institutes, offices, student groups, commissions, committees, associations, alumni groups, university leadership, and the Board of Visitors. Feedback discussions involved participants from various disciplines and levels, and took place across geographic locations including Blacksburg, Roanoke, Alexandria, Arlington, and Falls Church.

Feedback session participants provided more than 1,000 written, digital, or verbal forms of feedback. Data was continually synthesized and analyzed to shape the mission, vision, core values, priorities, goals, and initial milestones.

BUILDING UPON BEYOND BOUNDARIES

FUTURE DIRECTIONS AND INITIATIVES



BEYOND BOUNDARIES

KEY PRINCIPLES AND CONCEPTS

- *Ut Prosim* (That I May Serve), Academic Excellence, and World Class Research
- Engagement with the Whole Person
- Innovation
- Affordability and Accessibility
- VT-shaped Discovery
- Communities of Discovery
- Nexus of Discovery

BEYOND BOUNDARIES

CURRENT INITIATIVES

- Experiential Learning
- Campus Master Plan
- Industry Partnerships, Licensing, and Entrepreneurship
- InclusiveVT
- Innovation Campus and the greater Washington, D.C., area expansion including Academic Incubator/Accelerator
- Virginia Tech Carilion Partnership in Roanoke
- Rural Virginia Initiative
- Agricultural and Natural Resources Initiative
- Commonwealth Cyber Initiative
- Beyond Boundaries Scholarship Program
- Transdisciplinary Research and Learning Communities (Research Institutes, Centers, Areas)
- Pathways General Education Curriculum
- Partnership for an Incentive-Based Budget (PIBB) Model

BEYOND BOUNDARIES

STRATEGIC PRIORITIES

- Regional, National, and Global Impact
- *Ut Prosim* (That I May Serve) Difference
- Talent Destination
- Institutional Excellence

OUR MOTTO

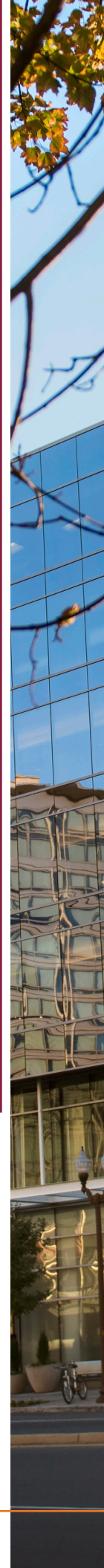
Our motto, *UT PROSIM* (That I May Serve), emphasizes our commitment to serve individuals and society.

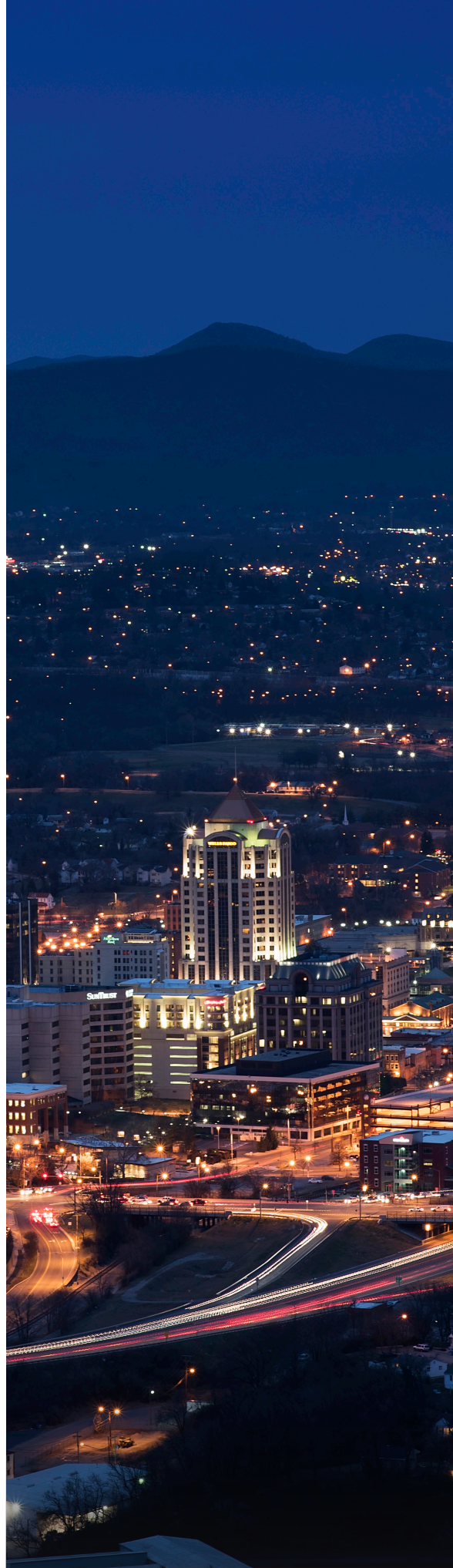
OUR VISION

Virginia Tech will be a global leader by inspiring and empowering people to learn, innovate, and serve beyond boundaries.

OUR MISSION

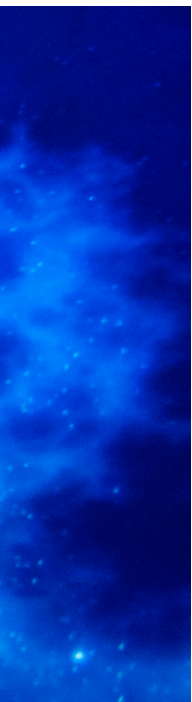
Inspired by our land-grant identity and guided by our motto, *Ut Prosim* (That I May Serve), Virginia Tech is an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.







THE VIRGINIA TECH DIFFERENCE:
ADVANCING BEYOND BOUNDARIES



OUR CORE VALUES

Virginia Tech embraces four core values: Diverse and Inclusive Communities, Knowledge and Innovation, Opportunity and Affordability, and Excellence.

DIVERSE AND INCLUSIVE COMMUNITIES

We value the educational benefits of diverse ideas, peoples, and cultures in order to contribute to the equitable inclusion and just engagement of the world's communities through collaboration and partnerships, guided by open expression, self-awareness, and mutual respect.

KNOWLEDGE AND INNOVATION

We value lifelong learning and freedom of inquiry through research, innovation, and the creative process within and outside of the university to promote the continuous seeking of knowledge to enhance society and address difficult and complex issues affecting the human condition.

OPPORTUNITY AND AFFORDABILITY

We value providing affordable educational opportunities for the Commonwealth of Virginia consistent with our land-grant mission.

EXCELLENCE AND INTEGRITY

We value continuous evaluation, improvement, and excellence to advance individual and institutional objectives with the highest standards of integrity and ethical behavior.



LAND-GRANT IDENTITY AND STRATEGIC PRIORITIES





Based upon the motto, vision, mission, core values, and comprehensive research land-grant identity of research and discovery; teaching and learning; and outreach and engagement, the community identified four strategic priorities:

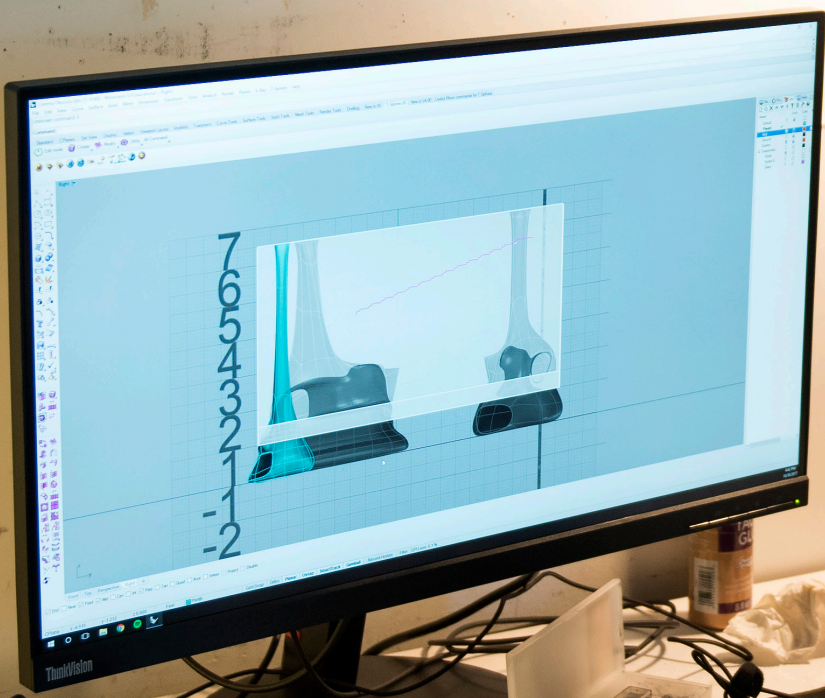
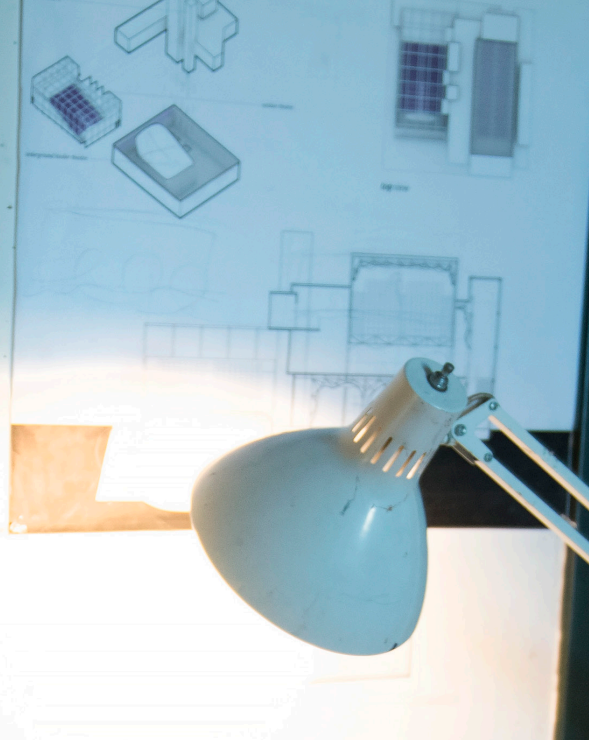
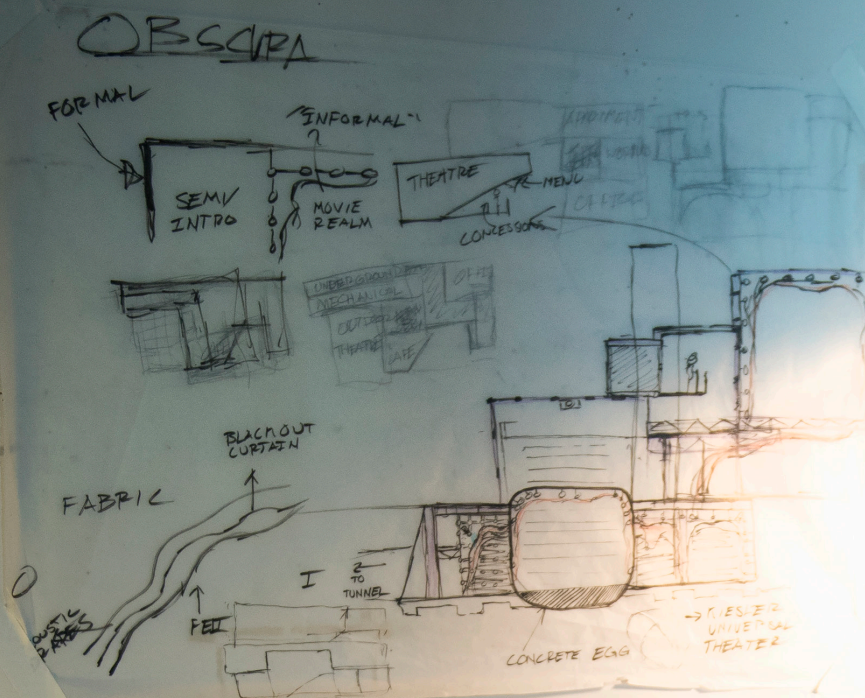
ADVANCE REGIONAL, NATIONAL, AND GLOBAL IMPACT

ELEVATE THE UT PROSIM (THAT I MAY SERVE) DIFFERENCE

BE A DESTINATION FOR TALENT

ENSURE INSTITUTIONAL EXCELLENCE

As part of the continuous strategic planning process, each strategic priority includes goals and initial milestones across a three to five year timeline that will be evaluated and reviewed annually.





STRATEGIC PRIORITY 1

ADVANCE REGIONAL, NATIONAL, AND GLOBAL IMPACT

ASPIRATIONAL VISION

Virginia Tech will be globally recognized for its research strengths, world-class faculty, and ability to integrate its learning, discovery, and engagement missions as a comprehensive research land-grant university. Virginia Tech will prepare graduates to contribute and lead in a complex world by offering person-centered and purpose-driven student experiences designed to educate the whole person. Virginia Tech's impact will be regional, national, and global.

GOAL 1

Increase excellence in research, discovery, and creativity

GOAL 2

Increase teaching and learning excellence for a holistic education

GOAL 3

Increase institutional impact and visibility





STRATEGIC PRIORITY 2

ELEVATE THE UT PROSIM (THAT I MAY SERVE) DIFFERENCE

ASPIRATIONAL VISION

The Ut Prosim (That I May Serve) Difference, a foundational differentiator for Virginia Tech, recognizes the integral connection with Virginia Tech's land-grant responsibility of access and opportunity and its mission of service to humanity. Consistent with InclusiveVT, the institutional and individual commitment to Ut Prosim (That I May Serve) in the spirit of community, diversity, and excellence, Virginia Tech will build and support communities of discovery where global citizens engage with different ideas, beliefs, perspectives, experiences, identities, backgrounds, and cultures.

GOAL 1

Increase representational diversity

GOAL 2

Increase cultural competency

GOAL 3

Address critical societal issues impacting humanity and equity



CEREMONY SCHEDULE

Event	Time
Processional	8:00 AM - 8:15 AM
Invocation	8:15 AM - 8:30 AM
Prayer	8:30 AM - 8:45 AM
Music	8:45 AM - 9:00 AM
Commencement	9:00 AM - 10:00 AM
Remarks	9:00 AM - 9:15 AM
Prayer	9:15 AM - 9:30 AM
Music	9:30 AM - 9:45 AM
Remarks	9:45 AM - 10:00 AM
Recessional	10:00 AM - 10:15 AM
Reception	10:15 AM - 11:00 AM
Remarks	10:15 AM - 10:30 AM
Prayer	10:30 AM - 10:45 AM
Music	10:45 AM - 11:00 AM
Remarks	11:00 AM - 11:15 AM
Prayer	11:15 AM - 11:30 AM
Music	11:30 AM - 11:45 AM
Remarks	11:45 AM - 12:00 PM
Recessional	12:00 PM - 12:15 PM
Reception	12:15 PM - 1:00 PM
Remarks	12:15 PM - 12:30 PM
Prayer	12:30 PM - 12:45 PM
Music	12:45 PM - 1:00 PM
Remarks	1:00 PM - 1:15 PM
Prayer	1:15 PM - 1:30 PM
Music	1:30 PM - 1:45 PM
Remarks	1:45 PM - 2:00 PM
Recessional	2:00 PM - 2:15 PM
Reception	2:15 PM - 3:00 PM
Remarks	2:15 PM - 2:30 PM
Prayer	2:30 PM - 2:45 PM
Music	2:45 PM - 3:00 PM
Remarks	3:00 PM - 3:15 PM
Prayer	3:15 PM - 3:30 PM
Music	3:30 PM - 3:45 PM
Remarks	3:45 PM - 4:00 PM
Recessional	4:00 PM - 4:15 PM
Reception	4:15 PM - 5:00 PM
Remarks	4:15 PM - 4:30 PM
Prayer	4:30 PM - 4:45 PM
Music	4:45 PM - 5:00 PM
Remarks	5:00 PM - 5:15 PM
Prayer	5:15 PM - 5:30 PM
Music	5:30 PM - 5:45 PM
Remarks	5:45 PM - 6:00 PM
Recessional	6:00 PM - 6:15 PM
Reception	6:15 PM - 7:00 PM
Remarks	6:15 PM - 6:30 PM
Prayer	6:30 PM - 6:45 PM
Music	6:45 PM - 7:00 PM
Remarks	7:00 PM - 7:15 PM
Prayer	7:15 PM - 7:30 PM
Music	7:30 PM - 7:45 PM
Remarks	7:45 PM - 8:00 PM
Recessional	8:00 PM - 8:15 PM
Reception	8:15 PM - 9:00 PM
Remarks	8:15 PM - 8:30 PM
Prayer	8:30 PM - 8:45 PM
Music	8:45 PM - 9:00 PM
Remarks	9:00 PM - 9:15 PM
Prayer	9:15 PM - 9:30 PM
Music	9:30 PM - 9:45 PM
Remarks	9:45 PM - 10:00 PM
Recessional	10:00 PM - 10:15 PM
Reception	10:15 PM - 11:00 PM
Remarks	10:15 PM - 10:30 PM
Prayer	10:30 PM - 10:45 PM
Music	10:45 PM - 11:00 PM
Remarks	11:00 PM - 11:15 PM
Prayer	11:15 PM - 11:30 PM
Music	11:30 PM - 11:45 PM
Remarks	11:45 PM - 12:00 AM



STRATEGIC PRIORITY 3

BE A DESTINATION FOR TALENT

ASPIRATIONAL VISION

Virginia Tech will attract bold and dynamic faculty, staff, and students to a diverse and inclusive community to be a force for positive change. Virginia Tech will support the well-being and quality of life of students, staff, and faculty. Alumni and local communities will recognize Virginia Tech as a lifelong learning destination. Virginia Tech will invest, empower, support, and value a workforce that will champion our vision for the future.

GOAL 1

Attract, retain, and develop the talents of faculty and staff

GOAL 2

Attract, retain, and graduate students prepared to serve a global community

GOAL 3

Support lifelong engagement and learning for alumni and local communities





STRATEGIC PRIORITY 4

ENSURE INSTITUTIONAL EXCELLENCE

ASPIRATIONAL VISION

Virginia Tech will, through continuous strategic planning, create opportunities to solicit and explore innovative ideas, inform resource allocation, and engage the university's system of shared governance. Virginia Tech will also optimize efficiency and effectiveness of administrative functions to ensure alignment of personnel, physical campus, and fiscal resources and processes in support of strategic goals.

GOAL 1

Continue to develop the physical campus and technology infrastructure

GOAL 2

Develop comprehensive and transparent budget and financial models with diverse and sustainable revenue sources

GOAL 3

Develop and launch an adaptive, inclusive process for continuous strategic planning

ADVANCE REGIONAL, NATIONAL, AND GLOBAL IMPACT

- › Increase extramural research expenditures to \$480M by 2024
- › Achieve Top 10 U.S. public land-grant (WSJ/THE U.S. College Rankings) by 2024
- › Achieve Top 13 U.S. land-grant (THE World University Rankings) by 2024
- › Ensure 100% of academic majors have a required experiential learning component by 2024
- › Reach 30,000 undergraduate students by 2023
- › Increase graduate student enrollment to 22% of undergraduate enrollment by 2024 (includes Innovation Campus Master Degree Students)
- › Achieve Top 1/3rd (66th percentile) of internationally and nationally recognized faculty awards by 2022
- › Achieve Top 1/3rd (66th percentile) of internationally and nationally recognized faculty publications and citations by 2022
- › Increase the diversity (number of countries represented) of international faculty to 100 by 2024
- › Increase the diversity (number of countries represented) of international students by reducing the representation from the top two countries to no more than 50% by 2024
- › Advance the Rural Virginia Initiative with 20 funded projects by 2022

ELEVATE THE UT PROSIM (THAT I MAY SERVE) DIFFERENCE

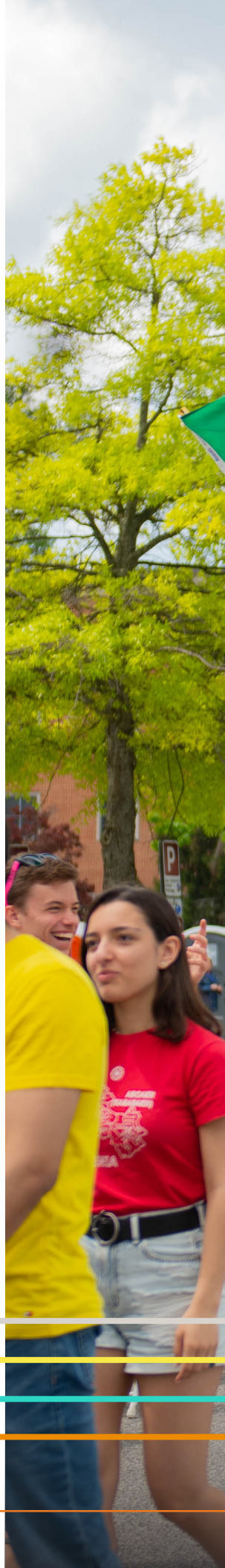
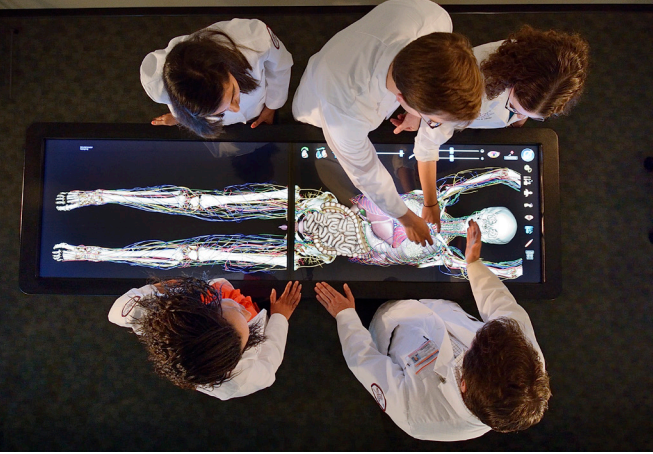
- › Achieve 25% representation of underrepresented minority students in the entering class (freshmen and transfers) by 2022
- › Achieve 40% representation of underrepresented minority or underserved students (Pell-eligible, first generation, and veterans) in the entering class (freshmen and transfers) by 2022
- › Increase the total enrollment in the Corps of Cadets to 1400 by 2022
- › Achieve 20% representation of underrepresented minority graduate and minority professional students by 2024
- › Increase underrepresented minority faculty to 15% (which is equal to or greater than the mean Research (R1) Public Land-Grant Universities) by 2024
- › Increase female faculty representation to 50% (which is equal to or greater than the mean Research (R1) Public Land-Grant Universities) by 2024
- › Increase underrepresented minority faculty new hires to 25% annually by 2022
- › Increase female faculty new hires to 50% annually by 2022
- › Ensure 100% of graduate programs of study include a required cultural competency component by 2022
- › Increase undergraduate students graduating with at least two Pathways courses that satisfy the Critical Analysis of Equity and Identity in the United States core concept to 25% by 2024
- › Increase undergraduate students graduating with at least two Pathways courses that satisfy the Intercultural and Global Awareness integrative concept to 25% by 2024
- › Increase representation of underrepresented minority staff and administrative and professional faculty to 25% by 2024

BE A DESTINATION FOR TALENT

- › Achieve progress in competitive faculty salaries towards 50th percentile of top 20 Research (R1) Public Land-Grant Universities by 2024
- › Achieve progress in competitive administrative and professional faculty and staff salaries towards the 50th percentile of relevant market range by 2024
- › Increase the four-year graduation rates for all undergraduate (entering freshmen) students to 70%
- › Increase the three-year graduation rates for all undergraduate transfer students to 75%
- › Reduce the average student loan debt per graduating senior to \$25k by 2024
- › Increase faculty and staff satisfaction with career advancement opportunities to at least 75% as reported in Employee Climate Survey by 2022
- › Increase faculty and staff satisfaction with work-life balance to at least 75% as reported in the Employee Climate Survey by 2022
- › Increase students participating in Hokie Mentorship Connect Program to 25% by 2022
- › Increase on-campus students living in Living Learning Programs to 67% by 2024

ENSURE INSTITUTIONAL EXCELLENCE

- › Achieve 100% completion of college and unit-level strategic plans by May 2020
- › Achieve maintenance reserve funding in the range of 1 - 1.5% of facility values for auxiliaries
- › Maintain Debt Rating in the AA or Aa Range
- › Maintain = or < 5% University debt ratio
- › Increase the University's unrestricted net assets by \$20 million annually by 2024
- › Achieve an increase of at least 10% in total SWaM expenditures for each of the SWaM categories annually by FY22
- › Increase the endowment to \$1.6B by FY22
- › Increase alumni giving to 22% by FY22
- › Increase funds raised annually to \$175 million by FY23



LOOKING TOWARD THE FUTURE

A core component of Beyond Boundaries seeks to grow a culture of “continuous planning” at Virginia Tech. Continuous strategic planning involves monitoring goals, metrics, and milestones for existing priorities; identifying, developing, and advancing new strategic priorities; and ensuring a culture of self-evaluation, innovation, agility, and adaptability.

As Virginia Tech builds upon this strategic planning framework and develops a culture of continuous planning across the university, this framework will be a university-level guide for colleges, institutes, offices, departments, and units as they develop their respective strategies and plans to advance institutional priorities.

Feasibility studies will inform prioritization, implementation, and the development of processes to identify and incubate new ideas and increase decision-making transparency and efficiency throughout the institution. Key university leaders will be identified to champion specific initiatives, and a collaborative, partnership-driven continuous planning process will help Virginia Tech achieve milestones and advance its **BEYOND BOUNDARIES** vision.

TOGETHER, WE WILL ADVANCE THE VIRGINIA TECH DIFFERENCE.





