

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS
December 12, 2003**

MINUTES

The Board of Visitors of Old Dominion University met in regular session on Friday, December 12, 2003, at 1:15 p.m. in the Board Room of Webb University Center on the Norfolk campus. Present from the Board were:

Frank Batten, Jr., Rector
Kendra M. Croshaw
David W. Faeder
Mary C. Haddad
James A. Hixon
William M. Lechler
Prabhav Maniyar
Ross A. Mugler
Scott D. Pattison
Katherine A. Treherne
Patricia M. Woolsey

Absent were:

Henry P. Bouffard
Nancy P. Cheng
Conrad M. Hall
Walter D. Kelley, Jr.
William E. Russell
Moody E. Stallings, Jr.

Also present were:

Roseann Runte, President	Susan MacDougall
Julie R. Adie	Richard Massey
Robert L. Ash	Donna W. Meeks
Judy Bowman	Delceno Miles (<i>SCHEV</i>)
John R. Broderick	Jennifer Mullen
Dana D. Burnett	Nabeel Qureshi (<i>Student Representative</i>)
C. Tabor Cronk	Donald Runyon
Stephen Daniel	Chuck Steenburgh (<i>SCHEV</i>)
Robert L. Fenning	Ronald Tola
Andy Fox (<i>WAVY-TV</i>)	Karen Travis
Adam Gross (<i>Ayers Saint Gross</i>)	Cecelia Tucker
Thomas L. Isenhour	Philip Walzer (<i>Virginian-Pilot</i>)
David Loope	F. Richard Whalen
Susan MacDougall	

CALL TO ORDER

The Rector called the meeting to order at 1:00 p.m. and announced that, unless there were objections, the order of the Agenda would change to allow Mr. Gross to give his presentation on the Master Plan near the beginning of the meeting, and to move the Closed Session to near the end of the meeting immediately preceding the report of the Presidential Evaluation and Compensation Committee. There were no objections and the Agenda was accepted as revised.

SCHEV'S 2004 SYSTEMWIDE BUDGET AND LEGISLATIVE RECOMMENDATIONS

President Runte introduced Delceno Miles, member of the board of the State Council of Higher Education in Virginia. Ms. Miles, in turn, introduced Chuck Steenburgh, SCHEV's Director of Communications and Government Affairs. Ms. Miles distributed a pamphlet describing the 22 initiatives included in SCHEV's legislative proposal and indicated that SCHEV continues to lobby for these initiatives. Discussions have been held with both the Virginia House and Senate, and have had more success in its discussions with the Senate. She asked for the Board's support for these funding priorities and especially in communicating the necessity of funding things priorities to members of the House as well as the Senate. The three categories of concern and emphasis are faculty salaries, base adequacy and financial aid for higher education students. She also sent greetings on behalf of Carl Kelly, SCHEV's Chairman, and reported that the Board is currently involved in a search to replace Phyllis Palmiero as Director. She invited Board members to offer suggestions for individuals to serve in this important role; currently Nancy Cooley is serving as Acting Director.

Mr. Steenburgh called the Board members attention to the 22 initiatives detailed in the brochure. These initiatives refer to the three goals from the systemwide Strategic Plan (enrollment growth, research, and instructional quality) as well as the broad overarching goal of affordability of, and access to, higher education. Underlying everything is base adequacy - without some effort toward making good on its commitments, the Commonwealth will not be able to move forward on any of these other proposals. SCHEV's purpose in publicizing this brochure is to document the needs that exist, and to realistically spread the catch-up funding over a number of years. SCHEV proposes a four-year period for doing so, which would still cost approximately \$1 Billion to achieve in the next biennium alone.

SCHEV's proposal also recommends that Boards of Visitors be given complete flexibility in setting tuition rates in order to apply these funds to meet base adequacy along with other sources of funding such as new facility operations and maintenance, the eminent scholars program, and indirect research recoveries. In order to illustrate what it would mean if students were expected to bear the full cost of achieving base adequacy, it would require an 8% systemwide tuition increase, per year, for the next four years, on top of the 46% systemwide increase over the past two years as the result of budget reductions.

In response to a question from Provost Isenhour, who asked if SCHEV is considering how such tuition increases would selectively affect institutions, Mr. Steenburgh stated that their proposal to grant individual Boards the flexibility to set tuition recognizes the disparity among institutions. In

addition, their proposal also stipulates that, to the extent that institutions raise tuition, a percentage of that tuition revenue should be held aside for financial aid.

President Runte emphasized the great funding disparity that exists among the Commonwealth's colleges and universities, noting that Old Dominion is one of the most underfunded schools at 77% of base adequacy. And while there are some institutions that are underfunded and charge high tuition, and there are institutions that are funded well and charge low tuition, Old Dominion is an institution is underfunded but still charges relatively low tuition. She proposed that any base adequacy funding appropriated by the General Assembly be targeted first at those institutions that receive the least amount of funding - Old Dominion, Christopher Newport and the community colleges - and bring these funding level to at least 85% before allocating base adequacy funds to the other institutions who are already at 85% or greater.

Ms. Miles stated that SCHEV recognizes the fact that every campus in this Commonwealth is unique, and does not embrace a "one-size fits-all" approach. One of their goals is to educate the legislators about the uniqueness of these campuses. However, with 61,000 new students to prepare for, and with no promise of funding to accommodate that growth, alternative funding strategies are also being considered. As they are developed, SCHEV will seek feedback from each of the institutions to ensure that these strategies can accommodate the needs and financial challenges facing us all.

President Runte stated that Old Dominion has tried to be innovative and creative in proposing a solution that would assist the Commonwealth in dealing with such a large influx of new students. Ms. Miles noted that this has been recognized and appreciated. She also commented that this is not the time to be polite; this is the time to go in and ask for what is needed and emphasize that higher education is just as much a factor in economic development as transportation if not more so.

Ms. Haddad expressed her concern that Old Dominion's enrollment growth proposal was not mentioned in SCHEV's proposal. And while Mr. Steenburgh commented that SCHEV does not typically consider institutional proposals, Ms. Haddad emphasized that Old Dominion's proposal would not only benefit Old Dominion, but would benefit the entire Commonwealth of Virginia.

At the conclusion of the discussion, President Runte thanked Ms. Miles and Mr. Steenburgh for their visit and expressed her hope that this type of dialogue will continue. The Rector also expressed his appreciation for the SCHEV advocacy role in advancing higher education.

MASTER PLAN PRESENTATION

Robert Fenning, Vice President for Administration and Finance, briefly described the master planning process that occurred during the 1990s, which led to the development of the Master Plan in 1995, and the in-house efforts that have taken place in the last several months to assess the current and projected space needs for the University's instructional programs, research initiatives, and support areas. As part of this effort, specific studies were undertaken to assess the athletics and recreational, student union, and parking and transportation needs of the institution. The Administration and Finance Committee heard reports from these consultants at its meeting earlier

in the day. Adam Gross, a principal with Ayers Saint Gross, who served as the University's consultant in the development of the 1995 Master Plan, was once again hired by the University to pull these component pieces together into a coherent, updated Master Plan.

Mr. Gross provided a brief background of his firm, which focuses exclusively on facilities planning and design for higher education institutions. He commented that in planning a campus, one must see individual decisions in the context of decades, not years, and no one building is more important than the campus as a whole. Having a long-range plan, or vision, for the institution allows you to be confident that every decision you're making leads toward that vision. A good master plan is one that is focused more on the spaces between the buildings than the buildings themselves - creating quadrangles, open spaces and campuses that are not only beautiful, but functional as well.

Mr. Gross described the process undertaken in 1993 which culminated in the 1995 Master Plan. This plan included the site for the University Village and Convocation Center, the new TELETECHNET building to house Distance Learning, new science buildings, and extension of athletic facilities. The plan also called for the shifting of parking to the periphery of the campus to create a more walkable campus, in order to begin transforming the campus from a commuter campus to a campus that feels more like a residential university. Since the plan was finished, 1.2 million square feet of buildings have been built.

