

FINAL - APPROVED BY BOARD OF VISITORS 6/16/01

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS
12 April 2001**

MINUTES

The Board of Visitors of Old Dominion University met in regular session on Thursday, 12 April 2001, at 9:00 a.m. in the Board Room of Webb University Center on the Norfolk campus of Old Dominion University. Present from the Board were:

Walter D. Kelley, Jr., Rector
Elizabeth W. Atkinson
James W. Beamer
Henry P. Bouffard
Nancy P. Cheng
Beverly B. Graeber
Mary C. Haddad
Edward L. Hamm, Jr.
J. Jack W. Hilgers
William M. Lechler
Anthony C. Paige
Patricia W. Perry
James P. Toscano
Ronald J. A. Villanueva
Joel R. Wagner
Lewis M. Warren, Jr.
Patricia M. Woolsey

Absent was: William E. Russell

Also present were:

James V. Koch, President	Donna W. Meeks
D. Michael Arendall	Philip Newallo
John R. Broderick	Ashley Taylor
Dana D. Burnett	Cecelia T. Tucker
Stephen Daniel	Catherine Tynes
Robert L. Fenning	Philip R. Walzer (<i>The Virginian-Pilot</i>)
Jo Ann M. Gora	Rita Woltz

CALL TO ORDER

The Rector called the meeting to order at 9:05 AM.

TUITION AND FEE PRESENTATION

Acting Vice President Fenning provided a briefing on the proposed tuition and fee recommendation for the 2001-2002 academic year. He stated that the total increase for an in-state undergraduate student, including room and board, would be 2.3 percent. In determining the tuition and fee rates this year, Mr. Fenning explained that the University was mandated to continue the 20 percent reduction in tuition, and that no tuition or mandatory fees could be increased for in-state undergraduate students as well. While tuition and fee increases were not governed for out-of-state and graduate students, the total increases proposed for these students fall below the Consumer Price Index rate of inflation for goods and services of approximately 3.5% and average 2.6 percent.

The administration is proposing a 2.5 percent increase to room and board and a \$16 increase to the student health center fee which has not increased since 1995. He pointed out that Old Dominion's student health center fee is the lowest of any of the major public universities in the Commonwealth, comparing Radford's rate of \$47 per semester and Virginia's rate of \$142 per semester to Old Dominion's proposed per semester rate of \$46.

No increase to the technology fee has been proposed. The student activity fee would increase by \$2 per credit hour, for an overall impact of \$60 per year for full-time undergraduate students. This fee is determined by three variables: (1) an inflation adjustment of 2.9 percent, (2) the requirement to fund the salary increases, and (3) the requirement for debt service increases on capital projects authorized by the General Assembly.

Vice President Fenning provided a summary of comprehensive fee increases since 1998 and noted that the University has been conservative in its recommendations, which are in full compliance with State mandates, including the requirement to charge the full cost of education to out-of-state students. He concluded his report by summarizing the cost of the proposed increase for each category of full-time student and provided a comparison of Old Dominion's proposed increases to the increases which have already been approved at James Madison University and Virginia Tech. At James Madison and Virginia Tech, tuition and fee increases range from approximately 2.3 to 2.9 percent and the other institutions who have been contacted are planning to propose increases ranging from 2.5 to 4.4 percent. In addition, William and Mary is proposing that all students be assessed a surcharge of \$106 to offset increased utility expenses.

Ms. Atkinson expressed concern about the large difference between in-state and out-of-state tuition rates, and asked if all institutions in the Commonwealth have the same difference in rates. Mr. Fenning indicated that Virginia statute requires that public institutions charge the full cost of education to its out-of-state students.

Ms. Woolsey asked about the student health fee increase and Mr. Fenning replied that the fee is being increased because of increasing health care costs and because fund balances, which have been substantial for a number of years, now must be replenished through increased fees in order to stay within SCHEV guidelines. Ms. Woolsey also asked about the technology fee and Mr. Fenning reiterated that the number is a fixed rate derived, by statute, on the tuition rate as established in fiscal year 1998 and so far that statute has not changed. Finally, Ms. Woolsey asked for clarification on the in-region and out-of-region classifications. Mr. Fenning indicated that these classifications are

in recognition of the University's distance education program and allows the institution to remain competitive. President Koch added that the administration keeps a close eye on its competition with the over 35 accredited institutions that offer programs in this area. Enrollment data show that Old Dominion is indeed very competitive in its TELETECHNET program.

President Koch concluded by stating that the tuition and fee recommendations are fairly modest relative to the CPI and the other institutions. The University has budgeted a 15 percent increase in utility costs; however, if that energy costs turn out to be higher than forecasted, it is not implausible that Dr. Runte might request a mid-year increase to meet those increased costs. He complimented Vice President Fenning and his staff for managing utility costs in such a way as to allow only modest increases in tuition and fees.

RECESS FOR STANDING COMMITTEES

The Board recessed at 9:30 a.m. for the morning standing committee meetings.

CALL TO ORDER AND MOTION FOR EXECUTIVE SESSION

The Rector called the meeting to order at 1:05 p.m. and recognized Secretary Atkinson, who made the following motion: "Mr. Rector, I move that this meeting be recessed, and that we reconvene in Executive Session for the purpose of discussing a personnel matter, legal matters within the jurisdiction of the Board, and consideration of a special award, as permitted by Subsection (A), Paragraphs (1), (7) and (10) of Section 2.1-344 of the Code of Virginia.

The motion was seconded and unanimously approved. *(Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Paige, Perry, Villanueva, Wagner, Warren, Woolsey)*

RECONVENE IN OPEN SESSION AND FOIA CERTIFICATION

At the conclusion of executive session, the meeting reconvened in open session, at which time the Rector called for the Freedom of Information Act certification of compliance that (1) only public business matters lawfully exempted from the open meeting requirements under the Freedom of Information Act were discussed and (2) only such public business matters as were identified in the motion by which the executive session was convened were heard, discussed or considered. The certification of compliance vote was fifteen in favor and none opposed. *(Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Paige, Perry, Villanueva, Wagner, Warren, Woolsey)*

APPROVAL OF MINUTES

The Rector reconvened the meeting at 3:10 p.m. and called for approval of the minutes of the regular meeting of December 7, 2000. Upon a motion made by Ms. Woolsey and seconded by Mr. Bouffard

the minutes were unanimously approved as distributed. (*Atkinson, Beamer, Bouffard, Cheng, Graeber, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Woolsey*)

RECTOR'S REPORT

The Rector indicated that he had no report at this time.

PRESIDENT'S REPORT

The Rector called on the President for his report. President Koch introduced Mr. Phillip Newallo, newly elected student body president, a graduate of Green Run High School majoring in criminal justice. Mr. Newallo shared his vision for the coming year, most notably his goal of shedding the notion among students and the community that Old Dominion is a commuter school that enrolls students who eventually transfer to other institutions. He plans to enlist the assistance of the Board in attaining this goal. Ms. Atkinson complimented him on the letter he recently wrote to the editor of the *Virginian Pilot* regarding the often negative portrayal of Old Dominion University by the media.

REPORTS OF STANDING COMMITTEES

ACADEMIC AFFAIRS COMMITTEE

The Rector called on Ms. Haddad for the report of the Academic Affairs Committee. Ms. Haddad reported that the Committee met in joint session with the Administration and Finance Committee to hear the tuition and fee presentation. Following the joint session, Provost Gora introduced William Graves, who will be joining the University in June as Dean of the Darden College of Education.

Provost Gora discussed faculty handbook policies related to tenure. The chair asked the Provost to provide an example of an evaluation received by a faculty member, and she agreed to bring a faculty portfolio to the June meeting.

The Committee discussed in executive session tenure recommendations for the 2001-2002 academic year, the appointment of a faculty member with tenure, and an honorary degree candidate. Following executive session, the committee reconvened once again in open session and approved by unanimous vote the resolutions to award tenure to 22 faculty members, to appoint a faculty member with tenure and to award an honorary degree.

The following resolutions, which were brought forth as recommendations of the Academic Affairs Committee, were unanimously approved. (*Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Warren, Woolsey*)

TENURE RECOMMENDATIONS

RESOLVED, that upon the recommendation of the Provost and the Academic Affairs Committee, the Board of Visitors approves the award of tenure to the following members of the faculty at Old Dominion University. The tenure would be effective with the Fall 2001 semester.

College of Arts and Letters

Dr. Francis Adams, Department of Political Science and Geography
Dr. Thomas R. Allen, Jr., Department of Political Science and Geography
Dr. Diane C. Carmody, Department of Sociology and Criminal Justice
Dr. Booker Stephen Carpenter II, Department of Art
Dr. Jie Chen, Department of Political Science and Geography
Dr. Randy R. Gainey, Department of Sociology and Criminal Justice
Dr. Austin Jersild, Department of History
Dr. Jane T. Merritt, Department of History
Dr. Sujata Moorti, Women's Studies
Dr. Manuela Mourão, Department of English
Dr. Brian K. Payne, Department of Sociology and Criminal Justice
Mr. Timothy Seibles, Department of English

College of Business and Public Administration

Dr. James P. Johnson, Department of Business Administration
Mr. Michael T. Zugelder, Department of Business Administration

College of Education

Dr. John David Branch, Department of Exercise Science, Physical Education and Recreation
Dr. Anastasia M. Raymer, Department of Early Childhood, Speech-Language Pathology and Special Education
Dr. Alan M. Schwitzer, Department of Educational Leadership and Counseling

College of Engineering and Technology

Dr. Jaewan Yoon, Department of Civil and Environmental Engineering

College of Health Sciences

Dr. Stacey B. Plichta, School of Community Health Professions and Physical Therapy

College of Sciences

Dr. Wayne L. Hynes, Department of Biological Sciences
Dr. Danielle S. McNamara, Department of Psychology
Dr. Arnoldo Valle-Levinson, Department of Ocean, Earth and Atmospheric Sciences

APPOINTMENT OF FACULTY MEMBER WITH TENURE

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment and award of tenure to Dr. William H. Graves III in the Department of Educational Leadership and Counseling, Darden College of Education, effective June 25, 2001. A summary of Dr. Graves' curriculum vitae follows.

Salary: \$127,000 for 12 months

Rank: Dean of the Darden College of Education and Professor of Educational Leadership and Counseling

William H. Graves, III

Dr. Graves joins Old Dominion from Mississippi State University where he has served as Dean and Professor of Counselor Education and Educational Psychology since 1995. He held other positions at Mississippi State, including Head of the Department of Counselor Education and Educational Psychology and Director of the Rehabilitation Research and Training Center on Blindness and Low Vision. He also served as the Director of the National Institute for Disability and Rehabilitation Research for the U.S. Department of Education from 1990-92. Dr. Graves received an Ed.D. in Student Personnel Services (Counselor Education) and an M.R.C. in Rehabilitation Counseling from the University of Florida and a B.A. from Wake Forest University.

As dean at Mississippi State, Dr. Graves is responsible for academic and administrative leadership of a college that has an enrollment of more than 2900 (2000 undergraduate and 900 graduate) with 105 tenure-track faculty in six academic departments. Under his leadership, externally funded service and research programs increased from \$3.7 million to \$12.2 million. Enrollment growth in the college at both the undergraduate and graduate levels exceeded that of the university and increased at a rate of 3% per year or 15% in five years. In the accreditation arena, the accreditation efforts of the College of Education that occurred under Dr. Graves' administration resulted in full accreditation of undergraduate and graduate programs in teacher education, school psychology, counselor education, rehabilitation, and music education. In addition, he secured funds from the Legislature of Mississippi to establish both a statewide teacher mentoring program and the Mississippi State University Educational Design Institute. Finally, with Dr. Graves' appointment as dean, success in raising private funds for the college increased by 300%.

HONORARY DEGREE

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the awarding of the honorary degree of Doctor of Humane Letters (*honoris causa*) to Mr. Tim Russert, Moderator of *Meet the Press* and political analyst for *NBC Nightly News* and the *Today* program. A summary of his career follows.

Tim Russert

Tim Russert is the Moderator of *Meet the Press* and political analyst for *NBC Nightly News* and the *Today* program. He anchors *The Tim Russert Show*, a weekly interview program on CNBC and is a contributing anchor for MSNBC Cable. He was nominated for the cable industry's prestigious Ace Award as "Best Interviewer" in 1994, and nominated for a News and Documentary Emmy for "Outstanding Interviewer" in 1998. Russert also serves as senior vice president and Washington bureau chief of NBC.

Russert first appeared on-air for NBC News in 1990, and took over the helm of *Meet the Press* in December the next year. Since then, MTP has become the most watched Sunday morning interview program in America and the most quoted news program in the world. Now in its 53rd year, *Meet the Press* is the longest-running program in the history of television. Russert has interviewed every major figure on the American political scene.