Commission on Outreach and International Affairs (COIA)

Organizational Structure of Virginia Tech Office of the University
Provost and Vice President for Academic Affairs

TAB 7

Virginia Tech EVP & Provost Academic Administration Organizational Chart

As of August 2023

Executive Vice President and Provost
Cyril Clarke

Executive Vice Provost
G. Don Taylor

Academic Deans

Agriculture and Life Sciences
Alan Grant

Architecture, Arts, and Design
Tsai Lu Liu

Business
Saonee Sarker

Engineering
Julia Ross

Graduate Education
Aimée Surprenant

Honors College
Paul Knox

Liberal Arts and Human Sciences
Laura Belmonte

Natural Resources and Environment
Paul Winistorfer

Science
Kevin Pitts

University Libraries
Tyler Walters

Veterinary Medicine
M. Daniel Givens

Virginia Tech Carilion School of Medicine
Lee Learman

Academic Vice Presidents

Diversity, Inclusion, and Strategic Affairs
Menah Pratt

Health Sciences and Technology
Michael Friedlander

Outreach and International Affairs
Guru Ghosh

Research and Innovation
Daniel Sui (Senior Vice President)

Student Affairs
Frances Keene

Communications

Associate Vice Provost for Communications
David Guerin

Associate Vice Provost, Office of the Executive Vice Provost
Catherine Amelink

Associate Vice Provost for Degree Innovation and SCHEV Compliance
Noel Byrd
Assistant Provost for Regional Accreditation
Kristen Bush
Director for SCHEV Compliance
Madlyn Frisard
Associate Director for Program Development and Compliance
Kim Daniloski

Arts at Virginia Tech

Associate Provost for the Arts and Executive Director for Moss Arts Center
Ruth Waalkes

Technology-enhanced Learning and Online Strategies (TLOS)

Associate Vice Provost for Technology-Enhanced Learning
Dale Pike

Assistant Vice Provost for Technology-Enhanced Learning
Quinn Warnick
Senior Director of Grants and Awards
Lujean Baab
Senior Director of Learning Services
Aaron Bond
Senior Director of Support Services
Gary Burns
Senior Director of Finance and Business Operations
Cindy Kelley
Senior Director of Universal Design and Accessible Technologies
Mark Nichols

Vice Provosts

Academic Resource Management
Jeff Earley

Assistant Vice Provost for Academic Finance
Brad Sumpter
Associate Vice Provost for Analytics & Institutional Effectiveness
R. Thulasi Kumar
Assistant Provost for Academic Space
Van Coble
Associate Vice Provost for Business Administration
Matt Hammond
Senior Project Director
Mallory Miller
Assistant Provost for Planning and Resource Management
Vacant

Enrollment Management
Luisa Havens Gerardo

Associate Vice Provost for Enrollment and Degree Management and Director of Admissions
Juan Espinoza
Associate Vice Provost for College Access
Karen Eley Sanders
Assistant Vice Provost for Enrollment Management Strategic Initiatives
Vacant
University Registrar
Rick Sparks
Director for Scholarships and Financial Aid
Elizabeth Armstrong

Faculty Affairs
Ron Fricker

Associate Vice Provost for Academic Administration
Ellen Plummer
Associate Vice Provost for Faculty Affairs
Barbara Lockee
Associate Vice Provost for Faculty Affairs
Rachel Gabriele
Associate Vice Provost for Public Interest Technology
Sylvester Johnson

Undergraduate Academic Affairs
Rachel Holloway

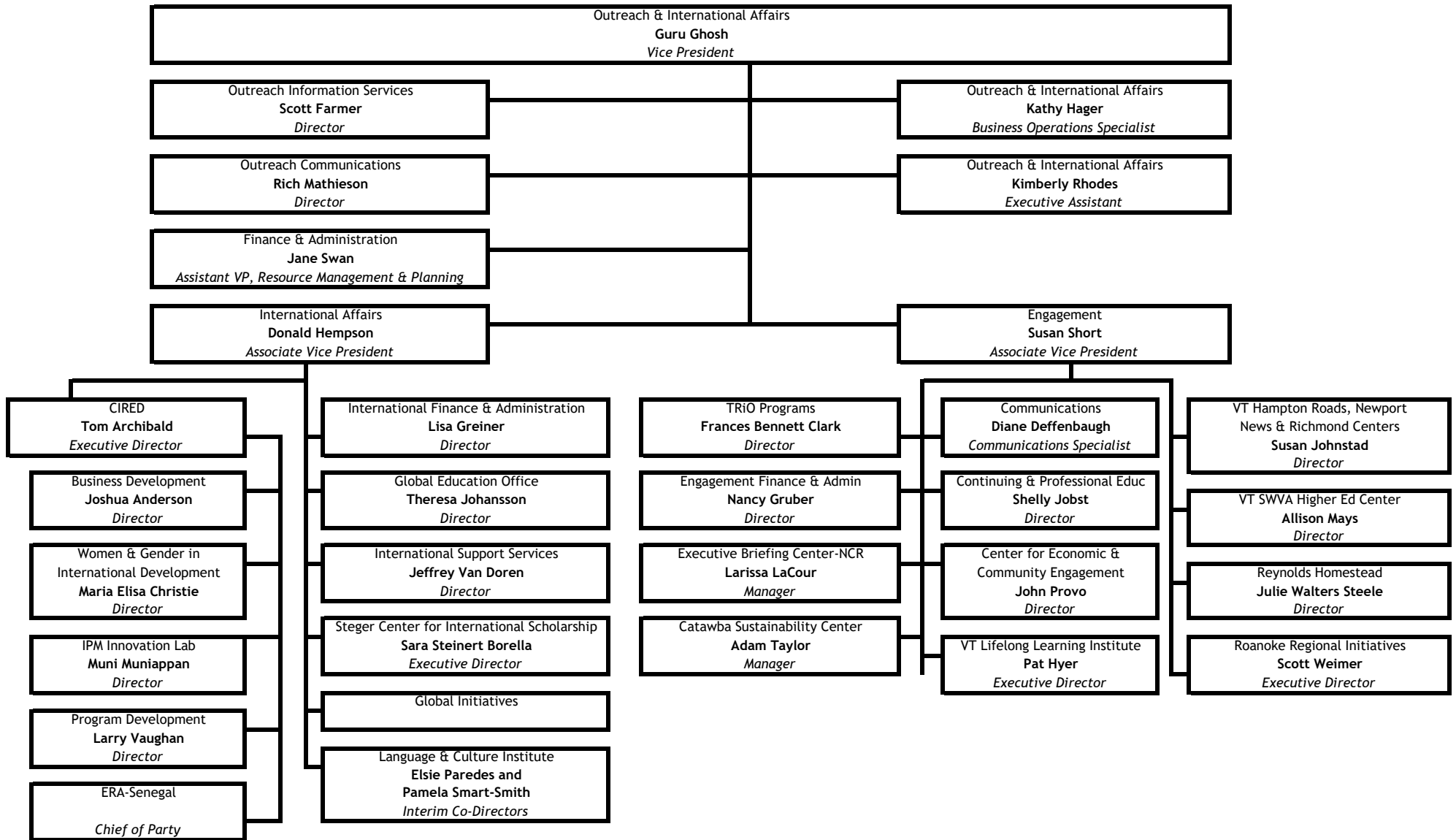
Associate Vice Provost for Undergraduate Education
Jill Sible
Associate Vice Provost for Student Success Initiatives
Kimberly Smith
Associate Vice Provost for Teaching and Learning, Director of the Center for Excellence in Teaching and Learning
Kimberly Filer
Director for Student Athlete Academic Support Services
Sarah Armstrong
Executive Director for Career and Professional Development
Matthew Paul Cowley

Commission on Outreach and International Affairs (COIA)

Outreach and International Affairs Organizational Chart

TAB 8

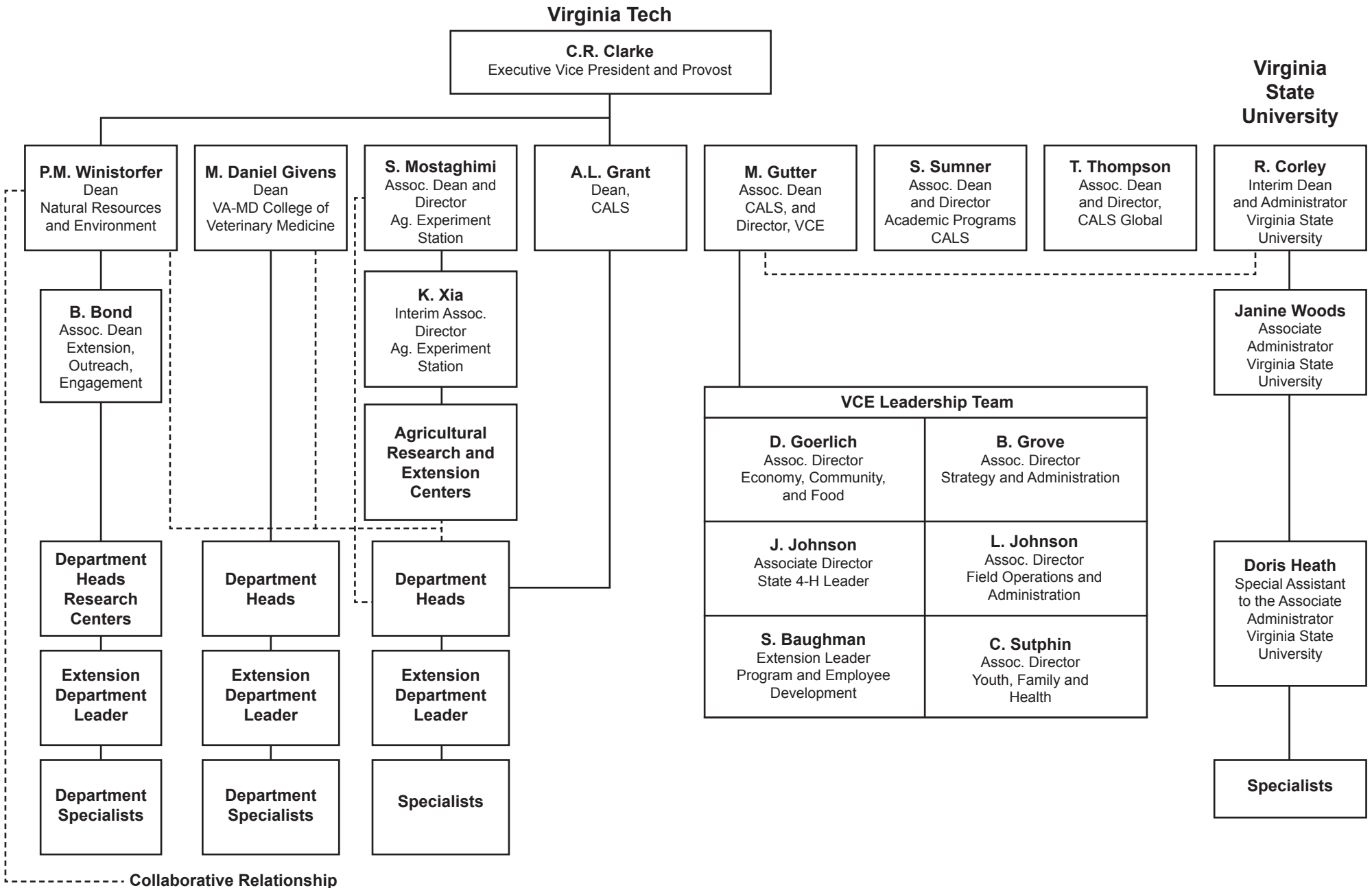
VIRGINIA TECH
Outreach & International Affairs
 September 2023



Commission on Outreach and International Affairs (COIA)

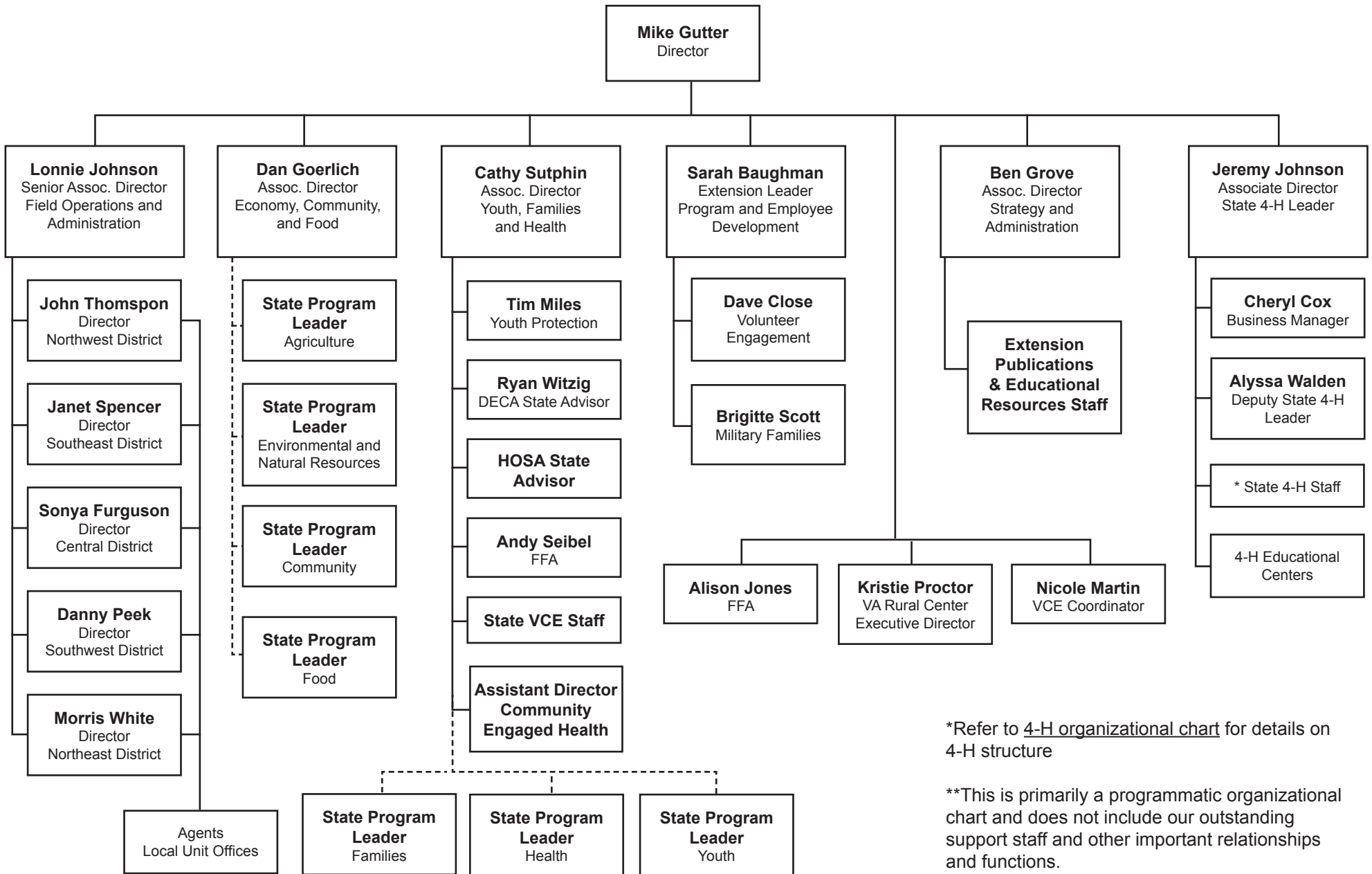
Virginia Cooperative Extension Organizational Chart

TAB 9



VCE Leadership Team

<p>D. Goerlich Assoc. Director Economy, Community, and Food</p>	<p>B. Grove Assoc. Director Strategy and Administration</p>
<p>J. Johnson Associate Director State 4-H Leader</p>	<p>L. Johnson Assoc. Director Field Operations and Administration</p>
<p>S. Baughman Extension Leader Program and Employee Development</p>	<p>C. Sutphin Assoc. Director Youth, Family and Health</p>



*Refer to [4-H organizational chart](#) for details on 4-H structure

**This is primarily a programmatic organizational chart and does not include our outstanding support staff and other important relationships and functions.

Commission on Outreach and International Affairs (COIA)

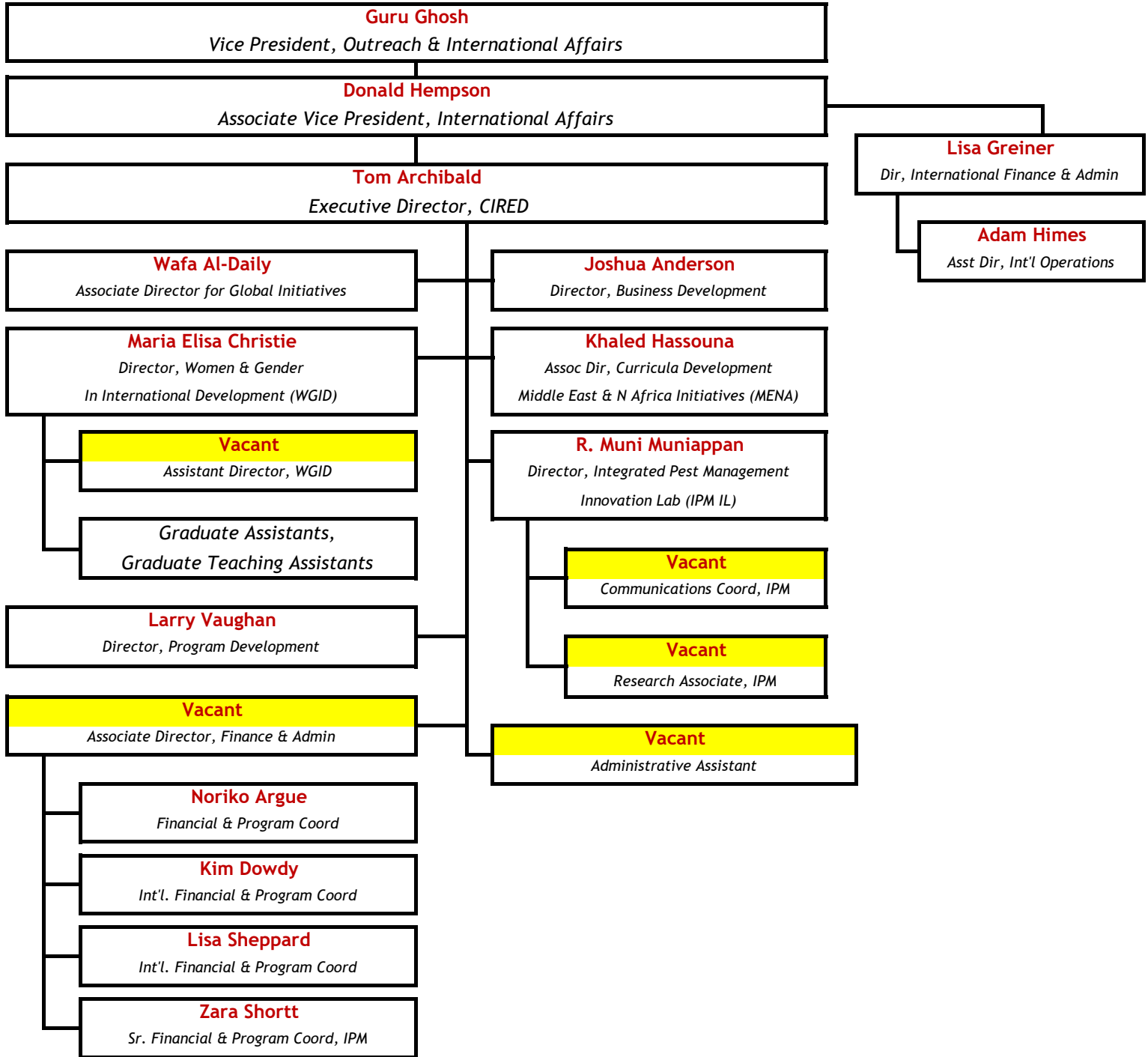
Center for International Research Education
and Development (CIRED) Organizational Chart

TAB 10

VIRGINIA TECH

Center for International Research, Education and Development (CIRED)

September 2023



Commission on Outreach and International Affairs (COIA)

Virginia Tech Guidelines for Promotion and Tenure Dossiers

TAB 11



Promotion and Tenure Dossier Guidelines 2023-2024
Office of the Executive Vice President and Provost, revised 05/01/23
Updates (or sections with content updates) are highlighted.

All candidate dossiers must be submitted to the university promotion and tenure committee according to the following guidelines. The candidate must submit a signed dossier certification when submitting their materials for review.

Document Format: To ensure clarity and consistency of dossiers, documents submitted must adhere to the following requirements:

- font type of either Arial or Times New Roman
- minimum font size of 11
- black font
- single-spaced
- double-spaced between paragraphs
- margins of 1-inch left/right and top/bottom
- pages are not numbered.

Dossiers are prepared and submitted as electronic documents. Using version 8.0, 9.0, Adobe Acrobat XI Professional, or Adobe Acrobat Pro 2020, a candidate submits their dossier to the department as a pdf-file with the major headings (I – IX and A – M) bookmarked. (It is not necessary to bookmark outline items V.B.1 – 15.) Adobe Acrobat Pro software for Mac or Windows is available from the following website:
<https://itpals.vt.edu/softwarelicensingcenter/deptsoftware/deptswind/adobeavailableproducts.html>

Please be sure to activate OCR Text Recognition (go to Document—OCR Text Recognition—Recognize text using OCR...) on each dossier before bookmarking it. Dossiers should be saved with all pages set to 100% actual size.

Section II of the promotion and tenure dossier is not prepared by the candidate. The department head, departmental promotion and tenure committee, dean, and college promotion and tenure committee will insert section II into the candidate's electronic dossier. The departmental and college administrative assistants are responsible for bookmarking those major headings (II. A – G).

Once a dossier is submitted by the candidate, other than the correction of non-substantive typographical errors, the dossier may not be revised or modified except as described in the previous paragraph. Should additional substantive information become available or if other important information and/or errors are identified during the review process, they should be included and/or explained as part of the department head's letter and/or the dean's letter.

A separate table of contents is not necessary. The electronic bookmarks act as a table of contents. If a section is not applicable to a candidate's dossier, please include the outline number in the body of the dossier, but indicate that the section is not applicable or "N/A." There is no need to bookmark a section that is not applicable. The final document should be saved with the bookmarks showing. Go to File → Properties → Initial view → Navigation tab – select *Bookmarks Panel and Page* → Ok.

Dossier Outline: Specific instructions for preparing each section of the dossier are as follows.

Cover Page: The provost provides a standard cover page, available at www.provost.vt.edu. Please note that the cover page includes the specific committee votes. Please record the complete vote, including zeros where appropriate. Department and college administrative assistants should ensure that all information is completed on the cover page before sending the dossier to the next level. It is very important to indicate the appropriate type of promotion (promotion in academic rank, conferral of non-mandatory tenure, conferral of mandatory tenure) so that candidates are reviewed in the appropriate order.

Dossier Certification: The dossier certification form is incorporated into the dossier immediately following the cover page. The form is signed by the candidate certifying that their dossier is an accurate and truthful record of their scholarly achievement and that they assume full responsibility for the presentation and formatting of the dossier. The name of the department head, chair, of school director, the department/school P&T Committee chair, or the candidate's faculty mentor who reviewed a draft of the dossier and provided the candidate with dossier preparation feedback and mentoring should also be included.

I. Executive Summary

Provide an executive summary, no more than three pages in length in outline form. Consider opening the executive summary with a paragraph that describes the candidate's research and scholarly work and the context in which they are working. The summary should address accomplishments and significant contributions pertinent to the candidate's field, which may include the following, but are not necessarily limited to these topics or to this list order:

- Awards
- Educational history
- Research and teaching interests
- Previous professional appointments
- Publications. Full listing of selected (or all, if page limit allows) should be included.
- Candidates for promotion to professor should include in the executive summary only publications and other scholarly contributions since their promotion to associate professor. Candidates for promotion to professor may include all publications and scholarly activities in the appropriate section of V. Research and Creative Activities.
- Competitive grants (selected, or all if page limit allows)
- Other sponsored research (selected, or all if page limit allows)
- Courses taught (selected, or all if page limit allows)
- Student advising (selected, or all if page limit allows)
- Outreach and professional service (selected, or all if page limit allows)
- Inclusive practices and diversity initiatives (selected, or all if page limit allows). Candidates should include a list of activities that promote or contribute to inclusive teaching, research, outreach, and service.

Candidates should include tables to summarize their contributions. Please identify important aspects of accomplishments (e.g., first author, corresponding author, new courses developed; graduate student committees chaired; candidate's portion of internal and external grant funding. The candidate's portion of funding is calculated by

multiplying the candidate's percentage of credit by the total award amount for each funded project and totaling these amounts).

Sample tables are provided. Please modify the tables to present the candidate's work in a summary fashion that best describes their scholarly and creative achievements. Faculty members with creative activities may choose an alternative way to summarize their accomplishments.

Accomplishments (since last promotion)

	After Associate	Before Associate	Total
External Funding: Total Amount (Direct + Indirect)	\$6,034,423	\$5,064,390	\$11,098,813
External Funding: Candidate Portion of Above Amount	\$1,712,932	\$1,843,561	\$3,556,493
Internal Funding: Total Amount	\$223,589	\$68,295	\$291,884
Internal Funding: Candidate Portion of Above Amount	\$135,072	\$45,789	\$180,861
Grants (external, internal)	31,5	27,2	58,7
Peer-reviewed publications	29	20	49
Ph.D. Students Graduated	5	2	7
Ph.D. Students (currently advising)	3	2	5
M.S. Students Graduated	2	1	3
M.S. Students (currently advising)	3	3	6
Undergrad Research	15	17	32
Awards and Recognition	27	12	39
Post docs	2	1	3
Courses Taught	9	8	17
Papers at Prof. Meetings	52	37	89
Invited Keynote Presentations	20	7	27

Publications (since last promotion)

	Lead Author	Co-author	Co-editor	Total
Books	1		1	2
Book chapters	2			2
Papers in refereed journals	7	5		12
Conference proceedings	4	4		8
Other papers and reports		3		3
Total	14	12	1	27

II. Recommendation Statements

A. Statement from the dean

The statement from the dean is an informative, individualized assessment of the candidate's accomplishments as they relate to Section 3.4.4 of the *Faculty Handbook* from the perspective of the college and the dean. The dean's statement should provide an integrative summary of the candidate's contributions to the department, college, and university goals. It should also reflect on the reasons for any split vote, balancing the majority opinion with sufficient information for the next level of review to understand any disagreements among committee members. The dean's statement should explicitly make a recommendation for or against promotion and/or tenure. The dean's statement should be addressed to Cyril Clarke, Executive Vice President and Provost.

B. Statement from the college committee

The statement from the college committee should be quite detailed and should include the division of the vote. Indicate the actual vote tally, rather than stating that the vote was "unanimous" or a "positive majority." For example, "The college committee voted (10—approve, 3—not approve, 1 ineligible, 2 observers) to recommend the candidate for promotion with tenure to associate professor." An explanation of the negative, ineligible, or non-voting observer votes must be included. The committee statement should also include a list of names of the eligible voting members and note the names of ineligible or non-voting observers. The college committee statement should explicitly make a recommendation for or against promotion and/or tenure. The college committee's statement should be addressed to the dean.

Please note that a voting category has been established, ineligible, which should be used by college committee members who served on and voted as a member of the department committee and thus are ineligible to vote at the college level. A faculty member who is being evaluated may not serve on any promotion committee. Faculty members should not serve on any promotion committee evaluating a spouse or partner. It is not sufficient to leave the room while the spouse or partner is discussed.

C. Statement by the department head, chair, or school director

This statement is limited to 6 pages in length, and should include:

- A summary of the candidate's professional assignment with value and understanding of candidate's role and expectations at Virginia Tech. Please provide the percentages of assignment for the faculty member across teaching; research, scholarship, or creative activities; and service and outreach. Provide the context for how the faculty member's accomplishments in terms of quantity and quality should be evaluated. Clarify what isn't expected if it is a case that might raise questions of the committee (e.g., master's student and/or Ph.D. student completion).
- An evaluation of the academic performance and effectiveness of the candidate in each of the areas of faculty responsibility: teaching, student mentorship,

and/or academic advising; research, scholarship, and creative activities; and outreach. The statement should include the position responsibilities, how these expectations relate to expectations of faculty members in peer departments, and AY or CY designation. Use tables or figures as appropriate to show comparisons with peers.

- The expectations and contribution for external funding (e.g., grants and contracts), mentoring graduate students (e.g., masters vs. doctoral), publications and the role that funding plays for the faculty member's research and scholarship in your unit and in peers units nationally.
- If the faculty candidate had an expectation, but did not meet it, please explain the reason(s) for not completing the expectation. This is especially important for non-mandatory promotion and tenure cases. Example: the department expects the candidate to have chaired a doctoral or master's student to completion, but the candidate had not. The department head may wish to highlight other evidence that might show the candidate's success in a related area or intermediate progress (e.g., scholarship published with students, student progress towards degree, such as exams completed, etc.).
- Information regarding the quality and appropriateness of publication forums.
- Information regarding the significance of keynote presentation/lecture venues.
- A summary of important accomplishments and an interpretation of significant contributions.
- Information regarding the candidate's contributions to an inclusive campus and collegial workplace at Virginia Tech.
- An explanation of the procedures by which the candidate was evaluated.
- An explanation for any split vote, balancing the majority opinion with sufficient information for the next level of review to understand any disagreement amongst committee members.
- A summary of the comments and recommendations from outside reviewers, particularly if an explanation or refutation is warranted. The letter should explain why each reviewer is well placed to write an external letter. If a reviewer has co-authored with the candidate, provide an explanation of how the reviewer is sufficiently removed from the candidate and how they can provide an independent and unbiased review.
- Address any gaps in the candidate's record without revealing any confidential information. A gap of two or three years or an inversion of a trajectory (research, teaching, outreach, or service) requires a detailed and careful explanation.
- Provide any updated accomplishments (e.g., funding, awards, progress of Ph.D. and/or master's students, etc.)
- The head or director's statement should clearly state their recommendation on the case.
- The head or director's statement should be addressed to the dean.

D. Statement by the department or school promotion and tenure committee

This statement should include a detailed evaluation of the candidate and the division of the vote. Indicate the vote tally, rather than stating that the vote was "unanimous" or a "positive majority." For example, "The departmental committee voted (10—yes, 3—no, 1 ineligible, 1 observer) to recommend the candidate for

promotion with tenure to associate professor.” An explanation of the negative, ineligible, or non-voting observer votes must be included.

Department or school committee members are expected to vote. If they serve on the college committee, they will be ineligible to vote at that level. In the absence of a unanimous recommendation, a minority report may be included. In most cases, however, the basis for a split vote should be evident in the committee letter.

The committee statement should also include a list of names of the eligible voting members and note the names of ineligible or non-voting observers. The department committee statement should explicitly make a recommendation for or against promotion and/or tenure. The department or school committee’s statement should be addressed to the department head or director.

A faculty member who is being evaluated may not serve on any promotion committee. Faculty members should not serve on any promotion committee evaluating a spouse or partner. It is not sufficient to leave the room while the spouse or partner is discussed.

NOTE: The candidate should receive assistance with the initial dossier preparation. The department head, chair, or school director, departmental/school P&T committee chair, or faculty member, should work with the candidate to correct errors or incomplete sections. **The name of whomever provides this assistance should be included on the dossier certification form.**

- E. Statements from other units for faculty with joint appointments or other formal interaction

If the candidate’s research is primarily through a team in a research center or institute, the center or institute director (or designee) should provide a letter of evaluation. These statements should be addressed to the department head or director.

- F. For faculty who present significant interdisciplinary or multidisciplinary and collaborative teaching, research, outreach, or extension as part of the record, the dossier should include one evaluation letter from the director, coordinator, or leader of the interdisciplinary or multidisciplinary program. This letter should be addressed to the department head or director.

Do not include an excessive number of “congratulatory” letters.

G. Letters of evaluation submitted by outside reviewers from peer institutions

The committee expects to see *all* external letters received, not just selected letters. The dossier must contain, at a minimum, four external review letters. External reviewers are expected to be professors at major research universities; these reviewers should be viewed as senior contributors to the appropriate related discipline(s) or area of scholarship.

It is the responsibility of the departmental promotion and tenure committee and/or department head to solicit evaluations from outside reviewers. In a parallel but

independent process, the candidate and the departmental promotion and tenure committee (and/or department head) will each prepare a list of outside reviewers. There may be instances when the committee and the candidate suggest the same outside reviewer. This is perfectly acceptable; however, candidates may not suggest *all* of the outside reviewers. If a candidate and the committee choose the same reviewers, please be sure to indicate that in the table.

The final set of external reviewers should include a balance between those suggested by the candidate and those suggested by the committee. At least three letters should come from those selected independently by the department committee/head/committee chair. Any deviation from this distribution should be explained in the dossier. If a candidate chooses not to submit a list of external reviewers, the dossier should note that the candidate was invited to provide a list, but chose to let the department select the reviewers. If the candidate was asked to prepare a list of external reviewers and chose not to submit a list, the dossier should note this below the chart of external reviewers. The final list of outside reviewers should never be shared with the candidate.

Reviewers should not be former advisors, postdoctoral supervisors, co-investigators on grants, or coauthors on recent publications, or should not have other relationships that may be perceived as being too close to the candidate. When possible, avoid selecting external reviewers from the candidate's Ph.D. granting institution or from universities at which the faculty member had a prior faculty position.

Reviewers are expected to be at peer institutions or other major research universities. If the best person to evaluate the work is not at a major research university, please explain. A listing of Virginia Tech's SCHEV-approved peer institutions can be found at <https://aie.vt.edu/strategic-analysis/peer-institutions/schev-approved-peers.html>. However, other major research universities may be very appropriate sources of external reviewers; committees are not confined to the official SCHEV-peer list. It is important to include senior, accomplished faculty members who will have had experience with the promotion process at their home university. Additionally, it is important to include senior faculty who are national and international leaders to evaluate candidates for promotion to professor.

Department heads and/or department committee chairs should carefully instruct external reviewers about the expectations for promotion: (a) a national reputation for research and scholarly work for promotion and tenure; (b) national leadership and distinction for promotion to professor; and (c) placing the candidate's accomplishments in the context of faculty members who are working in similar fields at other research universities. If the candidate is engaged in interdisciplinary work (e.g., Destination Areas or Strategic Growth Areas; close collaborations across disciplinary lines), please provide a description of that work to the external reviewers so they evaluate the faculty member's contributions in that context.