A more aggressive process was used in updating the Plan, and involved an intense, three-day charette where consultants and university administrators interacted with hundreds of individuals, including students, faculty, staff, neighbors, and both technical and elected city officials. These discussions culminated in the development of the draft plan that is being presented today.

Mr. Gross compared the existing campus with the proposed campus under the revised plan. He pointed out that the existing campus is still primarily covered in asphalt. The revised plan attempts to extend the existing pattern of the campus in order to organize buildings, create outdoor spaces and quadrangles and reconfigure parking and traffic to improve the pedestrian experience. It also strives to increase the density of building development to accommodate growth. He noted that Old Dominion does not have enough square footage for its current student population.

Housing became a real thrust of a lot of discussions. Data have shown that the higher the percentage of housing, combined with the lower percentage of on-campus parking, typically equals the highest ranking in *US News and World Report*. It was concluded that Old Dominion's goal should be to house 50% of the undergraduate student population on campus, which would equate to approximately 6,200 beds. With the addition of the student residences in the University Village, and the longer-term proposal to tear down Powhatan I and II, there remains a need to build approximately 5,000 additional beds.

Mr. Gross then reviewed the proposed phasing of the updated Master Plan. The first phase would include the addition of the new Physical Sciences building, a new parking structure, and some ongoing development in the Village, including the new shopping center. Once that parking structure is built, the greening of the campus could begin with the addition of playfields, the shift of surface parking to the garages, the development of more recreational and athletic facilities, and increasing development in the Village, including the addition of affinity housing for Greek organizations.

The next phase would add another parking structure by the existing Foreman Field, allowing for an addition to Webb Center and the elimination of surface parking near the Library and between Webb Center at the Recreational and Athletic Complex to create two new quads. With the addition of housing between Webb Center and the Recreational and Athletic Complex, the distance between those two structures would shrink. A second parking structure and addition to the Diehn Fine & Performing Arts Building, along with additional recreational facilities, are included in this phase and would amount to 15 to 20 years of growth, depending on funding.

The next phase includes the demolition of Powhatan I and II, reconnecting that part of campus back to the waterfront. A new oceanography building, new housing, and an additional large parking structure completes the final phase of the plan.

At the conclusion of his presentation, Mr. Pattison asked about the planned development of the waterfront. Mr. Gross commented that the addition of the new golf course will provide a better visual buffer to the south of the campus. Proposed for the west side of campus, adjacent to the waterfront, are the addition of recreational fields south of the existing housing as well as additional facilities for boat storage and improvements to the boardwalk. President Runte added that the possibility of building a faculty club and conference facilities on top of the parking structure near the waterfront is also being considered.

Ms. Haddad asked about plans for bike paths on campus. Mr. Gross commented that a bike system is one of the most complicated things to design and design well. The best bike campuses are those that separate the bike lanes from pedestrian walkways. A biking system is one aspect of the plan that will be developed as the overall plan is followed up by more detailed, second order plans, especially since the geography and climate make this an excellent location for biking. And, while Old Dominion's campus can become one of the best walking campuses in the country, the need still exists for other means of transportation, such as shuttle buses, the Maglev system, etc.

The Rector asked President Runte and Vice President Fenning to briefly explain how the plan will be financed. President Runte indicated that some of the proposed buildings will be funded with funds received from the General Obligation Bond referendum. Vice President Fenning explained the financial strategies that were put into place several years ago to create fund balances in support of these projects. He added that Sports Plan Studio conducted an online survey, the results of which indicated that students place improved recreational facilities at a very high priority. In fact, over 70% of respondents indicated that a \$50 per semester charge for such a facility would not be unreasonable. Once Sports Plan Studio issues its final report that addresses projected renovation and construction costs, additional financial planning will take place. However, the first two phases in the revised plan are legitimately accomplishable, given either the GOB projects, fund balances that have accrued, as well as the Village investments. Mr. Gross added that the strategy most often used to fund open spaces, such as quadrangles and walkways, is to present these as naming opportunities through the institution's development operation.

Vice President Fenning commented that, because of the extensive participation by the City technical staff and elected officials, as well as the neighborhood, we have been able to incorporate into the revised plan approximately 150,000 s.f. of research space, over 200,000 s.f. of academic space, increase the number of student beds, and expand recreation and athletic facilities, all within the

campus boundaries established by the 1995 Plan. And this is done while also achieving the objective of making it a more pedestrian and residential campus. By closing Elkhorn Avenue (while maintaining access for special events and emergencies) and creating a quad, the academic core will now expand from Hampton Boulevard to Powhatan Avenue, creating a much larger, livable campus.

In response to a question from the Rector regarding the need to acquire additional land on the west side of Hampton Boulevard, Mr. Fenning indicated that, because the 1995 Master Plan identifies 49th Street as its northern boundary, the updated plan would require at some point the acquisition of land from 48th to 49th Streets. He added that the updated plan also calls for private development of market-rate housing along the southern boundary of 43rd Street once it is expanded to four lanes with a central median. This concept was embraced by the neighborhood representatives.

Mr. Mugler asked what would happen with Foreman Field if it was designated as an historical landmark. Mr. Fenning indicated that such a designation, which is possible given that it was a WPA constructed facility, would limit its adaptive use or its demolition.

The Rector complimented Vice President Fenning and Mr. Gross and all who were involved in the development of the updated plan. He encouraged the administration to move as quickly as possible on developing the housing and parking structures and other projects that do not require general funds. Mr. Lechler asked if any members of the Board of Visitors were involved in the planning process. Mr. Batten commented that this was now the time for the Board to become involved. Vice President stated that this revised plan was developed as a draft for ultimate approval by the Board and the goal of the initial planning was to bring in all the technical people and neighborhood representatives to put together a draft for the Board's review. Based on comments received, the final plan will be developed for presentation to the Board for its approval at either the April or June meeting. The Rector encouraged Board members to contact President Runte or Vice President Fenning if they had any comments to share or are interested in a more detailed presentation.

APPROVAL OF MINUTES OF SEPTEMBER 11, 2003 MEETING

The Rector asked for approval of the minutes of the regular meeting held on September 11, 2003. Upon a motion made by Ms. Haddad and seconded by Mr. Mugler, the minutes were unanimously approved as distributed by all members present and voting. (*Croshaw, Faeder, Haddad, Hixon, Lechler, Maniyar, Mugler, Pattison, Treherne, Woolsey*)

RECTOR'S REPORT

The Rector indicated that he had no report.

PRESIDENT'S REPORT

The Rector called on the President for her report. President Runte made the following statement regarding the Maglev project: "I wanted you remind you all that it was a real complex issue with

many parties involved. The parties involved include AMT, which owns the technology and the system; the federal government, which made available an earmark; the Research Foundation, who will continue work on the train; and the University and some of the faculty who have been involved in research. There are companies who are dealing with AMT. What has happened is that several companies have filed suit against AMT for nonpayment of bills, and they also filed suit against the University. A Stop Work Order was issued by the Federal government until this is settled. A meeting of all parties concerned was held last week and this week Bob Fenning and Bob Ash reported to the FRA in Washington. The results of all of these meetings were quite positive and I remain hopeful that the outcome of all of this will be positive. I would like to thank Bob Fenning, Bob Ash, Ron Tola, Jerry Creedon, Nora Barnes and Tabor Cronk for all of their work, because they have been working very, very hard on trying to make this project come out well.”

Mr. Lechler asked if the safeguards previously agreed upon by the Board are still in place, specifically, that the University would never be at risk financially and that bonding would be in place to allow the Board to remove the structure at no cost to the University should they decide, at some point, discontinue the project.