Russert joined NBC News in 1984. In April 1985, he supervised the live broadcasts of the *Today* program from Rome, negotiating and arranging an appearance by Pope John Paul II, a first for American television. In 1986 and 1987 Russert led NBC News weeklong broadcasts from South America, Australia and China. In 1990 he oversaw production of the prime time news special "A Day in the Life of President Bush" and in 1993, "A Day in the Life of President Clinton." He has covered eight U.S.-Russia Summits in Geneva, Malta, Washington, Moscow and Vancouver.

Before joining NBC News, Russert observed firsthand the inner working of the executive and legislative branches of government as counselor in the New York Governor's Office in Albany in 1983 and 1984 and a special counsel in the United States Senate from 1977 to 1982.

He has received seventeen honorary doctorate degrees from American colleges and universities and has lectured at the Kennedy, Johnson, Nixon and Reagan Presidential Libraries.

He is a trustee of the Freedom Forum's *Newseum* and a member of the Board of Directors of the Greater Washington Boys and Girls Club and America's Promise – The Alliance for Youth.

In 1995, the National Father's Day Committee named him "Father of the Year" and *Parents* magazine honored him as "Dream Dad" in 1998.

Irish America magazine has named him one of the top 100 Irish Americans in the country. He was selected as a Fellow of the Commission of European Communities, and has received the Distinguished Graduate Award from the National Catholic Educational Association. He is a recipient of the John Peter Zenger Award from the New York State Bar Association, the American Legion Journalism Award, the Allen H. Neuharth Award for Excellence in Journalism, and the 1999 New York State Broadcaster of the Year Award.

Russert was born in Buffalo, New York, on May 7, 1950. He is a graduate of Canisius High School, John Carroll University and with honors from the Cleveland-Marshall College of Law.

He is admitted to the bar in New York and the District of Columbia.

Russert is married to Maureen Orth, a writer for *Vanity Fair* magazine. They live in Washington, D.C. with their son, Luke.

In the Provost's report, Provost Gora provided an update on the SACS reaccreditation process. All 16 committee reports have been submitted and the reaccreditation visit is scheduled for February 25-28, 2002. Chairing the visitation team is Dr. Charles Nash, Vice Chancellor of the University of Alabama System.

Provost Gora informed the Committee that the information on the distribution of course sections by faculty type requested by Dr. Hilgers at the last meeting is now included in the BOVIS materials. She noted that she has formed a committee to look at issues regarding recruitment and retention of transfer students. Doctoral program external reviews are being conducted this semester for international studies, civil and environmental engineering, physics and urban services.

Regarding graduate admissions, recruitment and retention, Provost Gora noted that the University is looking at raising graduate admission standards and graduate recruitment plans have been developed in the colleges. The University is also investigating ways to improve advising. Faculty advising awards for \$1,000 are being given in the colleges beginning this semester, and the Provost will host a luncheon for advisors. In addition, an advising web site for students and advisors is being developed.

The Committee received information about a request for a leave of absence without compensation. The Committee approved by unanimous vote the resolutions on faculty appointments, administrative appointments, TELETECHNET site director appointments, and emeritus appointments.

The following resolutions, which were brought forth as recommendations of the Academic Affairs Committee, were approved by a vote of thirteen in favor (*Atkinson, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Warren, Woolsey*) and one opposed (*Beamer*).

FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the following faculty appointments.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Saad Adnan Visiting Assistant Professor of Mathematics and Statistics	\$18,000	1/1/01	5 mos

Dr. Adnan received a Ph.D. in 1975 from London University, England, an M.Sc. in 1971 from Sussex University, England and a B.Sc. in 1969 from the University of Khartoum, Sudan. Since 1996, he has been a Visiting Professor at Mississippi Valley State University. Prior to that, Dr. Adnan was an Associate Professor at Clark Atlanta University.

Dr. K. Vijayan Asari Associate Professor of Electrical and Computer Engineering (Tenure Track)	\$66,500	7/25/01	10 mos
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Dr. Asari received a Ph.D. and an M. Tech. in Electrical Engineering, in 1994 and 1984 respectively, from Indian Institute of Technology, Madras, India and a B.Sc.Eng. in 1978 from the College of Engineering, University of Kerala, India. Since 2000, he has been a Visiting Associate Professor of Electrical and Computer Engineering at Old Dominion University. Prior to that Dr. Asari was a Research Fellow at the Center for High Performance Embedded Systems in the School of Applied Science at Nanyang Technological University, Singapore.

Dr. Jay A. Austin Research Assistant Professor of Ocean, Earth and Atmospheric Sciences	\$40,500	11/10/00	12 mos
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Dr. Austin received a Ph.D. in Physical Oceanography in 1999 from MIT/Woods Hole Oceanographic Institution and an M.S. in Mathematics and a B.S. in Physics and Mathematics, in 1991 and 1990 respectively, from California Polytechnic State University. Since 1998, he has been a Postdoctoral Research Associate in the Center for Oceanic and Atmospheric Sciences at Oregon State University.

Dr. Allen S. Bridge Lecturer of Dental Hygiene and Dental Assisting	\$43,000	12/25/00	10 mos
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Dr. Bridge received a Doctor of Dental Surgery degree in 1971 from the Medical College of Virginia School of Dentistry. Since 1997, he has been an Adjunct Associate Professor in the Department of Dental Hygiene and Dental Assisting at Old Dominion University. He has more than 20 years of experience in private practice. Dr. Bridge holds current licenses from the Virginia Board of Dentistry and the Federal Drug Enforcement Administration.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Carolyn P. Dunlap Assistant Professor of Foreign Languages and Literatures (Tenure Track)	\$41,000	7/25/01	10 mos

Dr. Dunlap received a Ph.D. in Ibero-Romance Philology and Linguistics in 2000 from the University of Texas at Austin, an M.A. in Spanish Literature, Linguistics, and Pedagogy in 1994 from Millersville University and a B.A. in Anthropology in 1980 from Kalamazoo College. Since 2000, she has been a Lecturer at the University of Texas at Austin and at the same time was a Software Translator for Sleek Software in Austin, TX. Prior to that, Dr. Dunlap was an Adjunct Spanish Instructor for Austin Community College and an Assistant Instructor of Spanish at the University of Texas at Austin.

Ms. Wendy M. Frazier Instructor of Educational Curriculum and Instruction (Tenure Track)	\$55,000	7/25/01	10 mos
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Ms. Frazier received an M.Ed. in Curriculum and Instructional Development in 1997 from the University of Houston and a B.A. in Biological Anthropology in 1992 from Rice University. She is expected to receive an Ed.D. in Science Education in 2001 from Teachers College, Columbia University. Since 2000, Ms. Frazier has been an Instructor at Teachers College, Columbia University. Prior to that, she was a secondary science teacher in Houston and a staff development consultant and instructor for Manhattan Community School District II. Ms. Frazier's rank will be Assistant Professor if all requirements for the Ed.D. are completed by 12/31/01.

Dr. Kelly Hankin Assistant Professor of English (Tenure Track)	\$45,000	7/25/01	10 mos
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Dr. Hankin received a Ph.D. in English, Film Studies Program, and an M.A. in English and Film Studies, in 2000 and 1996 respectively, from the University of Rochester and a B.A. in History in 1993 from San Diego State University. Since 2000, she has been a Visiting Assistant Professor of English and Film Studies at the University of Rochester.

Ms. Amanda Kinzer Assistant Professor of Communication and Theatre Arts (Tenure Track)	\$41,000	7/25/01	10 mos
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Ms. Kinzer received an M.F.A. in Performance and Choreography in 2000 from the University of North Carolina at Greensboro and a B.A. in Economics in 1994 from the University of North Carolina at Chapel Hill. Since 2000, she has been a part-time Lecturer at the University of North Carolina at Greensboro and an Adjunct Instructor at Elon College. Ms. Kinzer received the Outstanding Graduate Teaching Assistant Award from the University of North Carolina at Greensboro in May 2000.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. James V. Koch from: President and Professor of Economics to: President Emeritus and Board of Visitors Professor of Economics	\$203,968	7/1/01	10 mos

Dr. Ling Xia Li Assistant Professor of Information Systems and Decision Sciences (Tenure Track)	\$85,000	7/25/01	10 mos
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Dr. Li received a Ph.D. in Business Administration with a major in Operations Management and a Master of Business Administration with a concentration in Operations Management, in 1996 and 1994 respectively, from the Ohio State University, an M.B.A. in 1988 from the University of Alaska and a B.A. in 1982 from Shanghai Normal University, Shanghai, China. Since 2000, she has been an Assistant Professor in the Department of Operations Management/Management Information Systems at Southern Illinois University-Carbondale. Prior to that, Dr. Li was an Assistant Professor of Operations Management at Butler University from 1996-2000.

Dr. David C. Marlett Assistant Professor of Finance (Tenure Track)	\$90,000	7/25/01	10 mos
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Dr. Marlett received a Ph.D. and a B.S. in Risk Management and Insurance, in 1997 and 1990 respectively, from Florida State University. Since 1997, he has been an Assistant Professor at Illinois Wesleyan University teaching classes in risk management and insurance. Dr. Marlett has been the regional supervisor for the American Institute for Chartered Property and Casualty Underwriters (CPCU) and an instructor for the Risk and Insurance Management Society since 1998.

Dr. Angela K. Miles Assistant Professor of Management (Tenure Track)	\$75,000	7/25/01	10 mos
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Dr. Miles received a Ph.D. in Organizational Behavior in 2000 from Florida State University, an M.B.A. in 1987 from the University of Wisconsin-Madison and a B.A. in Economics in 1984 from the University of Virginia. Since 2000, she has been a Visiting Assistant Professor of Management at the University of North Carolina at Charlotte. Dr. Miles also served as a Teaching and Research Assistant for the Department of Management at Florida State University from 1996-99.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. John A. Nunnery Assistant Professor of Educational Leadership and Counseling (Tenure Track)	\$45,000	7/25/01	10 mos

Dr. Nunnery received a Ph.D. in Educational Psychology and Research and an M.A.T. in Curriculum and Instruction, in 1995 and 1991 respectively, from the University of Memphis and a B.A. in History in 1988 from Rhodes College. Since 1998, he has been the Executive Director of Research, Standards, and Accountability for Memphis City Schools. Prior to that, he was an Associate Research Scientist for the Center for Social Organization of Schools at The Johns Hopkins University.

Dr. Dana K. Savidge Research Assistant Professor of Ocean, Earth and Atmospheric Sciences	\$40,500	1/10/01	12 mos
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Dr. Savidge received a Ph.D. in Marine Sciences in 1997 from the University of North Carolina at Chapel Hill, an M.S. in Geophysics in 1989 from Georgia Institute of Technology and a B.A. in Physics in 1982 from Hanover College. Since 1999, she has been a Post-Doctoral Research Associate at the National Research Council in Seattle, WA. Prior to that Dr. Savidge was a Post-Doctoral Research Associate at the University of North Carolina.

Mr. Ryan R. Schultz Instructor, Information Technology Program	\$47,000	2/25/01	12 mos
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Mr. Schultz received an M.S. in Oceanography and Meteorology from the U.S. Postgraduate School, an M.A. in National Security and Strategic Studies from the U.S. Naval War College and a B.S. in Ocean Engineering from the U.S. Naval Academy. Since January 2000, he has been a technical instructor at Electronic Systems in Virginia Beach. Prior to that, Mr. Schultz was a Branch Manager for the United States Joint Forces Command, Norfolk, VA.

Mr. Bradley A. Shellito Instructor of Political Science and Geography (Tenure Track)	\$46,000	7/25/01	10 mos
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Mr. Shellito received an M.A. in Geography in 1996 from The Ohio State University and a B.S. in Computer Science in 1994 from Youngstown State University. He is expected to receive a Ph.D. in Geography in 2001 from Michigan State University. Since 1998, he has been a Graduate Research Assistant at Michigan State University. Mr. Shellito has also been a Graduate Teaching Assistant at both Michigan State University and The Ohio State University. His rank will be Assistant Professor if all requirements for the Ph.D. are completed by 8/1/01.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Cynthia Ann Spade Assistant Professor of Mathematics and Statistics (Tenure Track)	\$52,500	7/25/01	10 mos

Dr. Spade received a Ph.D. and an M.S. in Applied Mathematics, in 2000 and 1997 respectively, from Northwestern University and a B.S. in Chemical Engineering in 1993 from Drexel University. In 1998-99, she was a Teaching Assistant, Instructor and Guest Lecturer at Northwestern University. She has experience in industry at MG Industries, Mobil Oil Corporation, and Rohm and Haas Company.

Ms. Maureen Stiner Instructor of Finance	\$16,000	1/3/01	5 mos
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Ms. Stiner received an M.B.A. in 1981 from the University of Pittsburgh Graduate Business School and a B.A. in Economics in 1979 from Miami University. She has taught periodically as an Adjunct Instructor in the College of Business and Public Administration at Old Dominion University. Ms. Stiner is a Certified Public Accountant.