Department heads and/or department committee chairs should instruct external letter writers to describe any relationship with the candidate in their letter. This should include how long they have known the candidate, whether there is a personal or professional relationship with the candidate, and, in general, if there is a potential conflict of interest.

If a candidate has received an extension of the tenure probationary period, this should be addressed in the external review request as follows: “This candidate has received an extension of their tenure probationary period under approved university policies. You are asked to evaluate the candidate’s accomplishments and appropriateness for tenure and promotion to associate professor as if the record had been accumulated during our normal six-year probationary period.” If a candidate has received a semester or two with modified duties, it is only necessary to inform the external reviewers if the teaching load reduction is substantial and notable. If external reviewers are informed, please do not state a reason for modified duties.

See the Provost’s Office website for additional guidance and recommended text for letters to external reviewers.

1. Provide information about the outside reviewers in a table format, as follows:

Reviewer	Institution	Suggested by Candidate	Independently selected by Committee
Mary Jones	Stanford Univ.	X	
John Smith	Michigan State Univ.		X
Jane Brown	Oregon State Univ.		X
Bob Akers	Iowa State Univ.	X	X
Kwan Lin	Penn State University		X

*Please include all letters received. Do not include reviewers who did not submit an outside letter in the table. Provide an explanation if there are any unusual aspects to the outside reviewers.

2. Following the table, provide a brief (two to three paragraphs) biographical sketch of each reviewer and explain why he or she was particularly suited to review the candidate’s work. If a reviewer is not from a peer institution or major research university, please address the reasons that the reviewer was selected. The majority of reviewers are expected to be from a peer institution (SCHEV Peers) or other major research university.
3. Following the biosketches, provide a sample copy of the letter of instruction sent to outside reviewers.
4. Following the sample outside review instruction letter, provide the letters from outside reviewers.

III. Candidate’s Statement

The candidate’s statement should be no more than four pages in length and double-spaced between paragraphs. Neither this statement, nor any part of it, should be repeated or further developed elsewhere in the dossier. The candidate should provide an introductory statement about their professional identity and the context of their work within the broad field(s) in which they are working. This statement should explain such matters as the character, coherence, direction, and purpose of the candidate’s scholarly and professional work, including the integration of teaching, research and creative

activity, and service. Scholarship, which is pervasive across all three missions of the university, is broadly defined at Virginia Tech as the creation of knowledge that is peer reviewed and publicly disseminated. The candidate should provide the context for her/his work in the specific areas of scholarship and how her/his contributions are evaluated nationally. As a land-grant university, Virginia Tech values the application of teaching and research in fulfillment of its outreach and extension responsibilities. Outreach accomplishments should be reported in context of research and teaching, as well as international and professional service. Faculty with extension appointments should also relate their program accomplishments to teaching, research, and outreach.

The statement should enable members of the university promotion and tenure committee to understand clearly the candidate's professional aims and achievements. The statement should explain the work and its impact. This statement should provide all reviewers with a clear understanding of the candidate's research and creative activities; teaching, including graduate and undergraduate student mentorship, outreach, and extension achievements; international activities; and active involvement in diversity and inclusion. Where possible, the candidate's statement should reference specific scholarly achievements documented in the remainder of the promotion and tenure dossier.

A. COVID Statement

To help internal and external evaluators understand the issues that candidates for promotion and/or tenure were dealing with during COVID-19 impacted years, candidates may choose to write a faculty COVID-19 statement that highlights changes in circumstances attributable to COVID-19 that had a demonstrable negative impact on their ability to conduct research, scholarly, creative, or outreach activities and/or publish their results. Lab closures, changes in the focus of granting agencies, the cancellation of book contracts due to the closure of university or other presses, the shuttering of performance spaces – these and other kinds of professional issues should be included. This statement will be sent to external evaluators and added to the candidate's dossier. Please see Adaptations to Promotion and/or Tenure Processes Due to COVID-19 (08/01/22) on the Provost's promotion webpages.

IV. Teaching and Advising Effectiveness

Teaching and advising are multifaceted activities. In any assessment of a candidate for promotion and tenure, both the quality and the quantity of the individual's achievements in teaching and advising should be presented in the dossier. A number of measures to demonstrate the quality of teaching, student mentorship, and advising are available: development of instructional material and of courses and curricula; student, peer, and alumni evaluations; contributions to graduate student mentorship and/or as an academic advisor; recognition and awards for teaching or advising effectiveness; the long-term effect of a faculty member on the personal and professional success of students; student achievements; and incorporating inclusive pedagogy in teaching.

All faculty who teach should have multiple forms of teaching evaluations, including SPOT scores and peer evaluations, and these evaluations should be included in the promotion dossier. Two letters or reports from departmental or college peer reviewers since last promotion are required. This includes faculty with low teaching assignments, but who teach or regularly guest lecture. Faculty whose evaluations of teaching, including peer evaluations and SPOT scores, suggest improvements in teaching are

warranted should be sure to list what they have done to improve in subsection M below (e.g., CETL and TLOS workshops).

Due to the disruption of the COVID-19 pandemic on teaching, SPOT scores for the calendar year 2020 (spring, summer, and fall) are not required to be reported in any promotion dossier.

Those evaluating candidates for promotion or tenure should give special consideration to teaching effectiveness. The assessment of teaching and advising effectiveness rests on a comprehensive review of both qualitative and quantitative measures. To be evaluated favorably, an individual should contribute to the accomplishment of the mission of the university in several aspects of teaching.

Candidates for promotion to professor may choose to provide a listing of teaching accomplishments since the last promotion, or they may choose to provide a selected list of teaching accomplishments if they have been in rank for many years and can demonstrate their effectiveness with a selected list.

The promotion and tenure dossier should provide the following information about teaching and advising:

- A. Recognition and awards for teaching or advising effectiveness
- B. A chronological list and/or table of courses taught since the date of appointment to Virginia Tech (or since last promotion). Candidates who held a position at the same rank at another institution may include courses taught at that rank prior to their appointment to Virginia Tech.

The chronological list and/or table should include courses by term and year, credit hours, course enrollments, and the faculty member's role (if not solely responsible for the course) with the percent of effort or assignment.

- C. A chronological list of non-credit courses, workshops, and other related outreach and/or extension teaching since the date of appointment to Virginia Tech (or since last promotion).
- D. Completed theses, dissertations, other graduate degree projects, major undergraduate research projects, and honors theses directed
- E. Postdoctoral Fellow training and research

Format the information in this section, as follows:

Student: Mary Jones
Degree and Institution: Ph.D., Dept. of Toxicology, NC State University
Employed: August 2000 – present
Publications: 2
Meeting Presentations: 3
Employment after leaving postdoctoral position: State Toxicologist's Office, Durham, NC

- F. Current positions held by the candidate’s masters and doctoral recipients
- G. Special achievements of current/former undergraduate and graduate students
- H. Current academic advising and mentoring responsibilities—graduate and undergraduate

Please include the students who are currently working on their theses, dissertations, etc. Include a table that shows the progress of each student, the milestones accomplished, and other indicators of progress.

Describe graduate mentoring accomplishments in detail, including exams completed, scholarship published, funding of graduate students on grants and contracts, the successful graduation of master’s and/or Ph.D. students, and other milestones that demonstrate effective and successful graduate student mentorship.

Sample table is provided. Please modify the table to best present the candidate’s current academic graduate mentoring and undergraduate advising responsibilities.

Role	Name	Degree	Status/Degree Date
Chair	Daniel Lu	PhD Physics	Passed proposal defense; published a co-authored paper
	Bob Jones	PhD Engineering Education	Passed proposal defense; made two professional conference presentations
	Pearl Chang	PhD Biological Sciences	Passed preliminary exam; engaged in field research
	Kevin Taylor	PhD English	Passed preliminary exam
	Kathy Akers	PhD Entomology	Passed qualifying exam Spring 2023
	Jeremy Adams	MS Electrical Engineering	1 st year student
Committee Member	Becky Jones	PhD Sociology	Passed proposal defense
	Mike Walters	PhD Higher Education	Passed proposal defense
	Betsy Miller	PhD Computer Science	Passed qualifying exam
	Joe Roberts	PhD Engineering Education	Created plan of study
	Sally Brown	PhD Geosciences	Passed preliminary exam
	Sandy Williams	PhD Biochemistry	Passed qualifier exam
	Samantha Smith	MS Electrical Engineering	Completing thesis

- I. Course, curriculum, and program development

The dossier must provide a persuasive evaluation of the faculty member’s effectiveness as a teacher and an advisor. It should explain the point or meaning of any data, information, or examples included as evidence. Data from student evaluations, for example, are not necessarily self-explanatory; the numbers usually require interpretation and comparison. Where comparisons are warranted and would be helpful, they should be included. The quality of a candidate’s achievements and ability as a teacher should be clearly demonstrated. Evidence such as the following should be included:

J. Student evaluations of instruction

Include the rating scale and college and/or department averages. Include data on all courses evaluated, enrollment in each course, number of students turning in evaluations, and numerical averages. Do not include student comments from teaching evaluations. Include evaluations of non-credit courses or other outreach or extension-related teaching, which should include participant data as defined above and evidence of the impact of programs on participants. A sample table may be helpful; see a recommended presentation below.

Explanation of columns:

- “enrolled” indicates the number students enrolled in the course at the time the student evaluation was conducted
- “response” indicates the number of students who answered the question for which scores are reported
- “overall effectiveness” lists the mean response to the question” Overall, the instructor’s teaching was effective.” Note that the data are presented as (instructor average) / (maximum score)
- “dept. ave.” indicates the average for the Department of XXXXXX for the same question over all courses in the indicated semester
- “college ave.” shows the average for all courses in the College of X X X X X for the same questions in the indicated semester

year	term	course #	course title	enrolled	response	overall effectiveness	dept ave.	college ave.
2019	F	XXXX 2000	Introduction to Life	42	29	5.56 / 6	5 / 6	5.22 / 6
2020	S	XXXX 5000	Advanced Topics in Life	10	8	5.8 / 6	5 / 6	5.4 / 6
2020	S	XXXX 4000	Philosophy of Life	22	18	5.5 / 6	5.09 / 6	5.25 / 6
2020	F	XXXX 6000	Advanced Topics of Life Philosophy of Biology	7	4	5.5 / 6	5.09 / 6	5.25 / 6
2021	S	XXXX 5050	Problem solving Logic	10	8	5.5 / 6	5.09 / 6	5.25 / 6

K. Peer evaluations of instruction

Provide at least two letters or reports from departmental or college peer reviewers since the last promotion regarding the candidate's teaching and advising effectiveness. These reviews should be a minimum of two pages each and provide substantive detail regarding the teaching or advising activities. Peer evaluations of teaching may address topics such as course organization and management, pedagogical strategies, content knowledge and communication, assessment strategies, and student engagement, among others. Additionally, the two peer reviews should represent different points of time in the review period and differing instructional events.

L. Alumni evaluations of instruction

Inclusion of alumni evaluations of instruction is optional. If included, describe how the letters/evaluations were solicited.

M. Demonstrated efforts to improve one's teaching effectiveness, including, but not limited to, pursuing training in inclusive pedagogy and incorporating the Principles of Community into course development.

V. Research and Creative Activities

While both the quality and quantity of a candidate's achievements should be examined, quality should be the primary consideration. Quality should be defined largely in terms of the work's importance in the progress or redefinition of a field or discipline, the establishment of relationships among disciplines, the improvement of practitioner performance, or in terms of the creativity of the thought and methods behind it. Original achievements in conceptual frameworks, conclusions, and methods should be regarded more highly than work making minor variations in or repeating familiar themes in the literature or the candidate's previous work. Determination of excellence is difficult and requires informed professional judgment.

Quantity is often easier to measure than quality, since comparisons can be made more readily. However, because scholars and artists sometimes—and for good reasons—disseminate essentially the same information or exhibit the same work, it is important to note the relationships among various publications, exhibitions, and performances where redundancy or duplication appears to occur.

Some disciplines more readily lend themselves to greater numbers of scholarly works. Thus, it is essential that quality be the primary, although not the only, criterion to evaluate a candidate's achievements.

Candidates should list only those publications, projects, or performances which have appeared or been accepted for publication or presentation. They should not include work currently submitted and being reviewed or work in progress.

For each publication, project, or performance, please indicate the lead author or performer's name(s) in bold text, for example:

Jones, M. A. and Smith, J. E., 2001. The role of As60A, a TGF- β homolog, in *Anopheles stephensi* innate immunity and defense against *Plasmodium* infection. Infection, Genetics, and Evolution 1:131-141.

Papers, publications, or performances in collaboration with current or former students should include an asterisk at each student's name.

For multi-authored papers, interdisciplinary papers, and other relevant works, the candidate should include a short statement of her/his contributions to the work. Distinguish the candidate's role as lead or corresponding author.

The dossier should provide a persuasive assessment of a candidate's research and creative achievement. Achievement and ability should be clearly demonstrated. It is important, for example, to identify refereed publications or juried exhibitions and the professional status of a press, journal, performance or exhibition. It is important to show the professional quality of a candidate's achievements through such means as qualified peer evaluations, published reviews, external evaluations, grants, awards, or prizes. If a candidate reports an H-index, I10, or other metrics, place the number in context for the field, subfield, or specialty. A seemingly low score in a subfield may be an indicator of impact that is different from other subfields.

Increasingly, scholarly and professional associations are acknowledging the need for more diverse perspectives within fields. The dossier may address the candidate's involvement with work groups, conferences, special journal editions, or other efforts that advance the scholarship of diversity within her or his field.

The promotion and tenure dossier should provide the following information about research and creative activity:

- A. Awards, prizes, and recognitions
- B. List of contributions

Contributions should be identified by type and presented in a standard appropriate bibliographic form. Cite page numbers. Indicate lead author, per the example given above.

Candidates for promotion to professor should list all scholarly contributions in reverse chronological order but should indicate which contributions occurred since the last promotion. The contributions since last promotion should be consistent with those reported in the Executive Summary.

1. Books or monographs
2. Book chapters
3. Books edited
4. Textbooks authored
5. Textbooks edited

6. Papers in refereed journals (both print and electronic)

Provide a qualitative assessment of the paper, which may include article-level metrics as well as broader impacts such as media coverage or effect on public policy. For example, counts of citations, views, downloads, Altmetric scores or percentiles, and mentions may be listed with their sources.

Optionally, provide a qualitative assessment regarding the journals in which the candidate has published. This should be a statement about the level of prestige and relevance of the journal in the specific field or area, and may include acceptance rates, journal impact factor, or similar information. For example:

- *American Journal of Agricultural Economics*, a leading journal in the field of agricultural economics. Published five times a year by the American Agricultural Economics Association. The acceptance rate is 26 percent.
- *The Physical Review*: the highest regarded journal in condensed matter and solid-state physics. Publisher: *American Physical Society* (APS). Impact factor 2.352.
- Sponsored by the National Council on Family Relations, the *Sourcebook of Family Theory and Research* is the seminal reference work on theory and methods for family scholars and students. The *Sourcebook* represents a “Who’s Who” of family researchers with contributions from the best, innovative, and upcoming researchers in family studies.

7. Papers in refereed conference proceedings

8. Performances, exhibitions, compositions

9. Digital scholarship

10. Reviews

11. Numbered extension publications

12. Prefaces, introductions, catalogue statements, etc.

13. Papers and posters presented at professional meetings

14. Translations

15. Abstracts

16. Other papers and reports

C. Sponsored research and other grant awards (Please distinguish internal and external awards)

Explicitly cite the principal investigator(s)—all names that appear on the grant proposal, year, and duration of the award, percentage of candidate’s credit, source

(agency) of the award, and the amount. Differentiate external and internal research funding.

Identify whether the proposal addresses broadening participation or increasing engagement of underrepresented groups within one's field, or otherwise advances knowledge about diverse populations, as defined by one's field. Indicate the percentage of candidate's participation. Do not include unfunded grant applications. Do not include proposals that have been submitted, but rejected (not funded). The department head's letter may address the issue of grant proposals submitted but not funded if this is deemed an important reflection of effort, for example.

Please specify the candidate's current percentage of credit. In some cases, it may be important to address the candidate's percentage of credit for the funded initiative independent of funding amounts.

There should be clear evidence of external funding to support graduate education at a level appropriate for the candidate's discipline/field. Provide an explicit statement about whether the funding is sufficient to meet the department/college's expectations.

D. Invited keynote presentations or lectures

E. Editorships, curatorships, etc.

1. Journals or other learned publications
2. Editorial boards
3. Exhibitions, performances, displays, etc.

F. Economic contributions and entrepreneurship

1. Start-up businesses (including competitive grants and contracts such as SBIR awards and other notable business achievements)
2. Commercialization of discoveries
3. Other

G. Intellectual properties

Provide insight regarding the significance of the intellectual property and its contribution to the university mission.

1. Software
2. Patents
3. Disclosures (pre-patent)

VI. International and Professional Service and Additional Outreach and Extension Activities

Faculty members should seek ways in which they connect their scholarship to enhance international and global understanding as well as advance their professional disciplines. The quality and effectiveness of international activities and professional service should be documented.

Candidates for promotion to professor may choose to provide a listing of service and outreach/extension accomplishments since the last promotion, or they may choose to provide a selected list of these accomplishments if they have been in rank for many years and can demonstrate their effectiveness with a selected list.

Additional outreach and extension contributions and creative activities not reported under teaching and research may be reported in this section. Simply enumerating activities, identifying committees and task forces, listing reports and studies is not sufficient. It is important to show the professional quality of a candidate's achievements through such means as qualified peer review, stakeholder evaluations, reviews of published materials, conference and workshop assessments, and letters from committee chairs.

The dossier should provide the following information:

- A. International programs accomplishments
 - 1. International recognition and awards
 - 2. International research collaborations
 - 3. Other international activities
- B. Professional service accomplishments, such as:
 - 1. Service as an officer of an academic or professional association
 - 2. Other service to one's profession or field (e.g., service on committees)
 - 3. Professional meetings, panels, workshops, etc., led or organized
- C. Efforts to diversify the disciplines such as:
 - 1. Disciplinary or interdisciplinary efforts to attract underrepresented students to different majors and graduate programs at Virginia Tech.
 - 2. Participation in campus, local, regional, or national organizational efforts to promote diversity and inclusion in scholarly or professional fields.
- D. Additional outreach and extension activities and outcomes

This section is designed to capture outreach and extension-related program activity that is not reported in previous sections. Community service unrelated to the candidate's professional responsibilities (e.g., leading a youth group,

coaching youth sports teams) should not be included in the dossier. Specific areas that may be appropriately reported here include:

1. Peer evaluations of extension program(s)
2. Professional achievements in program development, implementation, and evidence of impact
3. Outreach and extension publications, including trade journals, newsletters, websites, journals, multimedia items, etc.
4. Presentations in area of expertise to community and civic organizations, including schools and alumni groups, etc.
5. Outreach to underrepresented or underserved communities, in the Commonwealth, domestically, or internationally.
6. Service on external boards, commissions, and advisory committees
7. Expert witness/testimony
8. Consulting that is consistent with university/department priorities
9. Recognitions and awards for outreach and extension effectiveness

VII. University Service

Faculty members have significant roles in the governance, development, and vitality of the university and academic profession. Service to the university and academic professional organizations constitutes an important faculty responsibility, as does advising of student organizations.

- A. University meetings, panels, workshops, etc. led or organized
- B. Department, college, and university service, including administrative responsibilities
- C. Service that promotes diversity and inclusion (e.g., participation in a caucus designed to promote inclusion; participation in gateway and pipeline programs; advising and assisting student ambassador programs).
Broad categories and examples of diversity contributions developed by the Commission on Equal Opportunity and Diversity are available at the following website:
http://www.provost.vt.edu/efars/diversity_reporting.html
- D. Service to students—involvement in co-curricular activities, advising student organizations, etc.

VIII. Work Under Review or In Progress

Work listed in this section can be updated, but cannot be included in early parts of the dossier. For example, a paper that was under review when the dossier was first

submitted may be accepted prior to sending the dossier to the college or university committees. An annotation in this section is acceptable.

Candidates for promotion and/or tenure are encouraged to include work under review or in progress; committees are interested in the continued trajectory of candidates' work.

(When appropriate, please provide indicators of the scope of the work such as number of pages for a book manuscript, venue for proposed performance, agency where the grant is or will be submitted, and in press or accepted date, etc.)

A. Work submitted and under review

B. Work in progress

IX. Other Pertinent Activities

Commission on Outreach and International Affairs (COIA)

Alumni Awards for Outreach Excellence

Alumni Award for Excellence in International Education

Alumni Award for Excellence in International Outreach

Alumni Award for Excellence in International Research

TAB 12

ALUMNI AWARDS FOR OUTREACH EXCELLENCE
Alumni Award for Outreach Excellence (Individual Achievement)
Alumni Award for Outreach Excellence (Team Achievement)

Description of Award:

These awards, sponsored by the Alumni Association, recognize sustained outstanding contributions by university employees who take leadership in the development of strategic partnerships that promote Virginia Tech’s standing as an “engaged institution.” As defined by the Engagement Scholarship Consortium, an engaged institution is:

One that strives to generate, exchange, and apply mutually beneficial and socially useful knowledge and practice developed through active partnerships between the academy and the community.

These awards recognize the importance of reciprocal relationships that enhance the economic and social well-being of individuals, families, businesses, and communities around the commonwealth, the nation, and the world, and enrich and strengthen the university’s discovery, learning, and engagement missions.

Criteria:

The selection committee seeks evidence of:

1. Active partnership with and participation by the community
2. Creative and innovative programs
3. Programs that meet a specific community need
4. Sustained programs (preferably over a period of several years)

The description of the work should highlight its focus, including how it is planned and implemented to deliver coherent content in response to the needs and interest of the target audience.

Nature of Award:

The Commission on Outreach and International Affairs, with the support of the Virginia Tech Alumni Association, sponsors an annual awards program entitled “Alumni Awards for Outreach Excellence” including two awards—one for individual accomplishments and one for team accomplishments. The Commission also sponsors an award for each of the eight colleges (for individuals or teams).

Recipients of the Alumni Awards receive \$2,000, a plaque, and are automatically inducted into the Academy of Outreach Excellence. All monetary awards are dispersed via the payroll system (as applicable) and taxed at required tax rates. Members of a team receive an equal portion of the \$2,000. *Detailed information may be found at <https://www.outreach.vt.edu/about/awards-recognition.html>.*

Eligibility:

1. For the Individual Award, applicants must be current instructional/research faculty of Virginia Tech for a period of at least three (3) years, and not retired, on the day of the application deadline.
2. For the Team Award, the team leader must be instructional/research faculty of Virginia Tech for a period of at least three (3) years, and not retired, on the day of the application deadline.
3. Preference will be given to sustained outreach and engagement over a period of at least three years, although in exceptional cases, the award may be given for a single piece of outstanding work without regard to time.
4. Applicants who have received their respective college's outreach and engagement award may apply, though receiving their college's award is not a prerequisite to be considered for this award.
5. Prior applicants are eligible to re-apply with an updated cover letter and other application materials.

Application Requirements and Process:

The application package is to be submitted by the applicant(s) must include the following (12 pages maximum):

1. Application Form:
https://www.outreach.vt.edu/content/dam/outreach_vt_edu/documents/awards/outreach/applicationform.pdf
2. Cover letter (not to exceed four pages): The letter should highlight the contributions to outreach and engagement by the applicant(s), including a description of the effort and how it meets the selection criteria. Please be sure to include:
 - a) **Individual Award:** Applicant Name and Position/title within the university (must be instructional/research faculty)
Team Award: Applicant Names and Position/titles (identify team leader; team leader must be instructional/research faculty)
 - b) Description of work completed and why it merits recognition
Suggested points that may be covered:
 - o Description of the outreach and engagement program and activities
 - o How the program responds to the current needs and interests of people
 - o Highlights of the subject matter expertise of the applicant(s)
 - o Communication methods utilized in the program
 - o Evidence of outreach and engagement leadership by the applicant(s)
 - o Professional/scholarly activities by the applicant(s)
3. Citation statement for the award announcement (limit of 100 words).
4. Two letters of support from constituents served by the applicant's or applicants' outreach and engagement activities (not to exceed one page each).
5. If desired, additional documentation referenced in the cover letter to support the application (not to exceed four pages).

Application packages must be submitted by **4 p.m. January 31, 2023** either as a **single** PDF document to rhodesk@vt.edu; or hard copy to:

Outreach Excellence Awards Selection Committee
Kimberly Rhodes
Campus Mail (0265)
Gateway Center
902 Prices Fork Road; Suite 120
Blacksburg, VA 24061

ALUMNI AWARDS FOR EXCELLENCE-INTERNATIONAL AWARDS

ALUMNI AWARDS FOR INTERNATIONAL EXCELLENCE

Nature of Awards

Three awards are sponsored by the Virginia Tech Alumni Association. Winners are selected by the University Committee on International Affairs. Awards are typically conferred during the Faculty/Staff Awards ceremony. Each winner receives a suitable memento and \$2,000 provided by the Virginia Tech Alumni Association. There are three categories: **Education, Outreach, and Research.**

Nomination Requirements

- Tenure-track, administrative/professional faculty, instructors, and staff members are eligible.
- Any faculty or staff member or currently enrolled student may nominate an individual.
- Those offering nominations should submit a letter to the selection committee that describes the contributions of their nominee in relation to the selection criteria.

Nominations **must** include the following information:

1. A letter of nomination that includes a description of the nominee's contributions to international education while at Virginia Tech. **The letter should be provided by the person nominating.**
2. Two additional letters of support. **The person nominating, in consultation with the nominee, should arrange for the two additional letters to be sent.**
3. A copy of the nominee's *Curriculum Vitae*. **A current CV should be supplied by the nominee.**

Additional documentation exemplifying the nominee's international contributions may be included. **The nomination packet must be no longer than 15 pages, including letters and supplemental documentation. The person nominating, in consultation with the nominee, should arrange for such documentation to be forwarded.**

ALUMNI AWARD FOR EXCELLENCE IN INTERNATIONAL EDUCATION

This award recognizes contributions by faculty and staff members who have had an impact on international education at Virginia Tech. The honor recognizes individuals whose efforts have resulted in thoughtful approaches to international education including:

- Service to the community
- Global education
- Services to international students and scholars
- Course development
- Program development
- External partnerships, awards, and recognitions

Criteria

The selection committee will consider:

1. Contributions to the internationalization of Virginia Tech
2. The impact on students
3. The impact on the campus and community
4. The significance of the initiative
5. The sustainability of the initiative

The nomination packet should include evidence of some or all of the above forms of exemplary activity.

ALUMNI AWARDS FOR EXCELLENCE-INTERNATIONAL AWARDS

ALUMNI AWARDS FOR INTERNATIONAL EXCELLENCE

Nature of Awards

Three awards are sponsored by the Virginia Tech Alumni Association. Winners are selected by the University Committee on International Affairs. Awards are typically conferred during the Faculty/Staff Awards ceremony. Each winner receives a suitable memento and \$2,000 provided by the Virginia Tech Alumni Association. There are three categories: **Education, Outreach, and Research.**

Nomination Requirements

- Tenure-track, administrative/professional faculty, instructors, and staff members are eligible.
- Any faculty or staff member or currently enrolled student may nominate an individual.
- Those offering nominations should submit a letter to the selection committee that describes the contributions of their nominee in relation to the selection criteria.

Nominations **must** include the following information:

1. A letter of nomination that includes a description of the nominee's contributions to international education while at Virginia Tech. **The letter should be provided by the person nominating.**
2. Two additional letters of support. **The person nominating, in consultation with the nominee, should arrange for the two additional letters to be sent.**
3. A copy of the nominee's *Curriculum Vitae*. **A current CV should be supplied by the nominee.**

Additional documentation exemplifying the nominee's international contributions may be included. **The nomination packet must be no longer than 15 pages, including letters and supplemental documentation. The person nominating, in consultation with the nominee, should arrange for such documentation to be forwarded.**

ALUMNI AWARD FOR EXCELLENCE IN INTERNATIONAL OUTREACH

This award recognizes contributions by faculty and staff members who have demonstrated an impact on international outreach at Virginia Tech. The honor accords recognition to individuals whose outreach efforts extend to communities or countries outside the United States in areas that may include:

- Global outreach to regions, countries, communities, public, private, and non-government organizations
- Sponsored projects
- Innovation in international outreach

Criteria

The selection committee will consider candidates':

1. Contributions to the internationalization of Virginia Tech
2. Significance or impact
3. Sustainability of outreach activities

The nomination packet should include evidence of some or all of the above forms of exemplary activity.

ALUMNI AWARDS FOR EXCELLENCE-INTERNATIONAL AWARDS

ALUMNI AWARDS FOR INTERNATIONAL EXCELLENCE

Nature of Awards

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- Tenure-track, administrative/professional faculty, instructors, and staff members are eligible.
- Any faculty or staff member or currently enrolled student may nominate an individual.
- Those offering nominations should submit a letter to the selection committee that describes the contributions of their nominee in relation to the selection criteria.

Nominations **must** include the following information:

1. A letter of nomination that includes a description of the nominee's contributions to international education while at Virginia Tech. **The letter should be provided by the person nominating.**
2. Two additional letters of support. **The person nominating, in consultation with the nominee, should arrange for the two additional letters to be sent.**
3. A copy of the nominee's *Curriculum Vitae*. **A current CV should be supplied by the nominee.**

Additional documentation exemplifying the nominee's international contributions may be included. **The nomination packet must be no longer than 15 pages, including letters and supplemental documentation. The person nominating, in consultation with the nominee, should arrange for such documentation to be forwarded.**

ALUMNI AWARD FOR EXCELLENCE IN INTERNATIONAL RESEARCH

This award recognizes faculty and staff members who have made significant contributions in international research at Virginia Tech. The honor recognizes individuals whose research and scholarship extend beyond the United States, thereby enhancing Virginia Tech's reputation internationally, in areas that may include:

- International scholarship
- Global research involving regions, countries, communities, public, private, and non-government organizations
- Sponsored projects
- Innovation in international research

Criteria

The selection committee will consider candidates':

1. Contribution to Virginia Tech's international reputation
2. Research significance or impact within the discipline
3. Research significance or impact outside the discipline

The nomination packet should include evidence of some or all of the above forms of exemplary activity.