Vice President Fenning explained that, at the time of the initial construction, the contractor (American Maglev Technology) hired a firm called Aviation Contractors, Inc., as the construction managers, who in turn hired Magann Construction as the primary contractor for the construction of the guideway. The contract included both the construction of the guideway and its demolition, if necessary. The project had both a performance bond as well as a payment and material bond. However, because it’s been well over a year since the contract had been completed for construction, the performance bond for the demolition has lapsed, but the contract is still in place. This contract would be used to issue the performance bond on the part of the contractor to dismantle the system if necessary.

In response to further questioning by Mr. Lechler, Mr. Fenning explained that, under the original agreement, AMT would design and construct and take to a certifiable operating system, a Maglev system. And at such time it was successful, it would then gift that system to Old Dominion University. AMT owns the guideway, the station and the vehicle. Therefore, AMT had contracted for all of the work that took place, including the research and development in Florida, the construction that took place here on campus, and the design and construction of the system. AMT chose to contract with Magann to construct the system as well as to demolish the system, and the performance bond, because of that contract, is a performance bond on the part of the general contractor. The contract still exists for Magann to dismantle the system if that decision is made. The performance bond is something that Magann would post if they were unable to do so with the existing contract. Therefore, if the Board of Visitors acted today to dismantle the system, the University would advise AMT and AMT would then instruct Magann to do so, at no cost to the University.

Without going into specifics about the current litigation between AMT and its subcontractors, Mr. Fenning explained how the University acted as the conduit for the \$7 million loan by the state in support of the project. In the process of doing the dispensing of those funds, up until the time that the \$7 million loan was utilized, the only construction that took place on the campus was the guideway and therefore the contracts and the performance and payment bonds were submitted to the

institution for that purpose. At the time that the project was suspended, the guideway had been completed, the track had been purchased and partially installed on campus, the vehicle had been fabricated and the R&D facility in Florida had been established and testing had taken place. The vehicle was then brought to the campus. At that point, what appears to have happened is that AMT elected to spend additional dollars over and above what was included in the schedule of values to try to improve the vehicle's control system, but according to the lawsuits filed by the subcontractors, failed to make any payments for the work that had taken place on the stations. One could speculate on whether contracts and performance bonds exist on the stations, but on the rest of the system for which the University was dispersing funds from the State, contracts and performance and payment bonds were in place.

At the conclusion of this discussion, the Rector commented that he is optimistic that the Maglev system will be operational at some point and that it will not have to be demolished.

President Runte continued with her report. She indicated that last fall the Board members received a letter from the Attorney General advising of the need for all universities race-blind admissions and other policies and practices. At that time, she indicated that she would request a study of the University's policies and practices. That was undertaken, and she reported that the final results of that study indicate that there is no problem at Old Dominion University. She is, however, on the advice of Mr. Cronk, sending that report to the Attorney General's Office to request their concurrence and approval.

The President distributed information related to base adequacy funding that shows Old Dominion's funding, at 77% of the guidelines, relative to the other institutions in the Commonwealth. She has written to all legislators in an effort to make them aware of this significant funding discrepancy. She also distributed an article which appeared in a Maryland announcing the creation of the Mid-Atlantic Regional Spaceport (MARS) at Wallops Island, VA. She noted that the Virginia Spaceport has existed at Wallops Island for several years and Maryland has now joined in this endeavor.

President Runte announced the opening of the Bioelectronics Center and noted several searches currently underway for University Librarian, Dean of Engineering and Vice President for Research. Faculty and administrators are involved in preparations for the eventuality that the Enrollment Proposal is included in the Governor's budget, which will be announced on December 17th. Following his announced budget, a prepared analysis will be shared with the University community.

The President distributed copies of articles written about base adequacy, one written by her and two written by members of the General Assembly. She also distributed a brochure from the College of Business and Public Administration highlighting community outreach activities. She also noted the Education Promise program through the College of Education and its agreement with the top primary school in Washington. Dean Graves is very highly regarded and the College is considered a model by school superintendents. This is particularly gratifying considering that Old Dominion University is the largest provider of educators in the Commonwealth.

President Runte distributed copies of two articles featuring the design work for the University Village. She noted that Old Dominion and the Real Estate Foundation received the Committee's

Choice Award from the Hampton Roads Association for Commercial Real Estate. She also distributed copies of an article related to tuition costs across the country.

The President stated that enrollment has increased as has the quality of the student body. Old Dominion University was listed in *The Princeton Review* as one of the Top 96 Universities and Colleges in the East. The Financial Campaign continues and she hopes to share the Campaign video at the next meeting.

The President of EVMS has been invited to Old Dominion's December commencement ceremony to present the joint degrees to represent the rapprochement between the two institutions. She announced that Old Dominion has been chosen as the host site for the annual COVITS conference. This large, international technology conference has always been held either in Blacksburg or Northern Virginia, but this year the University received assistance from the City of Norfolk to attract it to this area. Additionally, President Runte will be joined by her colleagues from all of the colleges and universities in this region on the organizing committee and each has contributed financially to the conference.

Upcoming events include Commencement with Elie Wiesel as the keynote speaker, Research Day, a joint lecture by Admiral Gehman and a Nobel prize winner in the Spring about the space shuttle.

President Runte reported that she was elected as Commissioner for Virginia for the Commission on Colleges for the Southern Association of Colleges and Schools, which is the accrediting body for this institution. She was also named President of the Commission on International Education for the American Council on Education.

REPORTS OF STANDING COMMITTEES

ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE

The Rector called on Ms. Woolsey for the report of the Academic and Research Advancement Committee. Ms. Woolsey reported that the Committee approved, by unanimous vote, the resolutions on faculty appointments, administrative appointments, and a TELETECHNET site director appointment. The following resolutions were brought forth as recommendations of the Academic and Research Advancement Committee and were unanimously approved by all members present and voting. (*Croshaw, Faeder, Haddad, Hixon, Lechler, Maniyar, Mugler, Pattison, Treherne, Woolsey*)

FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the following faculty appointments.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Stephen L. Bültmann Research Assistant Professor of Physics	\$60,000	10/20/03	12 mos

Dr. Bültmann received his Ph.D. in Physics from Bielefeld University (Germany) in February 1996. He comes to Old Dominion University from the Brookhaven National Lab (Upton, NY) where he worked as a Research Associate in the Physics Department. He has also held positions as Research Associate at the University of Virginia (1996-2000) and Jefferson Lab (2000). He is an internationally known expert on polarized targets and has published in excess of 30 papers in peer-reviewed journals.

Ms. Sharon C. Stull Instructor of Dental Hygiene	\$40,000	8/25/03	10 mos
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Ms. Stull received a B.S. and an M.S. in Dental Hygiene, in 1996 and 2002 respectively, from Old Dominion University. Since 1999, she has been an Adjunct Faculty member at the Dental Hygiene Care Facility and the Oral Radiology Laboratory at Old Dominion University. Ms. Stull is also employed as a Registered Dental Hygienist for a private practice.

Ms. Heather M. Thesier-Powers Instructor of Early Childhood, Speech Language Pathology and Special Education (Child Development Center)	\$32,000	8/10/03	10 mos
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Ms. Thesier-Powers received a Master's in Early Childhood Education and a B.S. in Interdisciplinary Studies, in 2002 and 1999 respectively, from Old Dominion University. Since February 2003, she has been a Long-Term Substitute Instructor in the Child Development Center at Old Dominion University. From 1999-2002, Ms. Thesier-Powers worked for YMCA Early Discoveries.

Dr. E. Glenn Whitlock Instructor of Mathematics and Statistics	\$33,000	11/1/03	10 mos
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Dr. Whitlock received a Ph.D. in Economics in 1962 from Columbia University, an M.S. in Mathematics in 1993 from Old Dominion University and a B.A. in Economics in 1957 from the University of Virginia. He has taught at the College of William and Mary, Tidewater Community College, Troy State University and Old Dominion University.