Dr. Robert Sweo Assistant Professor of Management (Tenure Track)	\$73,000	7/25/01	10 mos
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Dr. Sweo received a Ph.D. in Business Management in 1995 from the University of North Texas and an M.A. in Human Factors and a B.A. in Psychology, in 1988 and 1985 respectively, from California State University. Since 1996, he has been an Associate Dean of Undergraduate Programs at the University of Maryland University College (UMUC) and a site representative and lecturer in Irkutsk, Russia for UMUC.

Mr. Fred R. Warren Lecturer of Communication and Theatre Arts	\$40,000	7/25/01	10 mos
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Mr. Warren received an M.A. in Humanities and a B.A. in History, in 1996 and 1993 respectively, from Old Dominion University. Since 1996, he has been at Old Dominion University in the Department of Communication and Theatre Arts as an adjunct instructor and then an instructor.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Yin Xu Instructor of Accounting (Tenure Track)	\$85,000	7/25/01	10 mos

Ms. Xu received a Master of Accountancy in 1996 from the University of South Carolina and a B.S. in Accounting in 1989 from the University of Akron. She is expected to receive a Ph.D. in Business Administration in summer 2001 from the University of South Carolina. Since 1997, she has been a Graduate Instructor in the Department of Accounting at the University of South Carolina. Prior to that, Ms. Xu was a Chief Accountant for China Art Linens, Inc., Rahway, NJ. Her rank will be Assistant Professor if all requirements for the Ph.D. are completed by 8/1/01.

APPOINTMENT OF SYSTEMS SPECIALIST FOR INTERNET TECHNOLOGIES

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Peter A. Bruce as Systems Specialist for Internet Technologies in the Perry Library, effective March 25, 2001.

Mr. Bruce received a B.S. in Biochemistry in 1992 from Old Dominion University and has done graduate work in computer science. Since 1999, he has been an Office Services Assistant for Systems Development in the Perry Library. Prior to that, Mr. Bruce worked in Bibliographic Services in the Perry Library.

Salary: \$35,500 for 12 months

Rank: Systems Specialist for Internet Technologies and Assistant Instructor

APPOINTMENT OF DIRECTOR OF TEACHER EDUCATION SERVICES
DARDEN COLLEGE OF EDUCATION

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Dr. Leigh L. Butler as Director of Teacher Education Services, Darden College of Education, effective June 25, 2001.

Dr. Butler received a Ph.D. in Urban Services in 1999 from Old Dominion University, an M.S.Ed. in 1990 from the University of North Carolina, Chapel Hill and a B.A. in Political Science/Criminal Justice Administration in 1984 from North Carolina State University. Since 1993, she has been the Coordinator for Southeastern Cooperative Educational Programs. Dr. Butler is also an associate adjunct professor in the Darden College of Education at Old Dominion University.

Salary: \$48,000 for 12 months

Rank: Director of Teacher Education Services, Darden College of Education, and Assistant Professor

APPOINTMENT OF DIRECTOR
CENTER FOR CONTINUING ENGINEERING EDUCATION

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. John R. Calver as Director, Center for Continuing Engineering Education, College of Engineering and Technology, effective January 10, 2001.

Mr. Calver received a Master's in Educational Management from the University of Bath and a B.S. in Pure Physics from the University of London. Since 1996, he has been the Executive Director for the Business Enterprise Center at the Virginia Peninsula Chamber of Commerce. He has also been an Adjunct Professor for the College of William and Mary, Christopher Newport University, and Thomas Nelson Community College.

Salary: \$52,000 for 12 months

Rank: Director, Center for Continuing Engineering Education, and Instructor

APPOINTMENT OF STUDY ABROAD ADVISOR

RESOLVED that, upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Michael W. Dean as Study Abroad Advisor, International Programs, effective January 10, 2001.

Mr. Dean received a Master of Public and International Affairs degree with a specialization in Latin American Studies in 2000 from the University of Pittsburgh and a B.A. in International Studies in 1996 from Bowling Green State University. He has traveled, studied, worked, and volunteered abroad over the last nine years. During the summer of 1999, Mr. Dean was Assistant to the Director of the Mexican Red Cross in Colima, Mexico.

Salary: \$28,000 for 12 months

Rank: Study Abroad Advisor and Instructor

APPOINTMENT OF ASSISTANT DIRECTOR OF ATHLETIC MARKETING
AND CORPORATE SPONSORSHIPS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Charles P. Gray as Assistant Director of Athletic Marketing and Corporate Sponsorships, University Athletics effective January 3, 2001.

Mr. Gray received an M.S. in Sports Management in 2000 from Old Dominion University and a B.S. in Political Science in 1992 from Bradley University. Since August 1999, he has been a Graduate Assistant in the University Athletic Ticket Office at Old Dominion University. He has also been a Territory Manager for Infolab, Inc.

Salary: \$38,000 for 12 months

Rank: Assistant Director of Athletic Marketing and Corporate Sponsorships and Instructor

APPOINTMENT OF DIRECTOR OF THE ENGLISH LANGUAGE CENTER

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Dr. Karen Medina as Director of the English Language Center, Office of International Programs, effective May 1, 2001.

Dr. Medina received an Ed.D. and an M.Ed. in 1980 from Rutgers, The State University of New Jersey, and an M.A. and a B.A., in 1969 and 1965 respectively, from the University of Southern California. Since 1999, she has been the Program Administrator for the Educational Testing Service in Princeton, NJ. Prior to that, Dr. Medina was the Director for the English as a Second Language Program at Hudson County Community College.

Salary: \$62,000 for 12 months

Rank: Director of the English Language Center and Assistant Professor

APPOINTMENT OF CHIEF ENGINEER
ACADEMIC TECHNOLOGY SERVICES

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Miguel Ramlatchan as Chief Engineer, Academic Technology Services, effective February 25, 2001.

Mr. Ramlatchan received a Master of Engineering Management and a B.S. in Electrical Engineering, in 2000 and 1998 respectively, from Old Dominion University. Since 1998, he has been employed

as an Electrical Engineer for Newport News Shipbuilding. He also served as a Broadcast Engineer/Control Room Operator at the Old Dominion University Peninsula Center from 1996-98.

Salary: \$51,000 for 12 months

Rank: Chief Engineer, Academic Technology Services, and Assistant Instructor

APPOINTMENT OF ACTING VICE PROVOST FOR DISTANCE LEARNING

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Dr. Anne Raymond-Savage as Acting Vice Provost for Distance Learning, effective April 1, 2001.

Dr. Raymond-Savage received a Ph.D. in Science Education in 1971 from Oregon State University and an M.S. in Oceanography Education and a B.S. in Secondary Education/Biology, in 1969 and 1959 respectively, from the University of Rhode Island. From 1990 to 2000 she was the Associate Vice President for Lifelong Learning and Academic Television Services at Old Dominion University.

Salary: \$150,000 for 12 months

Rank: Acting Vice Provost for Distance Learning and Associate Professor of Educational Curriculum and Instruction

APPOINTMENT OF ASSISTANT ATHLETIC DIRECTOR
OF OPERATIONS AND EVENTS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Greg C. Smith as Assistant Athletic Director of Operations and Events, effective January 22, 2001.

Mr. Smith received a B.S. in Sports Management in 1996 from Old Dominion University. Since 1997, he has been Assistant Director of Athletic Facilities and Operations at the University of Maryland Athletic Department, College Park. Mr. Smith was also an Intern in the Athletic Department at Old Dominion University.

Salary: \$41,000 for 12 months

Rank: Assistant Athletic Director of Operations and Events and Assistant Instructor

APPOINTMENT OF ASSISTANT DIRECTOR
RESIDENCE LIFE

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Michael W. Wadsworth as Assistant Director of Residence Life, effective January 10, 2001.

Mr. Wadsworth received a Master of Education in Higher Education and College Student Personnel in 1996 from Kent State University and a B.A. in History in 1993 from Oakland University. Since 1999, he has been an Area Coordinator in the Department of Residence Life at Old Dominion University. Prior to that, Mr. Wadsworth served as the Coordinator of Greek Housing and Programming at the University of Southern Mississippi.

Salary: \$33,000 for 12 months

Rank: Assistant Director, Residence Life, and Instructor

APPOINTMENT OF TELETECHNET SITE DIRECTORS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the following appointments as TELETECHNET Directors at the sites indicated:

Ms. Michelle L. Aheron (Wake Technical/Johnston Community College, NC)

Ms. Aheron received a Master of Education in Higher Education in 2000 from North Carolina State University and a B.S. in Business Management in 1991 from Meredith College. She is currently enrolled in the doctoral program in higher education at North Carolina State University. Since September 2000, she has been a Senior Information Counselor at College Foundation, Inc. in Raleigh, NC. Ms. Aheron also has several years of experience in higher education at institutions in North Carolina.

Salary: \$44,000 for 12 months effective February 19, 2001

Rank: Site Director, Wake Technical/Johnston Community College, and Instructor

Ms. Julie J. Brown (Danville Community College)

Ms. Brown received an M.S. in Environmental Studies in 2000 from Longwood College and a B.A. in Environmental Science in 1992 from the University of Virginia. Since 1994, she has been employed at the Governor's School for Global Economics and Technology, located on the Danville Community College campus, in various capacities.

Salary: \$42,000 for 12 months effective February 19, 2001

Rank: Site Director, Danville Community College, and Instructor

Mr. Kirk J. Dewyea (Germanna Community College)

Mr. Dewyea received an M.S. in Administration in 1995 from Central Michigan University and a B.A. in Economics in 1988 from Virginia Military Institute. Since 2000, he has been a Performance Coordinator for the County of Albemarle Department of Human Resources. From 1994 to 2000, Mr. Dewyea served as the Director of Training and Development, Regional Director and Site Director for the Office of Distance Learning at Old Dominion University.

Salary: \$47,000 for 12 months effective March 12, 2001

Rank: Site Director, Germanna Community College, and Instructor

Ms. Kim Kleber-Covati (Virginia Western/Dabney Lancaster Community Colleges)

Ms. Kleber-Covati received an M.A. in Counseling in 2000 from Liberty University and a B.A. in Psychology in 1997 from Saint Leo University. Since 1994, she has been an Assistant Director/Academic Advisor at Saint Leo University.

Salary: \$46,000 for 12 months effective March 10, 2001

Rank: Site Director, Virginia Western/Dabney Lancaster Community Colleges, and Instructor

Mr. Michael B. Nester (Central Virginia Community College)

Mr. Nester received an M.A. in English Language and Literature in 1990 from the University of Maryland, College Park and a B.A. in English Literature and Writing in 1988 from Lynchburg College. Since 1998, he has written a novel. Prior to that, Mr. Nester was an English Instructor at Wytheville Community College from 1992-98.

Salary: \$41,000 for 12 months effective March 12, 2001

Rank: Site Director, Central Virginia Community College, and Instructor

Mr. Steve Parker (Yavapai College)

Mr. Parker received an M.A. in Secondary Art Education in 1970 from Arizona State University and a B.S. in Art Education in 1963 from Peru State College. Since 2000, he has been Interim Site Director for Old Dominion University and an adjunct faculty member at Yavapai College. Prior to that, Mr. Parker was the Chair of the Graphic Design Department at North Idaho College.

Salary: \$48,000 for 12 months effective February 25, 2001

Rank: Site Director, Yavapai College, and Instructor

EMERITUS APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the granting of the title of emeritus to the following faculty members. A summary of each faculty member's accomplishments follows.

<u>Name and Rank</u>	<u>Effective Date</u>
Robert L. Ake Associate Professor of Chemistry and Biochemistry	August 1, 2001
Steven K. Atiyah Assistant Professor of Mathematics and Statistics	December 31, 2000
Carl Boyd Professor of History	June 1, 2001
Edward M. Cross Professor of Information Systems/Decision Sciences	June 1, 2000
Gerald F. Levy Professor of Biology	June 1, 2001
William D. Stanley Professor of Engineering Technology	January 1, 2001
John W. Stoughton Professor of Electrical and Computer Engineering	December 31, 2000
Michele L. Zimmerman Associate Professor of Nursing	June 1, 2001

Robert Ake

Dr. Robert Ake received his A.B. in Chemistry from Indiana University in 1960 and his Ph.D. in Physical Chemistry in 1968 from Harvard University. He joined the faculty of Old Dominion University as an Assistant Professor in 1969 and was promoted to Associate Professor in 1974. He has served Old Dominion University as acting chair (1978-1979) and then chair of the Chemistry Department from 1982-1988. During the academic year 1988-1989, he was a Fulbright Scholar at the University of Peshawar in Pakistan. He received the Gene W. Hirschfeld Faculty Excellence Award from the College of Sciences in 1998. In 1999 he was named a University Professor in recognition of his excellence in teaching.