Commission on Outreach and International Affairs (COIA)

University Council Constitution

TAB 13

University Council Constitution and Bylaws

November 6, 1995

(Last updated February 6, 2023)

**Published by the University Council of Virginia
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Preamble

With passage of the Morrill Act by Congress in July 1862 and subsequent actions of the Virginia General Assembly in 1864, 1872, 1944, and 1970, Virginia Polytechnic Institute and State University (Virginia Tech) was created as a land-grant university and has been charged and developed with the responsibility to serve the citizens of Virginia and beyond.

BELIEVING that the fundamental goal of this land-grant university is to serve as a dynamic force in society by providing both a reservoir of knowledge and a stimulating academic atmosphere for the transmittal and application of that knowledge, and further believing that the establishment of these conditions encourages the discovery of new principles and truths and the development of an appreciation of human values; and

BELIEVING that the attainment of the objective requires mutual understanding and joint effort of the governing board, administration, faculty, administrative and professional (A/P) faculty, staff, and students; and

BELIEVING that a university functions most effectively under orderly but flexible and adaptive processes of administration and government:

Virginia Polytechnic Institute and State University does hereby enact a constitution and bylaws for the University Council and its internal and related components, with the approval of the president of the university and the Board of Visitors and in accordance with the “Virginia Tech Principles of Shared Governance.”

Virginia Tech Principles of Shared Governance

Shared governance is the process by which the university community shares responsibility for reaching collective decisions on matters of policy and procedure. We believe that shared governance is essential to Virginia Tech’s mission as “an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.” We further believe that shared governance is the means by which we organize the components of the university into an interdependent whole, that collaborative decision-making is the foundation of strategic and coordinated effort, and that shared governance should operate within the framework of the following principles at every level of Virginia Tech’s various locations:

1) *Democratic processes*

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and to increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.

2) *Respect, collaboration, and trust*

We recognize that the Board of Visitors, administrators, faculty, administrative and

professional faculty, staff, undergraduate students, and graduate/professional students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that mutual respect for each other and our varying roles and responsibilities is essential for good-faith dialogue, collaborative decision-making, and trust in the processes of governance.

3) Clarity of roles and authority

We commit to maintaining a shared understanding of Virginia Tech's system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

4) Inclusion and diversity

We believe that a diverse community of people and perspectives is necessary for the creation of effective and equitable policies and procedures and commit to fostering a culture of inclusivity and respect that is reflective of our pluralistic community and strengthens our ability to address historical biases and impediments to equality.

5) Communication and transparency

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication; that every component of governance will maintain clearly defined channels for reciprocal communication within and between constituencies; and that we will reach our decisions in a transparent manner such that the various constituencies are aware of how decisions are made and the rationale for those decisions.

6) Efficiency and effectiveness

We will conduct deliberations and make decisions in a manner that is timely and appropriate to the issue and periodically evaluate the performance of shared governance in order to improve its operation and adapt it to evolving conditions.

7) Accountability

While recognizing that the Board of Visitors and president are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our statements and decisions; that administrative rejection of shared governance recommendations should be unusual and for compelling reasons that are publicly conveyed and subject to collective response; and that in the rare instances exigent circumstances require university leaders to act outside the structure of shared governance, they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.

8) Commitment

We believe that shared governance requires a commitment of goodwill on the part of all participants, the broad recognition of shared governance as an important activity,

and sufficient resources for the effective operation of shared governance.

Constitution of the University Council

Article I. Name

The name of the council is the University Council of Virginia Polytechnic Institute and State University, hereafter referred to as the University Council or the Council.

Article II. Purpose

The purpose of the University Council and its internal and related components is to assist the president of the university in formulating and implementing university policy in a manner that attempts to ensure that Virginia Polytechnic Institute and State University always strives effectively toward its goals, which are

1. To provide an environment conducive to the pursuit of learning, teaching, scholarship, research, and service.
2. To anticipate and meet the educational needs of society in general and the commonwealth and nation in particular.

The University Council, the senates, and the university and senate commissions constitute the main bodies for policy formation at Virginia Tech. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors.

Because the University Council, the senates, the senate and university commissions and standing committees constitute a legislative system, their charges, memberships, relationships, and the processes they hold in common are defined in the University Council Constitution and Bylaws. All aspects of senates not defined in these documents shall be defined in senate constitutions and bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the parliamentarian and, if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Further information about the nature and on-going work of our system of shared governance in all its aspects can be found here: <https://governance.vt.edu/>

Article III. Functions

The functions of the University Council are

1. To advise the president on matters of university governance;
2. To accept functions and authority delegated to it by the president;
3. To review and make recommendations on matters of concern to the faculty, staff, A/P faculty, students, and administration, such matters being placed on the University Council agenda in accordance with this constitution and its accompanying bylaws; and
4. To refer appropriate matters to the commissions, senates, committees, groups, or individuals for consideration and recommendations.

The University Council can recommend the creation, elimination, or revision of any of its internal or related components. Should a concern arise that calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate resolution) by one of the University Council commissions, senates, or a University Council member. Consideration of such an action shall follow the procedures for amending the constitution and/or bylaws contained in Article XIII of this constitution.

Article IV. Membership

Section 1. Composition

The (58) members of the University Council are as follows:

Ex Officio Members:

- President of the university (non-voting chair)
- Secretary of the University Council (non-voting)
- Vice president for policy and governance (non-voting)
- Executive vice president and provost
- Executive vice president and chief operating officer
- Senior vice president for research and innovation
- Dean of the Graduate School
- Vice president for human resources
- Vice president for strategic affairs and diversity
- Vice president for student affairs
- Vice provost for undergraduate academic affairs
- Dean of each college
- Dean of University Libraries

- Dean of the Honors College
- Department Heads Council Executive Committee co-chairs
- President of the Faculty Senate
- Immediate past president of the Faculty Senate
- Vice president of the Faculty Senate
- President of the A/P Faculty Senate
- Vice president of the A/P Faculty Senate
- Secretary of the A/P Faculty Senate
- President of the Staff Senate
- Vice president of the Staff Senate
- Secretary of the Staff Senate
- President of the Undergraduate Student Senate
- Vice president of shared governance for the Undergraduate Student Senate
- Vice president and representative to the Board of Visitors for the Undergraduate Student Senate
- Vice president of issues and policy for the Undergraduate Student Senate
- President of the Graduate and Professional Student Senate
- Vice president of the Graduate and Professional Student Senate
- Secretary and director of communications for the Graduate and Professional Student Senate
- Graduate and professional student representative to the Board of Visitors

Elected Members:

- One faculty senator from each of the academic colleges
- One A/P faculty senator
- Three staff senators
- Four representatives of the Commission on Equal Opportunity and Diversity
- One representative of the Commission on Outreach and International Affairs

Revisions to the membership of the University Council follow the procedures for amendments contained in Article XIII of this constitution.

Section 2. Voting Privileges

All members of the University Council, exclusive of the chair, the secretary, and the vice president for policy and governance, shall have voting privileges.

Section 3. Term of Membership

Faculty, A/P faculty, and staff senators are elected for terms of three years and are eligible for re-election subject to the bylaws of the respective senate. Student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. When appropriate, terms are staggered to permit election of approximately one-third each year.

Vacancies in unexpired terms are filled by the relevant body. Persons filling an unexpired term are eligible for re-election to a full term. Elections are effective the first day of July. For the Commission on Equal Opportunity and Diversity and Commission on Outreach and International Affairs representatives on the Council, faculty, A/P faculty, and staff members are elected for three years terms and are eligible for re-election to a second term; student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms.

Section 4. Alternates, Substitutes, and Guests

The University Council may permit elected alternates with voting privileges and substitute members with voting privileges when such privileges are not limited by the rules of the participating group.

Any current Virginia Tech employee, faculty member, or student may attend meetings of the University Council, the senates, senate and university commissions, and university standing committees as a guest, with the understanding that guests

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration,
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*,
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance, and
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend should contact the Office of the Vice President for Policy and Governance.

Article V. Officers

Section 1. Officers

The officers of the University Council are chair, parliamentarian, and secretary.

Section 2. Chair

The president of the university is chair of the University Council. In the absence of the president, the executive vice president and provost of the university acts for the president as chair of the University Council. If the executive vice president and provost is unable to attend, the president of the Faculty Senate will act as chair. When all three are absent, the University Council Cabinet will select an appropriate chair for the meeting or the meeting will be canceled. In all cases, the acting chair is ineligible to vote but may appoint a temporary member of the University Council to vote on their behalf.

Section 3. Secretary

The secretary of the University Council is appointed by the president of the university.

Section 4. Parliamentarian

The vice president for policy and governance serves as the parliamentarian for University Council and its internal and related components and shall advise the chair on procedural

matters during council meetings. The parliamentarian will be consulted regarding the revision of any portion of the Virginia Tech system of shared governance.

Article VI. University Council Cabinet

Section 1. Purposes

The purposes of the University Council Cabinet are to provide a small-scale forum for in-depth conversation among shared governance leaders, with a particular focus on the interests and concerns of senate leaders; to help shared governance leaders remain well-informed about the state of the university; and to facilitate collaborative decision-making and coordinated effort across the components of shared governance.

Section 2. Functions

The functions of the University Council Cabinet are to serve as the executive body of University Council, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to administer the business of the University Council between Council meetings; and to discharge other duties in accordance with the University Council Constitution and Bylaws, including the application of the university mission initiative process described in Article XII of the constitution and Article IV of the bylaws, and the annual shared governance review called for by Article VI of the bylaws.

Section 3. Membership

The University Council Cabinet consists of the following ex officio members:

- Executive vice president and provost (co-chair)
- President of the Faculty Senate (co-chair)
- Executive vice president and chief operating officer
- Vice president for strategic affairs and diversity
- Vice president for policy and governance (non-voting member)
- Secretary of the University Council (non-voting member)

in addition to members appointed or elected by the following bodies:

- One representative of the Council of College Deans
- One representative of the Department Heads Council Executive Committee
- Two representatives of the Faculty Senate (in addition to the Faculty Senate president)
- One representative of the A/P Faculty Senate
- One representative of the Staff Senate
- One representative of the Undergraduate Student Senate
- One representative of the Graduate and Professional Student Senate

Depending on the topic(s) under consideration, other administrators, faculty, A/P faculty, staff, or students may be invited to participate in meetings to consider resource implications and legal and other matters.

Members of the University Council Cabinet must also serve on the University Council or attend its meetings.

Section 4. Term of Membership

Except for deans, all appointed or elected members serve for one year and are eligible for reappointment or reelection subject to the bylaws or expectations of the appointing or electing body. Deans are elected by the Council of College Deans and serve for two years.

Section 5. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article VII. Senates

Section 1. Purpose

The senates are accountable to and responsible for representing the collective voice of their respective constituencies. The senates provide representation within our system of shared governance for faculty, A/P faculty, staff, undergraduate students, and graduate and professional students.

To ensure that constituents can identify their senate representatives, senates will maintain membership rolls that are available on public or secure websites accessible to constituents.

Section 2. Functions

Each senate has a specific area of legislative authority and responsibility as defined below and at least one senate commission assigned to it that is responsible for the crafting of policy recommendations in the form of resolutions. To be advanced as recommendations to the University Council, resolutions of senate commissions must be approved by the appropriate senate under procedures described in Article III of the University Council Bylaws.

In addition to their legislative activities, senates appoint or recommend members to University Council, senate and university commissions, and committees; facilitate the exchange of information between constituencies; provide referral for individual concerns and issues to appropriate organizations or personnel; and accept and share responsibility with the administration, faculty, A/P faculty, staff, and students in all efforts to attain the shared goals of the university.

While senates have the right to consider any matter of general interest to their respective members and to seek wider discourse on these topics within our system of shared governance, concerns that fall outside senate or commission purviews as delineated in this constitution may not be advanced as resolutions.

Section 3. Administrative and Professional (A/P) Faculty Senate

The A/P Faculty Senate shall be representative of the A/P faculty as defined in the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning the working conditions of administrative and professional faculty; procedures for hiring, evaluating, non-reappointing, disciplining, recognizing, and promoting administrative and

professional faculty; benefits, and educational, and personal leave; extra-university professional activity; and matters of equity and diversity that affect A/P faculty. Assigned commission: Administrative and Professional Faculty Affairs (CAPFA).

Section 4. Faculty Senate

The Faculty Senate shall be representative of the faculty as defined in the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations; educational standards, curricula, and methods of instruction; faculty status; matters of equity and diversity that affect faculty; and the working conditions of faculty. Assigned commissions: Faculty Affairs (CFA), Graduate and Professional Studies and Policies (CGPSP), Research (COR), and Undergraduate Studies and Policies (CUSP).

Section 5. Graduate and Professional Student Senate

The Graduate and Professional Student Senate shall be representative of the entire graduate and professional student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment; working conditions; student health and wellness; dissemination of a portion of the student activity fee to registered graduate student organizations; matters of equity, inclusion, and access that affect graduate and professional students; and the learning conditions of the graduate and professional student body. Assigned commission: Graduate and Professional Student Affairs (CGPSA).

Section 6. Staff Senate

The Staff Senate shall be representative of all classified and university staff, including full and part-time and non-student wage employees, and have the authority and responsibility to act on their behalf concerning policies and regulations involving work environments, benefits, and matters of equity and diversity that affect staff working environments and morale. Assigned commission: Staff Policies and Affairs (CSPA).

Section 7. Undergraduate Student Senate

The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body. Assigned commission: Undergraduate Student Affairs (CUSA).

Article VIII. Commissions

Section 1. Organization

Commissions gather administrators, faculty, A/P faculty, staff, undergraduate students, and graduate and professional students in relatively small numbers to discuss topics and develop policies in the area defined by the commission charge. Each

commission is chaired by a faculty, A/P faculty, staff, undergraduate student, or graduate and professional student member. Each commission is advised by an *ex officio* administrative faculty member who oversees the unit or office at the core of the commission's charge and provides support and information to guide the commission's work. *Ex officio* and administrative faculty members may not serve as chair of any commission. While the membership of commissions varies in number and mix depending on the charge, all commissions include at least one faculty, A/P faculty, staff, undergraduate student, and graduate and professional student member, making them microcosms of shared governance.

There are two kinds of commissions: senate commissions, which are part of and whose policy recommendations are voted on by senates before advancing these recommendations to the University Council; and university commissions, which are part of and whose policy recommendations are made directly to the University Council. The charges of all commissions are included in this article. Though senate commissions are part of senates, their charges are maintained within the University Council Constitution and cannot be altered directly by the senates. Memberships of commissions are maintained in the University Council Bylaws.

Section 2. Responsibilities

The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office and meet with senate leadership on a regular basis according to expectations included in senate bylaws. The university commissions report to the University Council. Chairs of university commissions shall coordinate their agendas with the appropriate administrative unit. In addition to the functions and duties prescribed for each commission in this article, the commissions shall undertake such other functions and duties as may be delegated to them from time to time by their senate, the University Council, the president, or the Board of Visitors.

Section 3. Election or Appointment of Chair

The chairs of senate commissions shall be elected in accordance with the constitution and bylaws of the respective senates, which are subject to the approval requirements of Article XIV of this constitution.

The chairs of the Commission on Equal Opportunity and Diversity and the Commission on Outreach and International Affairs shall be elected from faculty and staff members of the commission by majority vote of the commission membership present and voting.

University Commissions that include vice-chairs shall elect new vice-chairs from among the continuing eligible members as early as possible during the academic year but no later than the end of October. The vice-chair shall serve as needed during the current year and shall become chair of the commission during the subsequent year. Should the vice-chair be unable to serve as chair in the subsequent year, the commission shall elect a chair from among eligible members.

Commission chairs serve one-year terms beginning July 1 and are eligible for re-election.

Section 4. Voting Privileges

All members of senate and university commissions shall have voting privileges. Commission members who are also members of a senate and/or University Council may vote again in those bodies on resolutions advanced by the commission(s) on which they serve.

Section 5. Term of Membership

Terms of membership of elected representatives on commissions are as follows: except for deans, all non-student members are elected for a term of three years. The number of consecutive terms they may serve is determined by the electing body. Terms are staggered to permit replacement of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. Student representatives serve terms of one year and are eligible to serve up to three consecutive terms. Elections are effective the first day of July.

Vacancies in unexpired terms are filled by the relevant body.

Section 6. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Section 7. Senate Commissions

Commission on Administrative and Professional Faculty Affairs (CAPFA)

Charge: To study, formulate, and recommend to the Administrative and Professional (A/P) Faculty Senate policies and procedures affecting the working conditions of A/P faculty. Areas for consideration include morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect A/P faculty. The commission is also responsible for reviewing allegations of unprofessional or unethical conduct against any A/P faculty member and grievances advanced to the level of the executive vice president and provost or the vice president for human resources and for advising these administrators prior to their taking action.

Commission on Faculty Affairs (CFA)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and

scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; the graduate and professional honor systems, including approval of changes to the Graduate Honor Codes; and library resources.

Commission on Graduate and Professional Student Affairs (CGPSA)

Charge: To study, formulate, and recommend to the Graduate and Professional Student Senate policies and procedures concerning graduate and professional student life and morale. Areas for consideration include working conditions for graduate assistants, graduate research assistants, and graduate teaching assistants; graduate and professional student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to graduate and professional student conduct; graduate and professional student organizations, social life, and recreation; and residential life, health, safety, and quality of graduate and professional student-related services.

Commission on Research (COR)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Staff Policies and Affairs (CSPA)

Charge: To study, formulate, and recommend to the Staff Senate policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the University community. Areas for consideration include staff morale; evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-university professional activity; and matters of equity and diversity that affect staff.

Commission on Undergraduate Student Affairs (CUSA)

Charge: To study, formulate, and recommend to the Undergraduate Student Senate policies and procedures pertaining to the undergraduate student experience at Virginia Tech. Areas for consideration include undergraduate student wellbeing, inclusion, and morale; undergraduate student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment, placement, and counseling; and residential and campus life, health, safety, and quality of undergraduate student related services.

Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, the Undergraduate Honor System and study environment, including approval of changes to the Undergraduate Honor

Code; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Section 8. University Commissions

Commission on Equal Opportunity and Diversity (CEOD)

Charge: To advise the president's InclusiveVT Executive Council and to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, and policy matters related to compliance, diversity, and inclusion. The policy interests of caucuses are advanced through this commission. Areas for consideration include recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal opportunity and access.

Commission on Outreach and International Affairs (COIA)

Charge: To study, formulate, and recommend to University Council policies and procedures that advance regional, national, and international efforts to fulfill the land-grant mission of enriching the quality of life and economic vitality of citizens around the world. The commission seeks to advance public engagement and globalization with knowledge generated by faculty and researchers in order to address complex societal challenges and enrich research and educational programs through these collaborative efforts. Areas for consideration include Cooperative Extension, cross-sectoral partnerships, graduate education and professional development programs, economic development programs, community engagement and leadership initiatives, and international program development and implementation. COIA will work with the Commission on Undergraduate Studies and Policies on issues regarding study abroad and international exchange programs and with the Commission on Graduate and Professional Studies and Policies regarding graduate education across the commonwealth.

Article IX. University Standing Committees

Section 1. Organization

University standing committees are constituted on a continuing basis by the president on recommendation of the University Council to deal with matters of a university-wide interest. Resolutions authored by standing committees that report to a commission are advanced by that commission. All other committee-authored resolutions are advanced by a commission or commissions selected by the University Council Cabinet. A committee-authored resolution that falls outside all commission charges may be advanced as a University Council resolution, as determined by the University Council Cabinet.

Section 2. Committee Membership

Membership on most standing committees should include undergraduate students, graduate and professional students, salaried staff, A/P faculty, and faculty representatives as well as administrators. Administrative committee members are appointed by the

appropriate office; all others are elected by the relevant body. The president approves the memberships as a whole.

The standing committee chair shall be appointed by the president or elected from among the committee members by the committee, as specified in the bylaws.

All standing committee members will have voting privileges.

A list of university standing committees (specifying for each its composition, charge, and the governance body to which it reports) shall be maintained as part of the University Council Bylaws.

Section 3. Term of Membership

Terms of membership of elected or appointed representatives on university standing committees are as follows: except for deans, all non-student members are elected or appointed for a term of three years. The number of consecutive terms they may serve is determined by the electing or appointing body. Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

Section 4. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article X. Other Committees

Members of all shared governance bodies may request, and their chairs may appoint, *ad hoc* committees (such as task forces or work groups) or subcommittees as needed.

Ad hoc committee and subcommittee members serve according to the terms established when the committee is constituted.

Article XI. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of *Robert's Rules of Order* [*Webster's New World Robert's Rules of Order Simplified and Applied*], subject to special rules as may be adopted by the University Council, shall govern the procedures of the University Council and its internal and related components.

Section 2. University Council Procedures

1. The University Council and the University Council Cabinet shall meet regularly during the academic year and at other times as called by the respective chairs. Cancelled meetings shall be noted in the minutes of the subsequent Council or cabinet meeting.

2. In consultation with the University Council Cabinet, the secretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting and post the agenda on the shared governance website. Items to be placed on the agenda must be submitted to the secretary at least ten days prior to the meeting date. The secretary will record the minutes (including attendance) of each University Council and University Council Cabinet meeting. Minutes of any University Council Cabinet meetings that were held in the interim since the last University Council meeting will be distributed with the University Council agenda for information. Minutes of University Council and University Council Cabinet meetings will be distributed electronically by the secretary to members of the respective bodies for electronic approval as soon as possible after each meeting; the absence of a response by a member indicates a positive vote. Approved minutes of University Council and University Council Cabinet meetings will be made available to the public on the shared governance website.
3. Any member of the University Council may place an item on the agenda by following the procedures in Section 2(2) above. This procedure provides a means for any group to submit items of urgency directly to the University Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate commissions and senates and then submitted to the University Council for disposition.

Section 3. Commission Procedures

1. Each senate and university commission shall meet regularly during the academic year and at other times as called by the chair.
2. The chair of each commission shall prepare and distribute the agenda to members of the commission one week prior to each meeting. Items to be placed on the agenda shall be sent to the chair at least ten days prior to the meeting date. The chair may appoint or designate a secretary, who may or may not be a member of the commission, to record the minutes (including attendance) of each commission meeting, which will be distributed to all members of the commission for their approval. Approved minutes will be uploaded promptly to the shared governance website and the secretary of University Council will be notified of this action. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all commissions.

Section 4. Committee Procedures

Each university standing committee or *ad hoc* committee meets as frequently as required to fulfill its responsibilities. All standing committees shall prepare minutes of their meetings as a permanent record of committee activity. Each standing committee will upload its approved minutes to the shared governance website and notify the secretary of the University Council of this action. The secretary of the University Council will notify the body or bodies to which the committee reports that the minutes are available for review. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all committees.

Section 5. Voting on Resolutions and Other Matters

Votes on resolutions in commissions, senates, and the University Council will be by recorded ballot. Unless otherwise specified in a constitution or bylaws, the nature of voting on all other matters shall be determined by the body as a whole and, whenever possible, after taking the advice of the University Council parliamentarian into account.

Article XII. University Mission Initiatives

The university mission initiative (UMI) process is a means of creating or revising policies, practices, or procedures that have the potential to broadly impact Virginia Tech's educational, research, and/or outreach missions. The process ensures that relevant components of shared governance, especially the senates, have the opportunity to participate in the development of significant changes or additions to the nature of our mission goals or the means by which we achieve them and that these changes or additions are considered for adoption through the normal legislative process. In accordance with our principles of shared governance, we recognize that democratic participation and legislative review increase the effectiveness of the changes or additions and foster joint effort on matters that concern the university community as a whole. Work undertaken through this process shall be referred to as a university mission initiative.

The university mission initiative process is appropriate for changes or additions that fall within the scope of the University Council as described in Article II of this constitution; require the engagement of multiple constituencies and the formative efforts of a committee whose membership and charge goes beyond the scope of any one council, senate, commission, or committee; and demonstrably advance the ability to fulfill the mission statement of Virginia Tech. One example of a UMI would be a comprehensive revision of the shared governance system.

University mission initiatives may have operational and financial impacts that must be presented to the administration for consideration well before the University Council's consideration of university mission initiative resolutions. Resolutions in support of university mission initiatives require a quorum and the approval of the majority of members of the Council present and voting.

For university mission initiatives that originate with the Board of Visitors or president, if the resulting resolution is not supported by the majority of the University Council members present and voting, provided that a quorum has been reached, the resolution will be referred back to the university mission initiative committee for review and revision in an effort to reconcile differences. Should this process result in a revised resolution, it will be submitted for reconsideration by the University Council. Should the president decide to proceed with implementation of the university mission initiative without University Council approval of the applicable resolution, a record of the University Council vote will be appended to the resolution if it is submitted to the Board of Visitors for subsequent approval.

For guidelines on university mission initiatives, see Article IV of the bylaws.

Article XIII. Amendments to the University Council Constitution or Bylaws

Section 1. Notice of Proposal

Notice of proposal to amend the constitution or bylaws shall be given in the University Council agenda and considered at no fewer than two meetings of the University Council prior to voting. The proposed amendments shall be distributed with the agenda.

Section 2. Approval of Amendments to the Constitution

Except in the case where adoption of a different parliamentary authority is proposed, an amendment to the University Council Constitution becomes effective upon the following sequence of actions:

- a. *Approval by the University Council:* A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached;
- b. *Ratification by the senates:* Ratification by two-thirds of the senates (or the nearest whole number equivalent), achieved by an affirmative vote of the majority of the respective senate's senators present and voting, provided that a quorum has been reached. Senates may comment on the proposed changes but must vote on the resolution as approved by the University Council;
- c. *Approval by the president;* and
- d. *Approval by the Board of Visitors.*

Section 3. Approval of Amendments to the Bylaws

An amendment to the University Council Bylaws becomes effective upon an affirmative vote of the majority of the Council members present and voting, provided that a quorum has been reached, and approval by the president.

Section 4. Alternate Parliamentary Authority

A change in parliamentary authority or set of guidelines (other than *Robert's Rules of Order*) may be adopted at the University Council's first meeting of the academic year by a two-thirds affirmative vote of the council members present and voting, provided that a quorum has been reached, and will stay in effect until changed. Mid-year changes are not allowed. Approvals by the senates, the president, and the Board of Visitors are not required in this case.

Article XIV. Amendments to Senate Constitutions or Bylaws

Section 1. Development

Amendments to a senate's constitution and/or bylaws may be developed by whatever means are appropriate for that senate. Amendments to senate constitutions require a resolution; amendments to senate bylaws do not.

Section 2. Notice of Proposal

Notice of proposal to amend a senate's constitution and/or bylaws shall be given in the

senate agenda and considered at no fewer than two meetings of the senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Section 3. Approval of Amendments to Senate Constitutions

Amendments to senate constitutions become effective upon the following sequence of actions:

- a. An affirmative majority vote by the senate commission;
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached;
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached; and
- d. Approval by the president of the university.

Section 4. Approval of Amendments to Senate Bylaws

Amendments to senate bylaws become effective upon an affirmative vote of the majority of senators present and voting, provided that a quorum has been reached, and requires no further approval.

Bylaws of the University Council

Article I. Meetings of the University Council

1. Regular meetings of the University Council shall be held on the first and third Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chair may cancel or postpone regular meetings for cause.
2. Special meetings of the University Council may be called by the chair.
3. Prior to the initial Council meeting of each semester, the president will convene a meeting of the University Council Cabinet, commission chairs, and commission advisors to exchange information on issues and action items that are pending or foreseen in the coming semester.
4. Information gathered in the semester meetings (see above) will be communicated to Council members at the first meeting of the semester. At that time, each senate president and university commission chair will be asked to elaborate, if desired, on the information about that commission's agenda and to provide clarification where necessary.
5. The secretary of the University Council shall distribute commission minutes to all members of the University Council for routine review. Commission minutes will be added to the University Council agenda for acceptance by the Council.
6. Quorum is defined as fifty percent plus one of the total membership of the University Council, excluding non-voting members and vacant positions. A quorum must be present at the actual time of any vote. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached. This definition of a quorum will be applied to all bodies within the Virginia Tech system of shared governance.

Article II. Meetings of the University Council Cabinet

1. Regular meetings of the University Council Cabinet shall be held on the second and fourth Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chair may cancel or postpone regular meetings for cause.

Article III. Policy Review and Recommendation Process

Section 1. Overview

Participants in shared governance make policy recommendations to the president and/or the Board of Visitors by means of resolutions. Resolutions originate in senate commissions, university commissions, or the University Council, either on the initiative of these bodies or by working with the respective senates, the president, or the Board of Visitors, and follow a standard format that includes sufficient information and background upon which to base subsequent debate of the issues involved, along with any accompanying explanation or annotation. Senates and committees may author resolutions for consideration by a commission but may not advance resolutions directly to the University Council.

In all commissions, senates, and the University Council, resolutions receive two readings, typically at consecutive meetings. First reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. In all instances, resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to senate or University Council constitutions as defined in Articles XIII and XIV of the constitution. The consideration of resolutions may also be deferred, and resolutions may be referred to the originating body for additional work, according to guidelines in Sections 5 and 6 of this article.

In developing a new or revised policy, each commission shall seek advice and counsel from outside the commission as appropriate to the topic and work with the Office of the Vice President for Policy and Governance to keep relevant participants in shared governance informed of policies as they develop.

It is the responsibility of commission members, particularly the commission chair, to keep affiliated governance bodies and constituencies informed of the commission's work and to afford the opportunity for consultative referral, mainly by means of their cross-representational affiliations and the posting of commission minutes.

Though joint resolutions between commissions of different senates are allowed, given the complexity of the approval process in these situations, this approach should be reserved for university mission initiatives that substantially impact multiple constituencies. The need for a joint resolution between commissions of different senates must be considered and approved by the University Council Cabinet prior to undertaking this action. If approved, one commission is designated as the primary sponsor and author of the resolution, and that commission chair is responsible, along with the Office of the Vice President for Policy and Governance, for monitoring the progress of the resolution through governance.

Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost, and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to "ballpark" the budgetary impact(s).

All resolutions will follow the formatting template provided by the Office of Vice President for Policy and Governance.

