

CALS Governance Council Minutes
November 24, 2014
311 Latham Hall

Susan Sumner represented Dr. Grant at this meeting. She called the meeting to order at 1:00pm with a welcome to everyone.

Council members present: Mary Christian, Erik Ervin, Thea Glidden, Jody Jellison, Rose Jeter, Ed Jones, Stephen Kleiber, Jamie Lucero, Saied Mostaghimi, Trina Pauley, Monica Ponder, Holly Scoggins, Susan Sumner, and Cathy Sutphin.

Council members participating via phone: Mike Schwarz and Margaret Kenny.

Absent with notice: Scott Greiner.

Approval of the Agenda:

A motion was made by Saied Mostaghimi to adopt the agenda and it was seconded by Erik Ervin; approved.

Approval of the Minutes:

Erik Ervin made a motion to approve the minutes; seconded by Jody Jellison; approved.

Old Business: None.

New Business: None

Committee Reports:

Committee on Academic Program Policy:

Holly Scoggins reported that they met on October 21.

The peer-review policy crafted by CAPP is now posted at <http://www.cals.vt.edu/faculty-staff/index.html> under Faculty and Staff Resources – Policies and Procedures.

A Peer Review of Teaching seminar was held on November 14 from 11:30am to 1:00pm in Fralin Auditorium with Dr. Peter Doolittle, Director of CIDER with at least 15 attendees. Strategies for peer review of teaching were the main topic. CAPP, CALS Faculty Association, and Office of Academic Programs co-sponsored the seminar. The prospect of “trained” reviewers or review teams was the center of the discussion. Dr. Doolittle offered to conduct a more in-depth workshop for the college in the spring.

CALS Curriculum Committee:

Monica Ponder gave the report.

1. There were 3 course revision proposals and 8 new course proposals (3 of which were tabled the first time and approved the second time). Two new courses are proposed for December's meeting. Please remind faculty of the course proposal

requirements available at (<http://www.registrar.vt.edu/governance/course-approval/process/index.html>) and Graduate level courses (http://graduateschool.vt.edu/forms/graduate_school/GCC%20Course%20%26%20Certificate%20Proposal%20Guidelines%202013-14.pdf).

2. 2017 degree requirements checksheets will be due to Anna Taylor by **January 12, 2015**. Send all checksheets regardless of the amount of change from the previously approved checksheet. If there are no changes, simply update the effective calendar year to 2017 (on the cover and on the checksheet).

For each checksheet, you will need to send:

1. Coversheet
2. Checksheet
3. Most recent stamped "approved" checksheet

Do not combine checksheets under one coversheet.

3. Then remind the committee that any new minors, majors, or degrees that their Department may be planning on developing must be submitted to CALS Academic Programs, so that we may list them on our Institutional Plan for Undergraduate Education report due at the end of January.

Committee on Extension and Research Program Policy:

Ed Jones reported that the committee was tasked by Ed Jones and Saied Mostaghimi with reviewing and streamlining the Extension titles, codes, and descriptions. Through a series of preliminary meetings with Joe Hunnings, Lisa Mullins, Sarah Kelly, Karen Barnhart, and Mike Lambur, they reviewed the current titles, codes, and descriptions and proposed revisions. Mike Lambur presented a draft to the committee prior to this meeting. After discussion of the draft at this meeting, a further draft was developed (see document below). The committee members at the meeting supported the draft and suggested further review by Mary Christian, Steve Kleiber, and VCE State Staff. Note: Since the meeting, the draft has been shared with these people asking for their review and comments.

Also, a promotion process was discussed for faculty within CALS that are non-tenure track (i.e., Administrative/Professional (A/P)) Faculty in or not in academic departments). After discussion, the committee members present agreed on looking at the VCE agent promotion process and developing a parallel process for A/P Faculty. Mike Lambur, along with the assistance of Ed Jones, volunteered to initially look into this.

Committee on International Program Policy:

Susan Sumner gave this report. The CALS Governance Council's Committee on International Program Policy met on November 18, 2014. The major discussion focused on the development of strategies that may enhance student interest in study abroad. One of the new opportunities under development is participation of a multidisciplinary

team of our students (seniors/juniors/MS and PhD) in a six-week (6 credits) Academic Consultancy course at Wageningen University, The Netherlands, during each summer semester as of 2015.

Updates from Dean and Associate Deans:

Academic Programs

Sherry Hazelwood, the new Director of Recruiting, will begin on December 1, 2015.

Susan gave a reminder that department heads cannot change the time and day of exams.

Virginia Cooperative Extension

In September a survey was distributed to prompt input into the question of whether a change in the supervision of faculty at the local unit level should occur. There was no consensus so the District Directors and Unit Coordinator Task Force will schedule to meet again.

Research:

The ARECs had a meeting on campus in October which included farm managers, administrators and administrative assistants.

An external review panel of six was on campus in November to review the ARECs. The summary recommendation report should be received next month.

There should be a funding report before the holidays.

There were 24 Pratt proposals, 13 funded; 4 under \$90,000 and 4 over \$200,000.

Academic recruitment had 7 proposals for various departments.

CALS

Susan Sumner reported Alan Grant was pleased with the turnout for President Sands' visit to the college. He thanked everyone for their participation.

Announcements:

Mary Christian reported that President Sands signed a civil rights resolution which makes it mandatory for everyone to take the Title IX and Retaliation session by January 30. This mandated session is for faculty, staff, graduate assistants, student workers, and wage employees. Everyone should register through courseware or Human Resources. Adobe Connect sessions have been added to allow for more participation. There is also an On-demand link for viewing at your desk; registration is required.

Mary Christian, Joe Hunnings, and April Wood are allowed to proctor a session and will get signatures verifying that you attended. If you have already taken a Policy 1025 or Title IX course, you do not have to take this session for another two years.

Mike Schwarz gave a report.

Ed Jones moved to adjourn; meeting adjourned at 1:58pm.

Sheila Norman, Recorder