

MINUTES
UNIVERSITY COUNCIL
Thursday, May 3, 2018
3:00 – 5:00 p.m.
MCV Campus, VA BioTechnology Center
Founder's Conference Room

A meeting of the University Council was held on Thursday, May 3, 2018 at 3 p.m. at the VA Bio Technology Center.

The following members and alternates were present:

Officers: Michael Rao

Administration: Cathleen Burke, Doug Boudinot, Matt Conrad, Andrew Daire, Jay Davenport, Joe DiPiro, Barry Falk, John Leonard, Frank Macrina, Justin Moses, Christopher Woleben

Faculty: Salvatore Agosta , Gloria Bazzoli , Rachel Cloutier , Amanda Echterling , Joshua Galligan , Ann Marie Gardinier Halstead , Miriam George , Hope Ginsburg , Greg Greenhalgh , Les Harrison , Emily Hurst , Jenny Inker , Chris Jackson , Nancy Jallo , Dianne Jennings , Chris Lemmon , Suzanne Markarem, Abigale Matulewicz , Donna McClish , Victoria Menzies , Nitai Mukhopadhyay , June Nicholson , Joan Pellegrini , Ravi Perry , Scott Ramsey , Mary Secret , Carlos Smith , Scott Street , Heinz Roland Weistroffer , Blue Wooldridge , Wei Zhang , Shijun Zhang

Postdoctoral Scholars: Sean Koebley

Classified Staff: Agnes Chojecka, Lauren Katchuk, Connie Peyton, JaBari Scott, Eileen Truax, Felita Tucker-Battle

Students: Alexandra Martelli, Hassan Hafiz, Christopher Oltorik, Aime Sankoh, Keith Zirkle

Ex-Officio: Alex Hensen

Guests: Susan Carkeek, Brittany Gardner, Mike Porter, Susan Robb, Reuban Rodriguez, Stephen Ross

President's Report

President Rao provided a brief report that included the following highlights:

- Commencement is next Saturday, May 12. VCU will be celebrating more than 5,000 new graduates.
- The Institute for Contemporary Art (ICA) enjoyed a successful opening weekend on April 20 -22.
- Several new leaders will be joining us this summer. Beth Angell, formerly at Rutgers, will become the new dean of the School of Social Work; Constance Relihan, formerly at Auburn, will become the new dean of the University College; and Tomikia LeGrande, formerly at the University of Houston, will become the Vice Provost for Strategic Enrollment Management.
- Quest 2025: Together We Transform, the university's next strategic plan, will go before the Board of Visitors next week. Student success is our central mission and will continue to be the principal focus of the new strategic plan. Additional information can be found at quest.vcu.edu/
- The HR Redesign officially went into effect in January and the new plan for A&P faculty will go into effect on July 1.
- The state budget is not yet decided, which leaves uncertainty for VCU. Critically important to the university are potential increases to support faculty salaries and student aid, as well as capital construction requests in support of STEM labs and emergency repairs to the Trani Life Sciences Building.
- The Governance Task Force, which began its work in October 2017, was charged to develop recommendations to ensure that employees impacted by the HR Redesign are able to fully participate in

shared governance at VCU. Specifically, the HR Redesign creates a new employee group: University & Academic Professionals, for which no existing governance body is designated.

- Lauren Katchuk, president of Staff Senate, and Scott Street, president of Faculty Senate, provided an update of the work of the task force.
 - The Task Force work to date:
 - Researched governance structures at other Tier III institutions in Virginia as well as other peer institutions
 - Identified alternative models for consideration
 - Evaluated pros/cons of each and forwarded the one they believe to be the best option for VCU to the University community for feedback
 - Comment period ran April 10 to 20, 2018 - Now compiling and analyzing that feedback with goal of using the principles above to develop a recommendation to President for a final decision.
 - Next Steps:
 - Representatives from appropriate constituency groups will draft by laws and operating procedures to reflect the new structure
 - Develop change management and communication plan
 - Hold elections for new Senators
 - New Senators elect officers
 - New structure operational

Approval of minutes

Minutes from the University Council meeting on April 5, 2018 were approved.