Section 2. Communication

The secretary of the University Council will notify senate presidents and the University Council Cabinet three times about the status of all resolutions: the "Draft Notice" after a

resolution has been drafted and uploaded; the “First Reading Notice” after a resolution has been revised based on the commission discussion at first reading; and the “Second Reading Notice” after a resolution has been approved or disapproved by the commission. For resolutions from Senate Commissions, a fourth notice, the “Senate Vote Notice,” will be sent to the presidents of the other senates and members of the University Council Cabinet to inform them of the result of the vote. Commission chairs should try to schedule two weeks between the “Draft Notice” and the first reading of a resolution.

Section 3. University Council Cabinet Evaluation of Resolutions for Adherence to Commission Charges

Upon receipt of a “Draft Notice,” the University Council Cabinet will review each resolution for agreement with the appropriate commission charge. If the University Council Cabinet determines that a resolution does not fall within the purview of a commission, senate leadership and/or commission chairs can present the resolution to the University Council to determine if the resolution is appropriate for the commission charge. A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached, is required to reverse the decision of the University Council Cabinet.

Section 4. Policy Review Process

The majority of resolutions originate in senate commissions and advance through four stages: from the originating commission to the appropriate senate; from the senate to the University Council; from the University Council to the president; and from the president to the Board of Visitors. Exceptions include university commission resolutions, which do not require senate approval; University Council resolutions, which do not require the input or approval of a commission or senate (except for changes to the University Council Constitution); and resolutions that do not require approval by the Board of Visitors.

- a. Once a resolution is ready for review by a commission, the commission chair shall upload the resolution into the shared governance workflow management system and notify the secretary of the University Council that they have done so.
- b. For commissions, senates, and the University Council, the review process is as follows:
 1. A resolution is placed on a meeting agenda under “New Business” and marked “First Reading”;
 2. The body may discuss but shall take no action on a resolution at first reading, unless by consent of two-thirds of the members present and voting, provided that a quorum has been reached;
 3. Deferral or referral requests may be made at the time of first reading (see Sections 5 and 6 of this article); and
 4. At the succeeding meeting, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading.” Deferred resolutions will also be listed with the date of the “First Reading” indicated as well as its deferral status. A deferral request may also be made at that second reading, but only one deferral is allowed. A referral may also be requested at that time. If no deferral or referral is requested, the body shall vote on the resolution at that meeting.

- c. Resolutions being developed by senate commissions shall be considered roughly concurrently by the senate to which the commission is assigned. Whenever possible, within a week of the first or second senate commission reading, a resolution will have a first or second reading in its senate.
- d. Simple resolutions may be presented for first or second readings via inclusion on a consent agenda and more complicated resolutions discussed and voted on as individual agenda items. Senate leadership will work with senate commission chairs to make these determinations for senates, and the University Council Cabinet will make these decisions for the University Council. At the request of any senator or member of the University Council, a resolution will be removed from the consent agenda and discussed or voted on by the body.
- e. Resolutions approved by senates (with notice of senate vote provided to University Council Cabinet) or university commissions (with notice of second reading provided to University Council Cabinet) shall be placed on the University Council agenda on a schedule determined by the University Council Cabinet and sent to all members of the University Council, the editors of the student newspaper, and senate presidents. This distribution is to serve as official notification of the proposed policy consideration, not just for individual members, but for all offices and governance bodies represented on University Council. In the week prior to and on the day of each University Council meeting, the secretary of the University Council sends out a campus notice about the resolutions to be considered at that meeting.
- f. A policy resolution cannot be placed on the University Council agenda for first reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, the first reading by the University Council must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by an affirmative vote of two-thirds of the membership present and voting, provided that a quorum has been reached (see b. above).

Section 5. Deferral

Deferral requests may be made by any member of the body at the time of first or second reading to allow time to resolve any material issues. A deferral lasts for a maximum of six weeks after the date of first reading or until the end of the academic year, whichever is the shortest period, but may be ended prior to that time if the reason for the deferral is resolved. While no formal vote is required to grant a deferral, the request may be denied if a vote is called and two-thirds of the membership present and voting agree to deny the request. The resolution, with date of first reading, will continue to appear on the commission, senate, or University Council agenda throughout the period of deferral.

At each level of approval (commission, senate, University Council), a resolution can be deferred only once. However, a resolution may be deferred at multiple levels of the approval process. For example, a resolution deferred by a senate may also be deferred when it reaches the University Council.

During the deferral period, members of the body (either a commission, senate, or the University Council) may forward recommendations relating to the resolution to the commission chair, appropriate senate officer, or the secretary of the University Council, as appropriate, and those recommendations will be distributed to members of the body with the agenda for the next succeeding meeting.

At the next succeeding meeting of the body, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading,” with the date of the “First Reading” indicated as well as its deferral status. Deferral requests may also be made at this time (i.e., second reading), as long as the resolution was not already deferred at the time of first reading. If no deferral is requested, the body shall vote on the resolution at that meeting.

At the end of six weeks after the date of first reading, the deferral period ends and the resolution is placed on the agenda of the deferring body under “Unfinished Business.” Subsequent actions for a senate or University Council are approval or disapproval.

Section 6. Referral

In senates, at the time of a first reading, a senate may refer a resolution to the commission for simple editorial changes provided that the commission chair approves of this action. The edited resolution will be placed on the agenda of the next senate meeting under “Unfinished Business.”

In the University Council, at the time of a first reading, the Council may refer a resolution to the secretary for simple editorial changes provided that the originating commission chair or the president of the appropriate senate approves of this action. The edited resolution will be placed on the agenda of the next council meeting under “Unfinished Business.”

If more substantial revisions are requested by a senate or the University Council, the resolution is returned to the originating commission for consideration of the proposed changes. With resolutions from senate commissions, this may require a new vote by the appropriate senate. The need for a new vote will be determined by the senate leadership in consultation with the senate commission chair and the University Council Cabinet. The resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in Section 4 above and is subject to deferral.

Section 7. Senate Comments on Resolutions

Senates have the right to issue recommendations on all resolutions, can offer comments as soon as the “Draft Notice” is received, and have until one week after a commission approves a resolution to submit recommendations. However, as a practical matter, only recommendations received after the “Draft” and “First Reading” notices are likely to impact commission discussions or the nature of the resolution.

Senate recommendations are uploaded into the shared governance workflow management system. Senate recommendations are appended to the resolution and not subject to revision or amendment by any commission, senate, or the University Council.

Senates can waive their right to offer recommendations on a resolution. Waivers may be conditional or unconditional and may be issued at any time during the discussion of the

resolution by the commission. Failure of a senate to offer recommendations or to waive its right to do so will not delay a resolution from progressing to the appropriate senate or the University Council. Resolutions will include a standard response sheet maintained by the Office of the Vice President for Policy and Governance that indicates whether each senate has commented, waived its right to comment, or not responded. The process by which the senates comment on resolutions will be maintained in their bylaws.

Article IV. University Mission Initiative Guidelines

1. The purpose of university mission initiatives is defined in Article XII of the University Council Constitution.
2. University mission initiatives originate in one of two ways:
 - a. If the Board of Visitors or president conclude that changes or additions of the scope and nature outlined in Article XII of the constitution would benefit the university, a university mission initiative committee is formed as outlined below.
 - b. If changes or additions of the scope and nature outlined in Article XII of the constitution are suggested by other participants in shared governance, a resolution may be drafted to treat the changes or additions as a university mission initiative. This originating resolution must be approved by the University Council and the president, does not require the approval of the Board of Visitors, and is only a commitment to form the university mission initiative committee. It is expected that ideas for university mission initiatives will be sufficiently detailed to allow the University Council Cabinet to understand clearly their strategic relevance, operations, expected outcomes, assessment methodology, potential expense, and project duration before an originating resolution is considered by the University Council.
3. The work on a university mission initiative is conducted and/or steered by a committee formed for this purpose. The University Council Cabinet, along with the sponsors of university mission initiatives, determine the chair(s) of the committee, outline its charge, and empanel the committee with appropriate representation from the administration, senates, and relevant caucuses in numbers relative to the nature of the changes or additions. Representatives are selected by their respective senates or caucuses from among the members of their respective constituent groups (i.e., a representative is not required to be a senator). At a minimum, all senates will have the opportunity to place at least one representative on a university mission initiative committee, although they are not obligated to do so. University mission initiative

committees have the authority to form secondary committees and work groups that report to and take direction from the university mission initiative committee.

4. University mission initiatives will generally move through three phases: development, adaptation, and approval.

Development phase - University mission initiative committees at the developmental phase are expected to be small and to advance the committee charge with a high degree of independence from senates and administrative offices. The chair(s) of a university mission initiative committee, usually at times of their choosing, will periodically update and receive input from the University Council and senates on the committee's progress, and other members will periodically update their constituencies and receive input from them as well. Through an iterative process of development and response, a university mission initiative proposal is advanced until the University Council Cabinet deems that it is sufficiently defined and supported to enter the adaptation phase.

Adaptation phase - At this time, the University Council Cabinet may add members to the original committee, with the understanding that the goal is not to fundamentally change a university mission initiative proposal but instead to review, critique and adapt it within the broad limits of the original proposal in an attempt to improve it, achieve a consensus of support across relevant university constituencies, and ensure that it is well aligned with the university's strategic plan. During this phase, the University Council Cabinet may determine that the proposal would benefit from gaining approval first as an outline or framework, with the entirety of the work being completed only after the general nature, scope, and benefits of the proposed changes or additions have been recognized and approved by the president and, if appropriate, the Board of Visitors.

Approval phase - During the approval phase, the University Council Cabinet works with the university mission initiative committee, senate leaders, and commission chairs to advance the university mission initiative proposal through governance. Depending on the extent of the changes or additions, the work product of a university mission initiative committee will be taken through governance in one or several resolutions. (These are in addition to an originating resolution, if required.) In all cases, the University Council Cabinet determines how best to advance the work of university mission initiative committees through governance, including what resolutions are required and which commissions will sponsor them, since university mission initiative committees cannot introduce resolutions directly, and provides ongoing guidance on governance processes and requirements.

5. When deemed appropriate by the University Council Cabinet and in accordance with our principles of shared governance, the university mission initiative processes for

committee formation and proposal development may be applied to work that will not be taken through governance, such as the strategic plan.

Article V. Leadership Transitions of Senates, Commissions, and Committees

To facilitate the smooth transition of shared governance leadership, the procedures and practices of each senate and its commission(s) that are not described in the University Council Constitution and Bylaws or a senate's constitution and bylaws will be maintained by each senate in a document or documents and presented to each new senate president.

Among other topics, the documentation should include a method for the transition of the senate officers and the chairs of all related bodies, such as commissions and committees; a process for the transition and safekeeping of the body's archival records; meeting procedures for the senate and its related bodies; and responsibilities and expectations for senators, senate officers, and commission or committee chairs.

Additionally, current and incoming senate officers, commission chairs, and commission advisors are expected to review all resolutions, policy work, or topics currently being considered or developed by the senate and/or its commission(s), with the goal of maintaining legislative effort from year to year.

The Office of the Vice President for Policy and Governance will review the procedures for university commissions and standing committees with new commission and committee chairs and can provide senate presidents a set of best practices for senate, commission, and committee operations.

Article VI. Review of the State of Shared Governance

Every three years, the Office of the Vice President for Policy and Governance will schedule a "state of shared governance" meeting for the University Council Cabinet. The meeting will provide cabinet members an opportunity to review the operation of shared governance and should occur in the spring semester. Depending on the outcome of that meeting, the cabinet will make no recommendations for changes to shared governance; recommend a set of changes; or recommend further examination of the state of shared governance by an existing body or an *ad hoc* work group.

The cabinet will present a statement to the University Council that summarizes its views and recommendations. The Council will discuss this statement; approve, disapprove, or modify its recommendations; and select the appropriate commission(s) to advance any recommendations it approves. Should the Council determine that further examination of the state of shared governance is warranted, it will assign this work to an existing body or *ad hoc* group. The report of that group will first be presented to the University Council

Cabinet, after which the report and the cabinet's response to it will be presented to the Council for review and possible action.

Article VII. Commissions

Commissions are established according to the University Council Constitution to carry out certain functions and operations of governance. Membership of each commission is as listed in the following sections.

A. Commission on Administrative and Professional (A/P) Faculty Affairs (CAPFA)

Membership:

- Chair will be elected by the A/P Faculty Senate
- Vice president for human resources or designee (advisor)
- Vice provost for faculty affairs or designee
- Associate director for field operations and administration, Virginia Cooperative Extension
- One dean selected by the Council of College Deans
- Three elected A/P representatives from general administration elected by the A/P Faculty Senate
- Two elected A/P representatives from Extension elected by the A/P Faculty Senate
- Three elected A/P representatives from academic support areas elected by the A/P Faculty Senate
- One elected A/P representative from student affairs elected by the A/P Faculty Senate
- One faculty senator elected by the Faculty Senate
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

B. Commission on Equal Opportunity and Diversity

Membership:

Chair will be elected from among the non-ex officio faculty or staff members of the commission by the commission membership

Ex Officio

- Vice president for strategic affairs and diversity (advisor)
- Assistant vice president for equity and accessibility
- Vice president for human resources
- Vice provost for faculty affairs
- Assistant provost for inclusion and diversity
- Director, Cranwell International Center
- Dean of students

- Director of ADA and access services
- One dean selected by the Council of College Deans
- One faculty senator elected by the Faculty Senate
- One staff senator elected by the Staff Senate
- One administrative and professional faculty senator elected by the A/P Faculty Senate
- Ten Faculty or Staff Caucus representatives, one per caucus

Organizations and Caucuses:

- Black Caucus
- LGBTQ+ Caucus
- Hispanic/Latinx Faculty/Staff Caucus
- Appalachian Caucus
- American Indian and Indigenous People’s Caucus
- Women’s Alliance and Caucus
- Disability Alliance and Caucus
- International Caucus
- Veterans Caucus
- Asian Pacific Islander Desi American Caucus
- Three at-large members:
 - One faculty/staff representative
 - One graduate and professional student representative
 - One undergraduate student representative
- One undergraduate student senator elected by the Undergraduate Student Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate

Changes to caucuses specified above per CEOD Resolution 2015-16B shall be approved by the University Council. A faculty/staff caucus shall demonstrate its representational nature for membership on CEOD through verification of the following criteria:

- At least one member serving in president, vice president, chair, or vice chair roles and must be faculty or staff. Graduate students who are employees may serve on the leadership team;
- A written mission related to the advancement of equity, diversity, and inclusion;
- An advocacy focus for its own population as well as intersectional identities;
- Representative of an identity group that has been historically underrepresented, marginalized, and disenfranchised;
- Committed to upholding the Principles of Community; and
- Maintains organizational documents and policies that include:
 - bylaws and/or constitution,
 - elected officers,
 - regular meetings and minutes,
 - definition of voting membership/quorum, and
 - annual reports of accomplishments and goals for the upcoming year.

The at-large members will be chosen by an application process that is open to faculty, staff, and students and will be conducted by the commission annually for the available, undesignated slots. The application process is managed by the Office of Inclusion and Diversity. The commission will forward at least two nominations (so long as there are at least two) for each vacant position to the secretary of the University Council for the president's appointment decision. The commission may rank the candidates in order of preference. The at-large positions are designed to allow representation from groups not identified above as well as individuals who would make significant contributions to the work of the commission, regardless of background.

The four positions designated for the Commission on Equal Opportunity and Diversity on University Council will be filled as follows:

- Associate vice president for equity and accessibility
- One representative of the Black Caucus
- Two representatives from the caucuses that have a seat on the Commission on Equal Opportunity and Diversity. These two caucus representatives will be selected by the commission with a July 1 effective date. Factors to be considered in the selection process include:
 - A review of the caucus annual report
 - Rotating caucus representation
 - Emerging or current issues uniquely impacting the caucus
 - Other timely and important issues

C. Commission on Faculty Affairs (CFA)

Membership:

- Chair will be elected by the Faculty Senate
- Vice provost for faculty affairs (advisor)
- Two deans selected by the Council of College Deans
- Nine faculty senators elected by the Faculty Senate
- One administrative and professional faculty senator elected by the A/P Faculty Senate
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

D. Commission on Graduate and Professional Student Affairs (CGPSA)

Membership:

- Chair will be elected by the Graduate and Professional Student Senate
- Dean of the Graduate School (advisor)
- Dean of students
- Director of student conduct
- Dean of the University Libraries
- Associate dean and director of admissions and academic progress
- Director of student services

- Associate dean and director of the Northern Virginia Graduate Center
- One dean selected by the Council of College Deans
- Nine graduate and professional student senators elected by the Graduate and Professional Student Senate (one per college)
- One A/P faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One faculty senator elected by the Faculty Senate
- One undergraduate student representative elected by the Undergraduate Student Senate
- Two at-large student members from the Commission on Equal Opportunity and Diversity (CEOD): one graduate and professional student and one undergraduate student, concurrent with their terms on CEOD

E: Commission on Graduate and Professional Studies and Policies (CGPSP)

Membership:

- Chair will be elected by the Faculty Senate
- Dean of the Graduate School (advisor)
- Vice provost for undergraduate academic affairs
- One dean selected by the Council of College Deans
- Dean of the University Libraries
- One representative of the off-campus centers appointed by the dean of the Graduate School
- Three faculty senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from and elected by the Library Faculty Association
- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One tenure-track faculty member from the Greater Washington, D.C., Metro Area Campus appointed by the executive vice president and provost
- One staff senator elected by the Staff Senate
- Chair of the Graduate Honor System
- Two graduate and professional student senators elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

F. Commission on Outreach and International Affairs (COIA)

Membership:

Chair will be elected from among the faculty and staff members of the commission by the commission membership.

- Vice president for outreach and international affairs (advisor)
- Associate vice president, international affairs
- Director of Virginia Cooperative Extension
- Associate vice president for engagement
- One dean selected by the Council of College Deans

- Two faculty senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- Three elected representatives of the Cooperative Extension non-*ex officio* A/P faculty (the A/P Faculty Senate to provide names of elected individuals)
- Chair of the University Committee on International Affairs (UCIA) or the chair's designee
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

Note: At least two faculty members on the Commission on Outreach and International Affairs shall have experience in leading study abroad programs.

G. Commission on Research (COR)

Membership:

- Chair will be elected by the Faculty Senate
- Senior vice president for research and innovation (advisor)
- One representative from the Office of the Vice President for Outreach and International Affairs
- Research and innovation senior associate vice president
- One dean selected by the Council of College Deans
- One department- or division-level administrative representative appointed by the president
- One representative of research-related interdisciplinary programs, groups, or centers appointed by the president
- One faculty representative from each of the university's thematic research institutes appointed by the respective institute director
- One faculty representative of the university's research investment institutes, collectively appointed by the respective institute directors
- Two faculty senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from and elected by the Library Faculty Association
- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One representative in the postdoctoral associate rank elected by persons in that rank**
- Two representatives working in research faculty appointments as defined in the Virginia Tech Faculty Handbook (excluding postdoctoral associates) elected by persons in those ranks**
- One staff senator elected by the Staff Senate
- Two graduate and professional student senators elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

**The nomination and election process for these positions will be conducted by the Office of Research and Innovation, which will report election results to the secretary of University Council.

H. Commission on Staff Policies and Affairs (CSPA)

Membership:

- Chair will be elected by the Staff Senate
- Vice president for human resources (advisor)
- One dean selected by the Council of College Deans
- Nine staff members elected by the Staff Senate
 - Three from the Staff Senate
 - Three from academic units
 - Three from administrative units
- One administrative department head or equivalent appointed by the executive vice president and chief operating officer
- One academic department head or equivalent appointed by the executive vice president and provost
- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One faculty senator elected by the Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

I. Commission on Undergraduate Student Affairs (CUSA)

Membership:

- Vice president for shared governance of the Undergraduate Student Senate (chair)
- Vice president for student affairs (advisor)
- Dean of the Graduate School
- Vice provost for undergraduate academic affairs
- Vice president for policy and governance
- Vice president for strategic affairs and diversity
- Assistant vice President for Student student affairs and ExperienceVT
- Two A/P faculty representatives from the Division of Student Affairs appointed by the vice president for student affairs
- One faculty senator elected by the Faculty Senate
- One staff senator elected by the Staff Senate
- One A/P faculty senator elected by the A/P Faculty Senate
- Two graduate and professional student senators elected by the Graduate and Professional Student Senate
- Four at large undergraduate student senators elected by the Undergraduate Student Senate
- Four university-chartered student organization (UCSO) senators elected by the Undergraduate Student Senate
- Four college Undergraduate Student Senate senators

J. Commission on Undergraduate Studies and Policies (CUSP)

Membership:

- Chair will be elected by the Faculty Senate
- Vice provost for undergraduate academic affairs (advisor)
- Associate dean of the graduate school
- Academic associate deans from each of the undergraduate academic colleges
- Three faculty senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the undergraduate academic colleges elected by the faculty in each of the colleges
- One representative from and elected by the Library Faculty Association
- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- President of the Honor Council
- Two undergraduate students elected by the Undergraduate Student Senate (at least two colleges are to be represented by the three undergraduate students)

Article VIII. University Standing Committees

The members of the University Standing Committees listed below are determined as set forth in Article IX of the University Council Constitution.

A. Academic Support Committee

Charge: To systematically review and provide advice on broad policy issues relating to academic support, including the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.

Reports to: Commission on Undergraduate Studies and Policies

Chair: The faculty representative from the Commission on Undergraduate Studies and Policies

Membership:

- One faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the commission (this person will also be the committee chair)
- Two provost area representatives selected by the executive vice president and provost
- One assistant/associate dean selected by the Council of College Deans
- Vice president for student Affairs or designee
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate

- One staff representative elected by the Staff Senate
- One undergraduate student representative from the Commission on Undergraduate Student Affairs elected annually by the commission
- One graduate or professional student representative from the Commission on Graduate and Professional Student Affairs elected annually by the commission

B. Athletics

Charge: To review and provide advice on broad policy issues relating to intercollegiate athletics.

1. Provide advice to the athletic director on such matters as financial aid for student athletes, residential life for student athletes, program balance between revenue and non-revenue sports, recruiting, admissions, NCAA compliance, and general intercollegiate athletic budgetary and operational matters.
2. Provide advice to the executive vice president and provost on matters related to academic progress of athletes, the admission policy for athletes, academic advising of athletes, and relations with academic departments and faculty in general.
3. Participate in the search process for the selection of the athletic director. The committee will also participate in periodic evaluations of the athletic director in coordination with the university official to whom the athletic director reports.

Reports to: Commission on Undergraduate Studies and Policies

Chair: The president will annually appoint a chair from among its members.

Membership:

- Vice president for finance
- Vice president for student affairs or designee
- Vice provost for undergraduate academic affairs
- Director of athletics
- Senior associate athletics director, external operations
- President's appointed faculty representative to the NCAA
- Past faculty representative to the NCAA
- One alumni representative of the Virginia Tech Alumni Association selected by the senior vice president for advancement
- One dean selected by the Council of College Deans
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One representative selected by the Virginia Tech Athletic Fund Incorporated
- One faculty senator elected by the Faculty Senate

- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One scholarship athlete from men's sports appointed by the athletic director
- One scholarship athlete from women's sports appointed by the athletic director
- One undergraduate student senator elected by the Undergraduate Student Senate

C. Budgeting and Planning Committee

Charge: The Budgeting and Planning Committee serves a primary advisory role for the university budgeting and planning process. Areas for consideration include monitoring the university planning and budgeting processes; participating in and advising on the development of annual budgets (including the formulation of the university plan), the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budgetary and planning matters; and addressing matters of policy relative to budgeting and planning appropriate for governance consideration, and in such instances, making recommendations to the University Council.

Records and Confidentiality: When acting in its advisory and consulting role, the Budgeting and Planning Committee will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence to the extent allowable by law since there will be times in the budgeting and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the committee will keep minutes and forward approved copies of such to the University Council.

Reports to: University Council Cabinet

Co-chairs: executive vice president and provost, and executive vice president and chief operating officer

Membership:

- Executive vice president and provost
- Executive vice president and chief operating officer
- Associate vice president for budget and financial planning
- Vice provost for academic resource management
- Assistant vice president for planning and University Architect
- One faculty senator elected by the Faculty Senate
- One faculty member elected from each of the academic college faculty associations
- One member of the Library Faculty Association elected by the Library Faculty Association
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

- One representative selected by the Administrative Fiscal Officers Group
- One representative selected by the College Fiscal Officers Group
- One representative from the Office of Strategic Affairs appointed by the Vice President for Strategic Affairs and Diversity
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from Extension
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from: general administration, academic support, or student affairs

D. Campus Development Committee

Charge: To make recommendations and to serve as a conduit to disseminate information and solicit feedback concerning the planned physical development of the university's built environment, specifically as it relates to buildings, grounds, and transportation planning.

Reports to: University Council Cabinet

Chair: The president will annually appoint a chair from among its members.

Membership:

- Assistant vice president for facilities operations
- Senior director of Transportation Services
- Dean, College of Architecture, Arts, and Design
- Assistant vice president for planning and university architect
- Director of ADA and access services
- A provost area representative selected by the executive vice president and provost
- One student affairs area representative selected by the vice president for student affairs
- One dean selected by the Council of College Deans
- Three faculty representatives elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One representative from the Commission on Equal Opportunity and Diversity elected annually by the commission
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

E. Climate Action, Sustainability, and Energy Committee

Charge: To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad

engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge.

Reports to: University Council Cabinet

Chair: The president will appoint a chair annually from among members of the committee.

Membership:

- Vice president for campus planning, infrastructure, and facilities
- Vice president for finance or designee
- Assistant vice president for infrastructure and sustainability
- Director of climate action, sustainability, and energy
- Sustainability manager for dining services, housing, and residence life
- The assistant vice president for planning and university architect
- Four representatives from Campus Planning, Infrastructure, and Facilities selected by the vice president for campus planning, infrastructure, and facilities
- Senior director of Transportation Services
- One representative from Virginia Tech Environmental Health & Safety Services selected by the vice president for auxiliary and business services
- Four faculty representatives elected by the Faculty Senate
- Two A/P representatives elected by the A/P Faculty Senate
- Two staff representatives elected by the Staff Senate
- One dean selected by the Council of College Deans
- Two graduate student representatives elected by the Graduate and Professional Student Senate
- Two undergraduate student representatives elected by the Undergraduate Student Senate
- One representative from the provost's office
- One representative from student affairs
- One representative from Student Engagement and Campus Life
- Two representatives from student organizations with an environmental focus (appointments provided by the committee chair)
- Two representatives from frontline community groups, one employee and one student (appointments provided by the committee chair)

F. Commencement Committee

Charge: To plan and implement the University's Commencement programs.

Reports to: Commission on Faculty Affairs

Chair: The president will appoint a chair, usually for a three-year term.

Membership:

- President's appointment as chair
- Senior leader in advancement with alumni responsibility (or designee)
- Vice president for policy and governance and secretary to the Board of Visitors
- Vice president for strategic initiatives and special assistant to the president

- Senior associate vice president for University Relations
- Commandant of cadets
- One physical plant representative selected by the vice president for campus planning, infrastructure, and facilities
- Director of processions (selected by the chair)
- Director of ushers (selected by the chair)
- One Graduate School representative selected by the dean of the Graduate School
- Commencement marshal (always the president of the Faculty Senate)
- One faculty representative from each academic college elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- President of senior class
- President of junior class

G. Employee Benefits Committee

Charge: To recommend policies and to advise the university administration in matters relating to employee benefits.

Reports to: Commission on Staff Policies and Affairs, Commission on Faculty Affairs, and Commission on Administrative and Professional Faculty Affairs

Chair: The president will appoint a chair annually from among its members.

Membership:

- Vice president for human resources
- Senior director of benefits
- Vice provost for faculty affairs or designee
- One faculty representative from the Commission on Faculty Affairs elected annually by the commission
- Three faculty senators elected by the Faculty Senate
- One staff representative from the Commission on Staff Policies and Affairs elected annually by the commission
- Three staff senators elected by the Staff Senate
- One administrative and professional faculty representative elected by the Commission on Administrative and Professional Faculty Affairs
- Three A/P faculty senators elected by the A/P Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate

H. Faculty Honorifics Committee

Charge: To review credentials and achievements of candidates or nominees for university faculty awards or for university nominations for external awards as charged by the executive vice president and provost or the president (where that responsibility is not vested in other committees), and to make recommendation to the executive vice president and provost or the president, as appropriate. In addition, the committee shall review nominations for honorary degrees to be awarded by the university.

Reports to: Commission on Faculty Affairs

Chair: The executive vice president and provost or a designee.

Membership:

- Executive vice president and provost (also representing the Commission on Faculty Affairs)
- One Alumni Distinguished Professor elected by the Alumni Distinguished Professors
- One University Distinguished Professor elected by the University Distinguished Professors
- One member of the Academy of Faculty Service elected by the Faculty Senate
- One member of the Academy of Faculty Leadership elected by the Faculty Senate
- One member of the Academy of Teaching Excellence elected by the Faculty Senate
- One recipient of the Alumni Award for Excellence in Extension elected by the Faculty Senate
- One recipient of the Alumni Award for Research Excellence elected by the Faculty Senate
- One representative from the named professors elected by the Faculty Senate

I. Information Technology Services and Systems Committee

Charge: To make recommendations for the effective offering and utilization of the university's information technology services and systems, and to recommend policies that relate to the governance of these services and systems. The committee's scope of concerns includes all information technology services and systems related to instruction, research, outreach, and administration at the university. The committee organizes into subcommittees to address specific aspects of information technology and services and to report to the committee. Each subcommittee will be chaired by a member of the Division of Information Technology with other members being assigned or volunteering based on interest or knowledge of the subject matter area.

