

Minutes
CALS Faculty Association Board Meeting
104 Hutcheson Hall
February 17, 2004, 9:30-10:30 a.m.

Members present: Dave Bevan, Dean Quisenberry, Ruby Cox, Holly Scoggins, Peter Kennelly, Scott Salom, Don Mullins, George Norton, Carlyle Brewster, Shelly Nichols-Richardson

Meeting was called to order at 9:30 a.m. by Dave Bevan, in the absence of President Marcy.

Dean's Report on the College

Issues Discussed:

1) Moving of faculty from main campus to off-campus Ag. Experiment Stations: She mentioned the case of a certain faculty member (Apple Specialist) who was informed that he would need to be moved from the VT Campus to Alison H. Smith Ag. Experiment Station in Winchester. She explained that this had to be done because there was great need in that area for a person with apple-growing expertise and there were no funds to hire a new person. She also explained that this type of thing could happen again in the future, but these decisions are never made lightly or without much consideration of all sides. Every effort is made to avoid making people move from one location to another, but budget limitations and needs have to be a strong factor in such decisions.

2) Associate Dean of Research/Director of Agriculture Experiment Station:
Interviews have been completed and an offer has been made to one candidate. Negotiations are still underway, but an announcement will be made once a person is secured.

3) Director of Virginia Cooperative Extension: There were a number of good applicants. She has received the names of three well-qualified candidates from the Search Committee. References are currently being checked. It is hoped that interviews can begin during the first week of April.

4) Associate Dean of Administration: This position is still open and receiving applications until February 21st. The Dean mentioned that she hoped we could find someone who is strong in budget management and who also has personnel expertise. She emphasized the importance of this position for putting budgetary and personnel matters under the same office for the college.

5) Dean Quisenberry will be away from office: She announced that she will be away from Blacksburg for surgery on her hip, from February 26 through March 10. When she returns to Blacksburg after March 10, she will work from home until April 1st. After that, she hopes to be back in her office.

6) CALS Budget Status: She mentioned again that the debt to the university for the ASOs, etc. had been paid off. She is reserving some funds for some renovations, and for graduate research

assistantships, and for new faculty "start-up funds." She again emphasized her strong belief that we need to divert some funds for Graduate Research Assistantships (GRAs) and mentioned that she is working on a plan whereby GRAs can be funded with a combination of college funds and grant funds.

7) Cluster Hires: The Dean expressed her belief in the importance and value of Cluster Hires, both for the College and to be a part of University cluster hires. She announced that committees of department heads are currently working on ideas for cluster hires. Department heads are supposed to be communicating with their faculty members to develop ideas, which are then brought back to the appropriate committee and/or the dean for further consideration.

8) Faculty Recognition Event: The Dean mentioned that she would like to hold a recognition event in the fall for faculty who have won awards, etc. and mentioned that it would probably be an informal social. Members of the Executive Board brought to her attention that the Executive Committee generally holds a Spring and Fall barbecue/picnic for CALS faculty and staff and asked if we could combine one of those events with her ideas for a recognition event. After much discussion it was decided that a Spring Faculty Recognition Picnic would be held, either in the CALS Quad or Horticulture Garden, in which food would be catered, similar to the event for staff. It was also decided that early May (possibly the first week) would be a good time and that it would be held at noon. However, it was decided not to have it on "reading day" as there are other groups who hold events on that day.

9) She asked what work had been done on the issue of granting tenure to newly hired faculty. Board members explained that an ad hoc committee had work on this and a resolution has been developed. This will be presented at the next CALS Governance Council for discussion and voting. The next CALS Council meeting is scheduled for April 12 (at 1:30 in 1810 Litton-Reaves) and this resolution will be submitted for consideration at that meeting. See more on this issue under "Other Business."

10) Increased University Expectation for more PhD Students: The Provost and other university administration have set a new goal relative to more graduate students, and especially more PhD students. CALS has low numbers in comparison to the University goals, as follows:

University Goal for PhD Students is 2.4 students per each FTE of Faculty time
CALS currently has 0.7 PhD students per Faculty FTE

University Goal for MS + PhD Students is 4.5 per Faculty FTE
CALS currently has 1.7 MS + PhD Students per Faculty FTE

Board members asked if the issue of GRAs and GTAs per Faculty FTE should be looked at (i.e. comparing CALS with other colleges), as this affects how many graduate students faculty members can acquire. The Dean agreed this is an important issue and another reason that she will make every effort to increase funds for GRAs.

11) Merger of Agriculture Economics and the Economics Department: The dean announced that the merger has been put on hold for now. Merger Plans/Documents had been prepared related to the merger; however, the provost decided that there are issues that need further work. If the merger proceeds in the future, it will be faculty driven, rather than a top down decision.