Dr. Ake's service to the University has been extensive. He has served on and chaired many committees of the Faculty Senate. On two occasions he was the chair of the Faculty Senate (1979-

1981 and 1994-1996). Professionally he has been a member of the American Chemical Society committee on copyrights and a member of the Physical Chemistry subcommittee. In 1974 he helped organize and was a program chair for an American Chemical Society Regional meeting which was held in Norfolk.

Dr. Ake is a teacher who is held in high esteem by his students whether he is teaching a junior-level physical chemistry course or freshman general chemistry. He took a lead role in modernizing the experiments for general chemistry introducing computers and computer interfacing at this entry level.

Steven K. Atiyah

Steven K. Atiyah, assistant professor of mathematics and statistics, received his M.S. in mathematics from Tulsa University in 1963 and joined the Department of Mathematics and Statistics at Old Dominion in 1965. In 1970 he received his Ph.D. in mathematics education from Oklahoma University.

For 35 years, Atiyah labored with dedication over the inculcation of mathematical skill and intuition in Old Dominion University undergraduates. During the majority of his career, he taught full schedules of freshman-level mathematics courses, upper-division courses for mathematics education majors, and electives for applied mathematics majors. He is described by his department chair as “a professor who lives to teach.” Atiyah served as the course coordinator for several mathematics courses and served on various departmental committees while at Old Dominion.

Atiyah was a member of Kappa Mu Epsilon, the honorary mathematics society, and the Old Dominion University Speakers Bureau. He also served as a math tutor in the community.

Carl Boyd

Dr. Carl Boyd received A.B. and A.M degrees in History from Indiana University, in 1962 and 1963 respectively, and a Ph.D. in History from the University of California, Davis in 1971.

Dr. Boyd joined Old Dominion as an Assistant Professor of History in 1975 and achieved the rank of Professor of History in 1985. He served as a Visiting Scholar at the U.S. Army Center of Military History from 1987-89, as Scholar-in-Residence at the National Security Agency in 1996-97, and as a Senior Fulbright Professor at Adam Mickiewicz University, Poland in 1999-2000. He also served as Graduate Program Director of the History Department in 1991-94.

Dr. Boyd inspired many students during his 26 years at Old Dominion University. He was advisor to a number of doctoral students in the Graduate Program in International Studies and to many master's students in both History and International Studies. Throughout his career, Dr. Boyd was actively engaged in research in the areas of Intelligence and Strategic Studies, Naval and Military History and International Relations. He has authored and co-authored four books and over 40

articles in refereed journals. In 1995, in recognition of his accomplishments, he was designated Louis I. Jaffe Professor in the College of Arts and Letters.

Edward M. Cross

Dr. Edward M. Cross received a Bachelor of Arts from Harvard University in 1956, an M.B.A. in 1963 from the Wharton School of Finance and Commerce, University of Pennsylvania and a D.B.A. in 1970 from George Washington University. Dr. Cross joined Old Dominion University as an Associate Professor in 1969 and was promoted to Professor of Management Information Systems in 1977. He was instrumental in the creation of the Management Information Systems Department and served as its first Chair from 1976-1980 and was asked to served again from 1985-1988.

During this period, the Management Information Systems Department experienced significant growth as a direct result of his visionary leadership and his dedication to the faculty and students. During his 30 years at Old Dominion University, Dr. Cross was actively engaged in research related to decision sciences and information systems, having authored one book and numerous journal articles. During this same period he was one of the few faculty members who taught and made significant academic contributions in both Information Systems and Decision Sciences.

Dr. Cross's considerable talent also extends outside the University where he has been actively engaged in helping business firms and non-profit organizations implement information systems. In addition, he has served on the Board of Directors and as President of Congregation Beth Chaverim.

Gerald F. Levy

Dr. Gerald F. Levy received a B.S. in Biology from Bowling Green State University in 1960. In 1961 he received an M.A. in Biology from the same institution. In 1966 he received a Ph.D. in Botany with a specialty in Plant Ecology from the University of Wisconsin, Madison.

Dr. Levy joined Old Dominion University as an Assistant Professor of Biology in 1967 and was elected to the rank of Professor in 1978. From 1982 to 1988 he was a member of the University Promotion and Tenure Committee which he chaired in 1988. He directed and served on numerous graduate committees and served as Graduate Program Director in the Biological Sciences Department from 1988 to 1997. From 1989 to 1997 he was manager of the University's Blackwater Ecological Preserve.

During his 34 years at Old Dominion University, Dr. Levy created the Office of Dismal Swamp Programs which over the last several years of its existence introduced thousands of area children to this unique natural system and trained many undergraduates in outdoor interpretation. He is widely known for his interest in the environment and his knowledge of the history and natural history of the Great Dismal Swamp, having published several papers and book chapters on this unique natural area.

William D. Stanley

Dr. William D. Stanley received the B.S. degree in 1960 from the University of South Carolina, and M.S. and Ph.D. degrees from North Carolina State University in 1962 and 1963, respectively. All degrees were in Electrical Engineering and he is a Registered Professional Engineer in the Commonwealth of Virginia. He has industrial experience with Bell Telephone Laboratories, Electro-Mechanical Research, Inc., General Electric, and the Naval Underwater Systems Center. Dr. Stanley joined the faculty in 1966 as an Associate Professor, was promoted to Professor in 1972, and was designated as an Eminent Professor in 1986.

Dr. Stanley served as a department chair for 27 years and led the development of the baccalaureate degree programs in Engineering Technology, which rank in the top 20% of such programs across the country in terms of enrollment and degree productivity. He also led his department in the development of TELETECHNET and has been instrumental in the development of alternate modes of instruction to enhance distance learning activities, including virtual laboratories.

As a teacher, Dr. Stanley has received eight departmental Outstanding Faculty Member of the Year awards and three Most Inspiring Faculty awards. Including second and later editions, he is the author of 16 textbooks, some of which have become standards in engineering technology education. As a researcher, he has been Principal Investigator on more than 40 grants and contracts with NASA Langley Research Center in the areas of microwave remote sensing and signal processing. For his many contributions, he received one of the prestigious State Council of Higher Education in Virginia Outstanding Faculty Member awards in 1996.

John W. Stoughton

Dr. John Stoughton attended the University of Virginia and earned the Bachelor of Electrical Engineering, Master of Electrical Engineering, and the Ph.D. in Electrical Engineering in 1967, 1969, and 1972 respectively. He joined Old Dominion University in 1974 and earned the rank of Professor in 1992.

During his 26 years at Old Dominion, Dr. Stoughton taught a broad cross-section of undergraduate and graduate courses, and he developed a number of these courses. His graduate student mentorship includes the supervision of six Ph.D. dissertations and 20 master's theses. His research interests include digital signal processing, adaptive filtering, digital systems and remote sensing instrumentation. Dr. Stoughton's funded research activities include directing projects of \$1.75M, much of which was in support of NASA Langley Research Center instrumentation, measurement or distributed computation. He has authored or co-authored 13 journal articles and 37 papers in international, national, and regional conference proceedings.

Dr. Stoughton served the Department of Electrical and Computer Engineering as the Graduate Program Director from 1985 to 1990. In this capacity, he developed the master's program in Computer Engineering as a joint program with Computer Science. In 1997, he began and successfully developed the master's program in Modeling and Simulation and served as program director from May 1998 to May 1999.

Dr. Stoughton's service to the community includes serving on the Board of Directors of the Old Dominion University Credit Union since 1984 and helping with the construction of seven homes for Habitat for Humanity in Suffolk. He also served for many years as the advisor for the student organization of IEEE and Eta Kappa Nu.

Michele L. Zimmerman

Professor Michele L. Zimmerman received a B.S. in Nursing from New York University in 1965 and an M.A. in Adult Psychiatric-Mental Health Nursing from New York University in 1967. She did two years of post-graduate studies in family therapy at the Eastern Virginia Medical School's Family Therapy Institute, receiving a Certificate in Family Therapy in 1986. Professor Zimmerman joined Old Dominion as an Instructor of Nursing in 1979 and achieved the rank of Associate Professor of Nursing in 1982. She served as Coordinator of Continuing Education in Nursing from 1979-1988 and as Director of the College of Health Sciences Clinical Practice Center from 1988-1991.

During her 22 years at Old Dominion University, Professor Zimmerman taught at the prelicensure, postlicensure, graduate and continuing nursing education levels. She was one of the first faculty to be involved in teaching TELETECHNET courses. Professor Zimmerman organized, planned and implemented dozens of continuing nursing education national, regional and state conferences at Old Dominion University. She is a national leader in psychiatric nursing and was instrumental in enacting legislation in Virginia on behalf of advanced practice nurses. She has served the nursing profession by her appointments to the Nursing Intervention Payment Panel of the American Nurses Association and as Director of the Managed Chair Task Force of the American Psychiatric Nurses Association. She is also a member of the President's Honor Roll, American Professional Association on the Abuse of Children. She is a recipient of Sigma Theta Tau chapter award for excellence and was awarded an honorable mention by the Virginia Nurses Association's Outstanding Nurses of Virginia in 1999.

The Committee approved by unanimous vote the resolutions to restructure schools in the College of Health Sciences, establish a Center for Advanced Engineering Environment, revise the policies and procedures on academic rank and promotion in rank and valuation of faculty, and create a new section on procedures for post-tenure review.

The following resolutions, which were brought forth as recommendations of the Academic Affairs Committee, were unanimously approved. (*Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Warren, Woolsey*)

APPROVAL OF RESTRUCTURING OF SCHOOLS IN THE
COLLEGE OF HEALTH SCIENCES

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the restructuring of Schools in the College of Health Sciences effective July 1, 2001.

Rationale: The restructuring will create a new school, the School of Community and Environmental Health, which will enable programs and faculty involved in offering the same major programs in the areas of community and environmental health to be together in one organizational unit. In addition, the restructuring will provide an academic home for two programs previously housed in the Dean's office, the Bachelor of Science in Health Sciences and the Master of Public Health. No new degree programs are included in the restructuring, and the financial resources needed are minimal.

Three existing schools will be renamed as follows: the School of Physical Therapy (formerly Community Health Professions and Physical Therapy); the School of Medical Laboratory and Radiation Sciences (formerly Medical Laboratory Sciences and Environmental Health); and the School of Dental Hygiene (formerly Dental Hygiene and Dental Assisting). The School of Nursing remains unchanged.

APPROVAL OF THE CENTER FOR ADVANCED
ENGINEERING ENVIRONMENTS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the creation of the Center for Advanced Engineering Environments in the College of Engineering and Technology.

Rationale: The center will significantly enhance the University's capabilities in the area of modeling and simulation. Funding for the center has been requested from NASA. The center will be entirely self sustaining and, in collaboration with VMASC, will positively affect the volume of externally supported research in the College of Engineering and Technology and the University.

REVISIONS TO THE BOARD OF VISITORS POLICY AND PROCEDURES
CONCERNING ACADEMIC RANK AND PROMOTION IN RANK

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the revisions to the Policy and Procedures Concerning Academic Rank and Promotion in Rank, originally approved by the Board of Visitors on June 12, 1980; revised February 24, 1984; revised June 20, 1985; revised December 13, 1988; revised September 27, 1990; revised March 11, 1991; revised April 9, 1992; revised April 8, 1993; revised April 10, 1997; revised April 9, 1998 and December 10, 1998. The recommended changes are shaded and deletions are lined through.

Rationale: Several revisions are being proposed to the Policy and Procedures Concerning Academic Rank and Promotion in Rank. The first revision (section I.D.) adds language to the section of the policy that describes academic ranks that do not carry tenure to clarify that all appointments and reappointments in these ranks are contingent upon available funding.

The second revision concerns the section of the policy on eminent scholar designation (I.E.). These revisions are not new information but add detail and clarification to the policy regarding the criteria for nominees and materials to be submitted. In addition, the time line for eminent scholar designation has been incorporated into the policy.

The third revision (I.F.) increases the term of those faculty designated as University Professors to four years. This revision is intended to recognize and emphasize the importance of teaching.

NUMBER: 1410

TITLE: Academic Rank and Promotion in Rank

APPROVED: June 12, 1980; Revised February 24, 1984; Revised June 20, 1985; Revised December 13, 1988; Revised September 27, 1990; Revised March 11, 1991; Revised April 9, 1992; Revised April 8, 1993; Revised April 10, 1997; Revised April 9, 1998; Revised December 10, 1998; **Revised April 12, 2001**

I. Board of Visitors Definition of Academic Rank

- A. Full-time faculty members holding the following academic ranks are eligible to be considered for tenure after a suitable probationary period, and time at Old Dominion University in these ranks is counted toward the probationary period.
 - 1. Professor - Those appointed or promoted to this rank, which is one of the highest honors that the university can bestow, are teacher-scholars of genuinely national standing who have made recognized contributions to the university and to their disciplines. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding research in their fields of specialization, and to have been pre-eminent in professional service. Although few will excel equally in the three areas of teaching, research, and service, all appointed or promoted to the rank of professor are expected to have made some demonstrable contribution in each area. Except under most unusual circumstances, the highest terminal degree in the field is required.
 - 2. Associate Professor - Appointment or promotion to the rank of associate professor is based on established high quality of performance in teaching, research, and service and pre-eminence in at least one of these areas. Except under most unusual

circumstances, the highest terminal degree normally attainable in the field is required.