Reports to: University Council Cabinet

Chair and vice-chair: The committee shall initially elect from its members a chair and vice-chair. The vice-chair shall succeed the chair the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- Vice president for information technology and chief information officer

- Four department heads or other leaders in the Division of Information Technology, appointed by the vice president for information technology and chief information officer, with expertise to address the breadth of information technology services and infrastructure at the university
- Ten at-large members of the faculty, A/P faculty, and staff (with appropriate expertise) selected by the vice president for information technology and chief information officer in consultation with the presidents of the Faculty, Staff, and A/P Faculty Senates. At least two must be A/P faculty members, at least two must be staff employees, and at least two must be tenured or tenure-track faculty members, with a goal to include representation from university locations beyond Blacksburg. At least one of the tenured or tenure-track faculty members must be a member of the Faculty Senate.
- One representative from the Graduate and Professional Student Senate elected by Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

J. Intellectual Property Committee

Charge: To make policy recommendations to the executive vice president and provost dealing with patents, copyrights, and related mechanisms for the protection/exploitation of intellectual properties.

Reports to: Commission on Research

Chair: Vice president for research and innovation (or designee)

Membership:

- Vice president for research and innovation (also representing the Commission on Research)
- An administrative leader within the Office of the Vice President for Research and Innovation selected by the vice president for research and innovation
- Associate vice president for finance and university controller
- University legal counsel (or designee)
- President of Virginia Tech Intellectual Properties
- Nine at-large members of the faculty, A/P faculty, and staff (with patent and copyright experience) selected by the vice president for research and innovation in consultation with the presidents of the Faculty, Staff, and A/P Faculty Senates (at least one must be an A/P faculty member and at least one must be a staff employee)
- One graduate and professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

K. Library Committee

Charge: To disseminate knowledge and make recommendations concerning policies, services, and development of the university's libraries.

Reports to: Commission on Graduate and Professional Studies and Policies, Commission on Undergraduate Studies and Policies, and Commission on Research

Chair: The president will annually appoint a chair from among its members.

Membership:

- Dean of University Libraries (also representing the Commission on Graduate and Professional Studies and Policies)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- Library faculty representative on the Commission on Undergraduate Studies and Policies (concurrent with CUSP term)
- Library faculty representative on the Commission on Research (concurrent with COR term)
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

L. Transportation and Parking Committee

Charge: To review and recommend rules and regulations governing traffic (including pedestrian, bicycles, and vehicles), parking (including permit sales, citations and special events), and alternative transportation methods; review and recommend programs to enhance campus parking, traffic, and transportation methods.

Reports to: University Council Cabinet

Chair and vice-chair: The committee shall initially elect a chair and vice-chair from its members. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- Senior director of transportation services
- Chief of police
- Three faculty representatives elected by the Faculty Senate
- Three administrative and professional faculty representatives elected by the Administrative and Professional Faculty Senate
- Three staff representatives elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate
- One representative from the Office of Equity and Accessibility appointed by the executive vice president and chief operating officer
- One member of the Commission on Equal Opportunity and Diversity with a vested interest in disability and accessibility issues (concurrent with term on CEOD)

M. University Curriculum Committee for General Education

Charge: To give leadership to the Pathways General Education curriculum through program evaluation, advising support, dissemination of information, alignment of transfer credit, and other actions, including curricular proposal review, as needed.

Reports to: Commission on Undergraduate Studies and Policies

Chair and vice-chair: The committee shall initially elect from its faculty members a chair and vice-chair. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- Executive vice president and provost or a designee
- Director institutional effectiveness
- One Division of Student Affairs representative selected by the vice president for student affairs
- Two faculty members selected by the executive vice president and provost
- One faculty representative selected by each undergraduate college curriculum committee
- One representative from University Studies who is a professional academic advisor appointed by the director of Academic Advising Initiatives
- Two faculty representatives elected by the Faculty Senate
- One faculty representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- Two undergraduate student senators elected by the Undergraduate Student Senate
- Two graduate or professional student teaching assistants or instructors of record elected by the Graduate and Professional Student Senate
- One administrative and professional faculty representative from the University Libraries elected by the Library Faculty Association
- One faculty representative from the Commission on Equal Opportunity and Diversity elected annually by the commission

Commission on Outreach and International Affairs (COIA)

COIA Agenda and Minutes from May 5, 2022-May 4, 2023

TAB 14

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

May 5, 2022

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/82914649595?pwd=Wk5keFZEakRtS2lUNXhTMTdrd1BqZz09>

AGENDA

- | | |
|--|-------------------|
| <u>Welcome and Self-Introductions</u> | Robert Weiss |
| 1. <u>Adoption of Agenda</u> | Robert Weiss |
| 2. <u>Announcement of Minutes, April 21, 2022</u>
Minutes are currently under the 10-business day review and have not yet been approved. Once the review period has passed, approved minutes will be forwarded to University Council and to University Governance website | Robert Weiss |
| 3. <u>Acceptance of Constituent Reports and/or Minutes</u> | |
| A. <u>Chairman's Report</u> | Robert Weiss |
| • University Council Report-May 2, 2022 | |
| B. Virginia Cooperative Extension (VCE) | Ed Jones |
| C. Engagement Leadership Council-next meeting June 9, 2022 | Susan Short |
| D. University Committee on International Affairs
(UCIA) Meeting-April 25, 2022 | Theresa Johansson |
| 4. <u>Call for Announcements/Commission Board Member Comments</u> | Robert Weiss |
| 5. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2022-2023 (All meetings will be from **3:30-4:30 p.m.** and will take place at either 120 Gateway Center-902 Prices Fork or Zoom)

- September 15, 2022 New Member Orientation 3:00-3:30 p.m.
- September 15, 2022 Regular Meeting-All Members 3:30-4:30 p.m.
- October 21, 2022
- November 18, 2022
- December 8, 2022
- NO JANUARY MEETING
- February 16, 2023
- March 16, 2023
- April 20, 2023
- May 4, 2023

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

May 5, 2022; 3:30-4:30 p.m.

Zoom Only

Attendance via Zoom: Robert Weiss-Presiding, Jan Helge Bøhn, Ben Grove (for Ed Jones), Ralph Hall, Farida Jalalzai (for Laura Belmonte), Theresa Johansson, Kenner Love, Penny Muelenaer, Robert Oliver, Cassidy Rist, Angela Scarpa, Peter Schmitthenner, Megan Seibel, Alan Wang (for David Brinberg)

Absent with Notice: Laura Belmonte, Tara Brent, David Brinberg, Guru Ghosh, Don Hempson, Ed Jones, Susan Short

Absent: Jessica Agnew, Nick Copeland, Aimane Najmeddine

Welcome and Self-Introductions: Robert Weiss called the meeting to order at 3:32 p.m. and welcomed the group. Self-introductions were made; attendees signed into the chat; visual attendance was also taken; a quorum was established.

1. **Adoption of Agenda:**

Robert W. called for additions to the agenda, there were no additions. He called for a motion to approve the agenda; a motion was made; seconded; no discussion; all were in favor; the agenda was approved.

2. **Announcement of Approval of Minutes, April 21, 2022:**

Minutes from the April 21, 2022 meeting were sent out electronically for edits and were still in the approval process. Tomorrow is the deadline for edits; the minutes will then be approved electronically. Minutes will be sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).

3. **Acceptance of Constituent Reports and/or Minutes:**

A. Chairman's Report: Robert W. reported on the May 2, 2022 University Council meeting. The report included second readings and approvals for several new degree programs in the Pamplin College of Business; changes to the Faculty Handbook; new bylaws and constitution for the Faculty Senate; and a presentation on Climate Action. Approved University Council meeting minutes can be found at: <https://governance.vt.edu/meeting-materials.php>.

B. Virginia Cooperative Extension (VCE): Ben Grove reported for VCE. The update included Ed Jones will be retiring and that a search for Ed's successor is underway. Additionally, Ray McKinnie, Dean of the College of Agriculture at VSU announced he plans to retire the end of June. State 4-H Congress will be held the third week of June. This is the 100th State 4-H Congress and will include celebrations for this milestone.

C. Engagement Leadership Council: The Engagement Leadership Council has not met since the last COIA meeting, but the next meeting will be held on June 9, 2022 beginning at 2:00 p.m.

D. University Committee on International Affairs (UCIA): Theresa Johansson reported on the April 25, 2022 UCIA meeting. Updates included reports on the working groups; the Global Advancement working group still has not met but exchanged conversations electronically and are moving forward with some ideas for the working group. The MOU working group is moving forward with the use of the current Summit system to include the MOU for signature process; faculty are already aware and Colleges will be aware on the front end of the approval process. Internationalization at Home has an ambitious plan to engage the University to commit to internationalizing the student experience. Discussions during the UCIA meeting also included plans for next year and making sure everyone is engaged and ability to bring information back to members' constituency groups. Additionally, any resolutions that would include policy change, as appropriate,

would be sent to COIA for review/approval. Farida Jalalzai will be the Chair of UCIA next year; the Vice Chair is currently to be determined.

4. **Call for Announcements/Commission Board Member Comments:** Theresa asked if Jan Helge Bøhn had any agenda items for next year as Chair; Jan Helge indicated he did not. Robert W. announced that University Council may look different if approved at the June Board of Visitors meeting. Some commissions will be reporting to Senates; it appears COIA will remain similar to what it is now reporting directly to University Council. Jan Helge asked for any input from the commission for activities for next year.

Robert W. indicated the Commission on Student Affairs may be bringing a resolution to University Council in the fall with regard to International Graduate Students inequalities and inequities. Discussion included the evaluation of Study Abroad programs, accessibility to Study Abroad, and the hope to have experiential learning as part of the curriculum in the future. Theresa stated that she would like to have Study Abroad scholarships for incoming international students. There are inequities for some countries as to affordability and the airfare and insurance among other expenses are cost prohibitive. Jan Helge spoke about the challenges of international graduate students and their ability to provide for their families; as some family members are not allowed to work while they are in country. Theresa commented on one of the VT surveys for students to indicate whether they are in a job; will be continuing their education; or are still looking for a job. Part of the survey indicates experiences within paid and unpaid internships; but does not include Study Abroad experiences.

Kimberly Rhodes thanked Robert Weiss for his leadership on the commission and for serving as Chair of the commission.

Penny Muelenaer asked about the activities and membership of the CUGH; and commented that perhaps there were scholarships for international students to attend those conferences. Robert W. suggested that Penny check with the office that paid for the membership and see if there is a way to find out activities of members and other opportunities.

Ralph Hall included a link in the chat: <https://malawiedandchildwelfare.wordpress.com/>. This is an update on the library at Mzuni University, Malawi. There is a potential for collaborations and funding. Jan Helge asked about how many students are in an exchange program; Ralph replied about 1-2, but that many groups from VT have gone there.

5. **Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; all were in favor; the meeting adjourned at 4:23 p.m. **The next meeting will be held September 15, 2022.**

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2022-2023 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

- September 15, 2022 (3:00-3:30 p.m.)
(New Member Orientation)
- September 15, 2022 (3:30-4:30 p.m.)
(Regular Meeting)
- October 20, 2022
- November 17, 2022
- December 8, 2022
- NO JANUARY MEETING
- February 16, 2023
- March 16, 2023
- April 20, 2023
- May 4, 2023

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

September 15, 2022

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/81271904745?pwd=Mk5TL2xpVHpDUFpCQ0RPSmtvOXozdz09>

AGENDA

- | | |
|--|-----------------|
| <u>Welcome and Self-Introductions</u> | Jan Helge Bøhn |
| • Charge to Commission | Jan Helge Bøhn |
| 1. <u>Adoption of Agenda</u> | Jan Helge Bøhn |
| 2. <u>Announcement of Approval of Minutes, May 5, 2022</u>
Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Overview of the New University Council Structure</u> | April Myers |
| 4. <u>Election of Vice-Chair</u>
<i>Must be faculty, and must be able to serve as Chair for next year</i> | Jan Helge Bøhn |
| 5. <u>Acceptance of Constituent Reports and/or Minutes</u> | |
| A. <u>Chairman's Report</u> | Jan Helge Bøhn |
| • University Council Report-NO REPORT | |
| B. Virginia Cooperative Extension (VCE) | |
| C. Engagement Leadership Council-September 8, 2022 | Kimberly Rhodes |
| D. University Committee on International Affairs (UCIA) Meeting-NO REPORT | |
| 6. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 7. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2022-2023 (All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)

- September 15, 2022 3:00-3:30 p.m. New Member Orientation
- September 15, 2022 3:30-4:30 p.m. Regular Meeting
- October 20, 2022 3:30-4:30 p.m.
- November 17, 2022 3:30-4:30 p.m.
- December 8, 2022 3:30-4:30 p.m.
- **NO JANUARY MEETING**
- February 16, 2023 3:30-4:30 p.m.
- March 16, 2023 3:30-4:30 p.m.
- April 20, 2023 3:30-4:30 p.m.
- May 4, 2023 3:30-4:30 p.m.

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

September 15, 2022; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (in person): Jan Helge Bøhn-Presiding, Francisco Carvallo, Guru Ghosh, Don Hempson, Katalin Parti

Attendance (via Zoom): Jessica Agnew, Penny Muelenaer, Angela Scarpa, Peter Schmitthenner, Megan Seibel, Richard Shryock, Lori Buchanan (guest), Rich Mathieson (guest), April Myers (guest)

Absent with Notice: Dave Close, Ed Jones, Paul Knox, Robert Oliver, Susan Short, Bonnie Zare

Absent: David Brinberg, Farida Jalalzai, Kenner Love

Welcome and Self-Introductions: Jan Helge Bøhn called the meeting to order at 3:31 p.m. and welcomed the group. Self-introductions were made; visual attendance was also taken; a quorum was established.

- 1. Adoption of Agenda:** Jan Helge called for additions to the agenda, there were no additions. He called for a motion to approve the agenda; a motion was made; seconded; no discussion; all were in favor; the agenda was approved.
- 2. Announcement of Approval of Minutes, May 5, 2022:** Minutes from the May 5, 2022 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
- 3. Overview of the New University Council Structure:** Lori Buchanan and April Myers gave an overview of the new University Council structure; the membership is reduced; the Commission on Outreach and International Affairs (COIA) will report directly to University Council. COIA will have one representative, the suggestion was made to have the representative be the Chair of COIA. Guru Ghosh is an optional member, but can attend if a resolution is to be presented to University Council. All resolutions should have review of Human Resources, Legal and Budget as appropriate implications may be impactful. Draft notices are sent to April Myers prior to a first reading; and forwarded to the University Cabinet for review. The Senates will have an opportunity to comment on resolutions presented by COIA. The estimated timeline for resolutions is between 10-11 weeks provided the process does not have any additional changes to be made to the resolution. If a resolution has completed the second reading and approval of COIA within the academic year, but has not made it through University Council's approval process, the resolutions can be held until University Council's first meeting of fall. (**see attached**)
- 4. Election of Vice-Chair:** The call for volunteers of the Vice-Chair of COIA were made. Those members that are faculty and have at least one remaining year left on the commission were identified. The Vice-Chair will preside over COIA when the Chair is unable to attend the meetings; is responsible for chairing the selection committee for the Alumni Awards for Outreach Excellence (both individual and team awards); and becomes the Chair of COIA the following year. Any questions regarding the duties may be directed to Jan Helge, Guru Ghosh or Kimberly Rhodes. Voting must take place at the October 20th meeting.
- 5. Acceptance of Constituent Reports and/or Minutes:**
 - A. Chairman's Report:** University Council has not met, therefore there was no report. Approved University Council meeting minutes can be found at: <https://governance.vt.edu/meeting-materials.php>.
 - B. Virginia Cooperative Extension (VCE):** Megan Seibel announced that the new Virginia Cooperative Extension Director, Mike Gutter will begin November 1, 2022. Ed Jones, current director is retiring.
 - C. Engagement Leadership Council:** Kimberly Rhodes read the summary from Susan Short regarding the September 8, 2022 Engagement Leadership Council meeting updates. The

Engagement Leadership Council met on Thursday, September 8th. Susan Short announced that VTDITC (Virginia Tech Digging in the Crates): Hip Hop Studies will receive the ESC Excellence in Student Community Engagement Award during next week's annual meeting at the University of Georgia. The program is led by Craig Arthur, University Libraries. Susan also shared that Angela Scarpa, Department of Psychology, was selected to receive an Engagement Scholarship Consortium Research/Creative Activities Grant for the Leveraging Community Partnerships to Increase Professional Capacity and Improve Access to Cognitive-Behavioral Therapy for Autistic Youth project. This year, members of the Engagement Leadership Council and campus community will aim to build out an Engaged Scholar Network focused on developing and delivering a graduate certificate program in community engagement as well as a Community-Engaged Scholarship writing retreat to support faculty and graduate students. In addition, a work group will be appointed to create the structure for Virginia Tech's recertification as a Carnegie Foundation 2026 Elective Classification for Community Engagement. Members shared a number of college/department initiatives related to diverse engagement/outreach programs. The next meeting of the Engagement Leadership Council will be Thursday, December 8th.

D. University Committee on International Affairs (UCIA): UCIA has not met this year, there was no report to present.

6. **Call for Announcements/Commission Board Member Comments:** Guru Ghosh highlighted two sesquicentennial events that occurred over the summer. Don Hempson gave a brief overview of the Steger Center for International Scholarship celebration the end of June; with close to 80 attendants, tours, a gala dinner and included OIA faculty and staff, Virginia Tech Alumni and local dignitaries. Guru highlighted the Reynolds Homestead 50+ celebration that occurred over Father's Day weekend. The Reynolds family was well represented as well as family of the enslaved community and additional invited guests.

Don also announced the Global Education Fall Fair to occur September 21st from 10:00 a.m.-4:00 p.m. on the Drillfield.

Also uplifted was after working to get people out of Afghanistan, a student was able to make her way to the U.S. and is hoping to become a Virginia Tech Ph.D. student.

The next meeting on October 20, 2022 will welcome the University Registrar to present. The Provost has expressed work to be done regarding a global university-wide strategic plan; and how experiential learning can be integrated both domestically and internationally and the transfer of credits. Questions may include how other universities are able to accept credits.

7. **Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; all were in favor; the meeting adjourned at 4:32 p.m.

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2022-2023 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

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- November 17, 2022
- December 8, 2022
- NO JANUARY MEETING
- February 16, 2023
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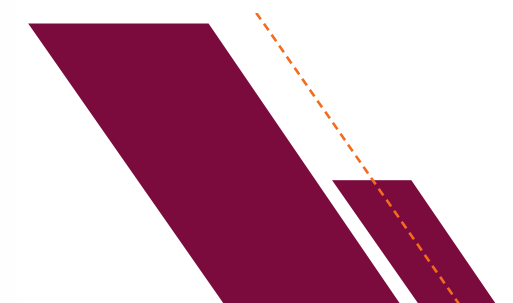


Revised Shared Governance Structure

APRIL MYERS
DIRECTOR OF GOVERNANCE ADMINISTRATION

AND

LORI BUCHANAN
SENIOR MANAGER OF GOVERNANCE ADMINISTRATION

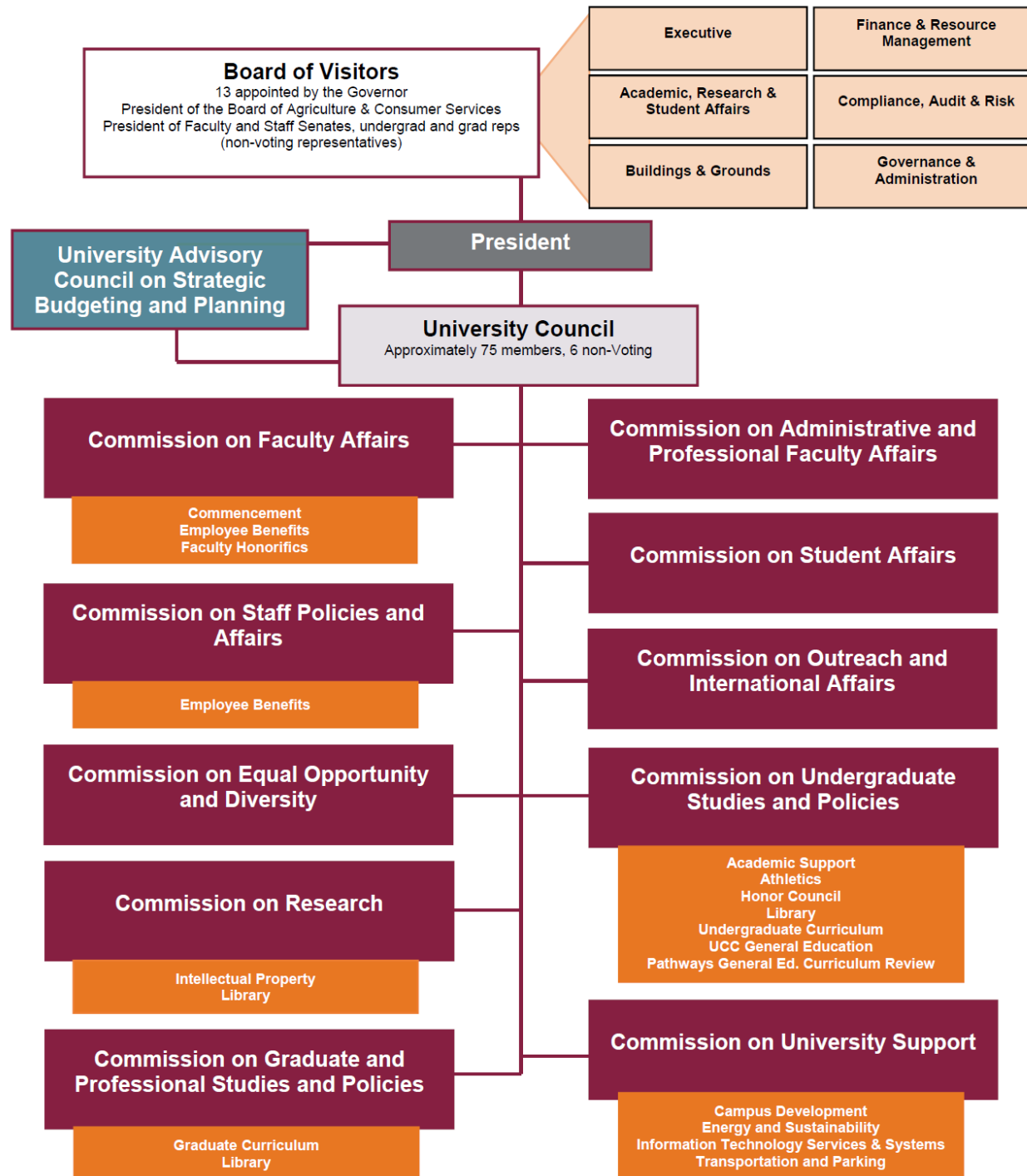


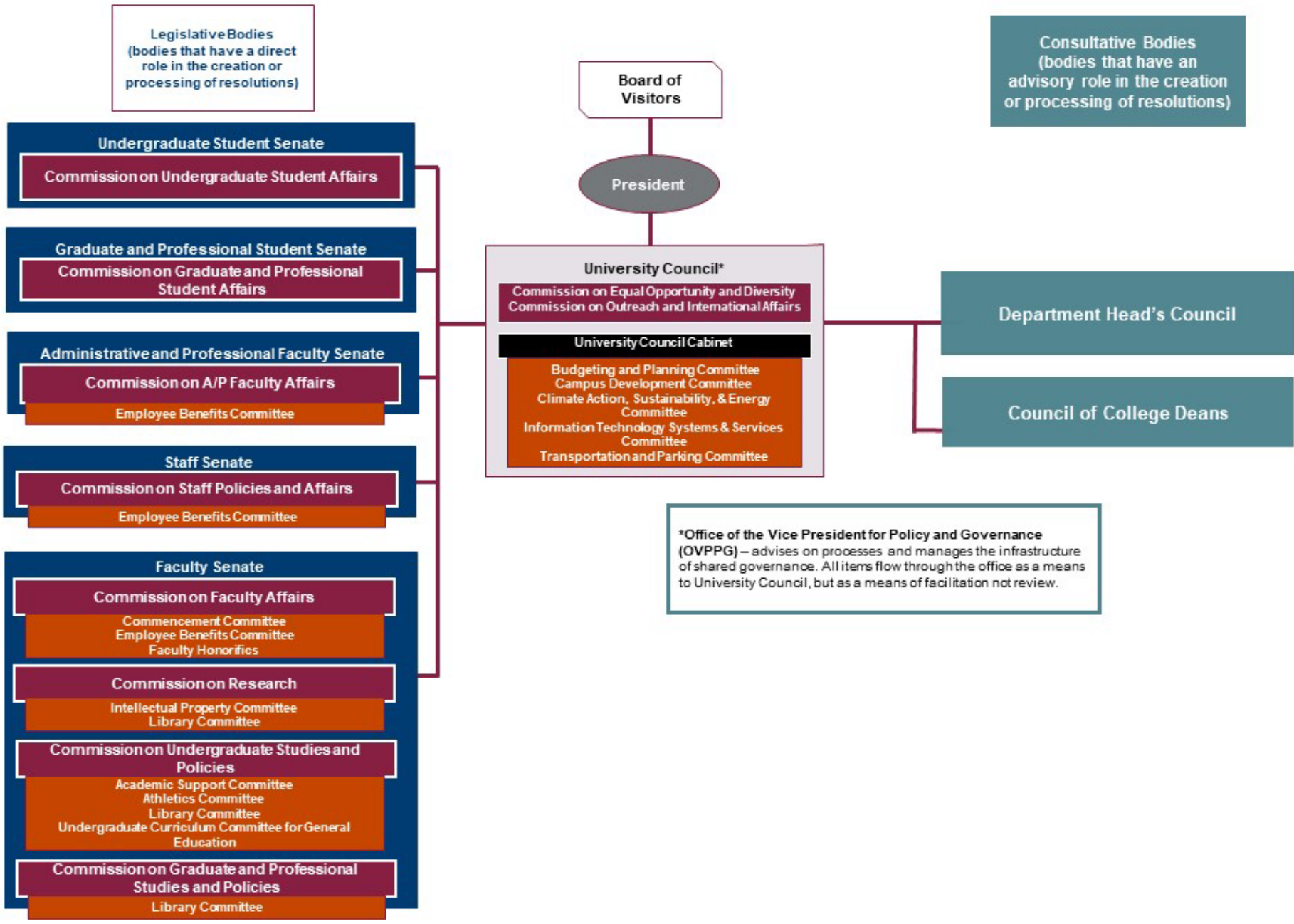
Major Changes to Shared Governance

1. Changed the structure of shared governance
 - a. Creation of University Council Cabinet
 - b. Inclusion of University Senates
2. Reduced the size of University Council
3. Expanded resolution process
 - a. Senates have legislative authority and responsibility over defined areas
4. New University Mission Initiative process
5. Eliminated the university-level approval for course and program proposals