APPOINTMENT OF AREA COORDINATOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Ms. Sandra L. Adams as Area Coordinator, Residence Life, Office of Student Services, effective September 15, 2003.

Ms. Adams received an M.S. in Education and a B.S. in Elementary Education, in 2002 and 1988 respectively, from Old Dominion University. Since 2002, she has been a Residence Hall Director, Office of Student Life and Housing, at Abraham Baldwin Agricultural College. Prior to that, Ms. Adams was an Intern for the Office of Residence Life at Old Dominion University.

Salary: \$27,000 for 10 months

Rank: Area Coordinator and Instructor

APPOINTMENT OF ADMISSIONS COUNSELOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Ms. Crystal C. Anderson as Admissions Counselor, effective September 10, 2003.

Ms. Anderson received a B.S. in Communication in 2002 from Old Dominion University. Since 2002, she has been a Teller at Wachovia Bank. Ms. Anderson was also a Public Affairs Intern for the United States Navy, Commander, Operational Test and Evaluation Force and a Student Ambassador at Old Dominion University.

Salary: \$25,000 for 12 months

Rank: Admissions Counselor and Assistant Instructor

**APPOINTMENT OF MANAGER OF ENGINEERING
AND TECHNOLOGY SERVICES
NORTHERN VIRGINIA CENTER**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Ms. Cynthia D. Ballentine as Manager of Engineering and Technology Services, Northern Virginia Center, effective December 10, 2003.

Ms. Ballentine received a Bachelor of Arts in Political Science and Economics in 1976 from Mary Washington College. Since 1999, she has been the Telecourse Production Shift Supervisor at Old Dominion University. Ms. Ballentine has over twenty years in broadcasting, including experience

in field engineering, video conferencing, satellite uplinking and downlinking, master control operations, faculty and student support services, and project coordination.

Salary: \$60,000 for 12 months

Rank: Manager, Engineering and Technology Services, Northern Virginia Center and Assistant Instructor

**APPOINTMENT OF ASSISTANT ATTORNEY GENERAL
AND SPECIAL COUNSEL**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Mr. C. Tabor Cronk as Assistant Attorney General and Special Counsel, effective September 10, 2003.

Mr. Cronk received an LL.B. in 1966 from Washington and Lee School of Law and a B.A. in History in 1962 from Virginia Military Institute. Since 1983, he has been in the Office of the Attorney General in Richmond. Prior to that, Mr. Cronk was a Sole Practitioner in Richmond, Virginia.

Salary: \$120,000 for 12 months

Rank: Assistant Attorney General and Special Counsel and Assistant Professor

APPOINTMENT OF ASSISTANT SAILING COACH

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Ms. Samantha Ficksman as Assistant Sailing Coach, Office of Athletics, effective September 10, 2003.

Ms. Ficksman received a B.S. in Recreation and Leisure Studies from Old Dominion University where she was a sailing All-American, team captain, and competed in six national championships. She has 11 years of professional involvement in the sailing and marine industry encompassing teaching, coaching and sailing on vessels ranging from traditionally rigged ships to off shore vessels. Most recently she coached at J-World Performance Sailing School in Annapolis, MD.

Salary: \$25,000 for 12 months

Rank: Assistant Sailing Coach and Assistant Instructor

**APPOINTMENT OF ASSISTANT DIRECTOR
OF PLANNING AND DEVELOPMENT**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Ms. Elizabeth Gualdoni as Assistant Director of Planning and Development for Distance Learning, effective November 10, 2003.

Ms. Gualdoni received an M.S.W. in Human Services Management from Boston University in 1996 and a B.S. in Psychology from Virginia Commonwealth University. Since 2001, she has been a Program Development Specialist for the Massachusetts Department of Social Services in Boston.

Salary: \$38,000 for 12 months

Rank: Assistant Director of Planning and Development and Instructor

**APPOINTMENT OF REGIONAL DIRECTOR
FOR CENTRAL/SOUTHWEST VIRGINIA**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Mr. Mark Halsey as Regional Director for Central/Southwest Virginia, Distance Learning, effective October 10, 2003.

Mr. Halsey received an M.B.A. in 1979 from the University of Georgia and a Bachelor of Business Administration in 1977 from James Madison University. He is currently working on a Ph.D. in Policy Sciences at the University of Maryland, Baltimore County. Mr. Halsey founded and continues to be the Director of the Graduate Program in Nonprofit Management (MS and MBA degrees) at Eastern University.

Salary: \$55,000 for 12 months

Rank: Regional Director, Central/Southwest Virginia, and Instructor

APPOINTMENT OF ASSISTANT TO THE PRESIDENT

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Dr. David R. Loope as Assistant to the President, effective September 25, 2003.

Dr. Loope received a Ph.D. in Higher Education Administration in 1993 from the College of William and Mary, an M.A. in English in 1988 from Wake Forest University and a B.A. in English in 1986 from the University of Tennessee. Since 1994, he has been the Coordinator of Academic Affairs for the South Carolina Commission on Higher Education (the equivalent of SCHEV in Virginia).

Salary: \$64,000 for 12 months

Rank: Assistant to the President and Assistant Professor

APPOINTMENT OF RESEARCH COMPLIANCE COORDINATOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Ms. Susan Metosky as Research Compliance Coordinator, Office of Research, effective November 10, 2003.

Ms. Metosky received an M.P.H. with an interdepartmental concentration in Public Health Genetics in 2001 from the University of Michigan and a B.S. in 1999 from Cornell University. Since 2002, she has been a Research Associate at the Michigan Center for Genomics and Public Health. Ms. Metosky has also served as a research health science specialist and research assistant at the University of Michigan.

Salary: \$40,000 for 12 months

Rank: Research Compliance Coordinator and Instructor

**APPOINTMENT OF ASSISTANT DIRECTOR/CYBER CAREER COACH
CAREER MANAGEMENT CENTER**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Ms. Meagan E. Minvielle as Assistant Director/Cyber Career Coach, Career Management Center, effective October 25, 2003.

Ms. Minvielle received an M.S. in Counseling and Human Systems in 2001 from The Florida State University and a B.S. in Rehabilitation Services in 1999 from Louisiana State University Medical Center. Since 2001, she has been an Assistant Director in the Career Development Office at Tulane Law School. Ms. Minvielle has also been an Independent Contractor/Distance Career Counselor. She is a Nationally Certified Counselor (NCC).

Salary: \$35,000 for 12 months

Rank: Assistant Director/Cyber Career Coach, Career Management Center, and Instructor

APPOINTMENT OF ADMISSIONS COUNSELOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the appointment of Mr. Timothy R. Thurston as Admissions Counselor, effective September 10, 2003.

Mr. Thurston received a B.S. in Communication in 2002 from Old Dominion University. Since 2002, he worked as Promotions Captain at Entercom Communications. Mr. Thurston was an intern in University Relations at Old Dominion University.

Salary: \$25,000 for 12 months

Rank: Admissions Counselor and Assistant Instructor

APPOINTMENT OF TELETECHNET SITE DIRECTOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the following appointment as TELETECHNET Director at the site indicated:

Ms. Elaine Ward (Southwest Virginia/Mountain Empire Community Colleges)

Ms. Ward received an M.S. in Occupational and Technical Studies in 2002 from Old Dominion University and a B.S. in Organizational Management and Development in 1998 from Bluefield College. Since 1994, she has been Assistant Site Director at Southwest Virginia Community College.

Salary: \$45,000 for 12 months effective October 25, 2003

Rank: TELETECHNET Site Director, Southwest Virginia/Mountain Empire Community Colleges, and Instructor

The Committee approved by a vote of five to one the request to revise and remove two sections of the Policy and Procedures Concerning Academic Rank and Promotion in Rank. A member who felt the revisions should have been processed through the Bylaws Review Committee cast the dissenting vote. The revisions to the section of the policy on University Professors clarify the procedures on appointment and selection. This section, as well as the section on Eminent Scholars will be removed from the Board of Visitors policy and become University policies.