3. Assistant Professor - Appointment or promotion to the rank of assistant professor requires the highest terminal degree normally held in the field or its clear equivalent. Evidence of promise in teaching, research, and service is required. Faculty members holding the rank of assistant professor may be considered for tenure only if promotion to associate professor is simultaneously considered.
- B. Full-time faculty members holding the following ranks are not eligible for tenure, but time at Old Dominion University in these ranks is counted as part of the probationary period for tenure, except as noted in paragraph 1.a. below.
1. Instructor - Appointment to the rank of instructor is based on evidence of promise in teaching. Instructors normally hold master's degrees in their areas of specialization, but occasional exceptions can be made for fields in which the master's degree is the highest terminal degree normally attainable. There are three types of instructors at Old Dominion University:
 - a. Faculty members normally lacking the highest terminal degree who are employed to teach on the freshman and sophomore levels -- They normally receive annual appointments for a period of three years, but in exceptional circumstances they may be reappointed for a maximum of three additional annual contracts. They must be informed in writing at the time of the original appointment that their positions are not permanent and that they will not be eligible to be considered for tenure.
 - b. Instructors who are terminal degree candidates -- Candidates for a terminal degree may be given annual appointments as instructors if they can provide evidence that they will complete all requirements for the terminal degree within the first year of teaching at Old Dominion University. An instructor in this category who completes this work, and whose department recommends reappointment, is given a second annual contract as an assistant professor and is eligible for tenure at the end of the usual probationary period. An instructor in this category who completes all degree requirements during the first semester at Old Dominion University is given the title of assistant professor for the second semester. An instructor in this category who does not complete all requirements for the terminal degree within the first year of employment is normally not reappointed for a second year, but a second annual contract as instructor may be granted with the approval of the chair, dean and provost and vice president for academic affairs; if all requirements for the degree are completed within the second year, the instructor is promoted to the rank of assistant professor. If all degree requirements are not completed during the second year, a third and terminal contract as instructor may be granted but the faculty member is not eligible for consideration for promotion or tenure.

- c. Tenure-track, master's-level instructors -- In certain professional departments in which the master's degree is the terminal degree, faculty members who have three years or less of full-time teaching experience at the college level are normally appointed initially to the rank of instructor. Such faculty members are eligible for promotion to the rank of assistant professor after two years in the instructor's rank on the recommendation of the chair and dean and on the approval of the provost and vice president for academic affairs. In exceptional cases, where professional experience is clearly demonstrated, the requirement of prior experience may be waived with the approval of the chair, dean, and provost and vice president for academic affairs. This type of instructor can be appointed only in academic fields in which the provost and vice president for academic affairs has previously approved such appointments on the recommendation of the chair and dean concerned. At present, instructors of this type are employed in the areas of applied music, dance, dental hygiene, engineering technology, nursing, physical therapy, and studio art.
- C. The following full-time academic ranks do not carry tenure, but if a faculty member who has held one of these ranks is subsequently appointed to a tenurable position as described in section A, time spent at Old Dominion University in one of these ranks may be counted as part of the probationary period for tenure.
- 1. Visiting professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of a full professor are required.
 - 2. Visiting associate professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an associate professor are required.
 - 3. Visiting assistant professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an assistant professor are required.
- D. The following academic ranks do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. These ranks are intended to meet the university's need to fill special instructional roles which differ from the traditional university faculty role, preparation, and expectation. **All appointments and reappointments are contingent upon available funding.**
- 1. Assistant instructor - This is a full-time rank requiring at least a bachelor's degree in the area of specialization. Except under unusual circumstances, assistant instructors do not teach courses carrying degree credits.

2. Lecturer - This is a full-time rank which requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

Persons initially appointed at the rank of lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on "Reappointment or Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service, persons holding this rank will receive a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities, as well as the needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for academic affairs following completion of the review at the college level.

If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual may be offered an appointment for the next three academic years. Those persons who are reappointed in this manner shall be subject to another in-depth review conducted by the dean during the fall semester of the third year of the reappointment. Lecturers will be reappointed for additional three-year periods by utilizing the same procedure as described above.

If the decision is made not to retain the lecturer, either after the fifth year of initial service or subsequent three-year reappointments, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs, as provided by the same policy.

3. Senior lecturer - This is a full-time rank which requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

Persons initially appointed at the rank of senior lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on "Reappointment and Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service, persons holding this rank will receive

a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities as well as the needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for academic affairs following completion of this review at the college level.

If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual may be offered an appointment for the next three academic years. Those persons who are reappointed in this manner shall be subject to another in-depth review conducted by the dean during the fall semester of the third year of the reappointment. Senior lecturers may be reappointed for additional three-year periods by utilizing the same procedure as described above.

If the decision is made not to retain the senior lecturer either after the fifth year of initial service or subsequent three-year appointments, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.

Promotion to the rank of senior lecturer from the rank of lecturer shall be upon the recommendation of the department, chair, and college promotion and tenure committee to the dean of the college. If the dean decides against the promotion, the person may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

4. Intercollegiate coach - This is a full-time rank normally requiring a master's degree and a record of demonstrated performance in the area of specialization. Persons holding this rank devote half time or less to the instruction of credit students. These positions are normally funded from both Commonwealth and non-Commonwealth sources.
5. Artist-in-residence - The holder of this position is a distinguished practitioner of the fine arts, employed either full time or part time by the university. In most cases, an artist-in-residence devotes half time or less to the instruction of credit students. The rest of the time, for a full-time faculty member, is devoted to noncredit course work and other public service activities; to unstructured instruction to university students; to professional service to the community; and to any combination of these activities. The main criterion for reappointment is pre-eminence in an artistic field, and the normal academic credentials, such as advanced degrees or experience in university teaching, are not necessarily required.
6. Performer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a distinguished practitioner of

the performing arts whose service to the university and the community may include performances available to the university community and to the region.

7. Writer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a creative writer of distinction.
8. Research professor - Faculty members in this position, which may be either full time or part time, are devoting most of their efforts to research and are normally not teaching more than one course a semester. These positions are normally funded from non-Commonwealth funds. A research professor must meet the criteria demanded of a full professor in the relevant department.
9. Research associate professor - This position has the same characteristics as that of research professor except that those holding it meet the criteria for appointment to the rank of associate professor in the department(s) to which they are attached.
10. Research assistant professor - This position has the same characteristics as that of research associate professor except that those holding it meet the criteria for assistant professor in the department(s) to which they are attached.
11. Research associate - This position has the same characteristics as that of research assistant professor except that those holding it meet the criteria for instructor in the department(s) to which they are attached.
12. Postdoctoral Research Associate - This position is generally reserved for a person who has recently completed his or her doctoral degree. While the primary employment activity will be research related, some teaching may be allowed. In general, these positions are funded through non-Common-wealth funds.
13. Adjunct professor - This rank is awarded to persons engaged in part-time teaching or special services who meet the criteria demanded of a full professor in the department(s) to which they are attached.
14. Adjunct associate professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for associate professor in the department(s) to which they are attached.
15. Adjunct assistant professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for assistant professor in the department(s) to which they are attached.
16. Adjunct instructor - This position is held by part-time faculty members who meet the criteria established for instructor in the department(s) to which they are attached.

17. Adjunct assistant instructors - This position is held by part-time faculty members who meet the criteria established for assistant instructor in the department(s) to which they are attached.
 18. Adjunct clinical faculty, adjunct community faculty - The titles adjunct clinical faculty or adjunct community faculty (as appropriate), with their respective ranks, may be awarded to persons engaged in part-time teaching or special services relating to the practical instruction of students, and who meet the professional and academic criteria for those ranks established in the department(s) to which they are attached. These titles pertain to persons who are not normally paid a salary by the university, but who supervise activities designed to give students practical experience in a given profession.
 19. Other - The president may recommend to the Board of Visitors the establishment of other nontenured positions to allow the appointment of persons distinguished in their fields but not covered by any of the above.
- E. Special Honors - The following designations have been established in order to recognize faculty members of unusual merit and service to the university. Only faculty members holding the rank of full professor may be considered for Eminent Scholar designation, and only tenured faculty members will be considered for University Professor designation.

Eminent Scholars - A select number of full professors may be designated as eminent scholars. Nomination will be by any tenured departmental colleague in the nominee's discipline **and should be made no later than October 15**. The chair shall conduct a secret ballot of all tenured members of the department **no later than November 1**. Upon affirmation by a majority of those voting, the chair shall forward the nomination to the University Eminent Scholars Committee **no later than January 15**. The chair and the dean of the college shall evaluate the credentials and submit independent evaluations **and the faculty member's file** to the committee. The committee may, by an affirmative vote of at least five members, recommend designation to the provost and vice president for academic affairs **no later than March 15**. **The provost and vice president for academic affairs** who will make the final designation no later than April 15.

The Eminent Scholars Committee shall be comprised of one eminent scholar from each college, selected by the college promotion and tenure committee, plus one eminent scholar chosen by the Faculty Senate in order to reflect the affirmative action goals of the university. **It is recommended that each eminent scholar will serve for one three-year term**. The committee will establish its own procedures and select its own chair.

Nominees shall have met the following criteria:

1. The standards established by the State Council of Higher Education for designation as eminent scholar;

2. Service in the rank of full professor at Old Dominion University for **a minimum of** three academic years;
3. A scholarly publication record **or stature in the creative arts** which will have clearly established a national reputation as a scholar in the nominee's discipline. **Scholarly publications are recognized as those that have received peer review or have been otherwise recognized and critiqued by authorities in the discipline. A consistent pattern of scholarly contributions, invited chapters, scholarly books, invited lectureships, prestigious academic honors, officer positions in the individual's discipline, editor of multi-authored books, organizer or coordinator of symposiums and other similar examples would represent evidence that an individual is a contributing scholar of note to his or her discipline. It is expected that an individual meriting eminent scholar designation will have a long and consistent record of achievement in at least several of the above-noted categories. Moreover, the individual should be one who is easily recognized by other eminent authorities in the discipline, with positive comments on his or her work. It is also important to note that new works in the discipline frequently cite the individual's contributions. His or her scholarly contributions or artistic achievements should at some time or other have been a benchmark, reflecting evolution of the discipline. The reputation must rest on the publication of scholarly work which will have been reviewed positively in national journals or a substantial number of favorably evaluated articles in national referred journals;**
4. Substantial success in obtaining external funding for research -- in those disciplines in which such success is expected; and positive evaluation by scholars external to the university who will have been solicited by the department/school chair.

~~Designation may also be made of persons who will have achieved national stature in the creative arts as reflected in a record of productivity and attested to by persons who are nationally recognized as distinguished in the nominee's field.~~

~~Departments nominating candidates are responsible for demonstrating that nominees meet the criteria above.~~

Designation of persons as eminent scholars upon their initial appointment to the university shall be made by the provost and vice president for academic affairs after recommendation by the Eminent Scholars Committee, based upon the procedures outlined in paragraph one and using the criteria specified above.

Candidates are responsible for providing sufficient materials to enable the department colleagues and chair, the dean, and the Eminent Scholars Committee to decide whether they meet the criteria. In addition to an up-to-date curriculum vitae, a letter from the candidate should explain why he or she merits this honor and what is being provided to document the request for designation as eminent scholar. Five letters from nationally-recognized experts testifying to the national

and international reputation of the body of the candidate's work should be solicited independently by the department chair. The candidate is encouraged to solicit additional letters of this kind. A curriculum vitae from each expert should be included. Candidates should provide copies of works (refereed articles, monographs, books, etc.) regarded as representative of their most important contributions over time. Citations, reviews, and information such as awards, invited lectures, and organized symposia or conferences should also be included as evidence of a broad recognition of the importance of the works. Quality of publications—judged by eminent presses and journals, letters, etc.—outweighs quantity in the judging process.

- F. University Professors - The designation of university professor has been established in order to recognize faculty members at the university who are outstanding teachers. Only tenured faculty members will be considered for this honor. Designated faculty members will hold the title for ~~three~~ **four** years, be so identified in university publications, and receive \$2,500 per year of discretionary funds to support their professional development.

A select number of tenured faculty may be designated as university professors with a maximum of eight persons to be designated in any one year to a ~~three~~ **four**-year term. Faculty holding the designation of university professor may be reappointed.