12) Recent Promotion and Tenure Process: The Dean mentioned that all faculty that were approved at the department level had been forwarded to the Provost Office for consideration by the University P&T Committee. She also commented that she had found the CALS process to be well-organized, fair, professional and, overall, very well done. Sharon Nichols-Richardson asked if the dean could share some comments that might help Department P&T Committees to help candidates be successful in the future. The dean mentioned that the elements of success in the tenure process are as follows:

- Good level of graduate student completion
- Continuous progress and accomplishment, not just work done at the last minute
- Paying attention to the job one is hired to do
- Paying attention to/addressing recommendations made in the two and four-year reviews

13) Financial support of graduate students: The Dean stated that her goal is to eventually provide 1 year of support to each MS student and 2 years of support for each PhD student. This would be possible if college funds were matched with grant funds.

14) Decision to cancel the Farm and Family Showcase: The Dean explained that the decision to cancel the Showcase for 2004 was based completely on budget. The 2003 Showcase ended with a substantial deficit, mostly due to bad weather. It was not expected that the revenues for a 2004 event would alleviate the entire deficit. So for budgetary reasons, a decision was made to not have the event this year, but to look at possibly having it again in 2005. Scott Salom brought up the idea of only having it every two years in the future. The dean indicated that this was a good idea to be considered and that future showcases must be self-supporting.

Approval of Minutes:

Minutes from December 15, 2003 meeting had been previously distributed by e-mail and revised based on suggestions. The final version was approved.

It was noted by Ruby Cox that all approved minutes will be placed on the CALSFA website. Holly Scoggin announced that the CALSFA website has now been updated with a new look. The address is: <http://filebox.vt.edu/cals/calsfa/>

Treasurer's Report:

Ruby Cox reported that the Checking Account balance was at \$865.78, with the addition of dues from 12 more members since the December Treasurer Report. We now have a total of 100 members. There have been no expenditures since December. The Savings Account balance was \$561.68, with total funds being \$1,427.46. The report was approved. Ruby also mentioned that a check had just been written for \$305 to go to the CALS Alumni Association Scholarship Endowment Fund. This includes \$3 per each of 100 member dues plus \$5 from a member who

donated extra. The check will be carried today by Shelly Nichols-Richardson to John Cannon in the Alumni Association Office. This expenditure will be reflected on the next Treasurer's Report.

Following the Treasurer's report, Don Mullins suggested that we donate some of the CALSFA funds to help cover the cost of the upcoming CALS Spring Faculty Recognition Picnic. A motion was made and approved that we give \$500 to Dean Quisenberry for this purpose. Ruby Cox will notify Dean Quisenberry of this decision and determine how to process the contribution.

Other Business:

A. Changes to Tenure and Promotion Procedure: Holly Scoggins presented to the group a document that had been developed by the Ad Hoc Committee, which shows the Committee's recommendation for the wording of the policy on granting tenure to new faculty at the time of hiring. The document she presented was worded as follows:

Part 1: In concurrence with university policy a new hire may be granted tenure as part of an employment offer if they have previously been granted tenure from a comparable university and/or have the documented accomplishments to granted tenure at Virginia Tech. The recommendation to grant tenure as part of the employment offer will be made by the home academic department's promotion and tenure committee to the college's Dean.

Part 2: Persons hired prior to the enactment of this policy may be granted tenure if so recommended by the home academic department's promotion and tenure committee and approved by the college's Dean.

A motion was made and seconded that the wording be accepted as written, except that the two parts be put together without the heading of Part 1 and Part 2. The motion passed unanimously. A discussion took place on what the next step should be and it was decided that this document should be presented to the CALS Council for a vote during its April 12 meeting.

B. Update of Administrative Review Procedures: Peter Kennelly passed out and discussed several documents developed by the Ad Hoc Committee on Administrative Reviews. The documents included:

- Procedures for the Evaluation of CALS Department Heads and Station Directors: College of Agriculture and Life Sciences (This is an overview of the evaluation procedure)
- 5 Instruments to be used in evaluation of CALS Department Head/AREC Directors by different categories of reviewers: Faculty/Agents, Staff, Students, Administrators, and Stakeholders.

Board members reviewed these documents and made suggestions for revisions. The major suggestion was to have a 6th version of the instruments for non-tenure track faculty, such as research associates, instructors, etc. Peter and the Ad Hoc Committee will develop such an instrument.

The entire package of documents, developed by the Ad Hoc Committee, will eventually go to the CALS Governance Council for review and action.

Adjournment:

The meeting was adjourned at 10:35 a.m., without completion of all the agenda items, due the conference room having been reserved for another group at 10:30.

Submitted by:

Ruby H. Cox, CALSFA Secretary/Treasurer

2-19-04