Discussion was held prior to action being taken. Ms. Haddad asked why the two sections are being removed from the policy. The Provost stated that these sections were initially placed in the general policy for appointment and promotion. These are not promotions in the ordinary sense, so they are being removed to a separate section of the Faculty Handbook. Mr. Lechler indicated that, although he did not object to the proposed revisions themselves, he felt that these should have first been reviewed through the Bylaws Review Committee prior to action. Mr. Batten stated, as Chairman of the Bylaws Review Committee, that he is of the opinion that if a policy revision falls within the purview of one of the standing committees, then it could bypass review by the Bylaws Review Committee and that Committee should deal only with those policies that do not naturally fall under any of the standing committees.

The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved by a majority vote of nine in favor and one opposed. (*In favor: Croshaw, Faeder, Haddad, Hixon, Maniyar, Mugler, Pattison, Treherne, Woolsey. Opposed: Lechler*)

APPROVAL TO REVISE AND REMOVE TWO SECTIONS OF THE POLICY AND PROCEDURES CONCERNING ACADEMIC RANK AND PROMOTION IN RANK

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve revisions and the removal of two sections of the Policy and Procedures Concerning Academic Rank and Promotion in Rank that concern University Professors and Eminent Scholars, effective December 12, 2003.

Rationale: Several revisions are proposed to the University Professors section of the Policy and Procedures Concerning Academic Rank and Promotion in Rank. The revisions are intended to clarify and update the policy. It is proposed that the faculty selected hold the designation of University Professor permanently rather than the four years of their appointment. Revisions are also proposed for the size and membership of the University Professors Committee and the criteria for nomination.

If the revisions to the section of the policy on University Professors are approved, it is proposed that the sections on Eminent Scholars and University Professors be removed from the Policy and Procedures on Academic Rank and Promotion in Rank and become two separate policies. Eminent Scholar and University Professor are designations faculty members may achieve, but they are not academic ranks and do not signify promotion in rank. Removing these designations from the policy will create one policy that focuses on academic rank and promotion and two separate policies on the designations of Eminent Scholar and University Professor. If removed from the policy, it is proposed that the two new policies no longer be Board of Visitors policies but policies approved by the President.

No changes are proposed for the section on Eminent Scholars other than to remove it from the Policy and Procedures Concerning Academic Rank and Promotion in Rank and establish it as a separate policy.

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; Revised December 14, 2001; Revised April 12, 2002; Revised June 14, 2002; Revised December 12, 2003**

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-Commonwealth 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 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. No dean, associate dean, assistant dean or department chair shall attend, be a member or participate in the deliberations of the Eminent Scholars Committee. The committee will 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. Only when eminent scholar status is considered as part of the initial appointment process may this requirement be waived.
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.

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.

Only in exceptional cases can a candidate for a faculty position at the university be considered for eminent scholar status. Such candidates must be exceptional scholars in their disciplines, have held the rank of full professor for a minimum of three years and receive endorsements and approval from the tenured department faculty, department chair, dean and a majority of members of the university's Eminent Scholars Committee.

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 permanently for four years, be so identified in university publications, and will receive \$2,500 per year of discretionary funds to support their professional development for the four years following their appointment. The names of all university professors will be engraved on a plaque to be prominently displayed at the university.

~~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 four-year term. Faculty holding the designation of university professor may not 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/school and submit the vote with the nomination. 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 in their college for nomination to the University Professors Committee. The University Professors Committee shall be comprised of eight ~~one~~ tenured faculty members, two each from the Colleges of Arts & Letters and Sciences and one each from the Colleges of Business & Public Administration, Education, Engineering & Technology, and Health Sciences, selected by the college dean, with preference given to faculty who have previously been selected for university professor designation. A non-voting faculty administrator, selected by the provost and vice president for academic affairs, will serve as an executive secretary to the University Professors Committee and chair the committee to facilitate the selection process. ~~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 January 1 April 15 for the next year. This date may differ for the initial year of implementation.

Each nominee shall ordinarily teach a minimum of one undergraduate course per year. ~~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 the person nominated describing key contributions and / 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.

II. Promotion in Rank

A. Board of Visitors Policy

1. Except for promotion to the rank of assistant professor, all promotions in rank are based on evaluation of the faculty member's performance in teaching, research, and service over the total time in the previous rank as compared to the criteria established by the Board of Visitors for the rank being considered and any other criteria established by the department or college.
2. Promotion to the rank of associate professor must occur at the time of the tenure award, except in the case of certain faculty members who were tenured in the rank of assistant professor prior to June 30, 1982. Such persons may be considered for promotion to the rank of associate professor during any subsequent year under the same policy and procedures as are used for promotion to the rank of full professor.
3. Promotion to the rank of full professor is normally considered no earlier than during the sixth year of a faculty member's service as associate professor at Old Dominion University. Exceptions are made only under the following circumstances:
 - a. A faculty member who has held the rank of associate professor at another institution and was initially appointed to Old Dominion University at the rank of associate professor may be considered for promotion at the time of the award of tenure.

- b. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.
- 4. The president, upon the recommendation of the Faculty Senate, shall establish procedures for consideration of promotion to the rank of full professor (and designation as eminent scholar), and of promotion to the rank of associate professor for those tenured as assistant professors prior to June 30, 1982. Such procedures shall require consideration and recommendation by faculty members at the department and college level, the chair, the dean, and the University Promotion and Tenure Committee. The decision concerning promotion is to be made by the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against promotion, the faculty member may request a review by the president. The decision of the president is final.

B. Procedures for Promotion in Rank

- 1. These procedures apply to promotion to the rank of full professor. (In the case of those faculty members who held tenure and the rank of assistant professor in June 1982, these procedures also apply to promotion to the rank of associate professor. Otherwise, promotion to the rank of associate professor is part of the tenure consideration and is dealt with in accordance with the policy concerning tenure.) Promotion to the rank of assistant professor is made by the provost and vice president for academic affairs following recommendation by the chair and dean. These procedures are designed to implement the Board of Visitors policy concerning promotion. The board policy is governing in all promotion cases.
- 2. Considerations Concerning Promotion
 - a. Each faculty committee and administrator considering a promotion case must specifically consider factors listed below as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. In the case of committees, the vote must be recorded in the recommendation, and the reasons produced by the minority members must be specified.
 - b. Each committee and administrator making a recommendation concerning promotion considers evidence of the faculty member's performance over the total time in which the previous rank has been held as compared to the guidelines for the rank being considered as established by the Board of Visitors and any other guidelines established by the department or college.
 - c. The total rank structure of the department should be considered.
 - d. At the least, the committees and administrators should examine faculty information sheets, chair evaluations, dean's evaluations, and any other

evidence submitted by the faculty member, the chair of the department, or any other relevant source. Particularly in the case of promotion to full professor, external evaluation of the faculty member's research and scholarly activity by nationally recognized experts in the field of specialization may be required at any step of the process.

3. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above¹:
 - a. In the case of large departments, the faculty members in the rank being considered or above may select a committee from their ranks to consider and make recommendations concerning promotion. In that case, it is the responsibility of the committee to elicit opinions from all faculty members holding the rank considered or above.
 - b. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of either departmental, college, or the University Promotion and Tenure Committee. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent. The college committees shall consist of one tenured faculty member from each department in the college. This member shall be chosen by majority vote of all full-time teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s).

The University Promotion and Tenure Committee shall elect one of its members as chair². No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

- c. Should there be no more than two persons in the department who hold the rank for which the faculty member is being considered or a higher rank, the faculty member has the option of skipping the departmental stage and being considered directly by the college promotion committee, which shall consider the recommendation of the chair.