Nomination will be by a tenured departmental colleague in the nominee's discipline. The chair shall conduct a secret ballot of all tenured members of the department. Upon affirmation of a majority of those voting, the chair shall forward the nomination(s) to the dean. The dean of the college shall evaluate the credentials and submit the names of no more than 10% of the tenured faculty for nomination to the University Professors Committee. The University Professors Committee shall be comprised of one tenured faculty member from each college selected by the college promotion and tenure committee and one student selected by the Student Senate. The University Professors Committee may, by an affirmative vote of at least five members, recommend designation to the provost and vice president for academic affairs who will make the final designation not later than April 15. This date may differ for the initial year of implementation.

Each nominee shall ordinarily teach a minimum of three courses per year with a total of at least 300 student credit hours per year averaged over the past three years. Nominees shall have student ratings at or above the departmental mean for the average overall effectiveness of the instructor, question #1 on the present student evaluation form, averaged for all courses per semester. Priority should be given to those nominees who have won a college or university teaching award or have been nominated by the university to SCHEV for their award.

Faculty nominated for consideration as university professors shall have a record of superior accomplishment in teaching. The nomination shall document this record with evidence such as results of student evaluations, peer evaluation, statements from former students, and other relevant information. The nomination packet shall include:

- a. Personal statement by person nominated describing key contributions/ innovations in teaching and general teaching philosophy [maximum two pages double spaced].
- b. Curriculum vitae with priority given to activities and awards that focus on teaching [maximum two pages].
- c. Professor's teaching log listing courses taught in the last five years with number of students, numerical student evaluations for the last five years, grade distributions from the last three years, and all student comments for the last three years.
- d. In addition to the nomination letter, no more than six letters of support with at least two written by former students who have graduated from the university and at least two written by campus colleagues. The other two may come from persons in the community of his or her profession including former students [maximum 12 pages]. All letters should be solicited by and sent to the nominator not the nominee.

REVISIONS TO THE BOARD OF VISITORS POLICY AND PROCEDURES
ON EVALUATION OF FACULTY AND PROPOSED NEW POLICY
AND PROCEDURES ON POST-TENURE REVIEW

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the revisions to the Policy and Procedures on Evaluation of Faculty, originally approved by the Board of Visitors on June 12, 1980; revised September 14, 1984; revised November 19, 1987; revised December 3, 1992; revised April 8, 1993; revised December 2, 1993; revised April 6, 1995 and revised April 10, 1997, and the new Policy and Procedures on Post-Tenure Review. The recommended changes are shaded and deletions are lined through.

Rationale: An ad hoc committee appointed by the President met to examine the University's post-tenure review policy to recommend expansion and clarification of the policy's procedures. The committee recommended that the existing policy information be pulled together into a separate policy on post-tenure review.

The new Policy and Procedures on Post-Tenure Review is intended to clarify key aspects of the post-tenure review process so it may be conducted with discretion and fairness. The new policy explains how the University's post-tenure review policy relates to the annual review of tenured faculty and at what point post-tenure review may be initiated. Confidentiality in the process is emphasized, and a time frame for establishing a strategic plan to address deficiencies is specified. Finally, information on appeals and grievance is included in the policy. These revisions are not considered substantive changes in the policy but rather a clarification of the procedures to be implemented in post-tenure review.

NUMBER: 1413

TITLE: Evaluation of Faculty

APPROVED: June 12, 1980; Revised September 14, 1984; Revised November 19, 1987; Revised December 3, 1992; Revised April 8, 1993; Revised December 2, 1993; Revised April 6, 1995; Revised April 10, 1997;
Revised April 12, 2001

I. Board of Visitors Policy

- A. A regular review of the performance of all faculty members will be conducted in order that they may receive full credit and review for their contributions to the university and to their disciplines. The three criteria on which this evaluation will be based are teaching, research, and service.
- B. The initial responsibility for evaluation of faculty performance rests with the chair, on the basis of evidence supplied by the faculty member or collected elsewhere. The faculty member shall be given a copy of the chair's evaluation and may submit comments. Both the chair's evaluation and the faculty member's comments are submitted to the dean, who has the final responsibility for evaluation of faculty.

II. Procedures for Evaluation of Faculty

- A. These procedures are designed to implement the policy established by the Board of Visitors for evaluation of faculty. In all cases, the board policy is governing.
- B. In order to insure that all relevant information is included in the evaluation, all faculty members are required to submit once a year a faculty information sheet in which they detail the evidence in support of their performance in teaching, research, and service, together with whatever other information they wish to be taken into consideration by the chair and dean in the evaluation.
- C. The chair, using the faculty information sheet and whatever other information is obtainable, evaluates the performance of the faculty member during the previous year and writes up the evaluation into a formal statement of the contributions of the faculty member to the department, college, and university. In the case of chairs, these evaluations are written by the dean. Since evaluation of performance is one of the essential factors in determinations concerning tenure, promotion, reappointment, and salary increments, the chair and dean should make every effort to insure that the evaluations are clear, honest, and genuinely evaluative. A listing of facts without interpretation is helpful neither to the faculty member nor to the committees concerning personnel decisions.

- D. In the case of tenured faculty members, the department chair will also conduct annual evaluations. These evaluations will be based on the Faculty Information Sheet, student evaluations of teaching, up-to-date curricula vitae, peer evaluation of course portfolios, and such other information as the faculty member or the chair wishes to include. The evaluation will comment on the performance of the faculty member in teaching, research, and service and on progress toward meeting individual goals resulting from previous evaluations. (See section F below.) The chair and the dean will interpret the cumulative record of annual evaluations along with the performance of the tenured faculty member during the previous year (see section C), so that a clear picture of positive contributions and any deficiencies will emerge. An in-depth evaluation will be conducted if requested by the faculty member, the chair, or the dean. In no case will a faculty member be considered for promotion or other major personnel decision (such as designation as an eminent scholar) unless an in-depth evaluation as described in paragraphs E or K has been conducted in the previous twelve months.
- E. All faculty members will be evaluated on the basis of teaching, research, and service. The weighting of these three areas will vary from one faculty member to another depending upon the needs of the department and the particular accountability of the individual faculty member in contributing toward the fulfillment of these needs.
1. Teaching - It is the responsibility of the chair to evaluate the information that is available concerning teaching. (For a detailed discussion on evaluation of teaching, see the "University Policy on the Evaluation of Faculty.") Among items for consideration are the following:
 - a. Student questionnaires - Results of current student questionnaires must be used in the evaluation. Such results, however, constitute important raw data concerning teaching performance and cannot be meaningful in themselves unless interpreted in relationship to other factors. It is the responsibility of the chair to provide such interpretive evaluation.
 - b. Student interviews.
 - c. Results of student achievement tests, if feasible and appropriate.
 - d. Peer evaluations of course portfolios or their equivalent.
 - e. Other relevant information.
 - f. If the principal contribution of the faculty member to the department is in the area of instruction, the number of student credit hours produced by the faculty member should also be taken into consideration since the best teachers should be showing a decided impact on the largest number of students.

- g. Faculty members who teach noncredit courses, workshops, or colloquia in their area of specialization that are sponsored by the university should have their performance in these activities included as part of the evaluation of teaching.
 - h. Faculty members who are assigned to teach credit or non-credit courses, workshops, or colloquia using distance education technologies, such as instructional television, should have their performance in this activity included in the evaluation of their teaching. The evaluation should include criteria specific to distance education and, when appropriate, evaluations obtained through regional or national consortia, such as National Technological University.
 - i. If the faculty member is working within interdisciplinary courses or is on loan from another department for a portion of his/her teaching, it is the responsibility of the chair to seek out evaluations from other chairs with whom the faculty member is working and to incorporate these in the evaluation.
2. Scholarly Activity and Research - It is the responsibility of the chair to evaluate the quality of the scholarly activity and research of the faculty member (a mere listing of publications or grants does not constitute evaluation). Each department should establish, with the approval of the dean and the provost and vice president for academic affairs, a clear statement of the criteria for evaluating scholarly activity and research in that department. These criteria should take into consideration both the mission of the department and the nature of the scholarly activity and research within the discipline. Within the definitions noted below, the evaluation of scholarly activity and research in a department should be based on these criteria. In evaluation, emphasis should be placed on quality, not just quantity. The following, where appropriate, are included in the definition of scholarly activity and research at Old Dominion University:
- a. Publications - In evaluation, the chair should take into consideration and comment upon the reputation and editorship of journals in which the faculty member has published and the nature of the reviews received for published books. Evaluation of the quality of the publication is essential. For major personnel decisions (e.g., tenure and promotion) external evaluation of the publication are encouraged and may be required.
 - b. Presentations at professional meetings - The chair will be expected to evaluate such presentations on a similar basis to publications in learned journals - that is, taking into consideration the extent of external peer review before acceptance of the paper and the prestige associated with having a paper accepted for presentation at that meeting.
 - c. Grants and contracts - In evaluation of faculty members' funded research activity, the chair should take into consideration the aggressiveness with which the faculty members have sought out research opportunities (considering their

availability of opportunities in their fields), the effectiveness with which faculty members have met the requirements established by the funding agency, the effectiveness with which the faculty members have worked with graduate assistants and colleagues, and the leadership which faculty members have provided on particular grants (as principal investigator, co-principal investigator, or major participant).

- d. Computer software and educational media - Creative work resulting in the creation of significant computer software or educational materials (e.g., videotapes) for use external to the university will be evaluated by the chair based on external evaluations and reviews.
 - e. Instructional research - the chair should give credit to effective instructional research by faculty members, with emphasis on well-designed and controlled research in teaching, particularly in their own disciplines, and the recognition that the instructional research has received through publication or adoption at other institutions.
 - f. In the creative fields, such as music, theater, and art, performance and exhibition are counted as research activity. The chair should evaluate the quality of the artistic production, using evidence such as published reviews of performance or awards in juried exhibitions.
 - g. In technical and professional fields where a master's degree is recognized as the terminal degree by the appropriate accrediting agency, research activities may include applied projects which directly support the needs of industry, and/or the community and results in a comprehensive published technical report. Examples of other appropriate research and scholarly activities are publications in trade journals, monographs, development of new products, processes, or techniques and software development.
 - h. If the faculty member has received released time for research, the chair should evaluate the effectiveness with which this released time has been used.
3. Service - The category of professional service is more difficult to define than teaching or research, but deserves the same kind of rigorous evaluation and positive credit. The chair has the responsibility to seek out methods of evaluating quality of professional service, not merely to list the activities. The task is sometimes especially complicated by the fact that much professional service takes place outside the department. In essence, the area of service includes activities in which faculty members are exercising their professional expertness in the service of the university, the community, or their disciplines. Ideally, each faculty member should be participating in all three of the areas listed below, but individual faculty members may be expected by the chair to play different roles. If so, specific roles should be defined and understood. In all cases, service should be judged on the basis of quality, not just quantity. When distance education technologies are used

for providing service, evaluations should include items specific to these delivery formats. (In the following listing, items are not necessarily listed in priority order.)

a. Departmental, college, and university service

1. Advisement and counseling - This is one of the most important areas of faculty service, and each department should develop methods of evaluating, encouraging and rewarding excellence in student advisement.
2. Special service assignments - If faculty members have been assigned to specific service roles (for example, as graduate program director or assistant chair) and are receiving released time for administration in order to accomplish these roles, the chair in evaluation should judge the effectiveness with which the roles are being accomplished.
3. Sponsorship of student activities, particularly those relating to the discipline - The chair should evaluate the degree to which the faculty member's sponsorship has been successful in increasing the intellectual atmosphere and esprit de corps among students.
4. Cooperation with the Office of Development in securing external funding for the university.
5. Service on departmental, college, and university committees and task forces - Quality rather than mere quantity of service should be evaluated. The chair should evaluate service on departmental committees and seek the evaluation of the dean for college committees, the president or the provost and vice president for academic affairs for university committees, and the chair of the Faculty Senate for Faculty Senate committees.
6. Cooperation with the Office of Admissions in recruiting of students to the university - The evaluation of the director of admissions should be sought by the chair for faculty members engaged in recruitment activities.
7. Other departmental, college, and university service - Specific roles in working with other university departments (for example, the Academic Television Services, the Office of Residence life, or the University Library) may be given to the individual faculty members. The chair should seek the evaluation of the director of the unit involved.

- b. Community service, i.e., the application of a faculty member's professional skills for the service of the community in a manner that assists in the fulfillment of the mission of the university - Professional service does not include service to religious, political, or social organizations that (although meritorious in itself) is not relevant to the faculty member's professional area.