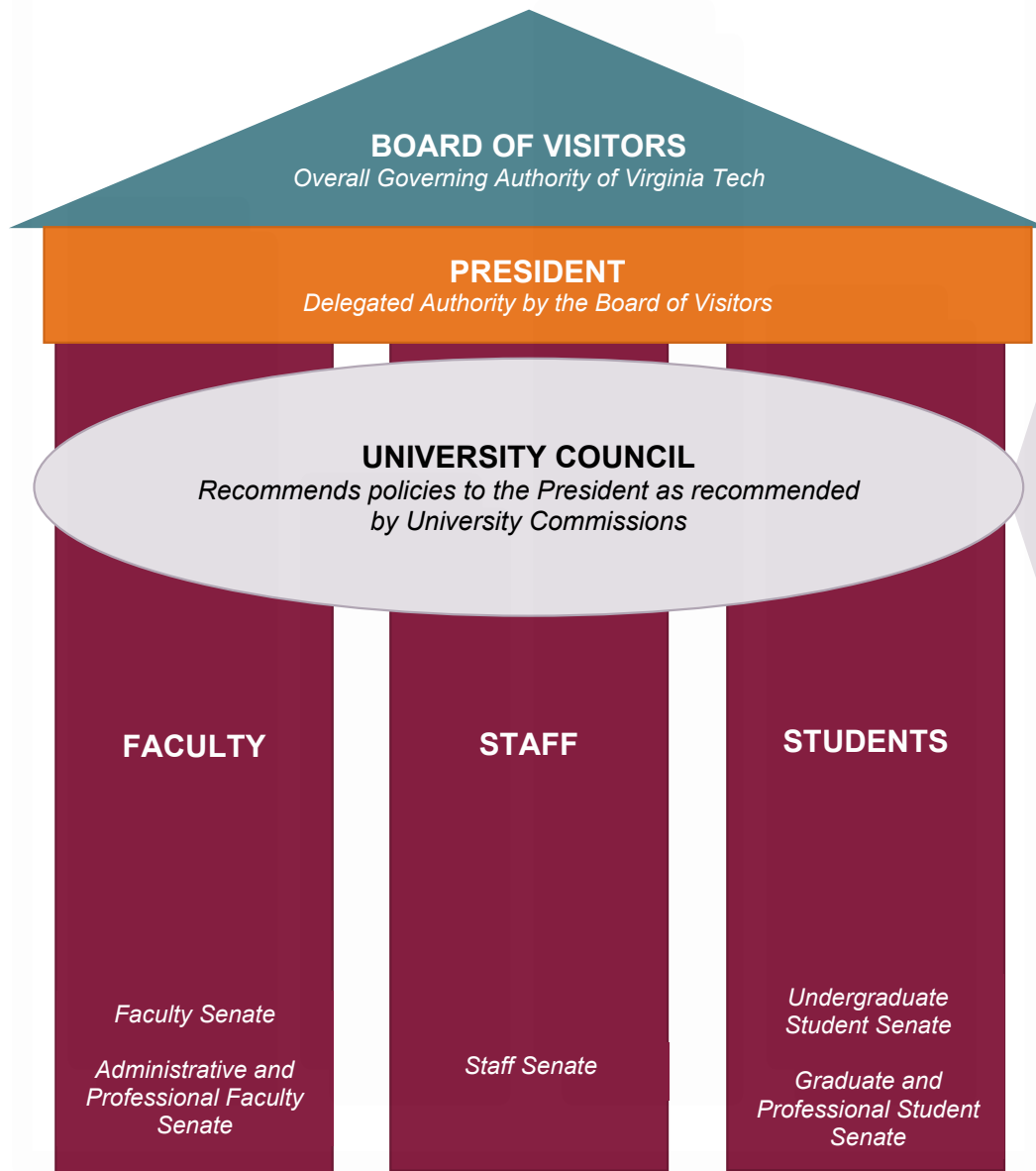
Previous Governance Structure



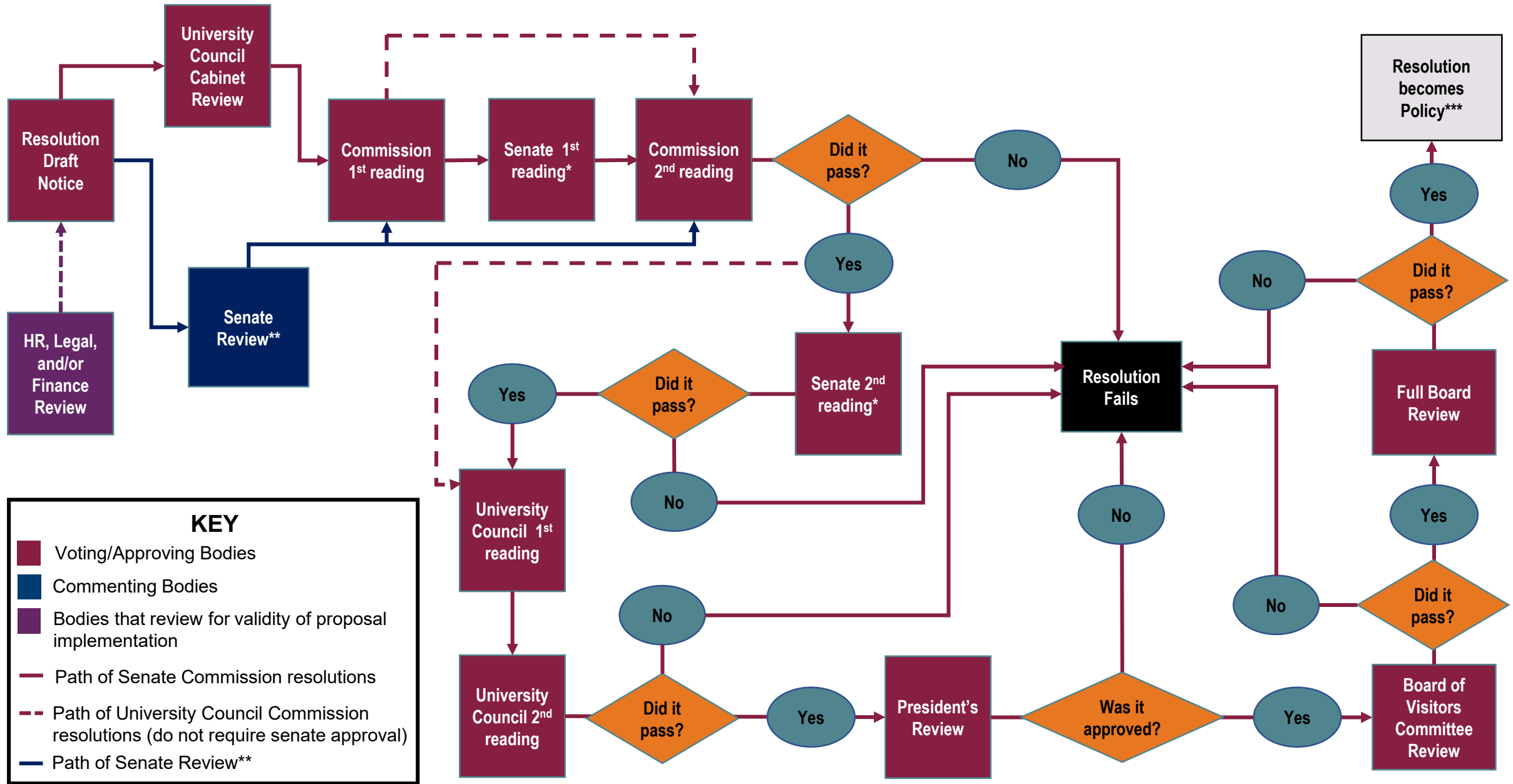


Revised Governance Structure





- **Advisory body to the President that reviews and makes recommendations on topics of concern for constituencies, and refers matters to the appropriate commissions, senates, committees, groups, or individuals for review.**
- **59 Members**
 - 41 Ex Officio
 - 18 Elected
- **Parliamentary Authority – Robert’s Rules of Order**
- **University Council Cabinet**
 - **Facilitates decision-making across the system of shared governance by ensuring that the appropriate groups are creating, reviewing, and advancing policy.**
 - **14 Members**
 - 6 Ex Officio
 - 8 Elected



* Senates hold 1st and 2nd readings of resolutions advanced by the commission(s) assigned to them. Since CEOD and COIA report directly to University Council (UC), their resolutions do not have senate readings.

** Senates may comment on resolutions advanced to University Council (UC) by commissions not assigned to them. Comments should be made no later than one week after commission approval but can be made earlier.

*** Some resolutions require approval outside of the University from SCHEV and/or SACSCOC.

Possible Pitfalls

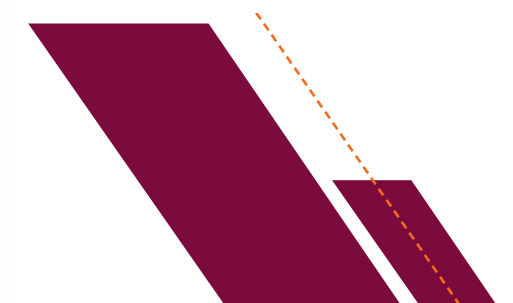


- Failure to consult with other senates and commissions
- Working on topics outside of commission charge
- Failure to consult with Legal, Budget, and/or HR
- Not allotting enough time for the Governance Process



Structure Review Schedule

A review will be conducted following the first and second year to ensure revisions have improved operations. Should they be needed, additional changes and improvements will be considered.



COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

October 20, 2022

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/81398928127?pwd=TWpkYmJsMDVlTndaZERlK084TEFoZz09>

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| <u>Welcome and Self-Introductions</u> | Jan Helge Bøhn |
| 1. <u>Adoption of Agenda</u> | Jan Helge Bøhn |
| 2. <u>Announcement of Approval of Minutes, September 15, 2022</u>
Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Presentation: Transfer Credit Process</u> | Rick Sparks |
| 4. <u>Election of Vice-Chair</u>
A. Call for a volunteer to serve on the Award Selection Committee | Jan Helge Bøhn |
| 5. <u>Acceptance of Constituent Reports and/or Minutes</u>
A. <u>Chairman's Report</u>
• University Council Report-September 19, October 3, October 17, 2022
B. Virginia Cooperative Extension (VCE)
C. Engagement Leadership Council
D. University Committee on International Affairs (UCIA) Meeting-September 26, 2022 | Jan Helge Bøhn

Farida Jalalzai |
| 6. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 7. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2022-2023 (All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)

- November 17, 2022 3:30-4:30 p.m.
- December 8, 2022 3:30-4:30 p.m.
- **NO JANUARY MEETING**
- February 16, 2023 3:30-4:30 p.m.
- March 16, 2023 3:30-4:30 p.m.
- April 20, 2023 3:30-4:30 p.m.
- May 4, 2023 3:30-4:30 p.m.

Complete New Member notebook is available at the following link:

<https://www.outreach.vt.edu/about/commissions-committees.html>

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

October 20, 2022; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (in person): Jan Helge Bøhn-Presiding, Francisco Carvallo, Guru Ghosh, Don Hempson, Farida Jalalzai

Attendance (via Zoom): Terry Clements, Ben Grove (for Ed Jones), Paul Knox, Penny Muelenaer, Robert Oliver, Katalin Parti (for Bonnie Zare), Carlos Saint Preux, Angela Scarpa, Peter Schmitthenner, Susan Short, Richard Shryock

Guests: Mike Gutter, Kathy Hager, Theresa Johansson, Vicki Langford (presenter), Rich Mathieson, April Myers, Rick Sparks (presenter), Debra Stoudt

Absent with Notice: Jessica Agnew, David Brinberg, Dave Close, Sameen Hanan, Ed Jones, Megan Seibel, Bonnie Zare

Absent: Kenner Love

Welcome and Self-Introductions: Jan Helge Bøhn called the meeting to order at 3:33 p.m. and welcomed the group. Self-introductions were made; visual attendance was also taken; a quorum was established.

- 1. Adoption of Agenda:** Jan Helge called for a motion to approve the agenda; a motion was made; seconded; no discussion; all were in favor; the agenda was approved.
- 2. Announcement of Approval of Minutes, September 15, 2022:** Minutes from the September 15, 2022 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
- 3. Presentation: Transfer Credit Process:** Rick Sparks and Vicki Langford gave an overview on the Transfer Credit process, as transfers come into Virginia Tech, the evaluation process and what appears on the transcript. Rick described the domestic curriculum process that begins at the department level for a new program; moves through the curriculum committee; is reviewed at an institutional level; then reviewed and approved by the Board of Visitors (BOV) and the State Council of Higher Education for Virginia (SCHEV). For transfer credits within the U.S.; transfers from other U.S. institutions must be accredited. The Department of Education (DOE) has requirements as well as a process through the Southern Association of Colleges and Schools (SACS).

There is not an accreditation process for international universities; but the American Association of Collegiate Registrars and Admissions Officers (AACRAO) provides guidance and expertise; which requires more work to validate the institution. The transfer credits will not reflect a one for one process; credit conversion along with grading structures, translation, definitions and learning objectives are all taken into consideration. Elements for credit transfers going out include the course name, faculty member of record with proper credentials and issuance of a grade as a basic level; courses have moved through governance; but special study has not gone through governance and is annotated specifically. AACRAO provides standards; includes date of birth, institute name, certifications of the learning and other pieces of information on the transcript to ensure there is a control that can be verified. Academic and/or conduct suspension notices may also be included. Discussion included experiential learning and making transfer transcriptable for credit courses that are experiential in nature; well documented process may show up as a 0 credit. With too many 0 credits, best practice is not to include too much on the transcripts.

Guru Ghosh described the process at William & Mary that brought study abroad programs to be transcriptable within 10 years; whereas there became an established partnership between the Global Education Office to degree granting institutions abroad. There was a system in place to work with the Registrar's Office in tandem that academic departments and colleges were the purveyor of credit granting. Theresa Johansson offered that the process here at Virginia Tech has become much cleaner. Discussion included confusion of students when seeing a zero credit and missing the notification that the Academic Dean's Office needs to provide the authorization form or equivalent. Some agencies are able to empower their Global Education Office to be able to make some of the decision regarding credits. Some international universities do not provide an hour system but offered a certificate program.

Discussion also included the addition of experiential learning and how some degree programs are already over the 120 credits needed for graduation. The Pathways program has added time to the credits needed for graduation which was a much different process than the Gen Ed program which included lesser credits. There are a lot of components that include SCHEV requirements, approvals, learning outcomes, etc.

There were other conversations that included domestic transfers between U.S. universities as opposed to international transfers both incoming and outgoing. There are some guidelines and checks in place to validate the credit process; some include verifying AP credits; Dual Enrollment Credits from the Virginia Community College System; SACS accreditation process; guideline equivalents from AACRAO; policies and processes that are recognized by the Ministry of Education of various institutions; ETCS; Carnegie guidelines with regard to contact hours and credit hours. The suggestion was made to look at other agencies to review their processes and to see if we are on par with peer institutions. Guru thanked Rick and Vicki for their presentation and willingness to have an open discussion.

4. **Election of Vice-Chair:** Due to a lack of volunteers, this item was tabled; discussion to seek a volunteer outside of the meeting will be explored and brought to Commission members for voting.
5. **Acceptance of Constituent Reports and/or Minutes:**
 - A. **Chairman's Report:** University Council met September 19th to discuss the Commission Chair goals, other meetings have been cancelled. Approved University Council meeting minutes can be found at: <https://governance.vt.edu/meeting-materials.php>.
 - B. **Virginia Cooperative Extension (VCE):** Ben Grove gave the report which Kimberly Rhodes read. Dr. Mike Gutter officially begins Nov 1 as Associate Dean and Director of Virginia Cooperative Extension. He joins us from the University of Florida. VCE is in the middle of fall district conferences being held across the state in each of our five districts. The VCE Annual Winter Conference will be held on campus February 6-9. VCE celebrates the Saunders Family of Nelson County being named 2022 Swisher/ Sunbelt Ag Expo Southeast Farmer of the Year earlier this week. The Saunders Family is a multi-generation Hokie family in Nelson County; and were nominated for this award by VCE.
 - C. **Engagement Leadership Council:** There was not a meeting since the last COIA meeting.
 - D. **University Committee on International Affairs (UCIA):** Farida Jalalzai summarized the meeting from September 26th to include: the charge for UCIA was given to members; the call for a Vice-Chair was announced; the Alumni Awards for International Education, Outreach and Research was announced; the working groups continued their work from last academic year to include a revision in the MOU process; global at home integrating cultures for on-campus and accessibility; a presentation of the sesquicentennial and upcoming activities at the Steger Center; leadership changes; and global alumni and setting up chapters around the globe.
6. **Call for Announcements/Commission Board Member Comments:** The call for announcements and comments was made; Rich Mathieson indicated International Education Week will be held Nov. 7-14. Full schedule of events here: <https://international.vt.edu/IEW.html/>

The next meeting will take place November 17, 2022

7. **Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; all were in favor; the meeting adjourned at 4:35 p.m.

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2022-2023 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

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- December 8, 2022
- NO JANUARY MEETING
- February 16, 2023
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- April 20, 2023
- May 4, 2023

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

November 17, 2022

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/89859160230?pwd=aEJhK1k0dmhhUS82ZUVUWnBsR2pzdz09>

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| <u>Welcome and Self-Introductions</u> | Jan Helge Bøhn |
| 1. <u>Adoption of Agenda</u> | Jan Helge Bøhn |
| 2. <u>Announcement of Approval of Minutes, October 20, 2022</u>
Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Vice-Chair Awards Selection Committee</u> | Dave Close |
| 4. <u>Acceptance of Constituent Reports and/or Minutes</u>
A. <u>Chairman's Report</u>
• University Council Report-Meetings were cancelled since last meeting
B. Virginia Cooperative Extension (VCE)
C. Engagement Leadership Council-No New Meetings
D. University Committee on International Affairs
(UCIA) Meeting-October 24, 2022 | Jan Helge Bøhn

Farida Jalalzai |
| 5. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 6. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2022-2023 (All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)

- November 17, 2022 3:30-4:30 p.m.
- December 8, 2022 3:30-4:30 p.m.
- **NO JANUARY MEETING**
- February 16, 2023 3:30-4:30 p.m.
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COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

November 17, 2022; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (in person): Jan Helge Bøhn-Presiding, Francisco Carvallo, Dave Close, Guru Ghosh, Ben Grove (for Mike Gutter)

Attendance (via Zoom): Jessica Agnew, Terry Clements, Sameen Hanan, Farida Jalalzai, Penny Muelenaer, Robert Oliver, Katalin Parti (for Bonnie Zare), Carlos Saint Preux, Peter Schmitthenner, Megan Seibel, Susan Short

Guests: Kathy Hager, Rich Mathieson

Absent with Notice: Mike Gutter, Don Hempson, Paul Knox, Angela Scarpa, Bonnie Zare

Absent: David Brinberg, Kenner Love, Richard Shryock

Welcome and Self-Introductions: Jan Helge Bøhn called the meeting to order at 3:34 p.m. and welcomed the group. Self-introductions were made; visual attendance was also taken; a quorum was established.

1. **Adoption of Agenda:** Jan Helge called for a motion to approve the agenda; a motion was made; seconded; no discussion; all were in favor; the agenda was approved.
2. **Announcement of Approval of Minutes, October 20, 2022:** Minutes from the October 20, 2022 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
3. **Vice-Chair Awards Selection Committee:** As was announced by email, Dave Close is the Vice-Chair for COIA for 2022-2023. Dave reported that the announcement for the Alumni Awards for Outreach Excellence for both the individual and team awards went out in the E-Daily News, as well as to various colleges, departments and leadership across the University. The selection committee is in process.
4. **Acceptance of Constituent Reports and/or Minutes:**
 - A. **Chairman's Report:** University Council meetings since last meeting have been cancelled. Approved University Council meeting minutes can be found at: <https://governance.vt.edu/meeting-materials.php>.
 - B. **Virginia Cooperative Extension (VCE):** Ben Grove gave the report for VCE. VCE hosted the Appalachian Region Extension Health Summit November 3 – 4 at the Hotel Roanoke. Over 100 people from 12 states in Central Appalachia participated. The purpose was to affirm and support Cooperative Extension's role in place-based initiatives for building equitable, resilient, and thriving communities in which lifelong health and well-being are within everyone's reach.
 - C. **Engagement Leadership Council:** There was not a meeting since the last COIA meeting.
 - D. **University Committee on International Affairs (UCIA):** Farida Jalalzai summarized the meeting from October 24th that included: Iuliia Hoban's presentation on International Education Week (November 10-14) which gave opportunities for colleges and units to facilitate awareness; sessions for Fulbrights; cooking demonstrations and Study Abroad opportunities. There were about 20-30 participants, and the thought is for the event to grow and give more awareness. Jennifer Nardine was elected Vice-Chair of UCIA and will be leading the selection committee for the Alumni Awards for International Education, Outreach and Research (three individual awards). The call for their awards has also gone out; last year there were many good submissions, but they lacked diversity. Conversations at UCIA included uplifting diverse submissions for this year. The working groups provided updates; November 28th is the next UCIA meeting.

Jan Helge asked if there were any suggestions of how to publicize the awards more. Suggestions included list serves and reaching out to College Award winners from previous years. Discussion included that there was a perception that awards are not valued; and the value of the award was not equivalent to the work put in to get a packet together. The suggestion was made to highlight previous winners from the past three (3) years in a lead up to when the call goes out in November for next year. Discussion included the lead up could happen after the announcement in May and go through late October. The question was raised what motivates people to apply for awards, and the possibility of surveying previous winners. A sub-committee was suggested and includes Bob Oliver as the main contact for faculty; Dave Close and Penny Muelenaer will assist through this academic

year. If colleges could send a note to Bob O. for suggested nominees, he and the committee could work on contacting nominees.

- 5. Call for Announcements/Commission Board Member Comments:** The call for announcements and comments was made; Guru Ghosh gave recognition to CALS Global for their leadership; specifically Jessica Agnew and Tom Thompson for highlighting the GAP report and Virginia Tech's role in the event on both a national and international level.

The next meeting will take place on December 8, 2022.

- 6. Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; all were in favor; the meeting adjourned at 4:29 p.m.

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2022-2023 *(Meetings 3:30-4:30 p.m. unless indicated otherwise)*

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- NO JANUARY MEETING
- February 16, 2023
- March 16, 2023
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- May 4, 2023

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

December 8, 2022

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/84889069076?pwd=d0tPMXBDLzRPajBNcUJaa0tqWVJFUT09>

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Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Acceptance of Constituent Reports and/or Minutes</u>
A. <u>Chairman's Report</u> <ul style="list-style-type: none">University Council Report-December 5, 2022 B. Virginia Cooperative Extension (VCE)
C. Engagement Leadership Council-December 8, 2022
D. University Committee on International Affairs (UCIA) Meeting-November 28, 2022 | Jan Helge Bøhn

Susan Short
Farida Jalalzai |
| 4. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 5. <u>Motion to Adjourn</u> | Group |

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- December 8, 2022 3:30-4:30 p.m.
- NO JANUARY MEETING**
- February 16, 2023 3:30-4:30 p.m.
- March 16, 2023 3:30-4:30 p.m.
- April 20, 2023 3:30-4:30 p.m.
- May 4, 2023 3:30-4:30 p.m.

Complete New Member notebook is available at the following link:

<https://www.outreach.vt.edu/about/commissions-committees.html>

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

December 8, 2022; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (in person): Francisco Carvallo, Kristin Lamoureux (for David Brinberg), Penny Muelenaer, Angela Scarpa

Attendance (via Zoom): Jan Helge Bohn (Presiding), Jessica Agnew, Dave Close, Mike Gutter, Farida Jalalzai, Paul Knox, Kenner Love, Peter Schmitthenner, Megan Seibel, Susan Short, Richard Shryock, Bonnie Zare

Guests: Kathy Hager, Dee Harris, Rich Mathieson

Absent with Notice: Guru Ghosh, Don Hempson

Absent: Terry Clements, Sameen Hanan, Robert Oliver, Carlos Saint-Preux

Welcome and Self-Introductions: Jan Helge Bohn called the meeting to order at 3:35 p.m. and welcomed the group. Self-introductions were made; visual attendance was also taken; a quorum was established.

1. **Adoption of Agenda:** Jan Helge called for a motion to approve the agenda; a motion was made; seconded; no discussion; all were in favor; the agenda was approved.
2. **Announcement of Approval of Minutes, November 17, 2022:** Minutes from the November 17, 2022 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
3. **Acceptance of Constituent Reports and/or Minutes:**
 - a. **Chairman's Report:** From the University Council Report on December 5, 2022, Jan Helge Bohn reported there were two (2) items of new business. The first resolution was from the Commission of Equal Opportunity and Diversity. It has been proposed that two (2) of the four (4) open positions on University Council should be permanently filled by members from the Black Caucus and the two (2) remaining positions be on an annual rotation between the 10 other caucuses. The second resolution was from the Commission for Undergraduate Studies & Policies which proposed students coming to Virginia Tech from other U.S. universities seeking another Bachelor Degree have the General Education requirements waived even if there is not a perfect match with Virginia Tech as long as they are from an accredited university which would match the current Virginia Community College System transfer requirements.
 - b. **Virginia Cooperative Extension (VCE):** Megan Seibel welcomed Mike Gutter who attended by Zoom and was traveling with Ben Grove visiting VCE locations across the state. Mike anticipates spending the next 18 months concentrating on engagement with delegates, faculty, stakeholders and volunteers building relationships and trust as well as strengthening VCE's presence as the front door to a land grant university. Dave Close provided dates and weblink for the VCE Winter Conference, February 6-9, 2023 that will be held as an in-person event at The Inn (<https://sites.google.com/view/extintranet/winter-conference->

[2023/conference-schedule](#)); as well as 4-H Day at the Capitol, an annual legislative engagement and youth development event.

- c. **Engagement Leadership Council:** Susan Short announced new Virginia Tech Engaged website <https://www.outreach.vt.edu/engagement/engaged.html> that highlights engaged scholarship, team spotlights, impacts, and awards programs. A work group was established to start discussions about building a graduate certificate program in Community Engagement. The first meeting was in November, more details to come in February. Numerous awards programs were highlighted including the Alumni Awards for Outreach Excellence (deadline January 31, 2023 at 4:00 p.m.), Alumni Awards for International Education, International Outreach and International Research (deadline January 31, 2023 at 4:00 p.m.) as well as the Administrative Professional Faculty Award process (deadline for nominations, February 15, 2023 at 5:00 p.m.).
 - d. **University Committee on International Affairs (UCIA):** Farida Jalalzai summarized the meeting from November 28, 2022 that included Katrina Powell's presentation on the Center for Refugee, Migrant and Displacement Studies. Information presented included the vision and mission and university-wide collaborations. Civil unrest, natural disaster and displacement of species contribute to international displacement and resettlement in the United States. There will be a Study Abroad course offered next fall in Paris-Refugee, Migrant and Displacement Studies: A European Perspective. An outreach project included the Kentucky flood relief including student involvement. Discussions included how undergraduates can get involved and the possibility of internships through grants.
4. **Call for Announcements/Commission Board Member Comments:** The call for announcements and comments was made, Susan Short announced that the Virginia Tech Southwest Center Director position has reposted on VT jobs with a January 17, 2023 review date and requested everyone to spread the word.

There is no January 2023 meeting. The next meeting will take place on February 16, 2023.

5. **Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; no discussion; all were in favor; the meeting adjourned at 3:56pm.

Respectfully submitted,
Kathy Hager, Recording Secretary

PROPOSED DATES FOR 2022-2023 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

- **NO JANUARY MEETING**
- February 16, 2023
- March 16, 2023
- April 20, 2023
- May 4, 2023

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

February 16, 2023

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/86130757433?pwd=VHRQVzBkeW5kM3VndnJQM0g1THVIQT09>

AGENDA

- | | |
|---|-----------------|
| <u>Welcome and Self-Introductions</u> | Jan Helge Bøhn |
| 1. <u>Adoption of Agenda</u> | Jan Helge Bøhn |
| 2. <u>Announcement of Approval of Minutes, December 8, 2022</u>
Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Acceptance of Constituent Reports and/or Minutes</u> | |
| A. <u>Chairman's Report</u> | Jan Helge Bøhn |
| • University Council Report-February 6, 2023 | |
| B. <u>Vice-Chairman's Report</u> | Dave Close |
| • Alumni Awards for Outreach Excellence (Individual and Team) | |
| C. <u>Virginia Cooperative Extension (VCE)</u> | |
| D. <u>Engagement Leadership Council-No New Meetings</u> | |
| E. <u>University Committee on International Affairs</u>
(UCIA) Meeting-January 23, 2023 | Farida Jalalzai |
| 4. <u>University Global Strategy Working Group</u> | Don Hempson |
| 5. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 6. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2022-2023 *(All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)*

- February 16, 2023 3:30-4:30 p.m.
- March 16, 2023 3:30-4:30 p.m.
- April 20, 2023 3:30-4:30 p.m.
- May 4, 2023 3:30-4:30 p.m.

Complete New Member notebook is available at the following link:

<https://www.outreach.vt.edu/about/commissions-committees.html>

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

February 16, 2023; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (in person): Jessica Agnew, Ben Grove (for Mike Gutter), Don Hempson, Susan Short

Attendance (via Zoom): Jan Helge Bøhn (Presiding), Francisco Carvallo, Terry Clements, Sameen Hanan, Farida Jalalzai, Kristin Lamoureux (for David Brinberg), Penny Muelenaer, Robert Oliver, Angela Scarpa, Peter Schmitthener, Megan Seibel, Richard Shryock, Bonnie Zare

Absent with Notice: David Brinberg, Guru Ghosh, Mike Gutter, Paul Knox, Carlos Saint-Preux

Absent: Dave Close, Kenner Love

Guests: Evan Czajkowski, Kathy Hager, Rich Mathieson

Welcome and Self-Introductions: Jan Helge Bøhn called the meeting to order at 3:33 p.m. and welcomed the group. Self-introductions were made; visual attendance was also taken; a quorum was established.

1. **Adoption of Agenda:** Jan Helge called for any changes to the agenda, no changes were made; a motion to approve the agenda was made by Don Hempson; seconded by Ben Grove; no discussion; all were in favor; the agenda was approved.
2. **Announcement of Approval of Minutes, December 8, 2022:** Minutes from the December 8, 2022 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
3. **Acceptance of Constituent Reports and/or Minutes:**
 - a. **Chairman's Report:** From the University Council Report on February 6, 2023, Jan Helge Bohn reported there were two (2) items for second reading and approval: 1) The Commission of Equal Opportunity and Diversity Resolution to establish CEOOD representation to University Council and 2) The Commission on Undergraduate Studies and Policies Resolution to Waive the general education requirements for students seeking a second Bachelor's degree.
 - b. **Vice-Chairman's Report:** Kimberly Rhodes reported that there were two (2) applications for the Alumni Award for Outreach Excellence-Individual Effort and two (2) applications for the Alumni Award for Outreach Excellence-Team Effort. The selection committee is scheduled to meet next week to select a winner for each category.
 - c. **Virginia Cooperative Extension (VCE):** Ben Grove gave the VCE report. In January VCE hosted their first face to face winter conference since 2020 and had close to 400 folks together on campus for professional development, networking, and planning. CALS is implementing a new integrated grant program requiring partnership between research and extension and anticipate the program will lead to impact on and off

campus and enhance collaboration throughout the system, including global opportunities, and partnerships with VSU- based extension faculty. VCE is planning significant technology upgrades across the six 4-H Centers to enhance local programming capabilities and improved connectivity. VCE has hosted Planning District events with Mike Gutter in Winchester, Harrisonburg, and Fairfax recently and have upcoming events planned on the Northern Neck, in Richmond, and Fredericksburg. These are great opportunities to meet with local stakeholders, as well as legislators, as VCE promotes engagement through Extension.

- d. **Engagement Leadership Council:** There has not been an Engagement Leadership Council meeting since the last COIA meeting; the next meeting is Thursday, March 16th beginning at 2:00 p.m.
- e. **University Committee on International Affairs (UCIA):** Farida Jalalzai summarized the meeting from January 27, 2023 that included Karen Roberto's overview of the Institute for Society, Culture and Environment and the different programs the institute offers. Iuliia Hoban recapped International Education Week (IEW) and shared survey results on the success of the event. David Clubb discussed IEW and the possibility of the event being organized by a committee within UCIA. Challenges of the event include the timing (right before Thanksgiving); and the hope to get planning to occur over the summer; a proposal from David was to be presented to UCIA. The meeting also included working group updates; with the global at home working group looking at assessing global projects as well as creating a centralized web page to showcase global work across the university. Members were asked about getting support for a central web site; the next meeting will explore and update on David Clubb's proposal and the web page discussions. The selection committee for Alumni Awards for Excellence in International Education, Outreach and Research is set to meet next week.

Susan Short asked that the minutes reflect a future conversation regarding the involvement of the Engagement Leadership Council with the Alumni Awards for Outreach Excellence; and suggested that she could begin a conversation with the Alumni Association. Jan Helge indicated that the conversations could begin in COIA and then move to Alumni Affairs as appropriate. Robert Oliver mentioned last meeting that a committee was going to review, after this most recent cycle, the awards process and find better ways to solicit more applications.