¹See the Faculty Evaluation Schedule in the appendix for specific dates and actions.

²The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committees elected by each individual degree-granting college serve for an entire academic year, not for the spring semester of one year and the fall semester of the following year.

- d. The faculty member involved is informed that the committee is considering promotion in rank and is given an opportunity either to appear before the committee (or group) considering the case, or to submit a statement in writing in support of eligibility for promotion.
4. The committee or faculty group makes its recommendation concerning promotion to the chair together with reasons for the recommendation (including a minority statement in the case of a split vote), and specifies the vote of the committee. The chair evaluates independently the credentials of the faculty member, the rank structure of the department, and any additional evidence presented, either by the faculty member or from any other source, and makes a recommendation, with reasons, concerning promotion.
5. If neither the faculty committee (or group) nor the chair recommends promotion, the faculty member will not be considered for promotion in the coming year unless a review by the college promotion committee and the dean is requested by the faculty member. If a review is requested, the departmental committee and the chair forward all documents to the promotion committee of the college, which examines them and makes a recommendation concerning promotion to the dean. The dean examines all documents, including the recommendation of the college committee, and makes a determination concerning promotion. If the dean's determination is negative and is in accordance with the recommendations of the departmental committee, the chair, and the college committee, then the faculty member is not promoted for the coming year. If the dean's determination is negative and is not in accordance with all previous recommendations, the faculty member may request a further review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final in such cases.
6. If either the departmental committee (or group), or the chair, or both recommend promotion, the faculty member's credentials together with the recommendation of the faculty committee and the chair will be forwarded to a promotion committee of the college for consideration. This committee will make an independent evaluation and make a recommendation concerning promotion with reasons (including reasons of the minority), to the dean. The recommendations will indicate the vote of the committee.
7. The dean, considering all previous recommendations and all credentials, then makes a recommendation concerning promotion, which is forwarded, with reasons, to the provost and vice president for academic affairs.
8. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation, and makes a recommendation (with reasons, including minority reasons, if any) concerning

promotion which is forwarded to the provost and vice president for academic affairs.

9. On the basis of all the evaluations and recommendations presented, and after consultation with staff, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. The decision of the provost and vice president for academic affairs will consist of one of the following:
 - a. promotion
 - b. deferral
 10. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.
 11. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.
 12. All promotions are reported by the president to the Board of Visitors.
 13. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.
- C. Part-time instructional faculty may be promoted in rank (for example, from adjunct assistant professor to adjunct associate professor) upon recommendation of the chair and dean to the provost and vice president for academic affairs. Full documentation of the credentials of the faculty member being recommended for promotion is required. If the provost and vice president for academic affairs denies the promotion, the faculty member may request a review by the president. The decision of the president is final.

The Committee approved by unanimous vote the request to change the name of the Graduate Center for Urban Studies and Public Administration to the Department of Urban Studies and Public Administration. The unit functions as an academic department and should have departmental status. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was unanimously approved by all members present and voting. *(Croshaw, Faeder, Haddad, Hixon, Lechler, Maniyar, Mugler, Pattison, Treherne, Woolsey)*

APPROVAL TO CHANGE THE STATUS OF THE GRADUATE CENTER FOR URBAN STUDIES AND PUBLIC ADMINISTRATION TO THE DEPARTMENT OF URBAN STUDIES AND PUBLIC ADMINISTRATION

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the request to change the status of the Graduate Center for Urban Studies and Public Administration, located within the College of Business and Public Administration, to the Department of Urban Studies and Public Administration, effective January 1, 2004.

Rationale: At one time the Graduate Center for Urban Studies and Public Administration (USPA) was a separate academic department. It was then combined with the Department of Economics for several years before again becoming an autonomous unit. USPA become a Graduate Center because, at the time it separated from the Department of Economics, there was a desire to have only four separate Departments in the College of Business and Public Administration.

However, USPA functions as an academic department and should have departmental status. The mission of the unit is an academic one, and the director of the unit functions like a department chair. The Centers located in the College of Business and Public Administration, such as the Center for Regional Studies and the Center for Real Estate and Economic Development, generally exist for purposes more closely related to tying the college to external constituencies.

The faculty in Urban Studies and Public Administration unanimously support the change from a center to a department, and the dean of the college also supports the change. Changing the designation to a department will not result in any additional costs to the University.

The Committee approved by unanimous vote the request to change the name of the Department of Military Science to the Department of Military Science and Leadership. Including leadership in the title better represents the new curriculum and minor developed by the Army ROTC program. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was unanimously approved by all members present and voting. *(Croshaw, Faeder, Haddad, Hixon, Lechler, Maniyar, Mugler, Pattison, Treherne, Woolsey)*

APPROVAL TO CHANGE THE NAME OF THE DEPARTMENT OF MILITARY SCIENCE TO THE DEPARTMENT OF MILITARY SCIENCE AND LEADERSHIP

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the request to change the name of the Department of Military Science, located within the College of Business and Public Administration, to the Department of Military Science and Leadership, effective January 1, 2004

Rationale: The request to change the name of the Department of Military Science to the Department of Military Science and Leadership has been made because the Army ROTC program has developed a new curriculum that is better represented by the word leadership in the department title. In addition, the University recently approved a minor in Military Leadership that is offered in the department.

The chairs and area coordinators in the College of Business and Public Administration and the dean of the college are supportive of the name change for the department.

Committee members approved by a vote of five to one the request to rescind the Board of Visitors Policy on Second Major or Second Baccalaureate Degree. A member who felt the request should have been processed through the Bylaws Committee cast the dissenting vote. The policy was incorrectly included as a Board of Visitors policy and is more appropriately grouped with similar academic policies administered by the Provost. Mr. Lechler indicated that he had the same concern, as noted above, that this proposed revision should have been reviewed first by the Bylaws Review Committee, but he had no objections to the proposal itself.

The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved by a majority vote of nine in favor and one opposed. (*In favor: Croshaw, Faeder, Haddad, Hixon, Maniyar, Mugler, Pattison, Treherne, Woolsey. Opposed: Lechler*)

APPROVAL TO RESCIND THE BOARD OF VISITORS POLICY ON SECOND MAJOR OR SECOND BACCALAUREATE DEGREE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approve the request to Rescind the Board of Visitors Policy on Second Major or Second Baccalaureate Degree, effective December 12, 2003.

Rationale: As a result of reviewing the Board of Visitors policies while preparing the University's Faculty Handbook, it was determined that the policy on Second Major or Second Baccalaureate Degree should not be a Board of Visitors policy. It is listed in the Administration section of Board of Visitors policies along with the policies on Authority to Act on Behalf of the University and Faculty Personnel Actions.

Rather than concerning administration of the University, the policy on Second Major or Second Baccalaureate Degree defines the processes by which students can pursue a second undergraduate major or a second baccalaureate degree. Thus, the request is made to rescind this policy as a Board of Visitors policy.

NUMBER: **1236**

TITLE: **Second Major or Second Baccalaureate Degree**

APPROVED: **August 27, 1970; Revised September 6, 1976;
Revised January 1980; Rescinded December 12, 2003**

Second Major

The university permits an undergraduate student to pursue a second major. A student pursuing two majors must meet all the degree requirements of one major and at least the departmental requirements of the other. (Most professional degree majors require completion of both the departmental/school and the college requirements.) The degree awarded will be determined by the major to which university and college requirements are applied. Prior to undertaking the second major, the student must have the program approved by the appropriate chair and dean.

Second Baccalaureate Degree

The university will permit a student to acquire a second baccalaureate degree, provided that he or she: (1) pursues a different degree (e.g., a Bachelor of Arts and a Bachelor of Science, or a Bachelor of Science in Dental Hygiene and a Bachelor of Science in Business Administration); (2) meets all university, college, school, and departmental requirements (credits earned for the first degree may be applied, if suitable, toward the second degree); and (3) completes a minimum of 150 semester hours if receiving two baccalaureate degrees from Old Dominion University or completes a minimum of 30 semester hours at Old Dominion University for the second degree if receiving the first degree from another institution.