Academic Affairs University Policy Committee Report – Josh Galligan

- **Proposal to modify the Ph.D. in Biomedical Engineering program**—*Dr. Christopher Lemmon, Associate Professor and Graduate Program Director, Department of Biomedical Engineering -- APPROVED*
 - **Revised Preventing and Responding to Discrimination Policy (Administrative)**—*Ms. Laura Rugless, Director, Equity and Access Services and Title IX Coordinator, Ms. Brittany Gardner, Deputy Director, Equity and Access Services and Senior Civil Rights Investigator -- APPROVED*
 - **New Reservation and Use of Space Policy (Administrative)**—*Dr. Reuban Rodriguez, Associate Vice Provost and Dean of Student Affairs -- APPROVED*
 - **Revised Principal Investigator Eligibility for Sponsored Programs Policy (Administrative)**—*Ms. Sue Robb, Senior Associate VP for Administration and Compliance -- APPROVED*
 - **New Military-Affiliated Students Policy (BOV)**—*Dr. Daphne Rankin, Associate Vice Provost, Office of Strategic Enrollment Management and Mr. Stephen Ross, Director, Military Student Services -- APPROVED*
 - **Revised Broadcast Mass Mail Policy (Administrative)**—*Ms. Jamie Stillman, Director of Strategic Communications, Office of the Provost and Mr. Mike Porter, Assistant Vice President for Public Affairs -- APPROVED*
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- **Faculty Affairs Committee – Mary Secret**
Dr. Secret reported that the Faculty Affairs Committee has completed its Report on the Protocol Review of the Unit Governance Bylaws in accordance with Section 2. School Governance of the University

Council Bylaws that require: (a). The University Council shall ensure that school governance bylaws have been developed and adopted by each school; and (b). The Committee on Faculty Affairs shall regularly review the governance structure of each school in order to ensure that there is representative governance in each school. The findings, which indicated that the three Academic Work Units (schools or colleges) reviewed by the committee were in accordance with the requirements in the University Council bylaws, resulted in the following recommendations and remaining questions:

Recommendations:

- Process
 - Pair one member of Faculty Affairs Committee with a faculty member of the Academic Work Unit being reviewed to conduct the review; this assures accurate interpretation of the unit governance bylaws, facilitates better/easier modifications of the bylaws in response to review recommendations, and fosters the notion that the review process is a faculty-driven exercise, consistent with the spirit of shared governance.
 - Share the process and template with each unit PRIOR to the review so that each Academic Work Unit has the opportunity to review and modify their document.
- Product: retain the template with the following modifications (see below)
 - Require the Academic Work Unit governance bylaws to include a statement that identifies the committee/group that is responsible for the development and the oversight of the governance bylaws.
 - Require the Academic Work Unit governance bylaws to include a statement that defines the role and responsibility of the Dean and/or Department Chair in developing and implementing the governance document.
 - Modify the template checklist so that each statement in the template is represented in a separate cell

Questions: (perhaps to be addressed by the Committee that is revising the UC by-laws??)

- We are assuming that the Office of the Provost has the responsibility for ensuring that Academic Work Unit governance by-laws are created and followed at the unit level, but it is unclear how/when this is done. The relationship between the Office of the Provost and the faculty members of a Academic Work Unit as it pertains to shared governance also remains unclear.
- The distinction between 'by-laws' and 'governance document', if any, is not clearly defined. For example, some Academic Work Units refer to their governance bylaws as 'by-laws' and some refer to them as 'governance document', and some refer to them as 'faculty policy handbook'. Do these differences in terminology make a substantive difference for documenting representative governance?
- Clarify which academic units are subject to review of their governance bylaw documents by University Council Faculty Affairs; are these **all** the units listed under Colleges and Schools on the university website <https://www.vcu.edu/academics/colleges-and-schools/> and as Academic Units on the Provost website <https://provost.vcu.edu/academic-affairs/academic-programs/> (which specifies the Honors College, and the Robertson School of Media and Culture, School of World Studies, Life Science, Office of Research and Innovation, etc) or a subset of these Academic Units?

- **Classified Staff Affairs Committee – Lauren Katchuk**

Ms. Katchuk announced the new members of the VCU Staff Senate Executive Committee:

President: Nick Fetzer, VCU Life Sciences
Vice President: Ashley Staton, Strategic Enrollment Management
Past-President: Lauren Katchuk, Student Affairs
Senate Chair: Stacy Metz, College of Engineering
Operations Manager: Thelma Mack, VCU Libraries
Communications Officer: Erin McClinton, School of Education
Technology Officer: Jesse Castellani

Adjournment

The meeting was adjourned at 5:00 p.m.