- 4. **University Global Strategy Working Group:** Don Hempson spoke to the Commission indicating it has been a while since the University has had a Global Strategic Plan. Dan Sui and Guru Ghosh are co-chairing the working group at the request of the Provost; with the goal to provide a white paper by the end of the semester/early summer to both the President and Provost. Members include Don Hempson, Aimée Surprenant, Tom Archibald, Robert Weiss, Juan Espinoza and John Torget. The group has met twice; and have discussed ways to solicit input for the white paper; developing a strategic plan and how to put the plan into

action. Discussion included using the United Nations' SDGs as guide posts for the strategic plan we will put forward, and the different ways they are realized through campus initiatives and how they are measured. The purpose is to put forth a comprehensive plan for the University that will broadly address global research and scholar; to include global faculty development leadership initiatives; to align the SDGs with current initiatives in line with the Destination Areas. Looking at ways the plan should address international undergraduate and graduate recruitment; campus experience; the University commitment to experiential learning; opportunities of the global perspective through undergraduate and graduate research; study abroad; reviewing global strategic services; faculty immigration services; MOU processes; promotion of global partnerships; safety and risk management services. A global infrastructure is being discussed as well as the financial strategy and the mechanisms in place to advance the global agenda as well as an engagement and outreach component. Initial groups that the working group is soliciting input from includes: COIA; UCIA; Council of Deans; Department Heads Forum; Academic Affairs Committee; Associate Deans with global responsibilities; Beyond Boundaries working group; Northern Virginia Steering Committee; Cranwell International Center; the Graduate School-to include students and organizations.

Discussion included how Foreign Language departments will fit into the plan; increasing students enrolled in Foreign Language courses and how to incorporate globalization in the curriculum; with the expansion in course offerings and how the University can encourage students to enroll; as advising is not encouraging enrollment for these courses. The intent is to provide a structure for guidelines around international engagement to include key priorities for the various stakeholders. There is some frustration with CIPP in bringing other university students to Virginia Tech for semester abroad; how international work is viewed with regard to faculty promotion and tenure; and child care components with how additional work can be done while balancing home responsibilities. Conversations have been ongoing regarding the value of international work in the promotion and tenure process and the incentivization of faculty in globalizing the curriculum. Further comments included larger departments versus smaller departments and the ability to incorporate a semester abroad program and how this can be accomplished financially; as well as supporting language training. What can COIA do for the working group. Don indicated that this is the first step to soliciting feedback and asked the members to discuss within their departments what would be essential objectives for a comprehensive global strategic plan to elevate the University to a top 100 global land grant university and to bring that back to the working group. What are some top strategic priorities and global themes. Discussion included short-courses (i.e. wintermester) also provide value as it relates to student experiences. Suggestions included a requirement for Foreign Languages for admission; which may lend to a desire to participate in Study Abroad and also strengthen the global land grant goal. Other land grant agencies are being researched by Evan Czajkowski. Comments included to become a leader; and to be aware of a gap in affordability and accessibility. Don

indicated the working group is not looking to replicate other agencies, but to understand what peers have already done; but trying to be expansive in our thinking. What actions will put Virginia Tech on the map and what faculty can do for their students; and not only how students are recruited, but how do we retain them in the work force.

Call for Announcements/Commission Board Member Comments: The call for announcements and comments was made, Susan Short announced the Engagement Scholarship Consortium, of which Virginia Tech is one of 40-member institutions, is seeking proposals for panels, presentations, posters, and workshops for its 2023 annual conference to be held at Michigan State University October 4-5, 2023. Proposals are due March 31. For more information or to submit a proposal, visit the Engagement Scholarship Consortium's website. The consortium is also seeking nominations for Awards of Excellence in Engaged Scholarship. The 2023 ESC Awards of Excellence in Engaged Scholarship will recognize exemplary institutional programs in the following categories: **Student, Faculty, Staff, Community Partner, and Institution**. New this year, ESC is accepting applications for the Distinguished Dissertation Award. The Distinguished Dissertation Award recognizes emerging scholars who advance research on community engagement scholarship through rigorous and innovative dissertation inquiry and whose work contributes to the field by having the potential for impact on the study, practice, and policies of community engagement. Deadlines are mid-March to the end of March. Continuing and Professional Education, the Center for Economic and Community Engagement and Outreach Information Services have moved from 702 University City Blvd to the Surge Building and will be housed in the Corporate Research Center at 1900 Kraft Drive by mid-March to early April.

5. **Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; no discussion; all were in favor; the meeting adjourned at 4:36pm.

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2022-2023 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

- March 16, 2023
- April 20, 2023
- May 4, 2023

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

March 16, 2023

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/86130757433?pwd=VHRQVzBkeW5kM3VndnJQM0g1THVIQT09>

AGENDA

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| <u>Welcome and Self-Introductions</u> | Jan Helge Bøhn |
| 1. <u>Adoption of Agenda</u> | Jan Helge Bøhn |
| 2. <u>Announcement of Approval of Minutes, February 16, 2023</u>
Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Acceptance of Constituent Reports and/or Minutes</u> | |
| A. <u>Chairman's Report</u> | Jan Helge Bøhn |
| • University Council Report-February 20 and March 13, 2023 | |
| B. Vice-Chairman's Report | Dave Close |
| C. Virginia Cooperative Extension (VCE) | |
| D. Engagement Leadership Council-March 16, 2023 | Kimberly Rhodes |
| E. University Committee on International Affairs
(UCIA) Meeting-February 27, 2023 | Farida Jalalzai |
| 4. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 5. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2022-2023 *(All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)*

- March 16, 2023 3:30-4:30 p.m.
- April 20, 2023 3:30-4:30 p.m.
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COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

March 16, 2023; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (via Zoom): Jan Helge Bøhn (Presiding), Francisco Carvallo, Dave Close, Ben Grove (for Mike Gutter), Farida Jalalzai, Kristin Lamoureux (for David Brinberg), Kenner Love, Penny Muelenaer, Robert Oliver, Peter Schmitthenner, Richard Shryock

Absent with Notice: Jessica Agnew, David Brinberg (sent Kristin Lamoureux), Terry Clements, Guru Ghosh, Mike Gutter (sent Ben Grove), Don Hempson, Paul Knox, Megan Seibel, Susan Short, Bonnie Zare

Absent: Sameen Hanan, Carlos Saint-Preux, Angela Scarpa

Guests: Lori Buchanan

The meeting was delayed due to establishing quorum, there were not enough members for quorum, the meeting proceeded without voting.

Welcome and Self-Introductions: The meeting began at 3:40 p.m. Jan Helge Bøhn welcomed the group. Self-introductions were made.

1. **Adoption of Agenda:** This item was not voted on due to lack of quorum.
2. **Announcement of Approval of Minutes, February 16, 2023:** Minutes from the February 16, 2023 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
3. **Acceptance of Constituent Reports and/or Minutes:**
 - a. **Chairman's Report:** From the University Council Reports on February 20, and March 13, 2023, Jan Helge indicated three (3) items that were presented on February 20 for first reading and subsequently for second reading and approval at the March 13, 2023 meetings: 1) The Commission on Faculty Affairs Resolution to Revise the Faculty Handbook Regarding Emeritus or Emerita Designation 2) The Commission on Graduate and Professional Studies and Policies Resolution on Co-operative Education Program Change 3) The Commission on Graduate and Professional Studies and Policies Resolution to Establish a Master of Science Degree in Applied Data Science. Two (2) items were presented for first reading at the March 20, 2023 meeting: 1) Commission on Administrative and Professional Faculty Affairs Resolution to Revise the Administrative and Professional Faculty Senate Constitution 2) Commission on Equal Opportunity and Diversity Resolution to Approve the Land Acknowledgement and Labor Recognition Statements.
 - b. **Vice-Chairman's Report:** Dave Close reported on the Alumni Awards for Outreach Excellence (Team and Individual Awards). The Selection Committee, comprised of Francisco Carvallo, Don Hempson, Katrina Powell, Susan Short and Dave Close met in mid-February. Dr. Mintai Kim was the individual winner; the program, VTTI-Sharing the Road with Trucks was the team winner. Faculty members included Matthew Camden, Mark Golusky and Scott Tidwell. The two non-winning submissions were both encouraged to reapply. The two winners edged out the other submissions slightly. Due to a change in process, the announcement of winners was made in COIA; the attendees of the meeting and all members/guests of COIA were asked to keep the information private until it

has been publicly announced by Special Events. Dave thanked the selection committee for their work.

- c. **Virginia Cooperative Extension (VCE):** Ben Grove shared 1) Virginia Land Energy Navigator: in last year's General Assembly session, through House Bill 894, VCE was charged with developing a decision-making tool for local governments around land use. That tool was released earlier this year, which brings together GIS information related to prime farm and forest land and helps with land conservation, electric utility infrastructure and other themes to help local governments with land use planning. It is not a prescription but a tool to help make informed decisions. Rolled out in January and has received a good reception. 2) The Virginia FFA (formerly Future Farmers of America) has been affiliated with Virginia Tech since the 1920s when the organization was founded. FFA is a Career and Technical Student Organization (CTSO) based in middle and high schools. Two more CTSOs organizations that have come into VCE's fold; DECA, which is a global organization that prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management, and HOSA, which promotes career opportunities in the health industry and to enhance the delivery of health care to all people. The state advisors for DECA and HOSA will report to the Associate Director of Youth Families and Health in VCE.
- d. **Engagement Leadership Council:** Jan Helge reported on the Engagement Leadership Council meeting from March 16, 2023. Updates included information regarding the Engagement Scholarship Consortium, Contract Credit policy and Graduate Certificate Program. Contract credit information is related to programs offering credit courses on a course-by-course basis to external entities (e.g. government agencies, business and industry). Ben added that there is work to get the policy changed beyond a traditional graduate student; looking at new possibilities and degree programs. Jan Helge also indicated that we are up for accreditation in 2026 for the Carnegie Foundation Classification for Community Engagement.
- e. **University Committee on International Affairs (UCIA):** Farida Jalalzai reported on the UCIA meeting on February 27, 2023. Updates included consideration for forming a standing committee to organize International Education Week. Conversations were to continue, the proposal needed to be updated to further define UCIA's role. The proposal was updated, the members of UCIA will be voting. Global at Home Website-site where International Activity would reside; the request for members to go back to their units to solicit feedback. Some feedback included the audience-internal or external; who would be responsible for updating the site. Some members that have been previously involved in a similar project indicated a need for this, the project was started, but the maintenance caused the projects to be unsustainable-conversations will continue on this item. Rich Mathieson spoke about the development of an International Newsletter that could include various announcements and different opportunities that might supplement the project. Mallory Miller will be a guest speaker next meeting to talk about rankings. Don Hempson spoke about the Global Strategy Working Group; an update of the International Alumni Awards winners was made.

- 4. Call for Announcements/Commission Board Member Comments:** The call for announcements and comments was made. Richard Shryock wanted to comment on the Global Strategic Working group and asked if there was an update; as he understood that a white paper was going to be developed by the end of the semester; since we are currently mid-March. He was surprised on what is being discussed currently in that the role of foreign languages was missing from the current iteration, whereas it was one of the top three recommendations in the previous plan. Richard asked for an update at the next meeting; and to have the opportunity to provide more input to the working group. Jan Helge was in agreement to get an update. Richard wanted to make sure important aspects are not left out given the importance of being an international land grant institution doesn't seem to have been discussed.

Discussion also included Experiential Experiences and the importance of providing feedback to the working group. Farida indicated the Research Innovation Council is to meet next week; and expressed the desire to have more time to include more aspects in the plan. Concerns included moving forward and advising with regard to foreign languages that is holding back students as well as better communication and more information on the history.

Penny Muelenaer discussed her trip to Malawi, with Guru asking how to increase international engagement. Penny indicated connecting with those folks that are participating in global activities that have leading edge qualities to them and increase student and faculty participation. Although students didn't get credit, they had international experience efforts to develop their senior design projects. She indicated the International Newsletter was a great idea to reach students, faculty and staff to inform them of activities.

Jan Helge expressed concern over the talk about graduate assistants and graduate teaching assistants not being able to go abroad; which will hinder research, education and credit transfers. He indicated that some credits will not be counted toward their degree for some courses taken abroad, and indicated these were policies made by some of the members of the working group. Jan Helge is very concerned with what is going to come out of the working group; and hopes there will be good ideas that will come to facilitate global activity.

- 5. Adjournment:** There being no further business, the meeting ended at 4:24 p.m.

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2022-2023 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

- April 20, 2023
- May 4, 2023

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

April 20, 2023

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/83254161397?pwd=RjgvU2N3MjBibnF4RW9OYlk1NUFlZ09>

AGENDA

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| <u>Welcome and Self-Introductions</u> | Jan Helge Bøhn |
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Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Acceptance of Constituent Reports and/or Minutes</u> | |
| A. <u>Chairman's Report</u> | Jan Helge Bøhn |
| • University Council Report-April 3 and April 17, 2023 | |
| B. Virginia Cooperative Extension (VCE) | |
| C. Engagement Leadership Council-No new meetings | |
| D. University Committee on International Affairs
(UCIA) Meeting-March 27, 2023 | Farida Jalalzai |
| 4. <u>Update on Global Strategy Working Group</u> | Guru Ghosh |
| 5. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 6. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2022-2023 *(All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)*

- April 20, 2023 3:30-4:30 p.m.
- May 4, 2023 3:30-4:30 p.m.

TENTATIVE MEETING DATES FOR 2023-2024 *(All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)*

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COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

April 20, 2023; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (in person): Guru Ghosh, Mike Gutter, Don Hempson, Susan Short

Attendance (via Zoom): Jan Helge Bøhn (Presiding), Francisco Carvallo, Terry Clements, Dave Close, Farida Jalalzai, Kenner Love, Penny Muelenaer, Robert Oliver, Angela Scarpa, Megan Seibel, Richard Shryock, Bonnie Zare

Absent with Notice: David Brinberg, Paul Knox, Peter Schmitthenner

Absent: Jessica Agnew, Sameen Hanan, Carlos Saint-Preux

Guests: Amanda Broome, Kathy Hager, April Myers

Welcome and Self-Introductions: The meeting was called to order 3:34 p.m. Jan Helge Bøhn welcomed the group. Quorum was established, self-introductions were made.

1. **Adoption of Agenda:** Mike Gutter made the motion to adopt the agenda; Farida Jalalzai seconded; all were in favor with no opposition; the Agenda was adopted.

2. **Announcement of Approval of Minutes, March 16, 2023:** Minutes from the March 16, 2023 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).

3. **Acceptance of Constituent Reports and/or Minutes:**

a. **Chairman's Report:** From the University Council Reports on April 3, and April 17, 2023, Jan Helge discussed the second reading and approval of the following resolutions: 1) the Commission on Administrative and Professional (A/P) Faculty Affairs resolution to revise the A/P Faculty Senate Constitution; 2) the Commission on Equal Opportunity and Diversity resolution to approve the Land Acknowledgement and Labor Recognition Statements; 3) the Commission on A/P Faculty Affairs' resolution to revise Chapter 7, Section 7 of the Faculty Handbook; 4) the Commission on Graduate and Professional Student Affairs' resolution to Expand and Secure Access to Reproductive Care at Virginia Tech; 5) the Commission on Staff Policies and Affairs Resolution to revise the Staff Senate Constitution and Bylaws. Resolutions for first reading included: 1) the Commission on Graduate and Professional Studies and Policies resolution to Create the Department of Neurosurgery at VTC School of Medicine and 2) resolution to Establish a Master of Professional Studies Degree in Climate Leadership; 3) the Commission on Undergraduate Student Affairs' resolution to Approve revisions and Updates to the Virginia Tech Student Code of Conduct and 4) the Commission on Undergraduate Studies and Policies' resolution to Allow Administrative Resolution to First Time Honor Code Cases.

b. **Virginia Cooperative Extension (VCE):** Mike Gutter discussed the integrated grant competition awards with \$1.4 million in projects funded. The competition has opened up to Principal Investigators (PI) beyond the College of Agriculture and Life Sciences. The summary included congressional visits in Washington D.C.; planning district visits May 19, May 25 and August 14; summit lead by Abigail Spanberger; agriculture and youth programs; collaborations with Susan Johnstad of the Virginia Tech Richmond Center; Virginia State University (VSU) partnerships and working with Robert Corelli, Interim Dean at VSU, as well as Janine Woods, Associate Administrator Cooperative

Extension, VSU. Mike indicated there are some pilot programs VCE is working on and will have more at the next meeting.

- c. **Engagement Leadership Council:** No new meetings since last meeting.
- d. **University Committee on International Affairs (UCIA):** Farida Jalalzai reported on the UCIA meeting on March 27, 2023. Updates included ways to better enhance/promote global work; the International Education Week standing committee to be formed from UCIA; the Global VT website and ways to report on international activities in a central way. Discussion included the Global Data App and University Commons has some components of international activities, and the web site would be different from those resources. UCIA members discussed mechanisms to get information; Amanda Broome would be a point of contact to request updated information a couple of times throughout the year to the Associate Deans; discussions are continuing. Other items discussed at the UCIA meeting included a University Global Newsletter to highlight international news; seeking feedback on content and the frequency of the newsletter. Mallory Miller gave a presentation on the UN SDG impact and University rankings to include data collected and ways to tag and link the SDGs. Richard Shryock commented on the emphasis of communication and creation of new initiatives; Farida indicated there are working groups looking to add new strategies including more information on global at home.

4. **Update on Global Strategy Working Group:** Guru Ghosh gave an update of the Global Strategy Working Group; which President Sands charged Guru and Dan Sui to assemble a committee. A report is expected to be submitted by the end of the fiscal year. There are ten (10) principal areas that are being looked at for the report:

1. Global Research
2. Global Advancement
3. Global Recruitment (Graduate, Undergraduate, ESL)
4. Global Education (Experiential education: study abroad, internships, service learning, etc.)
5. Global Strategic Services (immersion, foreign student advising, faculty immigration services, MOU development for global partnerships)
6. Global faculty development & leadership
7. Globalizing the curriculum and campus experience
8. Campus & student life (community building)
9. Global Infrastructure & financial strategy (resource development, structure, policies and procedures)
10. New Initiatives/Areas/Stretch Goals (data analytics, Cyber, Global Health/Infectious diseases, etc.)

Several members of the working group have visited academic leadership meetings; sending faculty commissions, Executive Council for Department Heads, graduate and undergraduate international student boards and other groups across campus. The working group members have very diverse experiences and will be including aspects in the report. Reports from areas around the University are currently being received; COIA membership has previously been asked to provide information; Guru reiterated the members to submit any written reports to Don Hempson, Dan Sui or Guru with regard to information for the report. The UN SDGs will be included in the report as well as information regarding Land Grant Institutions in the 21st century. Don Hempson also included members of the working group attended a couple of Research Innovative Council constituency group meetings;

Guru added Tom Archibald of the Center for International Development, Education and Research (CIRED) is putting together a survey to solicit feedback for the report.

Questions included the type of feedback; the response was any content pertaining to the 10 areas included above, or additional topics that may not be addressed. Richard reported the discussion with the Foreign Languages department and indicated Guru will be receiving an email with content as a result of that meeting. Guru discussed the advances that have been made over the 15+ years, but indicated there is still work to be done; describing a culture of continuous improvement. Discussion included advisors with a pathway to graduation and the lack of opportunity to explore electives. Referring to the Global at Home reality; suggesting not to lose sight of the work that needs to be done and student work that needs to be done to become globally literate prior to graduation. Work needs to be done to the financial structures and advising centers to promote the pathways to graduation and to include students and Study Abroad to move forward; to include promotion from University leadership. The messaging during orientation and advising needs to be positive and not to discourage exploration beyond requirements in order to allow growth as professionals and scholars.

Jan Helge discussed his previous experience in building a curriculum to include the requirements of a Mechanical Engineering Bachelor's degree that included a German Degree with no A/P credits and not electives accomplished in a four (4) year period. Richard commented the need to build in mechanisms to reward faculty and have more departments participate in projects. Discussions included too little electives in the undergraduate curriculum and addressing access and affordability. There are several factors including degree requirements preventing students from graduating. Penny Muelenaer discussed the medical school rotations abroad currently in more developed cities; but suggested rotations in less developed places to include Malawi. In order to accomplish abroad rotations, oversight and supervisors from faculty would need to be financially realized. Guru spoke of the Dean of Vet Med and health partnerships abroad; David Trinkle's trip to India; multiple colleges' working in Malawi; as well as Kathy Alexander's work in Botswana. The hope is to transform medical education; and for folks to share their ideas for the report.

5. **Call for Announcements/Commission Board Member Comments:** The call for announcements and comments was made; there were no announcement or comments.
6. **Adjournment:** There being no further business, the motion to adjourn was made; all were in favor; the meeting ended at 4:40 p.m.

The next meeting will be **May 4, 2023 from 3:30-4:30 p.m.; 120 Gateway/Zoom.**

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2023-2024 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

September 21 (Orientation-3:00-3:30 p.m.)
September 21 (Regular Mtg-3:30-4:30 p.m.)
October 19, 2023
November 16, 2023
December 7, 2023

NO JANUARY MEETING
February 15, 2024
March 21, 2024
April 18, 2024
May 2, 2024

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

May 4, 2023

3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Rd; Suite 120

Zoom: <https://virginiatech.zoom.us/j/88045884163?pwd=UUUycnZBNy85bldCeXNPWVhrSWRuQT09>

AGENDA

- | | |
|---|-----------------|
| <u>Welcome and Self-Introductions</u> | Jan Helge Bøhn |
| 1. <u>Adoption of Agenda</u> | Jan Helge Bøhn |
| 2. <u>Announcement of Approval of Minutes, April 20, 2023</u>
Minutes have been approved electronically and have been forwarded to University Council and to University Governance website | Jan Helge Bøhn |
| 3. <u>Acceptance of Constituent Reports and/or Minutes</u> | |
| A. <u>Chairman's Report</u> | Jan Helge Bøhn |
| • University Council Report-May 1, 2023 | |
| B. Virginia Cooperative Extension (VCE) | |
| C. Engagement Leadership Council-Next Meeting-June 1, 2023 | |
| D. University Committee on International Affairs
(UCIA) Meeting-April 24, 2023 | Farida Jalalzai |
| 4. <u>Call for Announcements/Commission Board Member Comments</u> | Jan Helge Bøhn |
| 5. <u>Motion to Adjourn</u> | Group |

TENTATIVE MEETING DATES FOR 2023-2024 (All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)

- September 21, 2023 3:00-3:30 p.m. (New Member Orientation)
- September 21, 2023 3:30-4:30 p.m. (Regular Meeting)
- October 19, 2023
- November 16, 2023
- December 7, 2023
- **NO JANUARY MEETING**
- February 15, 2024
- March 21, 2024
- April 18, 2024
- May 2, 2024

Complete New Member notebook is available at the following link:

<https://www.outreach.vt.edu/about/commissions-committees.html>

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

May 4, 2023; 3:30-4:30 p.m.
120 Gateway/Zoom

Attendance (in person): Jessica Agnew, Guru Ghosh, Farida Jalalzai, Megan Seibel, Susan Short

Attendance (via Zoom): Jan Helge Bøhn (Presiding), Dave Close, Ben Grove (for Mike Gutter), Kristin Lamoureux, Penny Muelenaer, Peter Schmitthenner, Richard Shryock,

Absent with Notice: Francisco Carvallo, Terry Clements, Mike Gutter, Don Hempson, Robert Oliver, Angela Scarpa, Bonnie Zare

Absent: Sameen Hanan, Paul Knox, Kenner Love, Carlos Saint-Preux

Guests: Kathy Hager, Rich Mathieson

Welcome and Self-Introductions: The meeting was called to order 3:34 p.m. Jan Helge Bøhn welcomed the group. Self-introductions were made; quorum was established.

1. **Adoption of Agenda:** The Agenda was presented; there were no changes; all were in favor with no opposition; the Agenda was adopted.

2. **Announcement of Approval of Minutes, April 20, 2023:** Minutes from the April 20, 2023 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).

3. **Acceptance of Constituent Reports and/or Minutes:**

a. **Chairman's Report:** The University Council met on May 1, 2023. Jan Helge discussed the second reading and approval of the following resolutions: 1) the Commission on Graduate and Professional Studies and Policies resolution to Create the Department of Neurosurgery at VTC School of Medicine and 2) resolution to Establish a Master of Professional Studies Degree in Climate Leadership; 3) the Commission on Undergraduate Student Affairs' resolution to Approve revisions and Updates to the Virginia Tech Student Code of Conduct and 4) the Commission on Undergraduate Studies and Policies' resolution to Allow Administrative Resolution to First Time Honor Code Cases. Resolutions that were presented with first readings and second readings waived due to the end of the academic year included: 1) Major in Nutrition; 2) Major in Dietetics; 3) B.S. in Human Nutrition, Food and Exercise; and Technology Education resolution for a B.S. in Secondary Education.

b. **Virginia Cooperative Extension (VCE):** Ben Grove gave the report for VCE: VCE is preparing for their summer residential camping season, which begins June 4 and ends August 19. Camps will be held at their six 4-H educational centers (located in Abingdon, Appomattox/Holiday Lake, Front Royal, Jamestown, Wakefield, and Wirtz/Smith Mountain Lake), and they anticipate more than 10,000 youth will participate. The 4-H Centers have a variety of conferencing, meeting, and accommodation spaces and are available for year-round programming.

4-H Virtual Forest is an interactive, web-based learning experience that supports Virginia Standards of Learning and introduces forest management concepts to youth aged 9 through 13. The 4-H Virtual Forest website <http://www.ext.vt.edu/resources/4h/virtualforest> covers land-use management, renewable resources, photosynthesis, tree identification, old-field succession, tree measurements, and timber harvesting. The site was launched in the early 2000's and hosted more than 419,000 visits more than 9,100 hosts in one review year, with traffic from around the world. An effort is underway to migrate 4-H Virtual Forest to a new software platform and re-launch the program later this year.

A new funded partnership between the Virginia Tech Autism Clinic, the Center for Autism Research, the Center for Rural Education, and Virginia Cooperative Extension will create and test the feasibility of a model for autism service provision within an academic-community partnership that leverages telehealth and mobile services to increase professional capacity through school-based autism assessments and educator training on autism identification and intervention. Partnering with university-based ASD experts, including graduate students, to empower rural schools to better meet the needs of children with ASD and their families will strengthen Extension's presence as a community resource for comprehensive health, wellness and empowerment. The project will bring the VT Mobile Autism Clinic and a post-doc to Dickenson County to support the project. The project is funded by a private foundation (the Rapha Foundation), a CALS integrated programming grant, VCE, and the Commonwealth Autism Human Services.

- c. **Engagement Leadership Council:** The next meeting will be held on June 1, 2023. Susan Short summarized items for the June meeting that included the Carnegie reclassification which will be completed by December 2025. The Steering Committee will be formed by September 2023 to include a cross-section of members. A Graduate Certificate Program for Community Engagement for Faculty, Graduates and Undergraduates is being developed; meetings with Diane Doberneck, Director for Faculty and Professional Development, Office for Public Engagement and Scholarship, University Outreach and Engagement at Michigan State University have taken place. The goal is to have transcriptable credentials on one's transcript. Information at the June 1 meeting is to include the credential process.
- d. **University Committee on International Affairs (UCIA):** Farida Jalalzai reported on the UCIA meeting from April 24, 2023. Updates included the Global at Home working group developing a badge/pathway for a structured avenue toward global learning and international experiences. Some of the other working groups did not get an opportunity to meet much the past year, and hope that the Advancement/Alumni group can have input in the global strategic working group. The MOU working group had many organizational changes in International Support Services; including a name change to Global Strategic Services (GSS) as well as turnover in personnel which has affected the flow of visa processing. A search is currently underway for a Director of GSS. The proposal for a standing committee to include members from UCIA to serve on the planning committee for International Education Week was approved; and members should

be selected and assembled soon to begin planning. If anyone from COIA may be interested, or knows of faculty/staff that may be interested, please email Farida. Farida also mentioned that with Amanda Broome's International Newsletter, the hope is to bring more attention to global projects to the community. The Global website was also discussed, with difficulty in maintenance and obtaining general information. Ben asked if Faculty and Staff might be eligible for the Badge program, Farida was going to check. Jessica Agnew indicated navigation of the website was going to be important; and a searchable database would be appreciated.

Discussion included the Global Strategy Working Group. Guru Ghosh indicated a taskforce met and development of a survey will be going out. The hope is for the survey to go out next week to stay open for a couple of weeks to gather data. A meeting with the department of Foreign Languages is to occur tomorrow; further discussions with the Provost and research for the best presentation without causing concerns with colleges/departments. Guru hopes the white paper will move the broader agenda of the University. Farida asked if this would trigger the Global Plan. Guru responded that recommendations will include resources for the University to review/catalyze faculty involvement/research focus to base on current talents. The best way to move the needle for faculty would be to incentivize faculty who are working on global activities; and optimize efficiency while not creating duplication of efforts.

4. **Call for Announcements/Commission Board Member Comments:** The call for announcements and comments was made. Megan Siebel announced that the Center for Cooperative Problem Solving is offering a 2-week practitioners' course on problem solving and the way we look at norms. Individuals from Finland, Italy and the United Kingdom will participate in the course via Zoom. Kimberly Rhodes thanked Jan Helge for his leadership as Chair of COIA this Academic Year.
5. **Adjournment:** There being no further business, the meeting ended at 4:13 p.m.

The next regular meeting will be **September 21, 2023 from 3:30-4:30 p.m.; 120 Gateway/Zoom.**

Respectfully submitted,

Kimberly Rhodes, Recording Secretary

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May 2, 2024

Commission on Outreach and International Affairs (COIA) Orientation

COIA Meeting Dates for 2023-2024

TAB 15

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS (COIA)
TENTATIVE MEETING DATES FOR 2023-2024**

Meetings will take place at 120 Gateway Center-902 Prices Fork Rd; or via Zoom.
Links and times listed below.

New Member Orientation 3:00-3:30 p.m.

- September 21, 2023
<https://virginiatech.zoom.us/j/88064136514?pwd=YVdkZkhpOE5hVVIONTRBS1JzciJMdz09>
Meeting ID: 880 6413 6514 Passcode: 2313205

Regular Meeting-All Members 3:30-4:30 p.m.

Join Zoom Meeting
<https://virginiatech.zoom.us/j/89545081658?pwd=Qk1DQnVDTEhTRUJkS1RKRzFCQ3BkZz09>
Meeting ID: 895 4508 1658 Passcode: 2313205

- September 21, 2023
- October 19, 2023
- November 16, 2023
- December 7, 2023

➤ NO JANUARY MEETING

- February 15, 2024
- March 21, 2024
- April 18, 2024
- May 2, 2024