Prior to undertaking the second degree, the student must have his or her accumulated credits evaluated and the second degree program approved in writing by the appropriate chair and dean. The student is responsible for initiating and coordinating any action related to the programs, whether pursuing the two degrees concurrently or successively. The university, as a general rule, will not permit a student to pursue more than two baccalaureate degrees.

Ms. Woolsey reported that Committee members received information about one request for a leave of absence without compensation. William Graves, Dean of the Darden College of Education, who provided information on the quality of the teachers prepared by Old

Dominion and the college's guarantee to prepare highly qualified teachers who are ready to teach. Teachers identified as having less than acceptable performance in the classroom will be "taken back" by Old Dominion and receive additional preparation at no cost to the teacher or the school division.

Provost Isenhour also introduced three faculty members who presented information on what faculty members do in the areas of teaching and research and why they enjoy what they do. The faculty presenters were Charles Wilson from the Department of English, Charles Sukenik from the Department of Physics and John Adam from the Department of Mathematics and Statistics.

In the progress on Research, Vice President Ash provided Committee members with information on several topics. He indicated that Faculty Research Day will be held on March 23-24, 2004. The purpose of this event is to showcase the research of as many faculty as possible and promote cross-disciplinary research initiatives. Old Dominion faculty have also been involved in the Wright flyer project, and two of our faculty published articles on the Wright flyer in a recent issue of the mechanical engineering magazine. A research strategic plan is being developed. The goal of the plan is to create an environment that promotes and sustains vibrant basic and applied research. Progress on the strategic plan will be shared with the Board of Visitors at its meeting in April. Recent research highlights include carbon uptake in plant roots, biomatting (which deals with beach erosion), and "seeing in the dark" with digital cameras.

Mr. Batten complimented Vice President Ash and all who were involved in the opening of the Bioelectrics Center.

ADMINISTRATION AND FINANCE COMMITTEE

The Rector called on Mr. Pattison for the report of the Administration and Finance Committee. Mr. Pattison reported that Ms. Anne Shumadine, Chair of the Investment Committee of the Old Dominion University Educational Foundation, met with the Administration and Finance Committee to provide an update on the status of the University and Foundation's endowment investments. The focus of her presentation was on the recently developed and implemented investment philosophy and associated investment policy and asset allocation. The presentation reviewed the overall goals of the portfolio, which are to support a 6% spending rate, and to provide real growth, over a long time horizon. In reviewing the goals, she showed historical data for the last 30 years, and comparative data for other endowments at universities such as Yale.

Ms. Shumadine explained the tools used in portfolio management that included asset allocation, market timing, and selection of managers and securities. She displayed the asset allocation showing the four major categories that include protection, participation in capitalism, stabilizing assets, and excess return. In reviewing asset allocation, she articulated the needs to not only define the elements of the allocation by asset class and purpose, but to also have a rationale for why the particular asset class is included in the allocation. She

provided a detailed asset allocation analysis that supported the Committee's current allocation.

Ms Shumadine then reviewed our current portfolio and how the various components line up against the target asset allocation. Lastly, she provided current performance of the portfolio stating as of September 30, the portfolio was up over 10% for the year and 15.2% for the trailing 12 months. That performance beat our benchmarks and also was above average compared to our peers.

Vice President Fenning briefed the Committee on the various activities underway in updating the University's 1995 Master Plan. This has been accomplished through in-house efforts at identifying the current and projected space needs for instruction, research and support operations. The University has contracted with several consultants to identify specific needs with recreation/athletic facilities, the Webb University Center, and traffic and parking infrastructure. The Committee was briefed on each of these areas of space or facility needs in more detail, that led up to the presentation the Board received this afternoon. Ms. Pam Scott of Sports Plan Studio provided information on their efforts to date on the development of a University Recreation, Athletics, and ESPER (Department of Exercise Science, Sports, Physical Education and Recreation) Master Plan. Her task has been to assess the needs of these areas and to recommend facilities development and operational enhancements.

Sports Plan Studio recommends: (1) Renovating and reorganizing spaces and adding to the Health & Physical Education Building (the Fieldhouse) space to meet the educational needs and laboratory (ESPER) space needs of the University. These facility improvements should be closely linked with the Webb University Center and Student Life. (2) Adding space to the Athletic Administration Building to provide adequate academic support facilities, expanded spaces for strength and conditioning and the athletic trainer, and relocate Wrestling. (3) Improving and expanding locker room facilities for various Intercollegiate Sports Programs. (4) Developing the Elizabeth River Waterfront for new and expanded recreational activities, as well as instructional and research facilities for the Departments of Oceanography & Atmospheric Sciences and Biological Sciences.

Ms. Sue MacDougall, Director of Webb University Center, briefed the Committee on the work of Sasaki Associates. Sasaki has been evaluating the current Webb Center facilities and recommending both reorganization of the current spaces and needed new program spaces. Among their recommendations are the reorganization of spaces for University Events, Food Service, and Student Activities, as well as the improvement of the entrance area on the west side of the building. New program space recommendations include a ballroom/large assembly area, theatre, lounge, multi-purpose venue, and additional meeting space.

Mr. James Long, Director of Parking & Transportation, reviewed the efforts of Carl Walker, Inc. (a national traffic and parking planning and design firm) in assessing the adequacy of the University's parking and traffic management facilities. Their conclusions and recommendations address the programmatic and facility needs to achieve a more pedestrian or walking campus and yet improve the overall efficiency of off-street parking facilities and campus

roadways. Their recommendations include more rigorous parking management, the construction of new parking structures, and creation of a more robust transportation system. They are continuing to work with the University on the management of the shared parking facilities located in the University Village.

The recommendations of these planning activities will be incorporated into an updated Master Plan for the physical development of the Norfolk campus, which will include facilities related to instruction and research.

Mr. William Fisher, University Controller, briefed the Committee on the Unaudited Financial Statements for the fiscal year ended June 30, 2003. Mr. Fisher reviewed the mandated governmental financial reporting requirements (GASB 35) enacted in 1999 by the Governmental Accounting and Standards Board. Under the new requirements, all financial statements are presented on an entity-wide basis and not by major fund groups, depreciation expense is recognized, and management's discussion and analysis precedes the statements.

Mr. Fisher indicated that the University's assets decreased by \$2.4 million, due primarily to the liquidation of investments held to finance capital purchases and maintenance projects. Liabilities decreased by \$4.5 million, resulting in a \$2.1 million increase in net assets, the majority of which were capital assets. Mr. Fisher also reviewed the Statement of Revenues, Expenses and Changes in Net Assets, which shows all revenues, expenses and transfers for all fund groups within the University during the fiscal year and their effect on net assets, and segregates operating from non-operating revenues and expenses. In addition, the Statement of Cash Flows presents information about the University's sources and uses of cash during the fiscal year.

Mr. Fisher then reviewed selected performance ratios, including net investment in plant to plant debt and the credit worthiness ratio. He noted that the net investment in plant to plant debt (the equity to debt ratio) may no longer be a valid measure because of the recognition of depreciation under GASB 34/35.

Rusty Waterfield, Acting Assistant Vice President for Computing and Communications Services, provided a brief update on IT security issues. He reviewed the IT security program documentation format revision and indicated that current policy and procedures are being revised. The Security Engineering position has been filled and a new account tracking system and a user-id and password management system have been implemented. A business continuity and disaster recovery test is scheduled for January 4th. Other universities are so impressed with our disaster recovery plan that they are using it as a model for their own programs.