1. Service to university outreach programs - From time to time the university will develop specific non-instructional outreach programs and centers in such areas as improvement of the urban environment or marine studies. Service in these areas should be evaluated by the chair after consultation with the director of the program or center.
2. Noncredit courses, workshops, projects, and colloquia in areas of the faculty member's expertise - The chair should seek the evaluation of the director of the appropriate noncredit program in determining the quality of work being done by the faculty member in relating to the community. (In some cases, of course, such programs would be considered part of departmental teaching or service and would be evaluated under these categories.)
3. Speaking activities, particularly through the university Speakers Bureau - Attempts to evaluate quality rather than quantity must be made.
4. Consulting, either reimbursed or unreimbursed - The chair should seek to learn and evaluate the degree to which consulting activities have been considered successful by the agency employing the faculty member. Consulting activities, if they are to be credited positively in the evaluation, must have the prior approval of the chair, the dean, and the provost and vice president for academic affairs and must be clearly related to the university's mission and the faculty member's responsibilities in teaching, research, and service.
5. Any other ways in which the faculty member is using professional knowledge for the service of constituencies in the Eastern Virginia region.

c. Service to the discipline

1. Service to scholarly or professional societies - This category may include holding of office, editing proceedings, reading non-research papers, being instrumental in bringing a group to campus and serving on the local arrangements committee, developing a teleconference, and any other ways in which the faculty member is active within such a society. It is the responsibility of the chair to evaluate the quality of the work done for the society by the faculty member and the stature of the society itself and its relevance to the mission of the university.
2. Service as editor or reader for a scholarly journal in the field -The chair should be familiar with and comment on the prestige and quality of the journal involved.

- J. Non-tenured faculty members, without prior teaching service credit toward tenure, who have completed three years of probationary service at Old Dominion University will receive a major faculty review. This review will be conducted by the dean in the summer of the third year of faculty service and will include a meeting with the faculty member and chair. The review process will include an in-depth evaluation of teaching effectiveness, scholarly works, grant and contract efforts, and other professional activities. An evaluation report emphasizing the long-range impact of the faculty member on the university should be submitted to the provost and vice president for academic affairs by September 15 following the completion of the review at the college level. It is important that the review extend beyond certifying adequate teaching performance and focus on creative ability, productivity, and potential to excel.

The concept of a major review of faculty performance is intended to serve the purpose of giving the faculty member a clear indication of progress toward tenure and to offer constructive suggestions for self-improvement.

In situations where a faculty member receives one or two years of credit toward tenure, the review process will be conducted after the second year of service at Old Dominion University.

- K. Where a pattern of performance deficiency has been noted on the part of a tenured faculty member **over a two-year period**, the chair and dean **may** will conduct **a post-tenure review**. ~~an in-depth evaluation. In addition to examination of the teaching, research, and service record of the faculty member from previous evaluations, the chair and dean should evaluate the overall contribution of the faculty member to the university. If requested by the faculty member, the chair, or the dean, one or more external evaluators may be brought into the process.~~

~~In addition to a thorough assessment of faculty performance, a major outcome of this process is a strategic plan indicating the faculty member's expected long-range contributions to the university in specific terms. Where deficiencies or areas for possible improvement are noted, the strategic plan should address ways of dealing with these problems, measures of expected outcome, and a timetable for accomplishing these outcomes. The strategic plan, including measures of expected outcomes, if appropriate, will be detailed in a signed agreement among the faculty member, the chair, and the dean. The full text of this agreement is submitted to the provost.~~

~~Annual evaluations in succeeding years will specifically address progress toward meeting the goals outlined in the agreement. A faculty member who fails to achieve the outcomes identified in the in-depth evaluation within the agreed upon timetable may be subject to disciplinary actions up to and including a major sanction as described in the section of the Faculty Handbook entitled "Faculty Sanctions."~~

~~In the event of an in-depth review under this section the "Faculty Sanctions" and "Faculty Grievance" policies may be implemented. The policies are intended to insure academic due process and fair treatment for faculty.~~

- L. Copies of the faculty information sheets, the chair's evaluation, the faculty member's comments, and the dean's evaluation are retained for the record in the faculty member's personnel file maintained in the dean's office.

Policy and Procedures on Post-Tenure Review

I. Board of Visitors Policy

The faculty and administrators of Old Dominion University are dedicated to the pursuit of excellence in teaching, research, and service. It is the role of the department chair and the dean to conduct annual evaluations of tenured faculty members, to identify the area or areas in which a particular tenured faculty member has not met expectations, to explain the rationale for that assessment, and to facilitate faculty development as needed to improve faculty performance. To this end, the post-tenure review process is intended to be developmental rather than punitive.

A tenured faculty who receives an annual review from the chair and/or dean stating that he or she has a serious deficiency in teaching, research, and/or service should be aware that a second annual evaluation from the chair and/or dean which states that he or she has not met expectations in teaching, research, and/or service may activate the post-tenure review process. It is the responsibility of the department chair to meet with any faculty member who has received such an evaluation for the purpose of presenting in writing and clarifying through discussion the reasons for the chair and/or dean's evaluation. The chair should also outline in writing the steps to be taken, the required outcomes, and the points in time at which progress will be assessed in order for the faculty member to correct identified deficiencies and thus meet expectations in subsequent annual reviews. The chair will also notify the faculty member in question that his or her subsequent annual evaluation will be issued no later than January 15 of the following year.

II. Confidentiality

The confidentiality of the post-tenure review process must be maintained. When the decision is made to place a faculty member under post-tenure review, discussion of the post-tenure review candidate and the process should be limited to the chair, the dean, the provost and vice president for academic affairs, the president, and the tenured faculty member placed under post-tenure review. With the approval of the faculty member undergoing post-tenure review, other individuals may be involved in various aspects of the strategic development plan for the purpose of mentoring the faculty member under review. Care should be taken, however, to involve in the plan only those individuals who agree to respect the essential confidentiality of the post-tenure review process.

III. Procedures

The chair must recommend initiation of the post-tenure review process no later than January 15, and the dean's recommendation must be made no later than February 8. The decision of the provost and vice president for academic affairs on whether to support the post-tenure review process for the faculty member must be made no later than March 1.

When the post-tenure review process has been activated, the chair and the dean will conduct an in-depth evaluation. In addition to examination of the teaching, research, and service record of the faculty member from previous evaluations, the chair and dean should evaluate the overall contribution of the faculty member to the university. **Consideration and assessment of a faculty member's performance in post-tenure review must include all aspects of the faculty member's performance and cannot be limited to teaching. With respect to teaching, the total evaluation of teaching must include evaluation by student questionnaires and at least one other method.** If requested by the faculty member, the chair, or the dean, one or more external evaluators may be brought into the process.

In addition to a thorough assessment of faculty performance, a major outcome of this process is a strategic **development** plan indicating the faculty member's expected long-range contributions to the university in specific terms. Where deficiencies or areas for possible improvement are noted, the strategic **development** plan should address ways of dealing with these problems, measures of expected outcomes, and a timetable for accomplishing these outcomes. **The strategic development plan will be written by the faculty member under review in consultation with the chair and/or dean.** The strategic **development** plan, including measures of expected outcomes, if appropriate, will be detailed in a signed agreement among the faculty member, the chair, and the dean **by March 1.** The full text of this agreement is submitted to the provost and vice president for academic affairs. **The provost and vice president for academic affairs may approve, modify or reject the strategic development plan. The implementation of the strategic development plan is expected to take place by March 10.**

If the dean and the chair are unable to solicit the cooperation of the faculty member in the development of the strategic plan, the dean and the chair will prepare a plan to which the faculty member will be expected to agree by March 1. In the event that the individuals involved (dean, chair, faculty member) are unable to reach an agreement on a strategic development plan by March 1, the dean will report to the provost and vice president for academic affairs that an agreement has not been found. In such an instance, if the dean and provost and vice president for academic affairs concur, a major sanction may be issued to the faculty member at this time. If the faculty member refuses to agree to or sign the strategic development plan and elects instead to grieve the post-tenure process, the faculty member must file a formal grievance by March 10 and follow the approved time line for grieving the post-tenure review process.

Annual evaluations in succeeding years will specifically address progress toward meeting the goals outlined in the agreement **on the strategic development plan.** A faculty member who

fails to achieve the outcomes identified in the in-depth evaluation within the agreed-upon timetable may be subject to disciplinary actions up to and including a major sanction as described in the section of this Handbook entitled “Faculty Sanctions.” ~~In the event of an in-depth review under this section, the “Faculty Sanctions” and “Faculty Grievance” policies may be implemented. The policies are intended to ensure academic due process and fair treatment for faculty.~~

IV. Appeals and Grievance

A. Appeal of Post-Tenure Review: A faculty member who disagrees with the administrative decision to initiate a post-tenure review and develop a strategic plan with a timetable may file a grievance (see the section of this Handbook on “Faculty Grievance Policy,” III.A.6.

- 1. To appeal the initial decision of the chair recommending post-tenure review, the faculty member must provide supporting documentation to rebut the evaluation to the dean by February 1.**
- 2. The dean reviews all available information, makes a decision and notifies the provost and vice president for academic affairs and the faculty member by February 8.**
- 3. If the faculty member objects to the dean’s decision, he or she may appeal to the provost and vice president for academic affairs. This appeal must be made by February 15.**
- 4. The provost and vice president for academic affairs must act on the faculty member’s appeal and approve or reject the strategic development plan by March 1.**

B. Grievance of Post-Tenure Review: If a faculty member is placed on post-tenure review, then he or she must combine and respond to in one grievance all issues related to the dispute over post-tenure review: the annual evaluation, the decision to place the faculty member on post-tenure review, the requirements of the strategic plan, and the imposition of a major sanction, if issued. Regardless of the provisions of the “Faculty Grievance Policy,” III.A.6. and A. 7., the faculty member must file this grievance by March 10.

V. Annual Report on Post-Tenure Review

The provost and vice president for academic affairs will present an annual report to the deans and the Faculty Senate on the number of new and continuing post-tenure review cases and on their general outcome.

Provost Gora introduced Jane Hager, interim dean of the College of Education, who presented information on the curriculum for teacher education candidates, licensure programs available in the College, and ways in which the College is attempting to meet the shortage of teachers.

Provost Gora reported on several topics of interest expressed by members of the Committee. She and Bill McMahon presented information on the process to recruit and retain faculty, including how salaries are determined and the process to establish positions at a competitive salary. She also provided information on the exit examination of writing proficiency that is administered by the writing center, indicating that Old Dominion is the only university in Virginia to require an exit examination of writing proficiency in order to graduate. The exam is given eleven times per year and is graded on five criteria. 73 percent of the students pass the exam on the first attempt.

David Hager presented information on the Office of Civil Rights' agreements from 1979 and described joint and cooperative programs and activities with Norfolk State University. Provost Gora introduced John Heyl, Executive Director of International Programs, who presented information on the globalization of higher education and activities in the Office of International Programs, including the area of study abroad.

ADMINISTRATION AND FINANCE COMMITTEE

The Rector called on Mr. Bouffard for the report of the Administration and Finance Committee. Mr. Bouffard reported that following the tuition and fee presentation, the Committee considered the resolution and discussed the potential impacts of the State budget impasse on University operations and projects.

The following resolution, which was brought forth as a recommendation of the Administration and Finance Committee, was unanimously approved. (*Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Warren, Woolsey*)

COMPREHENSIVE FEE RESOLUTION 2001-2002

RESOLVED, that upon the recommendation of the President and the Administration and Finance Committee, the Board of Visitors approves the following comprehensive tuition cost per credit hour for the 2001-2002 academic year beginning with the Summer 2001 semester and thereafter until otherwise adjusted by the Board of Visitors. Under unusual circumstances, the President may establish tuition rates different from these approved rates. The President must notify the Board of such changes at its next meeting.

Comprehensive Fee Per Credit Hour for the 2001-2002 Academic Year

	IN-STATE		OUT-OF-STATE	
	<u>TUITION AND FEES</u>		<u>TUITION AND FEES</u>	
	<u>FROM</u>	<u>TO</u>	<u>FROM</u>	<u>TO</u>
<u>REGULAR SESSION (1)</u>				
Undergraduate (Per Cr Hr)	\$127.00	\$129.00	\$398.00	\$408.00
Graduate (Per Cr Hr)	\$197.00	\$202.00	\$521.00	\$534.00
Teaching Assistant	\$197.00	\$202.00	\$197.00	\$202.00
Research Assistant	\$197.00	\$202.00	\$197.00	\$202.00
<u>SUMMER SESSION (1) (Summer 2001)</u>				
Undergraduate (Per Cr Hr)	\$127.00	\$129.00	\$398.00	\$408.00
Graduate (Per Cr Hr)	\$197.00	\$202.00	\$521.00	\$534.00
Teaching Assistant	\$197.00	\$202.00	\$197.00	\$202.00
Research Assistant	\$197.00	\$202.00	\$197.00	\$202.00
<u>HIGHER EDUCATION CENTERS: (Within Hampton Roads) (2)</u>				
Undergraduate (Per Cr Hr)	\$127.00	\$129.00	\$398.00	\$408.00
Graduate (Per Cr Hr)	\$197.00	\$202.00	\$521.00	\$534.00
<u>TELETECHNET & OFF-CAMPUS COURSES: (Outside Hampton Roads)</u>				
Undergraduate (Per Cr Hr)	\$121.00	\$123.00	\$301.00	\$309.00
Graduate (Per Cr Hr)	\$197.00	\$202.00	\$521.00	\$534.00

(2) A graduate teaching or research assistant who has completed a master's degree or its equivalent and is admitted as a matriculated student into a doctoral program and enrolls for and completes a minimum of 9 hours of graduate credit per semester or 3 hours in the summer may be granted a waiver of full tuition and fees.

NOTE: The comprehensive fee includes a student activity fee of \$54.79 per credit hour for Norfolk campus courses, \$33.00 per credit hour for Higher Education Centers, TELETECHNET and off-campus courses; and a per credit hour technology fee ranging from \$1.34 to \$3.76 per credit hour.

(3) The per credit comprehensive tuition rate for TELETECHNET students at locations outside Virginia will be the same as in-state undergraduate and graduate tuition and fee rates at the Higher Education Centers within Hampton Roads.

(3) A flat fee rate of \$30,000 for the seven-semester Master's level Physical Therapy program will be implemented.

The Committee also considered a proposed resolution naming the Monarch Gardens Harnage Walk in honor of former vice president David F. Harnage. For reasons considered by the Committee, that resolution has been tabled for further discussion.

Mr. Bouffard reported that the Committee was slated to receive a briefing on the University's audit report for the year ending June 30, 2000. However, Glenn Loehr, the lead auditor from the Auditor of Public Accounts office, has not yet completed the audit due to periodic suspension of on-campus activities necessary to support other efforts of the Auditor of Public Accounts. Therefore, this item will be addressed by the Committee in June.

The Committee next heard a report from Deane Hennett, University Auditor, on the activities and functions of the Internal Audit Office. Mr. Hennett explained the functions of the external auditors and how the work of the internal auditors complements and builds on the work of the external auditor. He outlined the steps taken when an internal audit is performed and provided details on the internal auditor's role in the implementation of the new Banner administrative system as well as the ongoing systems reviews performed by the internal audit office. After discussion, the Chair requested the Committee members to review this information in order to discuss whether a separate Audit Committee or Subcommittee should be created and should an independent 3rd party audit be conducted at certain intervals in the future.

Vice President Fenning provided a status report on the University Village. Underground utilities are currently being installed at the site of the Constant Convocation Center, and pile caps, the floor slab, and columns and raker beams are being poured. Substantial completion of the project is scheduled for late August, 2002. 90% of the production piles have been driven for the parking structure, and the foundation and columns are being poured. This project is expected to be substantially completed by late May, 2002. The installation of underground utilities are also currently underway.

Mr. Fenning also briefed the Committee on the six-year capital budget process and the University's capital requests for the next three biennia. Funding for the Engineering and Computational Sciences Building Equipment is the University's highest priority request for the 2002-2004 biennium, as are proposed major renovations of the Technology and Batten Arts and Letters buildings.

At the Committee's request, Mr. Fenning provided a brief summary of net revenues derived from contracts with outside agencies. He also provided an overview of current and planned Maintenance Reserve Projects, including those that would be deferred as a result of the recent budget reduction actions of the Governor. Vice President Fenning stated that the University has again been notified that it has met all the Management Standards for Institutions of Higher Education. Finally, he noted ridership in the HRT Program by students, the University's continuing reduction of the default rate with Federal Student Loan Programs, and the receipt of additional Federal Workstudy funds.

Vice President Fenning reviewed the status of the Maglev Demonstration Project, including recent addenda to the agreements with American Maglev Technology. The report focused on the project's oversight and management, intellectual property issues, participation by faculty and students from the College of Engineering and Technology, and project acceptance and operation.

The Committee concluded its regular agenda with a review of standing reports on the status of capital outlay projects and a report on University investments.

The Committee then reconvened in executive session for the purpose of reviewing certain departments of the university. Following executive session, the committee reconvened in open session and no action was taken.

INSTITUTIONAL ADVANCEMENT COMMITTEE

The Rector called on Ms. Atkinson for the report of the Institutional Advancement Committee. Ms. Atkinson reported that Vice President Broderick reported that a campus committee has been meeting for the past month to prepare for president-elect Roseann Runte's inauguration which is scheduled for October 11, 2001. He indicated that a week's worth of activities is being planned, including Founders' Day, an academic symposium, a concert and an art gallery opening. Ms. Graeber has been serving as the Board's representative to this committee.

It was announced to the Committee that Charlie Roddy, Assistant Vice President and Director of Alumni Relations for the past five years, is resigning and relocating closer to his family in Massachusetts. The Committee acknowledge his significant contributions to the alumni program.

Page Anderson, Director of the Annual Fund campaign, presented a plan for the New Dominion Fund. The total to date for the Capital Campaign is \$59,671,901, while the 2000 Annual Fund Campaign ended the year raising \$2,300,590.

Ms Alice McAdory, Acting Director of Admissions, discussed the University's scholarship competition held February 17-18, 2001. Mr. Nabeel Querishi, a participant in the competition and recipient of a Dominion Scholarship talked about his experiences in the competition and why he chose to attend Old Dominion University. The Committee was impressed with his presentation and the fact that he scored 1550 on his SAT scores and will be attending the University with plans to continue on at EVMS.

Ms. McAdory also introduced four students who served on a panel at Admissions Open House. Ms. Jasmine Harris, Ms. Shannon Riley, Mr. Keith Nell and Mr. Chris Vion gave a mock presentation and invited questions from board members.

STUDENT AFFAIRS COMMITTEE

The Rector called on Mr. Villanueva for the report of the Student Affairs Committee. Mr. Villanueva reported that the Committee's time was spent interviewing candidates for the student representative to the Board of Visitors. After interviewing five highly qualified candidates, the Student Affairs Committee recommends for the Board's approval Mr. D. Michael Arendall as the 2001-2002 student representative, and Catherine Tynes as the first alternate.

Before voting on the resolution, Mr. Villanueva briefly discussed the Committee's reasoning in making its recommendation. Mr. Toscano was highly praised for his exemplary service as the student representative this year; however, the Committee concurred that the opportunity should be given to as many students as possible, and thus felt that the student representative should not succeed himself or herself. It was reiterated that this was not a change to the policy, but just the Committee's view which is not binding on future boards. Dr. Hilgers questioned why a second alternate was not chosen, and Ms. Graeber commented that the Committee felt that a second alternate was not necessary at this time. Should the need arise for a second alternate, candidates would be re-interviewed at the appropriate time.

Mr. Toscano expressed his appreciation to the Board for the opportunities provided to him as student representative, and offered his congratulations to Mr. Arendall on his appointment as the new student representative.

The following resolution, which was brought forth as a recommendation of the Student Affairs Committee, was unanimously approved. (*Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Warren, Woolsey*)

RESOLUTION APPOINTING STUDENT MEMBER TO THE BOARD OF VISITORS

RESOLVED, that in accordance with the Board of Visitors Bylaws and upon recommendation by the Student Affairs Committee, the Board of Visitors approves the appointment of D. Michael Arendall as the student representative to the Board, whose normal term shall expire 14 August 2002; and

BE IT FURTHER RESOLVED, that in accordance with the Board of Visitors Bylaws, and upon the recommendation of the Student Affairs Committee, the Board of Visitors approves the appointment of Catherine Tynes as the first alternate.

OTHER COMMITTEE REPORTS

PRESIDENTIAL TRANSITION COMMITTEE

The Rector called on Ms. Graeber for a report of the Presidential Transition Committee. Ms. Graeber reported that the Committee met with Dr. Runte on March 16 and plans to meet again with her on May 25th. She expressed her appreciation to President Koch, Ellie Costulis and Donna Meeks for their assistance to the Committee. She commented that President Koch has done a outstanding job of orienting Dr. Runte to the community, and explained that the Committee will continue its work after the transition takes place. On the transition committee itself, Mr. Wagner is in charge of ensuring that Dr. Runte is introduced to all communities of various ethnic and racial backgrounds. Ms. Atkinson will work with Ellie to coordinate Dr. Runte's introduction to the business community, and Mrs. Dorothy Doumar will assist in introducing Dr. Runte to the arts community. And, as was stated previously, Ms. Graeber indicated that she serves as the Board's representative to the Inauguration Steering Committee.

BYLAWS REVIEW COMMITTEE

The Rector called on Dr. Hilgers for a report of the Bylaws Review Committee. Dr. Hilgers indicated that the Committee met on April 2nd and all board members were sent the latest draft of the Bylaws revisions that incorporated, as much as possible, the issues discussed at the retreat. The proposed bylaws revisions have also received extensive review by the Office of the Attorney General and a determination has been made on a number of issues, for example, having non-members voting on committees. Given the complexity of the process, it is not anticipated that the bylaws will be ready for the Board's approval at the annual meeting in June. He encouraged board members to review the latest draft and provide input to the committee as soon as possible.

The Rector commended Dr. Hilgers for the extensive work he has put into this effort, while balancing his duties in the General Assembly. He also encouraged members to review the bylaws closely and provide their comments to Dr. Hilgers and his committee.

OLD/UNFINISHED BUSINESS

The Rector asked if there was old or unfinished business. There was none.

NEW BUSINESS

The Rector recognized Ms. Graeber, who made a motion that the Board of Visitors approve the resolution that was discussed earlier during executive session. The motion was seconded by Mr. Bouffard and the following resolution unanimously approved. (*Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Warren, Woolsey*)

RESOLUTION OF APPRECIATION

James V. Koch

WHEREAS, James V. Koch has served as Old Dominion University's president since July 1, 1990; and

WHEREAS, during his presidency, James V. Koch has steered Old Dominion on a course of excellence with his vision, energy, leadership and intelligence; and

WHEREAS, under President Koch's leadership, the decade of the 1990s was a time of incredible growth for Old Dominion University; and

WHEREAS, during President Koch's tenure, Old Dominion University's national reputation has grown, both among its peers and in the circles of government; and

WHEREAS, Old Dominion's reputation as a fiscally sound institution was also enhanced during President Koch's tenure, with the University having met the Commonwealth's Management Standards for the last eight years and having significantly improved its audits, including perfect audits the last two years; and

WHEREAS, the main campus of Old Dominion University has become a point of pride for the Board of Visitors as well as the faculty, staff, students and neighbors, due to the campus beautification efforts initiated by President Koch; and

WHEREAS, the Koch years also brought enormous physical growth to the greater campus of Old Dominion University, with the establishment of higher education centers in Virginia Beach, Hampton, Suffolk and Northern Virginia, and distance learning sites throughout the Commonwealth and beyond; and

WHEREAS, these higher education centers, the construction of the Ted Constant Convocation Center and the development of the University Village are a tribute to President Koch's vision, tenacity and ability to forge partnerships for the mutual benefit of Old Dominion University, local municipalities and the citizens of the Commonwealth; and

WHEREAS, finally and most significantly, President Koch's vision and spirit of entrepreneurship has made TELETECHNET a household word for the citizens of the Commonwealth and has transformed Old Dominion into a national and international leader in distance learning; and

WHEREAS, in addition to these accomplishments, President Koch has continued his teaching and scholarship, as well as making an enormous contribution to the military, civic and business communities of Hampton Roads.

NOW, THEREFORE, BE IT RESOLVED, that, as a tribute to President James V. Koch for his extraordinary leadership, his unfailing devotion, his unparalleled business acumen and his remarkable success, the Board of Visitors wishes to publicly express its gratitude to him for his years of service to Old Dominion University, and its appreciation that he will continue to be a part of the Old Dominion family as President Emeritus and Board of Visitors Professor of Economics.

BE IT FURTHER RESOLVED, that these words shall be spread upon the minutes of the Board of Visitors and an appropriately framed Resolution will be presented to James V. Koch at his farewell reception on 27 April 2001.

CALL TO ORDER AND MOTION FOR EXECUTIVE SESSION

The Rector recognized Secretary Atkinson, who made the following motion: "Mr. Rector, I move that this meeting be recessed, and that we reconvene in Executive Session for the purpose of discussing representation by the AG's office in connection with current construction projects and related matters, as permitted by Subsection (A), Paragraphs (1) and (7) of Section 2.1-344 of the Code of Virginia.

The motion was seconded and unanimously approved. *(Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Paige, Perry, Villanueva, Wagner, Warren, Woolsey)*

RECONVENE IN OPEN SESSION AND FOIA CERTIFICATION

At the conclusion of executive session, the meeting reconvened in open session, at which time the Rector called for the Freedom of Information Act certification of compliance that (1) only public business matters lawfully exempted from the open meeting requirements under the Freedom of Information Act were discussed and (2) only such public business matters as were identified in the motion by which the executive session was convened were heard, discussed or considered. The certification of compliance vote was fifteen in favor and none opposed. *(Atkinson, Beamer, Bouffard, Cheng, Graeber, Haddad, Hamm, Hilgers, Lechler, Perry, Villanueva, Wagner, Warren, Woolsey)*

With no further business to be discussed, a motion to adjourn was made, seconded and unanimously approved. The meeting adjourned at 4:20 p.m.