In his report, Vice President Fenning provided a status report on the operating and capital budget requests and progress in the University Village. The second phase of student residences involving nearly 600 additional beds and approximately 30,000 SF of retail has been initiated with Ambling Development Company. Requests for Proposal for the development of a hotel will be issued later this month and for the office/research parking by

late January. Land assembly for the large shopping area between 41st Street and 38th Street is underway, as well as negotiations with major grocery store tenant.

Vice President Fenning also acknowledged that the University and the University's Real Estate Foundation's efforts in the Village and on campus have been recognized both locally and nationally. In October, the Hampton Roads Association for Commercial Real Estate awarded the University and the Foundation the Selection Committee's award for our significant past and current efforts with the economic development in the region. The University Village was specifically noted in the November issue of Urban Land, which focused on significant university and municipal mixed-use developments. Finally, the annual *American School & University Architectural Portfolio* awarded an award for specialized buildings to the Ted Constant Convocation Center in the same issue. That publication also included an article by Ron Tola about sustainable design and the Engineering & Computational Science Building project. Congratulations are in order.

Vice President Fenning briefly reviewed the University's Operating Budget submission. After presentations to the Secretary of Education and the Department of Planning & Budget, the projects selected to go forward for the Governor's Budget included the Enrollment Proposal and Operations & Maintenance funding for upcoming capital projects. He briefly reviewed various Operating Budget initiatives submitted by SCHEV, as well as a Presidents' Budget Framework developed collaboratively between the institutions and the Business/Higher Education Council. At the same time, legislative staff have been reviewing the Base Adequacy Model and specific needs of higher education. When taken as a whole, these efforts are predominantly focused upon efforts to close the gap between current funding and Base Adequacy funding, compensating faculty at the 60th percentile, meeting the equipment and facility needs of higher education, and assuring access for students through appropriate tuition and fee pricing and the provision of student financial aid.

Last month, Governor Warner released his 6-Year Capital Budget which contained a number of Old Dominion University General Fund and Nongeneral Fund projects. This proposed budget included equipment for the University's GOB projects (which was not included in last November's referendum) and several other General Fund capital projects. The University's Nongeneral Fund projects included a number of parking, recreational/athletic, and land acquisition projects.

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

Ms. Woolsey requested clarification on the process used to select the two budget initiatives for inclusion in the Governor's budget, which was provided by Mr. Fenning. Mr. Lechler asked about the Disaster Recovery Plan and what was it about our plan that other institutions were interested in adopting. Mr. Fenning explained that Old Dominion's Computer Center has established (in addition to an off-campus site) a second fully operational location on campus in the event that its current location (Hughes Hall) is damaged due to a natural disaster. The disaster recovery test planned in January is the second one to be held. There

are very few other institutions that have a fully developed alternate site on the campus itself, and so are using Old Dominion's plan as a model.

INSTITUTIONAL ADVANCEMENT COMMITTEE

The Rector called on Mr. Maniyar for the report of the Institutional Advancement Committee. Mr. Maniyar reported that Vice President Broderick shared with the Committee some of the latest public relations and marketing materials developed during the Fall semester. He also shared with the Committee a CD-ROM developed by the Admissions Office that is used for recruiting students. The CD, which is both cost-efficient to produce and mail, contains the Admissions Viewbook, the Admissions Video, the Course Catalog and a link to the University's web site.

Ms. Alice McAdory, Director of Admissions, introduced freshmen Nikkia Jones from Richmond, Ryan Holleman from Newport News, Caitlin Curry from Chesterfield, and Alonzo Coleman from Chesapeake. These pleasant, articulate young men and women discussed their backgrounds and reasons for choosing Old Dominion University. They expressed great interest in the updated campus master plan.

Ms. Jennifer Mullen, Director of Media Relations, discussed how the University uses photographs in newspapers and magazines as a publicity vehicle, complementing press releases, television coverage and newspaper stories. She provided an overview of the media relations plan to offer faculty experts to media covering the Hampton Roads-based sniper trials and discussed the successful placement of several faculty members in the national media.

Ms. Maria Ferguson, Director of University Marketing, provided a brief overview of marketing initiatives, including recently established partnerships with the Virginia Marine Science Museum, Nauticus and the Virginia Air and Space Center.

STUDENT ADVANCEMENT COMMITTEE

The Rector called on Ms. Croshaw for the report of the Student Advancement Committee. Ms. Croshaw reported that the Committee met this morning and focused on aspects of the University's athletic programs, including recreational sports. The Recreational Sports Department provides intramural and club sports together with fitness programs for students, faculty and staff members. The program supports more than 100,000 participants each year. The new facilities proposed as part of the master plan update provide a badly needed renovation to the Health and Physical Education Building that will enable the University to meet a demand that currently exceeds physical resources. Some of the Committee members will be touring the facility in February.

The Committee was then briefed on the University's athletic marketing initiatives for the 2003-2004 season. Thanks to the combined efforts of Athletics Promotions and Institutional

Advancement, and increasing amount of Monarch paraphernalia is available throughout the region and via the internet. Committee members viewed the extensive information available on the Athletics web page designed to enhance communication with Monarch fans. The Committee also met two of the more than 500 Monarch Maniacs who attend basketball games and other athletic competitions.

Following the reports of the standing committees, President Runte indicated that she was just notified about a home invasion on 42nd Street at an apartment where ODU students reside. Four students were involved, one of whom was raped and is now in the hospital. Vice President Fenning stated that the Norfolk Police responded first and are handling on behalf of the University. Vice President Burnett has activated counseling services through the Women's Center to work with the students.

CLOSED SESSION

The Rector recognized Mr. Mugler, who made the following motion: "Mr. Rector, I move that this meeting be recessed, and, as permitted by Virginia Code Sections 2.2-3711(A)(1) and (A)(3), that we reconvene in Closed Session for the purpose of discussing a personnel matter, the annual evaluation and compensation of the President of the University, and for discussion or consideration of acquisition of real estate for the public purpose of the University, because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the University." The motion was seconded by Mr. Pattison and unanimously approved by all members present and voting. (*Croshaw, Haddad, Hixon, Lechler, Maniyar, Mugler, Pattison, Treherne, Woolsey*)

RECONVENE IN OPEN SESSION AND FOIA CERTIFICATION

At the conclusion of the closed 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 closed session was convened were heard, discussed or considered. The certification of compliance vote was nine in favor and none opposed. (*Croshaw, Haddad, Hixon, Lechler, Maniyar, Mugler, Pattison, Treherne, Woolsey*)

REPORT OF THE PRESIDENTIAL EVALUATION AND COMPENSATION COMMITTEE

The Rector called on Mr. Hixon for the report of the Presidential Evaluation and Compensation Committee. Mr. Hixon reported that he had previously reported to the Board the results of the President's evaluation. The Committee reviewed the President's current compensation as compared to her peers at the other doctoral institutions and concluded that she is underpaid compared to her peers. In addition, the President is now in the last year of her three-year contract.

The Board has expressed its desire to retain President Runte by extending her contract and giving her a substantial salary increase to bring her compensation more in line with her peers. Notwithstanding her outstanding job and her well-deserved salary increase, President Runte has asked that the Board not increase her compensation over the mandated percentage increase given to all classified employees, which is 2.25%. Therefore, the Committee recommends the following:

1. That portion of President Runte's salary that is paid by the Educational Foundation be increased by 2.25%, effective retroactively to November 25, 2003.
2. President Runte's contract be extended an additional three years.

Mr. Hixon made a motion that the Board approve these recommendations. The motion was seconded by Mr. Mugler and was unanimously approved by all members present and voting. *(Croshaw, Haddad, Hixon, Lechler, Maniyar, Mugler, Pattison, Treherne, Woolsey)*

OLD/UNFINISHED BUSINESS

The Rector asked if there was any old business to come before the Board. There was none.

NEW BUSINESS

The Rector asked if there was any new business to come before the Board. There was none.

With no further business to be discussed, the meeting adjourned at 4:15 p.m.